Guide to promotion for non-commissioned officers (Corporal to Staff-Sergeant) and men of the Royal Army Medical Corps : with appendix on hints for young N.C.O.'s on clerical and other duties in a military hospital / compiled by Captain S.T. Beggs.

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GUIDE TO PROMOTION

FOR

NON-COMMISSIONED OFFICERS

(CORPORAL TO STAFF-SERGEANT)

AND MEN

OF THE

ROYAL ARMY MEDICAL CORPS

CAPTAIN [illegible]

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GUIDE TO PROMOTION FOR N.C.O.'s & MEN

OF THE

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GUIDE TO PROMOTION

—FOR—

NON-COMMISSIONED OFFICERS

(CORPORAL TO STAFF-SERGEANT)

and MEN of the ROYAL ARMY MEDICAL CORPS.

With Appendix on

HINTS FOR YOUNG N.C.O.'s

ON CLERICAL AND OTHER DUTIES
: : IN A MILITARY HOSPITAL. : :

COMPILED BY

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1914.

P-2,194

PREFACE TO FOURTH EDITION.

A fourth edition of the Guide has been in demand for some time, but owing to revision and amendments of certain of the regulations, it has been deemed advisable to delay the printing of this edition in order that all new matter could be included.

The book has again been carefully revised and brought up to date. The subjects dealt with cover a wide scope, and it is trusted this edition will find favour with *all* ranks.

My best thanks are again due to the publishers, Messrs. Gale & Polden, Ltd., for their unvarying kindness in meeting my wishes; to Messrs. Evans & Wormull, London, and Messrs. Arnold & Sons, London, for permission to make use of their diagrams.

I have also to thank those Officers, Warrant Officers, and Non-Commissioned Officers of the Corps who proffered suggestions.

S.T.B.

December, 1914.

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RULES REGARDING EXAMINATION AND PROMOTION.

References are to Standing Orders, R.A.M.C.

Promotion.

Promotion is by selection, and seniority alone gives no claim. No promotion above the rank of Sergeant (with the exceptions referred to in sub para. (*f*) of para. 284 and para. 306) will be given to men who enlist after 31st December, 1906, who are not in possession of Army Form C 344 (Certificate of Training as a Nurse). Having obtained this certificate, it is open to such soldiers to revert to other sections, retaining their eligibility for selection to the higher ranks (see paras. 259 and 284).

Special Promotion.

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, who display exceptional proficiency as cooks, clerks, or drill instructors, or who hold the special appointments mentioned in para. 306, provided (except as laid down in sub-para. (*f*) of para. 284 and para. 306) no promotion is given above the rank of Sergeant (see para. 284).

Examinations, How to be Conducted.

The Boards appointed to conduct the examinations* referred to in the following paragraphs will submit at least three questions under each head, written, oral or practical, of paragraph 280 (*e*); four under 283 (*b*); five under 284 (*b*); and eight under 285 (*b*).

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

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

Will submit a report on Army Form A 2 containing a summary of the examination in a similar form to that in Appendix 3.

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 and oral tests, under each head.

A candidate who fails in one subject may be allowed at a future examination to pass in that subject 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 Record 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 Quartermaster-Sergeant or Warrant Officer, whose examination must be conducted by a Board; in which cases, if circumstances permit, the President will be a field officer, and one of the members a Quartermaster.

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

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

(*a*) He has been at least six months clear of an entry in the Company, twelve months clear of an entry in the Regimental Conduct Sheets, 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 school of instruction 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 on 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 privates of all sections and of the senior warrant officer or senior non-commissioned officer as laid down in paragraphs 118 to 172.
(5) The mode of carrying wounded men off the field, especially with reference to the nature and position of their injuries.
(6) The immediate treatment of cases of emergency as laid down in R.A.M.C. Training.
(7) The method of regulating the ventilation of wards, and the object of such ventilation.
(8) The names and appearance of the surgical instruments and appliances in general use; the contents of the medical companion and surgical haversack.

(*f*) An orderly belonging to the nursing section, who has been appointed lance-corporal or promoted to corporal's rank, before completing the three years of training, laid down in Appendix 2, 1 (A), must complete that training if he wishes to remain in the nursing section.

Special Promotion.

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

Promotion Above the Rank of Corporal.

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

Promotion to the Rank of Sergeant.

A corporal is not eligible for further promotion unless—

(*a*) He is a dispenser (superintending cooks who have obtained the certificate issued after the special course for cooks, laid down in Appendix 2, II., 2, excepted).

(*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) The duties of all sections and ranks as laid down in paragraphs 183 to 277.

The examination in subjects (1) and (2) will be written and practical, that in (3) to (6) will be written and oral (see paragraph 279).

PROMOTION TO THE RANK OF STAFF-SERGEANT.

Promotion from the rank of sergeant to that of staff-sergeant is given by selection, on account of ability and merit.

A sergeant is not eligible for further promotion 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.

(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.

(*c*) (Applicable to non-commissioned officers and men enlisted after 31st December, 1906, those mentioned in sub-para. (*f*) excepted).

He must have been awarded Army Form C 344.

(*d*) (Applicable to non-commissioned officers and men enlisted in or transferred to the Corps before 1st January, 1907, those mentioned in sub. para. (*f*) excepted).

He must have been registered as a dispenser on or before 22nd October, 1906; or must have completed the course laid down in Appendix 2, I. (A), As Nurses; or, if belonging to the Clerical Section, and not eligible as above, must have qualified for the Nursing Section as laid down in Appendix

2, III. (2), and have completed the three years' work in the wards as therein laid down.

In the two latter cases, the course of nursing training will be verified as laid down in para. 63 (2), and the fact that the course has been completed will be recorded as laid down in para. 70.

Although non-commissioned officers and men mentioned in this sub. para. are not required to be in possession of Army Form C 344, the possession of this certificate will be considered an additional reason for selecting them for promotion.

(*e*) If specially promoted to the rank of sergeant under paragraph 279, he must qualify in all subjects laid down in paragraph 283 and this paragraph.

(*f*) He has been selected for a special appointment which is usually held by a staff-sergeant or soldier of higher rank (see para. 306).

PART I

CHAPTER I.

INFANTRY SQUAD DRILL.

I. **The Training of Recruits.**
II. **Squad Drill without Arms.**
III. **Squad Drill in Single Rank**
IV. **Squad Drill in Two Ranks.**

REFERENCE TO REGULATIONS.

Infantry Training (1914), Part I., Sections 10 to 46.

GUIDE TO PROMOTION.

SQUAD DRILL.

THE TRAINING OF RECRUITS.

4. General Instructions.

Recruits will be formed in squads for instructional purposes; the number of men in each squad should be as small as the number of available instructors will allow.

The squad instructors must be intelligent, energetic and thoroughly well trained in the art of instruction.

10. Method of Instructing Recruits.

The instructor should be clear, firm, concise, and patient; he must make allowance for the different capacities of the men, and avoid discouraging nervous recruits; he must remember that much may be taught by personal example, and that careful individual instruction is the best means of developing the intelligence.

The instructor will teach as much as possible by demonstration, performing the movements himself or making a smart recruit perform them. The detail for each movement given is for the information of instructors, who must avoid repeating this detail word for word, because such a method is wearisome and monotonous and would not be understood by some recruits.

The instructor will explain the reason for every movement and formation, and its application in the field.

Drills will be short and frequent to avoid the exhaustion of the instructor and recruits.

Recruits will be advanced progressively from one exercise to another, men of inferior capacity being put back to a less advanced squad.

At first the recruit will be placed in position by the instructor, afterwards he should not be touched, but made to correct himself when faults are pointed out.

When the various motions have been learnt, instruction "by numbers" will cease.

11. Words of Command.

Commands will be pronounced distinctly, and sufficiently loud to be heard by all concerned.

Commands which consist of one word will be preceded by a caution. The caution, or cautionary part of a command, will be given deliberately and distinctly; the last or executive part, which, as a rule, should consist of only one *word or syllable*, will be given sharply: as BATTALION—HALT; RIGHT—FORM; RIGHT HAND—SALUTE. A pause will be made between the caution and the executive word. Men will be taught to act upon the last sound of the executive word of command.

When the formation is moving, executive words will be completed as the men begin the pace which will bring them to the spot on which the command is to be executed. The caution must be commenced accordingly. (*See also* Sec. 26, 1, note).

Young officers and non-commissioned officers will be frequently practised in giving words of command.

Indistinct and slovenly words of command beget slovenly movements and must always be avoided.

The cautions and commands in this manual are, as a rule, given with regard to one flank only, but the same principle applies equally to movements to the other flank, which will also be practised.

SQUAD DRILL WITHOUT ARMS.

SQUAD DRILL WITH INTERVALS.

12. Formation of Squads with Intervals.

A few men will be placed in single rank at arm's length apart; while so formed, they will be termed a *squad with intervals.*

Instruction can best be imparted to a squad in single rank, but if want of space makes it necessary, the squad may consist of two ranks, in which case the men of the rear rank will cover the intervals between the men in the front rank, so that in marching they may take their own points, as directed in Sec. 21, 4.

Recruits will, in the first instance, be placed in position by the instructor; when they have learned to dress as described in

Sec. 16, they will be taught to fall in as before described, and then to dress and correct their intervals. After they have been instructed as far as Sec. 26, they may fall in as directed in Sec. 27.

Recruits formed into a squad will be directed to observe the relative places they hold with each other ; while resting between the exercises they may be permitted to fall out and move about ; they will be instructed on the command *Fall in*, to fall in as they stood at first.

13. Attention.

Spring up to the following position :—

Squad—Attention.

Heels together and in line. Feet turned out at an angle of about 45 degrees. Knees straight. Body erect, and carried evenly over the thighs, with the shoulders (which should be level and square to the front) down and moderately back—this should bring the chest into its natural forward position, without any straining or stiffening. Arms hanging easily from the shoulders as straight as the natural bend of the arm, when the muscles are relaxed, will allow, but with the thumbs immediately behind the seams of the trousers. Wrists straight. Palms of the hands turned towards the thighs, hands partially closed, backs of the fingers touching the thigh lightly, thumb close to the forefinger. Neck erect. Head balanced evenly on the neck, and not poked forward, eyes looking their own height and straight to the front.

The weight of the body should be balanced on both feet, and evenly distributed between the fore part of the feet and the heels.

The breathing must not in any way be restricted, and no part of the body should be either drawn in or pushed out.

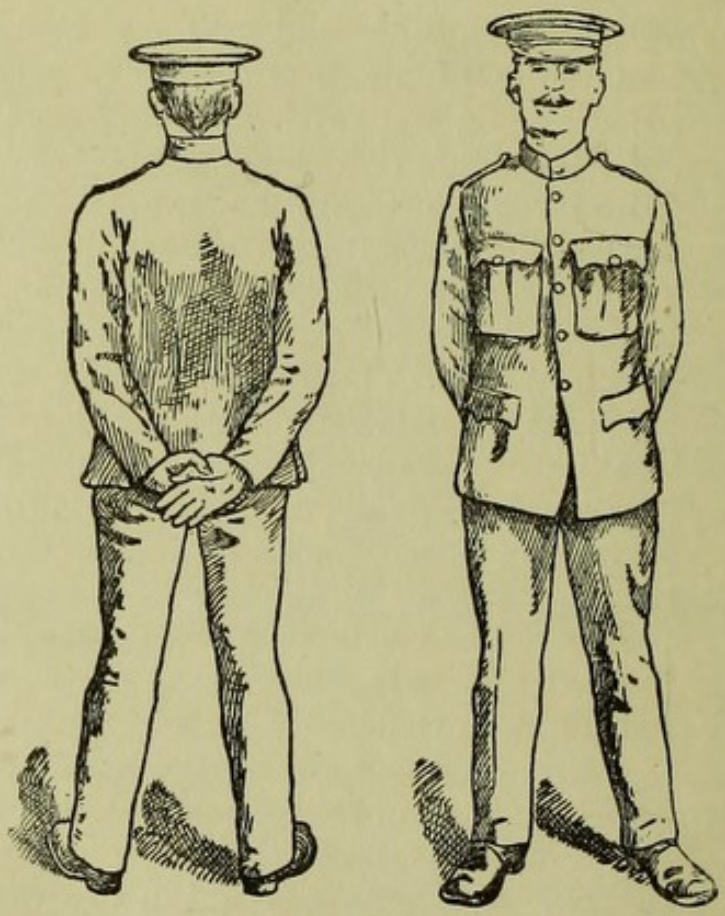
The position is one of readiness, but there should be no stiffness or unnatural straining to maintain it.

Particular attention should be paid to the heels being in line, as otherwise the man cannot stand square in the ranks.

14. Standing at Ease.

Stand at—Ease.

Keeping the legs straight, carry the left foot about twelve inches to the left so that the weight of the body rests equally on both feet, at the same time carry the hands behind the back and place the back of one hand in the palm of the other, grasping it lightly with the fingers and thumb, and allowing the arms to hang easily at their full extent. (It is immaterial which hand grasps the other.)



STAND AT EASE.

Notes.—1. In marching order the arms will be retained as in the position of *Attention.*

2. When a recruit falls in for instruction he will *Stand at Ease* after he has got his dressing.

15. Standing Easy.

Stand—Easy. The limbs, head and body may be moved, but the man will not move from the ground on which he is standing, so that on coming to *Attention* there will be no loss of dressing. Slouching attitudes are not permitted.

16. Dressing a Squad with Intervals.

Right—Dress. Each recruit, except the right hand man, will turn his head and eyes to the right and will then extend his right arm, back of the hand upwards, finger tips touching the shoulder of the man on his right. At the same time he will take up his dressing in line by moving, with short quick steps, till he is just able to distinguish the lower part of the face of the second man beyond him. Care must be taken to carry the body backward or forward with the feet, the shoulders being kept perfectly square in their original position.

Eyes—Front. The head and eyes will be turned smartly to the front, the arm dropped, and the position of *Attention* resumed.

17. Turning by Numbers.

Turning to the Right—One. Keeping both knees straight and the body erect, turn to the right on the right heel and left toe, raising the left heel and right toe in doing so.

On the completion of this preliminary movement, the right foot must be flat on the ground and the left heel raised, both knees straight and the weight of the body, which must be erect, on the right foot.

Two. Bring the left heel smartly up to the right without stamping the foot on the ground.

Turning to the Left—One. Turn to the left, as described above, on the left heel and right toe, the weight of the body being on the left foot on the completion of the movement.

Two. Bring the right heel smartly up to the left without stamping the foot on the ground.

Turning About—One. Keeping both knees straight and the body erect, turn to the right about on the right heel and left toe, raising the left heel and right toe in doing so. On the completion of this preliminary movement, the right foot must be flat on the ground and the left heel raised, both knees straight, and the weight of the body, which must be erect, on the right foot.

Two. Bring the left heel smartly up to the right without stamping the foot on the ground.

Inclining to the Right—One. As described for turning to the right, but turning only half right.

Two. As described for turning to the right.

Inclining to the Left—One. As described for turning to the left, but turning only half left.

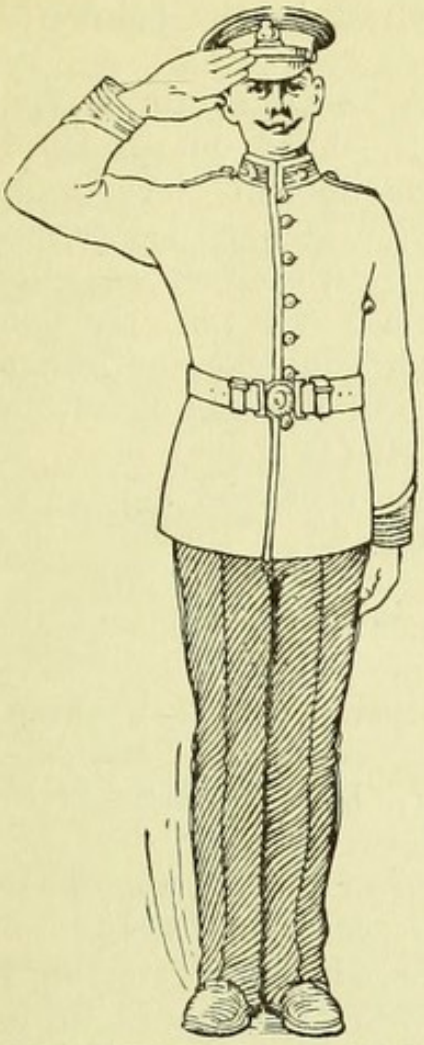
Two. As described for turning to the left.

Note.—In turning "judging the time" commands are *right* (or *left* or *about*) *turn*, *right* (or *left*) *incline*; the movements described above will be carried out on the word *turn* or *incline*, observing the two distinct motions.

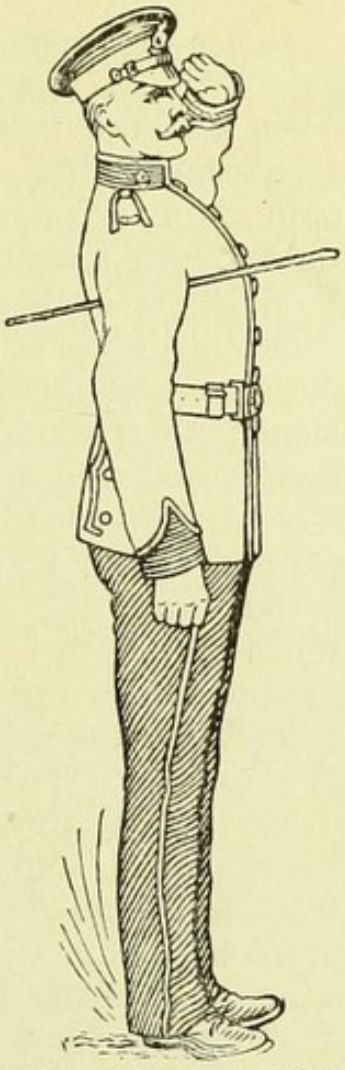
18. Saluting to the Front.

(1) By Numbers.

Salute by Numbers—One. Bring the right hand smartly, with a circular motion, to the head, palm to the front, fingers extended and close together, point of the forefinger one inch above the right eye, or touching edge of peak of cap just above right eyebrow (as in illustration), thumb close to the forefinger; elbow in line, and nearly square, with the shoulder. (*See* Plate).



SALUTING TO THE FRONT.



SALUTING TO THE SIDE.

Two. Cut away the arm smartly to the side.

(2) Judging the Time.

Salute, Judging the Time— Salute. } Go through the motions as in para. (1) and, after a pause equal to two paces in quick time, cut away the arm.

Notes.—1. Saluting to the side (*See* Plate) is carried out as in Sec. 18, on the command *right* (or *left*) *hand salute*, except that, as the hand is brought to the salute, the head will be turned towards the person saluted. The salute will be made with the hand further from the person saluted.

2. Recruits will be practised in marching two or three together, saluting points being placed on either side. When

several men are together, the man nearest to the point will give the time.

3. When a soldier passes an officer he will salute on the third pace before reaching him, and lower the hand on the third pace after passing him; if carrying a cane he will place it smartly under the disengaged arm, cutting away the hand before saluting.

4. A soldier, if sitting when an officer approaches, will stand at attention, facing the officer, and salute with the right hand; if two or more men are sitting or standing about, the senior non-commissioned officer or oldest soldier will face the officer, call the whole to *Attention*, and alone will salute (as above).

5. When a soldier addresses an officer he will halt two paces from him and salute with the right hand. He will also salute before withdrawing.

6. When appearing before an officer in a room, he will salute without removing his cap.

7. A soldier, without his cap, or when carrying anything other than his arms, will, if standing still, come to *Attention*, as an officer passes; if walking, he will turn his head smartly towards the officer in passing him.

8. A soldier, when riding a bicycle, or driving a motor vehicle, will turn his head smartly towards an officer in passing him, and will not move his hands from the handle bar or steering wheel.

9. A soldier driving a horsed vehicle will bring his whip to a perpendicular position, with the right hand resting on the thigh, and turn his head smartly towards an officer when passing him.

10. A soldier riding on a vehicle will turn his head smartly towards an officer when passing him.

11. Warrant and non-commissioned officers when wearing the sword will salute with the right hand.

12. The term "officer" includes naval officers, certain naval warrant officers* and military and naval officers of foreign powers. (*See* King's Regulations).

13. Officers or soldiers passing troops with uncased standards or colours will salute the standards or colours and the Commanding Officer (if senior).

14. Officers and soldiers passing a military funeral will salute the body.

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*Chief gunners, chief boatswains, chief carpenters, chief artificer engineers and chief schoolmasters, in the Royal Navy, rank as 2nd lieutenants in the Army, and will be saluted by warrant officers, N.C.Os., and men.

15. When in command of unarmed parties, officers and warrant and non-commissioned officers wearing a sword, will, in paying or returning a compliment, give the command "Eyes Right (or Left)," and at the same time salute with the right hand.

Ranks other than officers, when not wearing a sword, will similarly give the command "Eyes Right (or Left)," but will salute with the hand farthest away from the person saluted.

19. Length of Pace, and Time in Marching.

1. *Length of pace.*—In *slow and in quick time* the length of a pace is 30 inches. In *stepping out*, it is 33 inches ; in *double time*, 40 ; in *stepping short*, 21 ; and in the *side pace*, 14 inches.

When a soldier takes a side pace to clear or cover another, as in forming fours, page 22, the pace will be 27 inches.

2. *Time.*—In *slow time*, 75 paces are taken in a minute. In *quick time*, 120 paces, equal to 100 yards in a minute, or 3 miles 720 yards in an hour, are taken. Except during the first weeks of recruit training, recruits, when not in marching order, will take 140 paces per minute in quick time at drill. In *double time*, 180 paces, equal to 200 yards a minute, are taken. The time of the *side pace* is the same as for the *quick step.*

Marching in *slow time* will be practised only in the early stages of recruit training and when required for ceremonial purposes. (*See* "Ceremonial.")

Distances of 100 and 200 yards will be marked on the drill ground, and non-commissioned officers and men practised in keeping correct time, and length of pace.

20. The Drum and Pace Stick.

Recruits are not to be taught to march without the constant use of the drum, and pace stick.

Before the squad is put in motion a drummer will beat the time in which the men are to march, the men paying careful attention. The squad will then be marched off, and the drummer will beat the time occasionally while the men are on the move.

In order to ascertain whether the time is beaten correctly, a pendulum should be used.

The length of the pace in marching will be corrected with the pace stick, the accuracy of which should occasionally be tested by measurement.

21. Position in Marching.

In marching, the soldier will maintain the position of the head and body, as directed in page 3. He must be well balanced on his limbs. In slow time his arms and hands must be kept steady by his sides. In quick time the arms should swing naturally from the shoulder, the right arm swinging forward with the left leg, and the left arm with the right leg. The movement of the leg must spring from the haunch, and be free and natural.

The legs should be swung forward freely and naturally from the hip joints, each leg as it swings forward being bent sufficiently at the knee to enable the foot to clear the ground. The foot should be carried straight to the front, and, without being drawn back, placed firmly upon the ground with the knee straight, but so as not to jerk the body.

Although several recruits may be drilled together in a squad with intervals, they must act independently, precisely as if they were being instructed singly. They will thus learn to march in a straight line, and to take a correct pace, both as regards length and time, without reference to the other men of the squad.

Before the squad is put in motion, the instructor will take care that each man is square to the front and in correct line with the remainder. The recruit will be taught to take a point straight to his front, by fixing his eyes upon some distant object, and then observing some nearer point in the same straight line, such as a stone, tuft of grass, or other object. The same procedure will be followed by the man on the named flank or by the named number, when marching in other formations. (*See* Sec. 31.)

22. Marching in Quick Time.

(1) The Quick March.

Quick—March. { The squad will step off together with the left foot, in quick time, observing the rules in Sec. 21.

Note.—For the first week of recruit training it is recommended that all squad drill should be with intervals and in slow time only. The executive word of command will be *Slow—March.* The men will step off and march as described for Quick—March, but in slow time, and keeping the arms and hands steady at the sides, pointing the toes downward and placing them on the ground before the heel, each leg being straightened smartly as it comes to the front before the foot is placed on the ground.

(2) The Halt.

Squad—Halt. The moving foot will complete its pace, and the other will be brought smartly up in line with it, without stamping.

(3) Stepping Out.

Step—Out. The moving foot will complete its pace, and the soldier will lengthen the pace by three inches, leaning forward a little, but without altering the time.

Note.—This step is used when a slight increase of speed, without an alteration of time, is required; on the command *Quick—March* the usual pace will be resumed.

(4) Stepping Short.

Step—Short. The foot advancing will complete its pace, after which the pace will be shortened by nine inches until the command *Quick—March* is given, when the quick step will be resumed.

(5) Marking Time.

Mark—Time. The foot then advancing will complete its pace, after which the time will be continued, without advancing, by raising each foot alternately about six inches, keeping the feet almost parallel with the ground, the knees raised to the front, the arms steady at the sides, and the body steady. On the command *Forward*, the pace at which the men were moving will be resumed.

(6) Stepping Back from the Halt.

—— Paces Step Back —March. Step back the named number of paces of 30 inches straight to the rear, commencing with the left foot, observing the rules in Sec. 21.

Note.—Stepping back should not exceed four paces.

23. Changing Step.

(1) When on the March.

Change—Step. The advancing foot will complete its pace, and the ball of the rear foot will be brought up to the heel of the advanced one, which will make another step forward, so that the time will not be lost, two successive steps being taken with the same foot.

(2) When Marking Time.

Change—Step. Make two successive beats with the same foot.

24. Marching in Double Time.

(1) The Double March.

Double—March. Step off with the left foot and double on the toes with easy swinging strides, inclining the body slightly forward but maintaining its correct carriage. The feet must be picked up cleanly from the ground at each pace and the thigh, knee, and ankle joints must all work freely and without stiffness. The whole body should be carried forward by a thrust from the rear foot without unnecessary effort. The heels must not be raised towards the seat but the foot carried straight to the front and the toes placed lightly on the ground. The arms should swing easily from the shoulders and should be bent at the elbow, the forearm forming an angle of about 135 degrees with the upper arm (*i.e.*, midway between a straight arm and a right angle at the elbow), fists clenched, backs of the hands outward, and the arms swung sufficiently clear of the body to allow of full freedom for the chest. The shoulders should be kept steady and square to the front and the head erect.

(2) The Halt.

Squad—Halt. As in Sec. 22 (2), at the same time dropping the hands to the position of *Attention.*

(3) Marking Time.

Mark—Time. Act as in Sec. 22 (5), the arms and hands being carried as when marching in double time, but with the swing of the arms reduced.

25. The Side Step.

(1) *Right* (or *Left*) *Close—March*, or —— *Paces Right* (or *Left*) *Close—March.* Each man will carry his right foot 14 inches direct to the right, and instantly close his left foot to it, thus completing the pace; he will proceed to take the next pace in the same manner. Shoulders to be kept square, knees straight, unless on rough or broken ground. The direction must be kept in a straight line to the flank.

(2) The Halt.

Squad—Halt. On the command *Halt*, which will be given when the number of paces has not been specified, the men will complete the pace they are taking and remain steady.

Note.—Soldiers should not usually be moved to a flank by the side step more than twelve paces.

26. Turning when on the March.

(1) *Right* (or *Left*)—*Turn.* Each man will turn in the named direction, and move on at once without checking his pace.

Note.—A soldier will always turn to the right on the left foot; and to the left on the right foot. The word *Turn* will be given as the foot on which the turn is to be made is coming to the ground; if it is not so given the soldier will move on one pace and then turn.

(2) *About—Turn.* The soldier will turn right about on his own ground in three beats of the time in which he is marching. Having completed the turn about the soldier will at once move forward, the fourth pace being a full pace.

(3) *Right* (or *Left*)—*Incline.* On the word *Incline*, make a half-turn in the required direction.

SQUAD DRILL IN SINGLE RANK.

27. Formation of Squads in Single Rank.

Recruits will at this stage be formed in single rank without intervals, each man occupying a lateral space of 27 inches. Thus ten men occupy nine paces. The accuracy of the spaces should be frequently tested. Squads will fall in and dress by the right unless otherwise ordered.

28. Dressing in Single Rank.

In all cases, except after the word *Halt* and at ceremonial drill a soldier will take up his own dressing without orders. After the word *Halt*, a soldier will stand steady. If it be necessary to correct the dressing, the command *Right* (or *Left*)—

Right—Dress (after the word *Halt* only.) — *Dress* will be given. Each man, except the man on the named flank, will then look towards the flank by which he is to dress with a smart turn of the head and, commencing with the man nearest the flank by which the dressing is made, will move up or back to his place successively. Each man will look to his front as soon as he has got his dressing. (*See* Sec. 16).

Men will only be dressed after the word *Halt*, when a correction of the alignment is necessary.

29. Numbering a Squad.

Squad—Number. — The squad will number off from the right, the right hand man calling out "*One*," the next on his left "*Two*," and so on.

30. Opening and Closing a Squad.

Open Ranks—March. — The odd numbers will take two paces forward; when the paces are completed the men who have moved (except the right hand man of each rank) will look to the right and correct the dressing quickly, looking to the front as soon as the dressing is correct.

Reform—Ranks—March. — The odd numbers will step back two paces, when the paces are completed the squad will dress without orders as in Sec. 28.

31. Marching in Single Rank.

(1) *By the Right* (or *Left* or *by No.*) — *Quick—March.* — As in Sec. 22. Each man will preserve his position in the general line by an occasional glance towards the directing man, who will act as in Sec. 21.

(2) *By the Right* (or *Left* or *by No.*) — *Double—March.* — As in Sec. 24 (1), but in double time.

32. Changing the Pace from Quick to Double Time, and Vice Versa.

(1) *Double—March.* — Complete the next pace in quick time and then continue in double time as in Sec. 24.

(2) *Quick—March.* — Complete the next pace in double time and then break into quick time, dropping the arms to their usual position.

33. The Diagonal March.

Right (or *Left*)—*Incline.* — Each man will make a half turn in the required direction, and, if on the march, will move diagonally in that direction.

THE DIAGONAL MARCH

Fig. 1.
Right Incline.

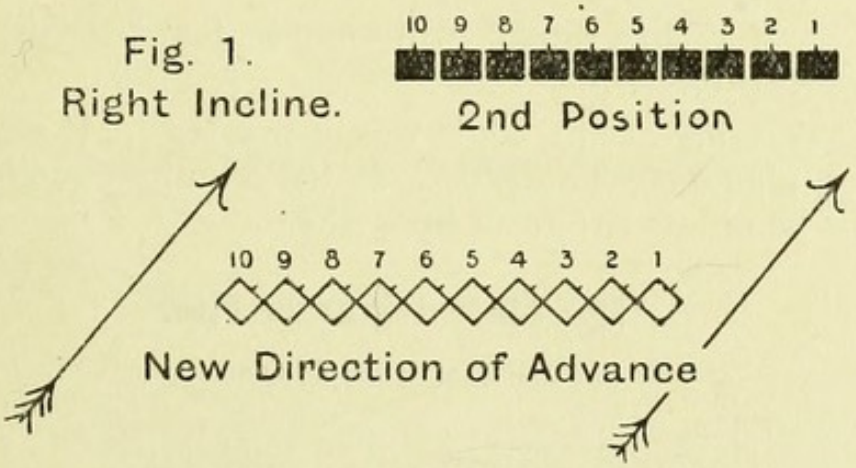


Fig. 2.
Changing Direction.
At the Halt
Right form.

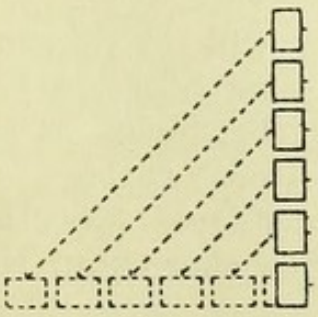
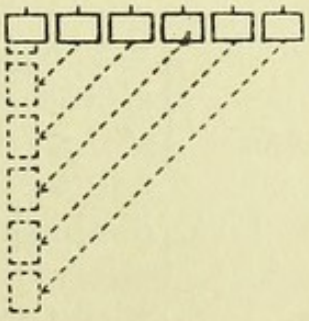


Fig. 3.
Forming up.
On the Right
Form Squad.



34. Changing Direction. (*See* Plate.)

Right (or *Left*)—*Form.* — The right (or left) hand man will make a full turn in the required direction, and the remainder a half turn.

Quick—March. — The right (or left) hand man will mark time and the remainder will mark time when they come up into the new alignment.

Note.—Should the squad be required to halt on reaching the new alignment the command will be preceded by the caution *At the Halt*; each man will then halt and take up his dressing on reaching the new alignment. If the squad is on the move the command *Quick March* is omitted.

Forward. — The squad will move forward in the new direction.

Note.—Forming at any angle will be practised. If necessary the first three men may be dressed at the required angle and the remainder be ordered to form upon them.

35. Marching as in File.

(1) From the Halt.

Right (or *Left*)—*Turn.* — As in Sec. 17. The men will now cover each other exactly. The head of the man immediately in front of each soldier, when he is correctly covered, will conceal the heads of all the others in front of him.

Quick—March. — The whole will step off, without increasing or diminishing the distance between each other.

Note.—This will also be practised on the move, the words *Quick March* being omitted.

(2) Changing Direction.

Right (or *Left*)—*Wheel.* — The leading man will move round a quarter of the circumference of a circle having a radius of four feet. The other men, in succession, will follow in his footsteps without increasing or diminishing their distances from each other or altering the time, but shortening the pace a little with the inner foot.

(3) *Rear Files—Cover.* — If the squad is halted or ordered to *Mark Time* when only a part of the men have wheeled into the new direction, the men who have not yet wheeled will cover off on those who have, moving to their places by the shortest route.

(4) Forming Squad on the Move.

On the Right (or Left)—Form Squad. — The leading man will mark time, the remainder will make a partial turn in the named direction and form upon him, marking time as they come into the line.

Forward, By the Left (or Right). — The squad will move on in line in the direction in which it was originally marching in file.

Note.—After forming squad on the right, the left will normally be ordered to direct.

(5) Forming Squad at the Halt.

At the Halt on the Right (or Left)—Form—Squad. — The leading man will halt, the remainder will make a partial turn in the named direction and form upon him, halting and dressing as they come into the line.

SQUAD DRILL IN TWO RANKS.

36. Formation of a Squad in Two Ranks.

The squad will now be formed for drill in two ranks. The men will take their places in succession, commencing from the right unless they are ordered to form on the other flank, each occupying a lateral space of 27 inches. Each man of the rear rank will be placed 60 inches from the man in front of him, measuring from heel to heel, and will cover him correctly, the two men thus placed forming *a file*. When the squad consists of an uneven number of men, the third man from the left of the front rank will be a *blank* (or incomplete) *file*, that is, he will have no rear rank man. Squads will dress by the right unless otherwise ordered. The instructions for dressing by the right in the following sections may be varied so as to apply to dressing by the left.

37. Dressing.

Right—Dress (after the word *Halt* only).

In all cases, except after the word *Halt* and at ceremonial drill, a soldier will take up his own dressing without orders. After the word *Halt* a soldier will stand steady. If it is necessary to correct the dressing, the command *Right* (or *Left*)—*Dress* will be given. Each man of both the front and rear ranks, except the right (or left) file, will look towards the right (or left) with a smart turn of the head, and will move up or back to his place successively commencing with the file nearest the right (or left) file. Rear rank men must also correctly cover their front rank men. Each man will look to his front as soon as he has got his dressing.

38. Numbering a Squad.

Squad—Number.

The men of the front rank will number off smartly as in Sec. 29.

Each rear rank man will listen to the number given by his front rank man, which number will also be his own.

39. Opening and Closing a Squad.

Open Ranks—March.

The odd numbers of the front rank will step forward two paces, the even numbers of the rear rank will step back two paces; as soon as the paces are completed the men who have moved (except the right hand man of each of the four ranks) will look to the right and correct the dressing quickly, looking to the front as soon as the dressing is correct.

Reform Ranks—March.

The odd numbers of the front rank will step back two paces, the even numbers of the rear rank will step forward two paces, and, as soon as the paces are completed, the squad will dress by the right, without word of command.

40. Marching in Line.

The whole will step off, the front rank man of the file on the named flank taking a point to

(1) *By the Right* (or *Left*) *Quick* (or *Double*)—*March.*

march on. The men of each rank, except the directing file, will glance occasionally to the named flank to maintain their dressing. The men of the rear rank will also preserve their covering and distance from the front rank.

If there is a *blank file*, he will always be with the front rank; when the squad is turned about on the march he will step out to gain his place in the new front rank; if the squad is turned about at the halt he will take two paces forward after turning about.

Note.—When a squad turns about the ranks are thereby changed, and the former rear rank becomes the front rank; the former front rank, the rear rank.

When, however, the squad is required to fall back for a short distance only before resuming the original direction, ranks will not be changed. In this case the command will be: *The Squad will Retire, About—Turn*, and on completion, *The Squad will Advance, About—Turn.*

(2) The Diagonal March.

Right (or *Left*)—*Incline.*

As in Sec. 33. The men of the rear rank will preserve their relative positions with the men of the front rank, in order that they may cover correctly when they are again turned into line.

(3) Changing Direction.

Right (or *Left*)—*Form.*

The right (or left) hand man of the front rank will make a full turn in the required direction and the remainder of the front rank a partial turn. The rear rank will stand fast.

Quick—March.

The right (or left) hand man of the front rank will mark time, the remainder will step off, the men of the rear rank conforming to the movements of their front rank men. The whole will mark time when they come into their places in the new alignment.

Forward.

The whole will move off in the new direction.

Notes.—1. If the squad is on the march the command *Quick—March* is omitted.

2. If required to halt after forming, the command will be *At the Halt—Right* (or *Left*) *Form*, the right (or left) hand man will then stand fast instead of marking time, and the remainder will halt and dress as they come up.

3. Squads may be formed half or quarter right or left, on the command *Half* (or *Quarter*) *Right* (or *Left*)—*Form.*

41. Marching in File.

(1) Turning into File.

Right (or *Left*)—*Turn.* — The whole will turn to the right (or left), and, if on the march, lead on in that direction without checking the pace. The men of the rear rank will dress by their front rank men.

(2) Changing Direction.

Right (or *Left*)—*Wheel.* — The inner man of the leading file will move round a quarter of the circumference of a circle having a radius of four feet, stepping short to enable the outer man of the file to wheel with him. When the quarter circle is completed the file leads on in the new direction. The other files in succession will follow in the footsteps of the leading file without increasing or diminishing their distances from each other or altering the time.

Note.—If the squad is halted, or ordered to mark time, when only a part of it has wheeled into the new direction, the remainder will cover off as directed in Sec. 35 (3) on the command *Rear Files—Cover.*

(3) Forming Squad.

On the Right (or *Left*) *Form—Squad.* — The right hand man of the leading file, if the formation is to the right; or the left hand man of the leading file, if the formation is to the left, will mark time.

The remainder will make a partial turn in the named direction and form upon him, marking time as they come into the alignment.

Forward. — The squad will move on in line in the direction in which it was originally marching in file.

Notes.—1. If desired to halt on completion, the command will be *At the Halt, on the Right* (or *Left*) *Form—Squad.* The right or left hand man of the leading file will halt and the remainder will halt and dress as they reach their places.

2. The squad will be formed obliquely to the line of march by the command, *Half* (or *Quarter*) *Right* (or *Left*) *Form—Squad.*

(4) Forming Single File and Two Deep.

Advance in Single File. Quick—March. The front rank man of the leading file will march off followed by his rear rank man, who will be followed by the front rank man of the second file and so on.

Note.—If the squad is halted in file, the command will be, *Advance in Single File, Quick—March.* If the squad is marching in file the command will be *Form—Single File.* The front rank man of the leading file will then lead on, the remainder marking time to get into their places and following on as described above.

Form—Two Deep. The leading man will mark time, the remainder of the squad will regain their positions in file, marking time as they reach their places.

Forward. The squad will move forward in file.

Note.—If it is desired to halt on completion of the movement, the command will be *At the Halt Form Two—Deep,* when the leading man will halt, the remainder halting as they reach their places in file.

42. The Formation of Fours and Elementary Training in March Discipline.

Column of Fours is the ordinary marching formation of infantry on a road. The greatest attention should be paid to training the recruit to keep the prescribed distance from, and to cover exactly, the man in front. Order, comfort, and the reduction of fatigue, depend on the maintenance of exact distance by each four. Exact covering and dressing when moving in fours is to be kept even when marching at ease unless orders to the contrary are issued.

Odd numbers are right files, and even numbers left files.

In order that the left four may always be complete, the file on the left of a squad will always act as a left file, and the second file from the left as a right file in forming fours.

A test of good marching in fours is the position of the men when they turn into line. If there are no gaps or irregularities in the line, and the squad occupies the same frontage as before it formed fours, the marching is good. This test should be frequently applied during the instruction of recruits, and the slightest carelessness as regards the maintenance of the exact distance should be checked at once.

Units moving in fours will march on the extreme left of roads. The left will always direct, and during halts men will fall out on the left of the road. It is of great importance when large forces are moving that a portion of the road is kept absolutely clear of troops for the passage of traffic and communication of orders, and it is necessary that the soldier should be accustomed from the first to marching in this manner, *e.g.*, when marching to and from the range, when fatigue parties are marching to and from their work, &c.

43. Forming Fours. (*See* Plate)

(1) In Line in Two Ranks at the Halt.

Form—Fours. The left files will take a pace of 30 inches back with the left foot, and then a side pace of 27 inches with the right, so as to cover their right files. In this formation the squad will stand in fours.

Fig. 1

SQUAD WITH AN ODD FILE.

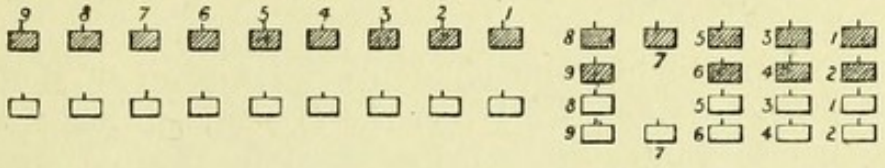


Fig 2.

SQUAD WITH A BLANK ODD FILE.

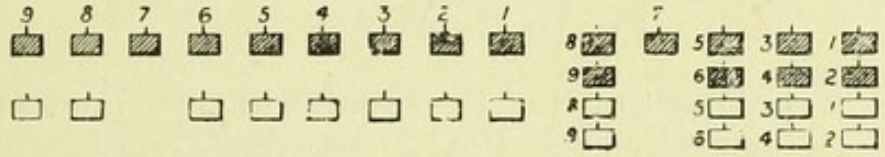
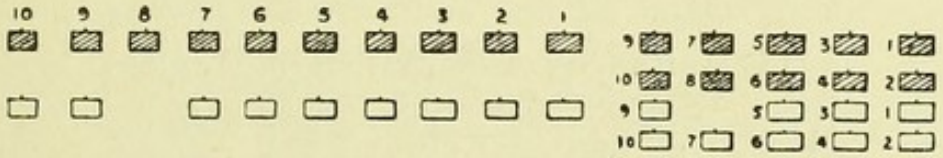


Fig. 3.

SQUAD WITH A BLANK EVEN FILE.



Form—Two Deep. The left files will move to their original position in line by taking a side pace of 27 inches with the left foot and a pace forward of 30 inches with the right; or if the squad has been turned about while in fours, a side pace with the right foot and a pace back with the left.

Note.—In forming fours after changing ranks, left files will take a pace of 30 inches to their front with the right foot, and one of 27 inches to the left with the left, thus bringing them into the same relative position as regards right files as they occupy after forming fours in the usual way.

They will form two-deep by taking a side pace with the right foot and a pace back with the left.

(2) To the Right or Left.

Form—Fours. — As in (1).

Right (or *Left*). — Each man of the squad will turn in the named direction.

Note.—Except during the elementary training of recruits, the command *Form—Fours, Right* (or *Left*) will, in cases where no other caution is indicated in this manual, be preceded by the caution *Move to the Right* (or *Left*) *in Fours*, whether troops are halted or on the march.

(3) To Re-form Line.

Left (or *Right*)—*Turn.* — Each man of the squad will turn in the direction named, and then *form two-deep*, as described above.

Note.—If it is required to remain in fours, the word of command will be *In Fours, Left* (or *Right*)—*Turn.*

(4) When on the March in Line.

Form—Fours. Right (or *Left*). — As in (2) and (3), but the right files will mark time two paces while the left files are moving to their places.

Note.—Should the command *Right* (or *Left*) *Incline* be given instead of *Right* (or *Left*) the squad will incline instead of turning in the required direction.

When inclining the squad will remain in fours.

(5) When in File, at the Halt or on the March.

Form—Fours. — The left files will move forward into their position in fours if a right file is leading, or back if a left file is leading.

If on the move, the right files will mark time two paces.

Form Two —Deep. — The left files will move up or fall back into their places in file. If on the move, the right files will mark time two paces.

Note.—When a squad is moving in fours it will always march and dress by the left.

44. Movements in Fours.

(1) Changing Direction.

Right (or *Left*)—*Wheel.* — The inner man of the leading four will move round a quarter of the circumference of a circle having a radius of four feet, stepping short to enable the other men of the four to wheel with him, when the quarter circle is completed the four leads on in the new direction. The other fours in succession will follow in the footsteps of the leading four without increasing or diminishing their distances from each other or altering the time.

(2) *Rear Fours—Cover.* — If the squad is halted or ordered to mark time before the whole squad has wheeled into the new direction, the fours which have not yet wheeled will cover off on those which have, moving to their places by the shortest route.

(3) Forming Squad when Moving to a Flank.

On the Right (or *Left*) *Form—Squad.* — The squad will first form two deep, and will then act as a squad marching in file (*see* Sec. 41 (3)).

Forward. — The squad will move on in line in the direction in which it was originally marching in fours.
See notes to Sec. 41 (3), which equally apply.

45. The Passage of Obstacles.

When a stream, ditch, bank or similar obstacle is to be crossed, it will generally be found better to increase rather than diminish the front by causing the men to open out gradually before they arrive at the obstacle.

It is frequently advisable to point out a place on the far side of the obstacle, and order men to form up in a named formation at that place ; each man will then find his own way across.

If a line is to pass a narrow place, its front may be reduced by forming fours, file, or single file, to a flank or inwards; or fours may be formed, and closed to a flank or on the centre.

If a narrow place has to be passed through in column it is important to avoid checks. It is therefore advisable to increase the pace during the passage, if it is not so long as to cause undue fatigue to the men.

46. Dismissing without Arms.

Squad—Dismiss. { The squad will turn to the right, and, after a pause, break off quietly and leave the parade ground.

Note.—If an officer is on parade the men will salute before they break off.

QUESTIONS AND ANSWERS ON SQUAD DRILL.

Q. Describe the method of forming recruits for instructional purposes.

A. Recruits will be formed for instructional purposes in squads; the number of men in each squad should be as small as the number of available instructors will allow.

Q. Name some of the necessary qualifications for Squad Instructors.

A. They must be intelligent, energetic, and thoroughly well trained in the art of instruction.

Q. Name some of the instructions laid down for the guidance of Squad Instructors.

A. The instructor will be clear, firm, concise, and patient; he must make allowance for the different capacities of the men, and avoid discouraging nervous recruits; he must remember that careful individual instruction is the best means of developing the intelligence.

He will teach as much as possible by demonstration, performing the movements himself or making a smart recruit perform them.

He will explain the reason for every movement and formation, and its application in the field.

Q. State the rules with regard to the duration of drills.

A. Drills will be short and frequent to avoid the exhaustion of the instructor and recruits.

Q. What are the rules as to the advancement of recruits from one exercise to another?

A. They will be advanced progressively from one exercise to another, men of inferior capacity being put back to a less advanced squad.

Q. When will instruction "by numbers" cease?

A. When the various motions have been learnt.

Q. Describe how words of command should be given.

A. Commands will be pronounced distinctly, and sufficiently loud to be heard by all concerned.

Q. What must every command that consists of only one word be preceded by?

A. A caution.

Q. Describe how the caution or cautionary part of a command must be given.

A. Deliberately and distinctly; the last or executive part, which, in general, should consist of only one word or syllable, must be given sharply.

Q. In giving words of command, what will invariably be made between the caution and the executive word?

A. A pause.

Q. When men are in motion, when should executive words of command be completed, and when ought the cautionary part of the command to be commenced?

A. The executive words must be completed as they are commencing the pace which will bring them to the spot on which the command has to be executed. The cautionary part of the word must be commenced accordingly.

Q. What comprises a squad with intervals?

A. A few men placed in single rank at arm's length apart.

Q. May a squad with intervals consist of more than one rank?

A. Yes, it may consist of two ranks.

Q. When a squad with intervals consists of two ranks, state how the men of the second line are placed.

A. They should cover the intervals between the men in the front rank.

Q. Why?

A. So that in marching they may be enabled to take their own points.

Q. When recruits are formed into a squad, what should they be directed to observe?

A. The relative places they hold with each other.

Q. While resting between the exercises, what will they be permitted to do?

A. Fall out and move about.

Q. What will they be instructed to do on the words FALL IN?

A. To fall in as they stood at first.

Q. **Describe fully the position of a soldier when standing at attention.**

A. Heels together and in line. Feet turned out at an angle of about 45 degrees. Knees straight. Body erect, and carried evenly over the thighs with the shoulders (which should be level, and square to the front) down and moderately back—this should bring the chest into its natural forward position, without any straining or stiffening. Arms hanging easily from the shoulders as straight as the natural bend of the arm when the muscles are relaxed, will allow, but with the thumbs immediately behind the seams of the trousers. Wrists straight. Palms of the hands turned towards the thighs, hands partially closed, backs of the fingers touching the thigh lightly, thumb close to forefinger. Neck erect. Head balanced evenly on the neck, and not poked forward, eyes looking their own height and straight to the front.

The weight of the body should be balanced on both feet, and evenly distributed between the fore part of the feet and the heels.

The breathing must not in any way be restricted, and no part of the body should be either drawn in or pushed out.

The position is one of readiness, but there should be no stiffness or unnatural straining to maintain it.

Particular attention should be paid to the heels being in line, as otherwise the man cannot stand square in the ranks.

Q. Describe fully the position of a soldier when standing at ease.

A. Keeping the legs straight, carry the left foot about twelve inches to the left so that the weight of the body rests equally on both feet, at the same time carry the hands behind the back and place the back of one hand in the palm of the other, grasping it lightly with the fingers and thumb, and allowing the arms to hang easily at their full extent. (It is immaterial which hand grasps the other.)

Q. **If the command STAND AT EASE is followed by the words STAND EASY, what happens?**

A. **The men will be permitted to move their limbs, but without quitting their ground, so that on coming to ATTENTION no one will have materially lost his dressing in line. Slouching attitudes are not permitted.**

Q. If there be no special reason for ordering Stand at Ease before Stand Easy, what command should be given?

A. STAND—EASY.

Q. When in marching order how should men stand on the command STAND AT EASE?

A. They carry off the left foot about twelve inches to the left, but the arms will be retained as in the position of Attention.

Q. **On the word SQUAD being given to men standing easy, what happens?**

A. **They at once assume the position of standing at ease.**

Q. When a squad with intervals receives the command RIGHT—DRESS, how do the men act?

A. Each recruit, except the right hand man, will turn his head and eyes to the right, and will then extend his right arm, back of the hand upwards, finger tips touching the shoulder of the man on his right. At the same time he will take up his dressing in line by moving, with short quick steps, till he is just able to distinguish the lower part of the face of the second man beyond him. Care must be taken that he carries his body backward or forward with the feet, keeping his shoulders perfectly square in their original position.

Q. How do they act on the command EYES—FRONT?

A. The head and eyes will be turned smartly to the front, the arm dropped, and the position of attention resumed.

Q. Give the detail for turning to the right "by numbers" on the command TURNING TO THE RIGHT—ONE.

A. Keeping both knees straight and the body erect, turn to the right on the right heel and left toe, raising the left heel and right toe in doing so.

On the completion of this preliminary movement, the right foot must be flat on the ground and the left heel raised, both knees straight, and the weight of the body, which must be erect, on the right foot.

Q. And on the word TWO what happens?

A. Bring the left heel smartly up to the right without stamping the foot on the ground.

Q. **Describe fully the first motion of the salute to the front.**

A. **Bring the right hand smartly, with a circular motion, to** the head, palm to the front, fingers extended and close together, point of the forefinger one inch above the right eye, thumb close to the forefinger; elbow in line, and nearly square with the shoulder.

Q. The second motion?
A Cut away the arm smartly to the side.

Q. Describe how the salute will be performed to the side.
A. As described to the front, except that it will always be with the hand further from the person saluted, and as the hand is brought to the salute, the head will be slightly turned towards the person saluted.

Q. How should recruits be practised in saluting?
A. Marching in two or three together, saluting points being placed on either side.

Q. When several men are marching together round the barrack square, for instance, from whom will the time to commence the salute be taken?
A. The man nearest to the saluting point.

Q. When a soldier passes an officer, at what distance from the officer will he salute, and when will he lower his hand?
A. He will salute on the third pace before reaching him, and will lower the hand on the third pace after passing him; if carrying a cane he will place it smartly under the disengaged arm, cutting away the hand before saluting.

Q. How will a soldier proceed if sitting when an officer approaches?
A. He will rise, stand at attention, and salute.

Q. If a number of men are sitting or standing about, describe what happens.
A. The senior non-commissioned officer or oldest soldier will call the whole to *Attention* and alone will salute.

Q. State how a soldier will proceed when he addresses an officer.
A. He will halt two paces from him, and salute with the right hand in the usual manner. He will also salute when withdrawing.

Q. When appearing before an officer in a room, how will a soldier proceed?
A. He will salute without removing his cap.

Q. State how a soldier without his cap, or who is carrying anything that prevents him from saluting properly, will proceed.

A. If standing still, he will come to attention as an officer passes; if walking, or on a bicycle, he will turn his head smartly towards the officer in passing him.

Q. How do warrant and non-commissioned officers, when wearing the sword, salute?

A. Always with the right hand.

Q. How will a soldier act when passing troops with uncased Colours?

A. He will salute the Colours and the Commanding Officer.

Q. How will a soldier act when passing a military funeral?

A. He will salute the body.

Q. How do soldiers in command of unarmed parties pay and return compliments?

A. Give the command EYES RIGHT (OR LEFT), and at the same time salute with the right hand.

Q. State the length of pace in slow time.

A. 30 inches.

Q. State the length of pace in quick time.

A. 30 inches.

Q. In stepping out.

A. 33 inches.

Q. In double time.

A. 40 inches.

Q. In stepping short.

A. 21 inches.

Q. The length of the side step.

A. 14 inches.

Q. When a soldier takes a side pace to clear or cover another, what will be its length?

A. 27 inches.

Q. State the number of paces taken per minute both in slow, quick, and double time.

A. In slow time 75 paces, quick time 120; in double time 180.

Q. What is the time used in performing the side step?

A. The same as for the quick step.

Q. State under what circumstances the cadence in quick time may be increased for recruits.

A. When not in marching order, for short periods the cadence may be increased to 140 paces a minute.

Q. When will marching in slow time be practised?

A. Only in the early stages of recruit training and when required for ceremonial purposes.

Q. What are the rules laid down with regard to the use of the drum and pace stick?

A. No recruit, or squad of recruits, is to be taught to march without the constant use of the drum and pace stick.

Q. What instrument will be used in order to ascertain whether the time is beaten correctly?

A. A pendulum.

Q. Describe fully the position of the soldier when marching.

A. In marching, the soldier must maintain the position of the head and body, as directed for the position of attention. He must be well balanced on his limbs. In slow time his arms and hands must be kept steady by his sides. In quick time his arms must not be stiffened, but should swing naturally from the shoulder, the right arm swinging forward with the left leg, and the left arm with the right leg. The movement of the leg must spring from the haunch, and be free and natural.

The legs should be swung forward freely and naturally from the hip joints, each leg as it swings forward being bent sufficiently at the knee to enable the foot to clear the ground. The foot should be carried straight to the front, and, without being drawn back, placed firmly upon the ground, with the knees straight, but so as not to jerk the body.

Although several recruits may be drilled together in a squad with intervals, they must act independently, precisely as if they were being instructed singly. They will thus learn to march in a straight line, and to take a correct pace, both as regards length and time, without reference to the other men of the squad.

Before the squad is put in motion, the Instructor will take care that the men are square individually and in correct line with each other. Each recruit must be taught to take a point straight to his front, by fixing his eyes upon some distant object, and then observing some nearer point in the same straight line, such as a stone, tuft of grass, or other object.

Q. How does a squad act on the command QUICK—MARCH?
A. They step off together with the left foot, in quick time.

Q. When a squad marching receives the command HALT, what happens?
A. The moving foot will complete its pace, and the other will be brought smartly up in line with it without stamping.

Q. For what purpose is stepping out used?
A. When a slight increase of speed, without an alteration of time, is required.

Q. For what purpose is stepping short used?
A. When a slight check is required.

Q. State the number of paces to which the step-back is limited.
A. It should not exceed four paces.

Q. For what purpose is changing step required?
A. When any part of a squad, or a single soldier, is stepping with a different foot from the rest.

Q. How high from the ground should the foot be raised when marking time?
A. About 6 inches.

Q. Describe how changing step will be effected while marking time.
A. By making two beats with the same foot.

Q. When a squad receives the command, RIGHT CLOSE—MARCH, what happens?
A. Each man will carry his right foot 14 inches direct to the right, and instantly close his left foot to it, thus completing the pace; he will proceed to take the next pace in the same manner. Shoulders to be kept square, knees straight, unless on rough or broken ground. The direction must be kept in a straight line to the flank.

Q. State the number of paces to which the side-step is limited.
A. Not usually more than twelve paces.

Q. On which foot will the right turn be made when on the march, and when should the command TURN be given?

A. A soldier will always turn to the right on the left foot; and to the left on the right foot. The word *turn* will be given as the foot on which the turn is to be made is coming to the ground. If it is not so given the soldier will move on one pace and then turn.

Q. Describe how a squad is formed in single rank.

A. A few men formed on the same alignment each occupying a space of 27 inches.

Q. What is the rule for "Dressing in single rank"?

A. In all cases, except after the word *Halt* and at ceremonial drill a soldier will take up his own dressing without orders. After the word *Halt*, a soldier will stand steady. If it be necessary to correct the dressing, the command *Right* (or *Left*)—*Dress* will be given.

Q. How is a squad opened when in single rank?

A. On the command OPEN RANKS—MARCH, the odd numbers will take two paces forward. When the paces are completed the men who have moved (except the right hand man of each rank) will look to the right and correct the dressing quickly, looking to the front as soon as the dressing is correct.

Q. How is the squad closed?

A. On the command RE-FORM—RANKS—MARCH, the odd numbers will step back two paces. When the paces are completed the squad will dress without orders.

Q. When a squad in single rank, standing at the halt, receives the command RIGHT—FORM, what happens?

A. The right hand man will turn, and the remainder will make a half turn in the required direction.

Q. On the words QUICK—MARCH, how does the squad proceed?

A. The right (or left) hand man will mark time and the remainder will mark time when they come up into the new alignment.

Q. What takes place when the squad is formed in the new alignment?

A. Should the squad be required to halt on reaching the new alignment the command will be preceded by the caution AT THE HALT. Each man will then halt and take up his dressing on reaching the new alignment. If the squad is required to move forward, the command FORWARD is given, and the squad moves forward in the new direction.

Q. Describe how a squad marching in single file will be taught to wheel.

A. The leading man will move round a quarter of the circumference of a circle having a radius of four feet. The other men, in succession, will follow in his footsteps without increasing or diminishing their distances from each other or altering the time, but shortening the pace a little with the inner foot.

Q. When a squad on the move receives the command ON THE RIGHT—FORM SQUAD, what happens?

A. The leading man will mark time, the remainder will make a partial turn in the named direction and form upon him, marking time as they come into the line.

Q. What happens on the command FORWARD?

A. The squad will move on in line in the direction in which it was originally marching in file.

Q. How is this movement carried out if the command is given AT THE HALT, ON THE RIGHT (OR LEFT) FORM—SQUAD?

A. The leading man will halt, the remainder will make a partial turn in the named direction and form upon him, halting and dressing as they come into the line.

Q. Describe the formation of a squad in two ranks.

A. The men will take their places in succession, commencing from the right unless they are ordered to form on the other flank, each occupying a lateral space of 27 inches. Each man of the rear rank will be placed 60 inches from the man in front of him, measuring from heel to heel, and will cover him correctly, the two men thus placed forming *a file.* When the squad consists of an uneven number of men, the third man from the left of the front rank will be a *blank* (or incomplete) *file*; that is, he will have no rear rank man. Squads will dress by the right unless otherwise ordered. The instructions for dressing by the right may be varied so as to apply to dressing by the left.

Q What are the instructions with regard to dressing?

A. In all cases, except after the word *Halt* and at ceremonial drill, a soldier will take up his own dressing without orders. After the word *Halt* a soldier will stand steady. If it is necessary to correct the dressing, the command *Right* (or *Left*)—*Dress* will be given. Each man of both the front and rear ranks, except the right (or left) file, will look towards the right (or left) with a smart turn of the head, and will move up or back to his place

successively, commencing with the file nearest the right (or left) file. Rear rank men must also correctly cover their front rank men. Each man will look to his front as soon as he has got his dressing.

Q. How is the squad numbered?

A. The men of the front rank will number off smartly.

Each rear rank man will listen to the number given by his front rank man, which number will also be his own.

Q. How does a squad in two ranks act on the command OPEN RANKS—MARCH?

A. The odd numbers of the front rank will step forward two paces, the even numbers of the rear rank will step back two paces; as soon as the paces are completed the men who have moved (except the right hand man of each of the four ranks) will look to the right and correct the dressing quickly, looking to the front as soon as the dressing is correct.

Q. How are the ranks re-formed on the command RE-FORM RANKS—MARCH?

A. The odd numbers of the front rank will step back two paces, the even numbers of the rear rank will step forward two paces, and, as soon as the paces are completed, the squad will dress by the right, without word of command.

Q. Describe what happens when a squad in line receives the command BY THE RIGHT, QUICK—MARCH.

A. The whole will step off, the front rank man of the file on the named flank taking a point to march on. The men of each rank, except the directing file, will glance occasionally to the named flank to maintain their dressing. The men of the rear rank will also preserve their covering and distance from the front rank.

If there is a *blank file*, he will always be with the front rank; when the squad is turned about on the march he will step out to gain his place in the new front rank; if the squad is turned about at the halt he will take two paces forward after turning about.

Q. Where will a blank file always be?

A. The third man from the left of the front rank.

Q. When a squad turns about, what happens?

A. The ranks become changed.

Q. What happens when ranks are changed?

A. The former rear rank becomes the front rank; the former front rank the rear rank.

Q. What is the exception to ranks becoming changed on the command ABOUT—TURN?

A. When the command ABOUT—TURN is preceded by the caution, "the squad will retire."

Q. When a squad in two ranks receives the command RIGHT (OR LEFT)—FORM, what happens?

A. The right (or left) hand man of the front rank will make a full turn in the required direction and the remainder of the front rank a partial turn. The rear rank will stand fast.

Q. On the command QUICK—MARCH how does the squad proceed?

A. The right (or left) hand man of the front rank will mark time, the remainder will step off, the men of the rear rank conforming to the movements of their front rank men. The whole will mark time when they come into their places in the new alignment.

Q. As soon as the squad is formed, what happens?

A. The word FORWARD will be given.

Q. If it is intended to halt at the place where the movement is commenced, what will be the words of command?

A. The caution AT THE HALT, LEFT (OR RIGHT)—FORM, the right (or left) hand man will then stand fast instead of marking time, and the remainder will halt and dress as they come up.

Q. Describe the principal rules to be observed by a squad marching in file.

A. The rules for marching must be particularly observed. The leader is to be directed to march straight forward on some distant object, the remainder covering during the march.

Q. Describe the procedure of the rear rank during file marching.

A. In addition to observing all the rules laid down for marching, the rear rank will dress by the men of the front rank.

Q. What is the procedure on the command RIGHT (OR LEFT) WHEEL?

A. The inner man of the leading file will move round a quarter of the circumference of a circle having a radius of four feet, stepping short to enable the outer man of the file to wheel with him. When the quarter circle is completed the file leads on in the new direction. The other files in succession will follow in the footsteps of the leading file without increasing or diminishing their distances from each other or altering the time.

Q. A squad in two ranks moving to the right (or left) in file, receives the command ON THE RIGHT (OR LEFT), FORM—SQUAD, what happens?

A. The right hand man of the leading file, if the formation is to the right; or the left hand man of the leading file, if the formation is to the left, will mark time.

The remainder will make a partial turn in the named direction and form upon him, marking time as they come into the alignment. On the command FORWARD, the squad will move on in line in the direction in which it was originally marching in file.

Q. What is the procedure if it is desired to halt on completion of the movement?

A. The command will be AT THE HALT, ON THE RIGHT (OR LEFT), FORM—SQUAD. The right or left hand man of the leading file will halt, and the remainder will halt and dress as they reach their places.

Q. Describe the procedure on the command ADVANCE IN SINGLE FILE, QUICK—MARCH being given to a squad in two ranks, marching in file.

A. The front rank man of the leading file will march off followed by his rear rank man, who will be followed by the front rank man of the second file and so on.

Q. What is the ordinary marching formation of infantry on a road?

A. Column of fours.

Q. Name some of the points to which great attention should be paid when marching in fours.

A. To keep the prescribed distance from, and to cover exactly, the man in front. Exact covering and dressing when moving in fours is to be kept even when marching at ease unless orders to the contrary are issued.

Q. What is meant by the terms "Right" and "Left" Files?
A. That odd numbers are right files, and even numbers are left files.

Q. Describe what happens to a squad in line at the Halt, on the command FORM—FOURS.
A. The left files will take a pace of 30 inches back, and then a side pace of 27 inches so as to cover their right files, the first pace being taken with the foot furthest from the right files.

Q. Describe what happens on the command, FORM—TWO DEEP.
A. The left file will move to their original position in line by taking a side pace of 27 inches, and a pace forward of 30 inches, or if the squad has been turned about while in fours, a side pace and a pace back.

Q. If it is required to remain in fours what will be the command?
A. IN FOURS. RIGHT (OR LEFT) TURN.

Q. A squad moving to a flank in fours, receives the command RIGHT (OR LEFT) TURN, what happens?
A. The squad will turn as ordered, and form two deep without any further word of command.

Q. When marching in line, or to a flank in file, describe how fours will be formed.
A. On the command FORM—FOURS, the right files will mark time 2 paces, while the left files move to their places.

Q. If the word Right (or Left) follows how will the men act?
A. They will turn in the direction ordered.

Q. While moving forward or to a flank in fours, describe how a squad will proceed on the command—FORM—TWO DEEP.
A. The left files will step up or fall back into their places in two-deep formation, the right files marking time two paces.

Q. What is the rule with regard to the directing flank of a squad moving to a flank in fours?
A. It will march and dress by the left.

Q. Describe how a squad moving to the flank in fours will change direction to the right or left.

A. In the same manner as in file, each four wheeling successively round the same point.

Q. If the squad be ordered to halt, or mark time, when a part of the fours only have wheeled, how will the remainder proceed ?

A. They should be instructed to cover off, if required, by the shortest route on the command REAR FOURS—COVER.

Q. When a squad moving in fours to a flank is ordered to form squad on the Right or Left, how will it proceed ?

A. It will form two deep and then proceed as laid down for a squad when moving as in file.

Q. How will a squad be taught to pass a stream, ditch, bank, or other obstacle ?

A. When a stream, ditch, bank or other obstacle is to be crossed it will generally be found better to increase rather than diminish the front by causing the men to open out gradually before they arrive at the obstacle.

It is frequently advisable to point out a place on the far side of the obstacle, and order the men to form up in a named formation at that place ; each man will then find his own way across.

If a line is to pass a narrow place, its front rank may be reduced by forming fours, file, or single file to a flank or inwards. Fours may be formed, and these fours closed to a flank or on the centre.

If a narrow place has to be passed through in column it is important to avoid checks. It is therefore advisable to increase the pace during the passage, if it is not so long as to cause undue fatigue to the men.

Q. Describe, how a squad, without arms, is dismissed.

A. On the command DIS—MISS, the squad will turn to the right, and, after a pause, break off quietly and leave the parade ground.

If an officer is on parade the men will salute together as they break off.

CHAPTER II.

STRETCHER DRILL.

I. General Remarks, Formation, etc.
II. Exercises with Closed Stretchers.
III. Exercises with Prepared Stretchers.
IV. Carrying Patients.
V. Exercises with Reduced Numbers.
VI. Exercises with Special Mark I Stretcher.

Reference to Regulations.

R.A.M.C. Training (1911), Part IV., Pages 211 to 232.

STRETCHER DRILL.

I. General Remarks, Formation, &c.

Q. *What is the aim in view in instructing men in stretcher exercises?*

A. Stretcher exercises are framed for the instruction of bodies of men, with a view to the careful handling of the wounded and their transport on stretchers and in wagons.

Q. *When the bearers have become thoroughly proficient in these exercises on the parade ground, how should practice be carried out?*

A. Under such conditions as would actually occur on field service. The squads should be exercised over rough ground, and each man taught the various means for the transport and carriage of the wounded.

Q. *What important point should be impressed on every man in acting as No. 4 of the stretcher squad?*

A. That on mobilization he may form the No. 4 of the stretcher squad, and so be responsible for the wounded man, until he is brought directly under the notice of the M.O.

Q. *What training in drill is necessary before men are detailed for stretcher exercise?*

A. They must be well grounded in Infantry, Squad, and Company Drill, and the principles of working in extended order.

Q. *What are the different patterns in use of the Army Ambulance stretchers?*

A. Those in use in the British Army are those known as Mark II. Those formerly known as Mark I are

being converted to this pattern as Mark I* ; a third pattern, fitted with a hood, is known as Special Mark I.

Q. *Describe the regulation ambulance stretcher Mark II.*

A. The canvas, which is tanned, is fastened to the pole by copper nails through an edging of leather; the poles are square and kept apart the required distance by two flat, wrought-iron, jointed bars called traverses, and are fitted on the under side with steel U-shaped runners. A pillow and a pair of shoulder-slings are provided with each stretcher. The pillows are wedge-shaped, varying from $1\frac{1}{2}$ to $3\frac{1}{2}$ inches in thickness. There are eyelet holes in the canvas of the stretcher at both ends for the attachment of the pillows by thin leather thongs. The sling, which is of tanned web, has at either end a loop, one of which is furnished with a brass grip-plate, by means of which the sling can be lengthened or shortened; at the opposite end is a narrow, transverse strap fixed at right angles, which is buckled round the stretcher when closed.

Q. *Give its dimensions and weight.*

A. The following are the dimensions of Mark II and Mark I* stretchers :—

Length	Canvas	6 feet 0 inches
	Pole	7 „ 9 „
Width, total	... ...	1 „ 11 „
Height	... ...	0 „ 6 „
Weight	... .	30lb.
Tonnage for freightage	Without pillow	·0364 ton.
	Pillow only ...	·015 ton.

Q. *How will a Company be formed up for Stretcher Drill ?*

A. In double rank as in " Infantry Training."

Q. *Give words of command and detail for "sizing" and forming company.*

A.

Words of Command.	*Detail.*
TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN SINGLE RANK —SIZE.	The whole will break off and arrange themselves according to their size in single rank, the tallest on the right and shortest on the left, and take up their dressing by the right.
NUMBER.	From right to left of the whole company.
ODD NUMBERS ONE PACE FORWARD, EVEN NUMBERS ONE PACE STEP BACK—MARCH	The odd numbers will take one pace forward, and the even numbers will step back one pace.
NUMBER ONE STAND FAST, RANKS RIGHT AND LEFT—TURN.	The odd numbers, with the exception of No. 1, will turn to the right, the even numbers to the left.
FORM COMPANY, QUICK—MARCH.	The whole will step off, the even numbers wheeling round to the right, and following the left-hand man of the odd numbers. No. 3 will form up two paces in rear of No. 1, No. 5 on the left of No. 1, No. 7 in rear of No. 5, and No. 9 on the left of No. 5; and so on. The leading men of the even numbers will always form in the rear rank and the next man in the front rank. As the men arrive in their places they will turn to the left, and take up their dressing.

Q. Give the words of command for forming up a company for stretcher drill.

A.

Words of Command.	*Detail.*
BY FOURS (FIVES OR SIXES)—NUMBER.	The front rank will number from right to left in order.
SQUADS AT THE HALT, LEFT—FORM. QUICK—MARCH. RIGHT—TURN.	As in Infantry Training.
RIGHT—DRESS.	The No. 1 of the squad on the right remains steady; the remaining Nos. 1 will each take up positions one pace from the bearer on his right; the other bearers will place themselves one pace in rear of and covering the bearer in front of them.

Q. How will a company be proved?

A. If necessary, the bearers will be proved as follows:—*First Rank, No. 1 bearers, Stand-at-Ease. Second Rank, No. 2 bearers, Stand-at-Ease.* And so on. But this should be unnecessary as bearers retain the same numbers in the squad as when numbered for forming squads. When proved in this manner, the squads will be called to *Attention* before proceeding with the next movement. Squads are composed of 4, 5, or 6 bearers. When the bearers are constantly employed in the same positions, the squads will be formed up on the command *By Squads, Fall—In*, when each bearer will take up his proper position on the No. 1 of the squad on the right.

Words of Command.	*Detail.*
NUMBER THE—SQUAD.	No. 1 bearers number from right to left.

Q. What will the No. 3 bearers do on the word of command —"No. 3 Bearers, Right (or Left) turn. Supply stretchers, Quick—March"?

A.

Words of Command.	*Detail.*
No. 3 Bearers, Right (or Left)—Turn. Supply Stretchers, Quick—March.	They will march by the shortest route to the pile of stretchers; each bearer in turn will lay hold of the near handle of a stretcher, raise it to a perpendicular position in front of him, runners to the front; stoop, grasp the lower runners with his right hand, and place the stretcher on his right shoulder at the slope; rise to the erect position and lead on, stepping short. As soon as the last bearer has provided himself with a stretcher he will give the command *About—Turn.* The whole will turn about, and rejoin their squads in quick time, halting without further word of command as they arrive in their places. Taking the time from the leading bearer they turn to the right (or left).
Two.	The lower handles will be rested on the ground, the stretchers held perpendicularly.
Three.	The bearers will place the stretchers on the ground to the right of the squad by passing the lower handles forward, runners to the right, front ends of the poles in line with the toes of No. 1; and rise together, working by the right.

Q. Give the detail for "Stand to Stretchers," "Lift Stretchers," "Lower Stretchers."

A.

Words of Command.	*Detail.*
Stand to—Stretchers.	The Nos. 1 place themselves with their toes in line with the front end of the poles, Nos. 3 with their heels in line with the rear end of the poles, allowing sufficient room for turning. The remaining bearers will take up positions one pace in rear of and covering the bearers in front of them.

LIFT—STRETCHERS.	Nos. 1 and 3 stoop, grasp both handles of the poles firmly with the right hand, rise together holding the stretcher at the full extent of the arm, runners to the right.
LOWER—STRETCHERS.	Nos. 1 and 3 stoop and place the stretcher quietly on the ground, runners to the right, and rise smartly together.

Q. Give the words of command for dismissing a company.

A.

Words of Command.	*Detail.*
LIFT—STRETCHERS.	As before detailed.
Nos. 1 and 3, IN SUCCESSION FROM THE RIGHT (or LEFT), DISENGAGE, QUICK—MARCH.	The Nos. 1 and 3 on the flank named will disengage by taking a side pace to the right, and move off in quick time, followed by the remaining Nos. 1 and 3 in succession, dispose of their stretchers, and rejoin their squads.
SQUADS, STAND—EASY.	As in "Infantry Training."
REMOVE—KNEE-CAPS.	Knee-caps are removed and collected (if necessary.
SQUADS, ATTENTION. DIS—MISS.	As in "Infantry Training."

II. Exercises with Closed Stretchers.

Q. When exercising with closed stretchers, in which hand must the stretcher be carried when the command "About Turn" is given?

A. The right hand.

Q. On the command "Change Stretchers," explain how the bearers will act—(1) if the squads are advancing; (2) if the squads are retiring.

A.

Words of Command.	*Detail.*
CHANGE—STRETCHERS.	If the squads are advancing, the Nos. 1 will pass the stretchers from one hand to the other behind them. The Nos. 3, seeing this done, will pass the stretchers from one hand to the other in front of them, the Nos. 2 moving diagonally to their places. If the squads are retiring, Nos. 1 act as detailed for Nos. 3, and the Nos. 3 as for Nos. 1, the remaining bearers in each case continue in their respective positions.

Q. *To move to a flank—give the words of command.*

A. When it is necessary to move to a flank, the command *Right* (or *Left*) *Turn* is given.

Q. *When a squad is marching to the right and the command "About Turn" is given, how do Nos. 1 and 3 act?*

A. Nos. 1 and 3 will seize the handles of the stretcher with the left hand and cut away the right while turning about, resuming the grasp with the right hand after the turn has been completed.

Q. *To change direction give the words of command, "When at the Halt." Give detail.*

A.

Words of Command.	*Detail.*
AT THE HALT, RIGHT (or LEFT)—FORM.	On the word *Form*, the Nos. 1 of the squad on the flank named will make a full turn, the remainder of the Nos. 1 a partial turn in the required direction, the remainder of the bearers a partial turn in the opposite direction.
QUICK—MARCH.	On the word MARCH, the No. 1 of the squad on the flank named stands fast, the remainder step off, and move by the shortest route to their places in the new alignment, halt, and take up their dressing independently.

Q. *Give detail for (1) "From No. 3 squad to four paces—Extend," (2) "On No. 3 squad—Close," on the March.*

A.

Words of Command.	*Detail.*
From No. 3 Squad, to Four Paces—Extend.	*On the March.*—On the word *Extend*, the named squad will continue to move on in quick time, the remainder will make a partial turn outwards, double to their places and turn to their front, breaking into quick time as they arrive there, and taking up their dressing by the directing flank or squad. On the commencement of the movement, the Nos. 4, 5, and 6 bearers will place themselves on the right of the stretcher.
On No. 3 Squad—Close.	The named squad will continue to move on in quick time, the remainder will make a partial turn in the direction named, double to their places and turn to their front, breaking into quick time as they arrive there. The bearers on the right of the stretcher will drop back into their original places.

III. Exercises with Prepared Stretchers.

Q. *In what order will the preparing of stretchers and all movements with prepared stretchers be performed?*

A. In extended order.

Q. *Give the detail for "Prepare Stretchers."*

A.

Words of Command.	*Detail.*
Prepare—Stretchers.	Nos. 1 and 3 turn to the right, kneel on the left knee, unbuckle the transverse straps, and place the slings on the ground beside them, separate the poles, and straighten the traverses.

Then each takes up a sling, doubles it on itself, slips the loop thus formed on the near handle, and places the free ends over the opposite handle, grip plate uppermost. They then rise and turn to the left together, working by the right.

Q. Give detail for "Close Stretchers" (by numbers).

A.

Words of Command.	*Detail.*
CLOSE— STRETCHERS.	Nos. 1 and 3 turn to the right, kneel on the left knee, remove the slings, and place them on the ground beside them, push in the traverses, raise the canvas, and approximate the poles.
Two.	On the word *Two*, they rise, lifting the stretcher, and face one another; place the handles of the poles between their thighs, runners to the right, and roll the canvas tightly over the poles to the right.
Three.	On the word *Three*, each takes up a sling and passes the grip-plate* end to the other, and, holding the grip-plate end in the left hand, threads the transverse strap through the loop of the other sling and buckles it tightly close to the runner, keeping the sling on top. Then, grasping both handles in the right hand, back of the hand to the right, they turn to the right in a slightly stooping position, rise, and turn to the left together. The bearers on the right of the stretcher then take a side-pace to the left.

* The older pattern sling has a buckle instead of a grip-plate.

Q. Give detail for "Lift Stretchers" (by numbers).

A.

Words of Command.	*Detail.*
LIFT—STRETCHERS.	On the word *Stretchers*, Nos. 1 and 3 stoop, grasp the doubled sling midway between the poles with the right hand and sweep it off the handles, rise, holding it at the full extent of the arm, grip-plate to the front.
Two.	On the word *Two*, they take a side pace between the handles and place the sling over the shoulders, dividing it equally, grip-plate to the right. The sling should lie well below the collar of the frock behind and in the hollow of the shoulders in front.
Three.	On the word *Three*, stoop, slip the loops over the handles, commencing with the left, and grasp both handles firmly.
Four.	On the word *Four*, rise slowly together, lifting the stretcher, No. 3 conforming closely to the movements of No. 1.

Q. Detail for "Lower Stretchers."

A.

Words of Command.	*Detail.*
LOWER—STRETCHERS.	Nos. 1 and 3 slowly stoop and place the stretchers gently on the ground, No. 3 conforming closely to the movements of No. 1; slip the loops from the handles, and stand up.
Two.	On the word *Two*, they remove the slings from the shoulders, hold them as before described, take a side-pace to the left, and stand to stretchers.
Three.	On the word *Three*, they stoop, place the slings on the handles as in "prepared stretchers," and rise together.

Q. *When is it necessary to "Adjust Slings," and how should this be done?*

A. In the event of the slings requiring to be adjusted, either as regards length or for the greater comfort of the bearers, the Instructor or bearer in charge of the squad will detail a bearer to carry this out, the length of the sling being adjusted, when necessary, by means of the grip plates.

ADJUST—SLINGS. { Nos. 2 turn about and step forward one pace; Nos. 4 turn to the left; they adjust the slings, taking care that they are well below the collar of the frock behind and in the hollow of the shoulders in front.

Two { Nos. 2 turn about and step forward one pace; Nos. 4 turn to the right.
Note.—This movement is required only when the Nos. 1 and 3 have not adjusted the slings correctly when lifting stretchers.

Q. *When it becomes necessary to change the numbers, either for the purposes of instruction or to relieve the bearers from carriage of the stretcher, give words of command and detail.*

A.

Words of Command.	*Detail.*
CHANGE—NUMBERS.	The bearers on the right of the stretcher will turn about; the whole will step off together, No. 1 wheeling round by the front of the stretcher and taking up the position of No. 4. Each man halts in the position of the bearer whose place he has taken. The new numbers on the right of the stretcher will turn about.

Q. *On the word of command "Advance," give detail. What instructions will be given to the bearers in carrying out this movement?*

A.

Words of Command.	*Detail.*
*Advance.	The whole move off together, stepping short, No. 3 stepping off with the right foot, the remainder with the left, the Nos. 1 and 3 keeping their knees bent and raising the feet as little as possible. Special attention must be paid to the carriage of the stretcher so as to keep it level, and avoid jolting or unnecessary swaying. *Note.*—The Instructor will see that the directing squad marches on a given point, taking the correct pace as regards length, and that the remainder preserve their interval.

*When squads are ordered to advance, the directing squad or flank will be named.

Q. On the command "Retire," how will Nos. 1 and 3 act?

A.

Words of Command.	*Detail.*
Retire.	Each squad will move round by the right on the circumference of a circle of which No. 3 is the centre. No. 3 will mark time, turning gradually in the direction named. The whole move forward when square.

Q. Give detail for "Right (or *Left) Incline."*

A.

Words of Command.	*Detail.*
Right (or Left) Incline.	The Nos. 3 will mark time and turn gradually in the direction named, and the whole move forward when facing in the new direction. *Note.*—If the incline is repeated the squads will be in Column of Squads with an interval of one pace between each squad.

IV. Carrying Patients.

Q. How will each squad act on the command "Collect Wounded"?

A.

Words of Command.	*Detail.*
COLLECT—WOUNDED.	Each squad doubles by the shortest route to its corresponding patient, and halts without further word of command one pace from the head of and in a line with the patient.

The command *Collect Wounded* may be given when the squads are standing easy, when they will come to attention, lift stretchers, and double out.

Q. On each squad halting one pace from the head of the patient, how will No. 4 act?

A. Proceed to the patient and examine and attend to his injury, and if his carriage on the stretcher is necessary, will give the commands *Lower Stretcher—Prepare Stretcher.*

Q. While the stretcher is being prepared for loading by Nos. 1 and 3, what will the disengaged bearers do?

A. Advance and render to the patient such assistance as may be required.

Q. Describe how the bearers act on No. 4 giving the command "Load Stretcher."

A. Nos. 1, 2, and 3 on the left, 4, 5, and 6 on the right of patient; Nos. 1 and 4 at the knees, 2 and 5 at the hips, 3 and 6 at the shoulders, the whole kneeling on the left knee. Nos. 1 and 4 pass their hands beneath the patient's knees, 2 and 5 beneath the hips, 3 and 6 beneath the shoulders.

Q. What special care must be taken in lifting patients?

A. In lifting the patient off the ground, special care must be taken of the injured part, No. 4 giving the necessary instructions. In the case of a severe

injury No. 4 will himself attend to the injured part in lifting, directing another bearer to replace him if necessary.

Q. On the command "Lift," give detail.

A.

Words of Command.	*Detail.*
LIFT.	The patient will be carefully lifted on to the knees of Nos. 1, 2, and 3. The bearers on the right of the patient then disengage, rise, and step back one pace; the bearer nearest the stretcher will turn to his left, double to the stretcher, take hold of it, left hand across, and rise, resting the near pole on the left hip, return to the patient and place the stretcher directly beneath him; then stand up and return to his former position. The bearers on the right of the patient will now step forward one pace, kneel on their left knees, and assist in lowering the patient when ordered by No. 4.

Q. Give detail on the command "Lower."

A.

Words Command.	*Detail.*
LOWER.	The patient is lowered slowly and gently on to the centre of the canvas, special care being taken of the injured part. The bearers then disengage, rise, Nos. 1, 2, and 3 turn to the left, the bearers on the right of the patient to the right, and stand to stretchers as in "prepared stretchers." The No. 2, 5, or 6 will collect the arms and equipment of the patient. The rifle should be examined by pointing it in the air, opening the breech, and detaching the magazine to ensure that it is unloaded.

Q. *In carrying the prepared stretcher explain how the instruction will be made as practical as possible, and with what objects in view.*

A. Men under instruction should be exercised in carrying the loaded stretcher over various obstacles, and taught the methods most suitable for the safe carriage of the patients. When squads are acting independently they should be instructed to move at as wide an interval as possible with a view of minimizing the target for the enemy's fire, the disengaged bearers taking care not to become detached from the squad.

Q. *Give words of command for Unloading, and also give detail.*

A.

Words of Command.	*Detail.*
LIFT.	The patient is lifted as described for loading. The bearers on the right of the patient then disengage, rise, step back one pace; No. 4 grasps the stretcher as described for loading, and, lifting it clear of the patient, carries it forward 3 paces clear of the patient's feet. He then rejoins his squad and with the other bearers steps forward and assists in lowering the patient to the ground.
LOWER.	The patient is gently lowered to the ground; the bearers disengage, rise, and turn towards the stretcher, the whole step off to their places at the stretcher as in "prepared stretchers."

Q. *Explain what will be done with the patient's rifle and kit.*

A. As the squads retire the Nos. 2, 5, or 6 will take up the rifles and holding them pointing upwards open the breech, detach and examine the magazine to ensure that the rifle is unloaded, and then rejoin

their squads. When necessary one of the disengaged bearers will assist in carrying the kit of the patient, or when desirable it may be used as a pillow or support to the patient.

V. Exercises with Reduced Numbers.

1. With Three Bearers.

Q. *Explain how to load and unload with only three bearers available.*

A. The stretcher will be placed at the patient's head, in the same line as his body. The bearers will then lift the patient, rise to the erect position, carry him head foremost over the foot of the stretcher, the horizontal position of his body being maintained throughout the movement, and lay him in a suitable position on the canvas. When unloading, the patient will be lifted and carried head foremost over the head of the stretcher. To lift the patient, one bearer, placing himself on the injured side in a line with the patient's knees, raises and supports the lower limbs, while the other two, kneeling on opposite sides of the patient near his hips, facing each other, each pass an arm under his back and thighs, lock their fingers so as to secure a firm grip and raise and support the trunk.

2. With Two Bearers.

Q. *How will loading be carried out with two bearers?*
(*a*) *When there is a severe injury to the lower limbs;*
(*b*) *When the lower limbs are intact.*

A. The stretcher will similarly be placed at the patient's head, and in the same line as his body. The bearers will then lift the patient, rise to an erect position, carry him, in loading, head foremost over the foot of the stretcher, and in unloading, head foremost over the head-end.

The method of lifting will vary according to whether the lower limbs are severely injured or not :—

(*a*) With a severe injury of one of the lower limbs, both bearers place themselves on the injured side ; the one in a line with the patient's knees must raise and support the lower limbs, the one near the patient's hips the body, assisted by the patient himself as far as possible, the horizontal position of the patient's body being maintained throughout the movement.

(*b*) With the lower limbs intact or only slightly injured, the patient may be lifted by the improvised seat described in the next chapter, provided there are no symptoms of shock present ; in the latter case, method (*a*) must be resorted to.

VI. Exercises with Special Mark I. Stretcher.

Q. *Describe Special Mark I stretcher.*

A. It is fitted with a collapsible hood for use in hot climates or for protection from the rain, and with four hinged handles, two on each side, so that it can be carried by six bearers. It is also provided with four shoulder-pads. This stretcher is designed for special expeditions, where natives would be employed for carrying the wounded, and is well adapted for carrying a wounded man a long distance. It weighs 8lb. more than the Mark II and Mark I* stretchers.

Q. (*a*) *How will the stretchers be placed on the ground in supplying stretchers ?*

(*b*) *On loading, how will the bearers act ?*

(*c*) *Give the detail on the command "Lift Stretchers."*

(*d*) *On the command "Advance," how will the whole move off ?*

(*e*) *On the command "Lower Stretchers," where will the bearers place themselves?*

(*f*) *How will the bearers act on the command "Unload"?*

(*g*) *Before loading wagons what precaution is taken with the side handles of the stretcher?*

A. (*a*) Care should be taken that the stretchers are placed on the ground with the hooded or head-ends of the stretchers towards the Nos. 3.

(*b*) The patient having been placed on the stretcher, Nos. 2 and 5 raise the hood, adjust the front pair of lines, passing them through the leather loops fixed on the stretcher, and fastening off. Nos. 3 and 6 at the same time pass the rear lines through the eyes in the rear of the canvas and secure them. Bearers then rise together, Nos. 1, 2, and 3 turn to the left, Nos. 4, 5, and 6 turn to the right.

(*c*) Nos. 1 and 3 lift the stretcher as before described. As soon as this is carried out, Nos. 4 and 5 step back and place themselves by the side-handles on the right of the stretcher. Nos. 2 step up and place themselves by the side-handles on the left, in line with Nos. 4. The Nos. 6, turning outwards and passing round by the head of the stretcher, place themselves on the left of the stretcher in line with Nos. 5.

(*d*) The whole move off, Nos. 1, 2, and 6, with the left foot, Nos. 3, 4, and 5 with the right; Nos. 2, 4, 5 and 6, laying hold of the side-handles, will assist in carrying the stretcher.

(*e*) As for unloading (Nos. 1, 2, and 3 on the left, Nos. 4, 5, and 6 on the right).

(*f*) Nos. 2 and 5 unfasten the front lines, Nos. 3 and 6 the rear lines, and lower the hood. As soon as this is done the patient is lifted as before.

(*g*) The side-handles will be pushed under stretcher.

CHAPTER III.

DISCIPLINE.

I. General Instructions.
II. Arrest and Military Custody.
III. Honours and Salutes.

REFERENCE TO REGULATIONS.

King's Regulations, Pages 92 to 99, 306 and 307

DISCIPLINE.

1. GENERAL INSTRUCTIONS.

Treatment of Soldiers.

Non-commissioned officers of any rank will adopt towards their subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour essential to military efficiency. They will avoid intemperate language or an offensive manner.

Redress of Grievances.

The manner in which a soldier should proceed to obtain redress for any grievance under which he conceives himself to be suffering is prescribed in Sections 42 and 43 of the Army Act, and the notes thereto in the Manual of Military Law. A soldier may also make any complaint to an inspecting general officer. These methods of complaint alone will be recognised, and a soldier is forbidden to use any other method of obtaining redress for a grievance, real or supposed. When claims are advanced by a soldier they are to be fully and distinctly stated, and such explanations are to be annexed as may be necessary, with a view to their being duly investigated and adjusted as soon as practicable. Anonymous complaints are strictly prohibited.

Praise or Censure of Superiors Forbidden.

Deliberations or discussions by soldiers with the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in His Majesty's service, are prohibited.

Soldiers as Agents.

Soldiers are forbidden to act, either directly or indirectly, as agents for any company, firm, or individual, engaged in trade.

Political Meetings.

A soldier is forbidden to institute, or take part in, any meetings, demonstrations, or processions for party or political purposes,

in barracks, quarters, camps, or their vicinity. Under no circumstances whatever will he attend such meetings, wherever held, in uniform.

Publishing Military Information.

A soldier is forbidden to publish in any form whatever, or communicate, either directly or indirectly, to the Press, any military information, or his views on any military subject, without special authority; and a soldier will be held responsible for all statements contained in communications to his friends which may subsequently be published in the Press or otherwise. He is not to prejudge questions which are under the consideration of superior military authority by the publication, anonymously or otherwise, of his opinions and he is not to take part, in public, in a discussion relating to orders, regulations, or instructions issued by his superiors.

Any information of a professional nature which he may acquire while travelling or employed on duty is to be regarded as the property of the War Department, and is not to be published in any form without the previous sanction of the Army Council, or in India of the commander-in-chief.

When application is made for permission to publish any article, etc., the document will be either typewritten or in proof form, and will be submitted in duplicate direct to the War Office (or in India to the commander-in-chief). A statement will be enclosed from the authority (if any) under whom the applicant is immediately serving that such authority has no objection to permission being applied for. One of the copies will be retained at the War Office, or by the commander-in-chief in India, as the case may be, for reference. Permission to publish will apply only to the article, etc., as submitted, and no alterations therein, except of a purely editorial nature, and no additions thereto are to be made subsequently without the authority of the Army Council (or in India of the commander-in-chief). The permission to publish the article, etc., will not convey official endorsement of its contents, and no statement tending to imply official

approval or endorsement is to be included in any part of the publication, nor is the permission to be referred to in any way.

Gambling Forbidden.

All gambling in garrison, camps or cantonments is forbidden. This includes bookmaking, or acting as an agent for a bookmaker.

Wines and Spirits Forbidden in Barrack Rooms.

The introduction of wines and spirits into barrack rooms is forbidden, but a man may be allowed to receive one pint of beer with his dinner.

II. ARREST AND MILITARY CUSTODY.

Duties of Commander of Guard as to Delivery of the Charge Report.

Attention is directed to Section 45 (4) of the Army Act. If the account in writing therein mentioned, the charge report, (A.F.—B. 252), is not delivered at the time, a verbal report to the same effect is to be made.* If the charge report is not received within twenty-four hours, the commander of the guard will either take steps for procuring it, or report that he has not received it to the officer to whom his guard report is furnished, who, if the charge report or other evidence sufficient to justify the continued arrest is not forthcoming, will, at the expiration of forty-eight hours from the time of committal, order the release of the person in custody. In order to comply with the provisions of Section 21 of the Army Act, the name and offence of every person received over in custody, and the rank and name of the person by whom he is charged, are to be entered by the commander of the guard in his guard report, and the original charge report, or a copy thereof, is to be forwarded to the Commanding Officer of the person in custody.

Military Custody of Non-commissioned Officer.

Military custody in the case of a warrant officer, or non-commissioned officer (not under sentence) usually means arrest, but a warrant officer or non-commissioned officer may, if circumstances require it, be placed for custody under the charge of a guard, piquet, patrol, or sentry, or of a provost-marshal.

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* A non-commissioned officer commanding a guard shall not refuse to receive or keep any person who is committed to his custody by any officer or non-commissioned officer. Non-delivery of the "charge" will not excuse a refusal to receive an offender into custody. See Army Act, Section 45 (4) and note.

Arrest.

Arrest is either close arrest or open arrest. When arrest is not described as open arrest, it means close arrest. A non-commissioned officer under close arrest is not to leave his quarters or tent, except to take such exercise under supervision as the medical officer considers necessary. When under open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the Officer Commanding on the spot. A non-commissioned officer under open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose.

Arrest of Non-commissioned Officer.

A non-commissioned officer will, if charged with a serious offence, be placed under arrest forthwith; but, if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. In cases where doubts exist whether the offence alleged has been committed, arrest may be delayed, without prejudice to any subsequent proceedings.

A non-commissioned officer under open arrest is forbidden to enter a liquor bar or corporals' room.

Military Custody of Private Soldier.

Military custody in the case of a private soldier (not under sentence) means placing him under either open or close arrest. A private soldier under open arrest will not quit barracks until his case has been disposed of. He will attend parades but (except under the circumstances mentioned on page 74) will not be detailed for duty. A soldier on being placed in close arrest will be put in confinement under charge of a guard, piquet, patrol, sentry, or provost-marshal, and will be searched and deprived of knives or other weapons. The accommodation usually available in barracks for the temporary confinement of soldiers in close arrest is the guard detention room, attached to a guard room, and similar smaller rooms for the confinement of those who are to be kept apart.

The keys of the guard detention rooms are to be kept in the charge of the commander of the guard.

A private soldier charged with a serious offence will be placed in arrest on the commission or discovery of the offence. He is not to be placed in close arrest for offences unaccompanied by drunkenness, violence, or insubordination, unless confinement is necessary to ensure his safe custody or for the maintenance of discipline.

Soldier Confined by Non-commissioned Officer.

A private soldier who disobeys an order distinctly given, or resists the authority of a non-commissioned officer, is to be placed in close arrest without altercation, and the fact immediately reported to his company, &c., commander or to the adjutant. When a non-commissioned officer has to place a soldier in close arrest he will obtain the assistance of one or more privates to conduct the offender to the guard-room, and will himself avoid coming in contact with him. Except in cases of personal violence, or when on detached duties, a lance-corporal with less than four years' service will not place a private soldier in close arrest, but will report the offence to the orderly-sergeant, who will act as the circumstances require.

For Drunkenness.

A private soldier who is drunk is to be placed in close arrest alone if possible, in a guard detention room. He may be deprived of his boots, except when the weather is cold, and he is likely to suffer in consequence. He is to be visited and his condition ascertained at least every two hours by a non-commissioned officer of the guard and an escort. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. A soldier suspected of being drunk is not to be put through any drill or tested for the purpose of ascertaining his condition. A soldier charged with drunkenness is not to be brought before an officer for investigation of the charge until he is perfectly sober. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.

Confession of Desertion or Offence against Enlistment.

When a soldier makes a confession of desertion, or of having committed an offence in relation to enlistment, and the investiga-

tion cannot immediately be completed, he need not be placed in arrest pending inquiry. But if at the time of the confession, or subsequently, he is charged with any offence, he may be placed in arrest and the investigation and trial may proceed for that offence independently of the confession.

Bedding and Exercise of Soldier in Arrest.

A soldier in close arrest for trial by court-martial will be allowed his bedding up to the time of the promulgation of his sentence. A soldier in close arrest pending inquiry will be allowed the use of bedding if his arrest exceeds two days. In severe weather a soldier in close arrest may be allowed such bedding as is necessary. A soldier in close arrest is to take sufficient exercise, under supervision, for the preservation of his health.

Soldier in Arrest to be Deprived of His Cap.

A soldier is to be deprived of his cap and of any articles he can use as missiles during the investigation of offences and during his trial.

Offender not to bear Arms or do Duty.

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

Identification of Offenders.

When circumstances render the identification of an alleged offender necessary, the identification should, as a rule, be carried out in the presence of an officer.

Entry and Investigation of Charges.

Every charge against a soldier will be investigated without delay in his presence. A soldier in arrest is to be disposed of daily (Sundays, Good Friday, and Christmas-day excepted), and, when practicable, in the morning before the principal parade.

Every charge whether against a non-commissioned officer or soldier will be investigated in the first instance by the company, &c., commander, at his company orderly room, which is to be held at such an hour as will allow of a soldier reserved for disposal by the Commanding Officer being ready to go before him at the appointed time.

QUESTIONS AND ANSWERS ON DISCIPLINE.

Q. By what principles ought the non-commissioned officers to be guided in their dealings with each other, and private soldiers?

A. They should adopt towards their subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster those feelings of self-respect and personal honour essential for military efficiency.

Q. What must non-commissioned officers always avoid whether in delivering orders, imparting instruction, or on any other occasion?

A. Intemperate language or an offensive manner.

Q. How should a soldier proceed to obtain redress for any grievance he may be suffering?

A. His claim should be fully and distinctly stated, with a view to it being duly investigated and adjusted. Anonymous complaints are prohibited.

Q. What are the regulations relative to warrant officers, non-commissioned officers and soldiers taking part in meetings, processions, etc.?

A. They are forbidden to institute, or take part in, any meetings, demonstrations, or processions for party or political purposes in barracks, quarters, or camps, or their vicinity; and under no circumstances will they attend such meetings, wherever held, in uniform.

Q. What are the orders relating to soldiers acting as agents to private firms, etc., etc.?

A. They are strictly forbidden to act for them either directly or indirectly.

Q. Are non-commissioned officers or soldiers permitted to communicate with the Press?

A. No; not without special authority.

Q. What are the orders with reference to communications with their friends?

A. If the communication is subsequently published in the Press, the soldier is held responsible for all the statements it contains.

Q. What are the regulations regarding gambling?

A. All gambling in garrison, camps, or cantonments is forbidden.

Q. What are the orders in regard to wine and spirits being taken into barrack-rooms?

A. The introduction of wine and spirits is strictly forbidden.

Q. Is beer allowed to be taken into barrack-rooms? If so, to what extent?

A. Yes, a man may be allowed to receive one pint with his dinner.

Q. What must the officer or non-commissioned officer who commits any person into custody deliver at the time, or as soon as practicable, of such committal?

A. An account in writing, signed by himself, of the offence with which the person so committed is charged.

Q. In cases where the charge report cannot be delivered at the time of committal, what will be the procedure?

A. A verbal report to the same effect is to be made.

Q. If the charge report is not received within twenty-four hours after the committal of the soldier in arrest, how will the commander of the guard act?

A. He will either take proper steps for procuring it, or report the circumstances to the officer to whom his guard report is furnished.

Q. What are the orders relative to the entering of names and crimes of soldiers in arrest in the guard report?

A. The name and offence of every soldier in arrest, including such as may have been received over in custody, and the rank and name of the person by whom he is charged, are to be entered by the commander of the guard in his guard report.

Q. What becomes of the original charge report?

A. The original charge report or a copy thereof, is to be forwarded to the commanding officer of the person in custody.

Q. Will a private soldier, against whom a charge for an offence is pending, be considered as a soldier in arrest?

A. Yes.

Q. Will he be allowed to quit barracks before his case has been disposed of?

A. No.

Q. Will he attend parades

A. Yes.

Q. Will he be detailed for duty?

A. No.

Q. State what is done in the case of a private soldier charged with a serious offence.

A. He will be confined at the time of the commission or dis covery of the offence.

Q. In the case of offences, unaccompanied by drunkenness, violence or insubordination, how will he be treated?

A. He will not be lodged under charge of the guard unless confinement is necessary to ensure his safe custody and the investigation of the charge may be held without previous custody.

Q. What are the regulations relative to searching soldiers on being confined?

A. Soldiers, on being confined, will be searched and deprived of knives or other weapons.

Q. In barracks, where are soldiers usually confined?

A. In the guard detention room attached to the guard-room.

Q. By whom are the keys of the guard detention room kept?

A. By the commander of the guard.

Q. When a private soldier disobeys an order distinctly given, or resists the authority of a non-commissioned officer, what steps are taken?

A. He is to be placed in close arrest without altercation, and immediately reported to the officer commanding his company, or to the adjutant.

Q. When a non-commissioned officer has to place a soldier in close arrest how will he act?

A. He should obtain the assistance of one or more privates to conduct the offender to the guard detention room, and will himself avoid in any way coming in contact with him.

Q. What are the regulations relative to the limited powers of lance-corporals in confining private soldiers?

A. Except in cases of personal violence, or when on detached duties, lance-corporals with less than four years' service will not

place private soldiers in close arrest, but will report the offence to the orderly-sergeant, who will act as the circumstances require.

Q. Where should a private soldier who is drunk be placed in arrest?

A. If possible, he should be placed in arrest alone, in the guard detention room.

Q. What articles of wearing apparel may a soldier, placed in arrest for drunkenness, be deprived of?

A. His boots, when considered necessary, except when the weather is cold, and the man is likely to suffer in consequence.

Q. By whom, and at what intervals, must soldiers in confinement be visited, and for what purpose?

A. By a non-commissioned officer of the guard, accompanied by an escort, every two hours, in order that their condition may be ascertained.

Q. Should any symptoms of serious illness be observed what should the non-commissioned officer in charge do?

A. Send for a medical officer forthwith.

Q. What are the regulations forbidding soldiers, suspected of being drunk, being put through any test?

A. They are not to be put through any drill or tested for the purpose of ascertaining their condition.

Q. When a soldier is charged with drunkenness, what care must be taken before he is brought before an officer for investigation?

A. That he is perfectly sober.

Q. What is the time that should usually be allowed to elapse before a soldier charged with drunkenness is brought up for investigation of the charge?

A. Twenty-four hours.

Q. When a soldier makes a confession of desertion or of having committed an offence in relation to enlistment need he be placed in arrest pending inquiry?

A. No.

Q. What are the regulations with regard to allowance of bedding to soldiers in arrest in confinement?

A. Those for trial by court-martial will be allowed the use of bedding up to the time of promulgation of their sentence.

Those in confinement pending inquiry will be allowed the use of bedding if their detention exceeds two days.

Q. During severe weather, what exception will be made to the above rule?

A. They will be allowed such bedding as is necessary.

Q. What exercise is to be taken by soldiers in close arrest?

A. Sufficient, under supervision, for the preservation of their health.

Q. What articles must soldiers be deprived of during the investigation of offences alleged against them, during their trial?

A. Any articles they can make use of as missiles, including their caps.

Q. Is an offender while in arrest required to perform any duty?

A. Only such duties as may be required to relieve him of any cash, stores, accounts, or office of which he may have charge or for which he is responsible.

Q. If by error, or in emergency, he has been ordered to perform any duty, is he absolved from liability for his offence?

A. No.

Q. Does an offender when in arrest bear arms?

A. Only in an emergency, or on the line of march, or in a detention barracks.

Q. Who should, as a rule, be present when alleged offenders are identified?

A. An officer.

Q. Are charges investigated in the absence of the soldier in arrest?

A. No.

III. HONOURS AND SALUTES.

Royal Family passing a Camp.

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

Governors of a Colony.

Governors of colonies who are also general officers are entitled in every respect to the honours due to their military rank as well as to their civil office.

Officers temporarily acting in any higher command are entitled, during their tenure, to all the honours and salutes appertaining to such command, provided, so far as artillery salutes are concerned, the officer is not under the rank of brigadier-general.

Officers acting in Civil Office.

Officers acting in any civil office are entitled during their tenure to all the honours or salutes appertaining to such office.

Foreign Officers.

Compliments are to be paid to officers in the service of any Power in alliance with His Majesty, according to their respective ranks.

Saluting Colours.

Officers or soldiers passing troops with uncased colours will salute the colours and the Commanding Officer (if senior).

Saluting Funerals.

Officers, soldiers, and colours, passing a military funeral, will salute the body.

Commanders of Parties Paying Compliments.

A non commissioned officer commanding an unarmed party passing a guard, or paying or returning a compliment, will return the salute with the right hand as he gives the command "*Eyes right* (or *left*)."

H.M. Ships.

Soldiers boarding any of His Majesty's ships or a foreign man-of-war will salute the quarter-deck.

Saluting Officers.*

Warrant officers, non-commissioned officers, and men, will salute all commissioned officers whom they know to be such, whether in uniform or not, including officers of the Royal Navy, Royal Marines, Special Reserve, Auxiliary Forces, and also officers of the Royal Indian Marine when in uniform. They will similarly salute such warrant officers of the Royal Navy as have rank corresponding to that of commissioned officers in the Army. Warrant officers and non-commissioned officers, when wearing swords, will salute with the right hand, irrespective of the side on which the officer saluted may be passing.

Warrant Officers.

Non-commissioned officers and men will address warrant officers in the same manner as they do officers, but will not salute them.

Head-dresses in Civil Courts.

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

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* Cadet officers, as such, are not entitled to salutes from regular and territorial troops.

QUESTIONS AND ANSWERS ON HONOURS AND SALUTES.

Q. Whenever any member of the Royal Family passes along the front of the camp, how are the troops to act?

A. They will turn out, but not under arms, and fall in in front of their tents.

Q. Are compliments paid to officers of other Powers in alliance with His Majesty?

A. Yes, according to their respective ranks.

Q. What compliments are paid by soldiers passing troops with uncased colours?

A. Salute the colours and the Commanding Officer.

Q. What compliment is paid by soldiers when passing a military funeral?

A. Salute the body.

Q. How are compliments paid by the soldier commanding an unarmed party?

A. Salute with the right hand as he gives the command "*Eyes right* (or *left*)."

Q. What compliment is paid by a soldier boarding any of His Majesty's ships or a foreign man-of-war?

A. He will salute the quarter-deck.

Q. What compliment is paid by a soldier to an officer?

A. A soldier will salute all commissioned officers whom he knows to be such, whether in uniform or not, including officers of the Royal Navy, Royal Marines, Special Reserve, Auxiliary Forces, and also officers of the Royal Indian Marine, when in uniform. He will also salute such warrant officers of the Royal Navy as have rank corresponding to that of commissioned officers in the army.

Q. How do non-commissioned officers and men address warrant officers?

A. In the same manner as they do officers, but will not salute them.

Q. What are the orders with regard to removal of the head-dress while in a civil court?

A. The head-dress must be removed while the judge or magistrate is present, except when on duty under arms with a party or escort inside the court

CHAPTER IV.

DUTIES IN BARRACKS AND ON GUARD.

I. General Instructions.
II. Daily Duties.
III. Guards and Sentries.

REFERENCE TO REGULATIONS.

K.R., pages 183–4, 191–2, 308–9, Ceremonial pages 120–5.
R.A.M.C. Training, Part II., Chapter VI., paras. 42-9.
Manual of Elementary Military Hygiene, Chap. IX.

I. GENERAL INSTRUCTIONS.

Non-commissioned Officers in charge of Rooms.

A non-commissioned officer in charge of a room will bring to notice at once any losses or damages so that responsibility may be fixed upon the individuals liable. Cases are rare in which it is proper to make a general charge for bedding lost or damaged.

I. Ventilation (para. 43).

The windows of every barrack-room will be opened sufficiently to allow of free ventilation, and will be kept open as far as the weather and season admit.

Clean Air.—The importance of pure, clean and fresh air cannot be over-estimated. Air is fouled by the breath we breathe from our lungs, by the effects of artificial lights, such as candles, lamps, and gas, by the products given off by fires and other burning material, by the breath of animals and by dust and other dirt lying about and collected in rooms and passage ways. To correct this constant fouling of the air in rooms and other inhabited places, provision has to be made to admit a constant stream of fresh air, and to pass out the foul or dirty air. For these purposes, windows and various ventilator openings are provided, and it is important to see that some are constantly open to allow the air to circulate in and out. There is no need to open these apertures to such an extent as to cause unpleasant draughts, because by the exercise of a little common sense, sufficient opening can be provided to let in sufficient fresh air without creating draughts. On the other hand, for fear of causing draughts, windows and ventilators must not be kept closed or blocked with paper and rags. A window is best kept open by lowering the upper sash some three inches; this will allow the incoming air to be directed well above the heads of the occupants of a room. Where an open fire is burning in a

grate, this sets up a means of ventilation by drawing foul air up the chimney. Apart from securing clean air from the outside of a room or ward, much can be done to keep the air clean and sweet by keeping the person and clothing clean, as well as by taking care to prevent dust and dirt accumulating on floors, walls, shelves, cupboards, boxes, bedding and benches. Tables, chairs and forms should be scrubbed weekly. When possible, windows should be kept wide open all day, and the upper sashes open at least three inches at night all the year round. The surest test of a room being properly ventilated and its air being clean and wholesome, is furnished by its being free from smell and stuffiness to anyone entering suddenly from the outside fresh air. Remember that the constant breathing of foul air lowers the vitality of the body and so favours the possibility of infection by germs.

II. Barrack Rooms (para. 44).

Clean Barracks.—All tables, chairs, and forms should be scrubbed weekly. Dry-scrubbing of floors should be a daily, and wet-scrubbing a weekly procedure. The sanding of floors is most objectionable, as tending to cause dust and untidiness. The custom of placing blankets on a recently washed floor to save it from getting dirtied is equally pernicious. By so doing the blanket gets full of dust and filth off boots, and, unless thoroughly well shaken in the outer air, affords a ready means of conveying all kinds of germs to the mouth and nostrils of the man who uses it as part of his bedding. All bedding should be systematically turned out of the room once a week, well aired and well shaken.

III. Clean Food (para. 45).

This matter is largely connected with both personal cleanliness and the provision of clean air and cleanly surroundings. The following rules should be observed: (1) No food should be stored or kept in barrack rooms or wards. If it must be so kept there, it should be placed in a covered jar or other receptacle. (2) The hands and

clothes of all persons who handle food or cooking utensils should be scrupulously clean. (3) All bread and meat stores should be kept scrupulously clean, tidy. ventilated, and not only free from, but rendered inaccessible to flies. (4) The kitchens and all fittings, such as tables, safes, shelves, as well as cooking utensils, should be clean. Cooks and their assistants must be personally clean, and wear clean washable over-clothing. As flies carry minute portions of filth and germs on their feet, contaminating all they touch, they should not be allowed to gain access to kitchens. (5) Mess orderlymen should be personally clean, and supplied with a sufficiency of towels for washing up. Remember always to eat slowly and chew food thoroughly; to do otherwise is to court indigestion.

IV. Disposal of Refuse (para. 46).

Closely associated with the cleanliness of barracks and the health of the occupants is the proper *disposal of refuse* and the use and care of urinals and latrines. Kitchen refuse must invariably be placed in the special receptacles provided. As far as possible liquid refuse should be kept distinct from the dry or solid material; but in both cases the receptacle must be kept covered in order to avoid smells and to prevent the access of flies to the contents. Its removal from barracks must be performed daily. Paper and other rubbish must be placed in the receptacles provided, and whenever possible these should be kept closed. General untidiness quickly follows any failure to attend to this detail.

V. Sanitary Conveniences (paras 47 and 48).

Latrine accommodation in barracks is on a sufficiently liberal scale. The proper use and care of these sanitary conveniences are a matter of the first importance, as, if neglected, these places rapidly become centres for infection. In most barracks at home, water carriage of sewage is available and the type of closet of a simple nature; in these water-closets, the flushing is done either

automatically or by hand. In the newer barracks ordinary water-closets with individual flush-tanks are provided, and it is the duty of every user of these closets not only so to seat himself that he does not unnecessarily foul the seat, but also to see that the contents of the pan are properly washed away by pulling the chain of the flushing tank. Another detail requiring attention is that of using paper torn or cut to a size not larger than that of an ordinary hand. In all well-regulated barracks suitable toilet paper is provided, but in spite of this, it is not unusual to find large sheets of newspaper thrown into the closet-pans. The very bulkiness of these masses of paper prevents the pan being properly cleaned and facilitates rapid clogging up of the discharge pipe. For the same reason pieces of cloth, rags, bootlaces, string, and other articles of the kind must never be thrown into a closet; the proper place for these waste products is the ash-bin.

In a few places at home and in most garrisons abroad, the dry-earth closet exists; the usual arrangement being the provision of a pail or portable midden placed under apertures in a well-fitted seat, with boxes of dry earth from which, by means of a scoop, the user covers over the excreta. The pail contents must be removed daily As in the case of water-closets the user must take care not to foul the seat, and take special care to throw a sufficiency of the dry earth available over the filth in the pail. The object of this is to remove the smell and to prevent flies gaining access to this objectionable material.

No matter whether it be a water closet or a dry-earth closet, all woodwork and fittings must be kept scrupulously clean. The seats must be scrubbed daily with soap and water, the scrubbing to embrace both upper and under surfaces of the seat. The pans or pails must be kept clean, and every collection of filth must be covered with either water or earth. Where earth-closets are in use the proper employment of the earth must be enforced, and an adequate supply of finely powdered dry soil and a sufficiency of scoops must be always avail-

able. The pails must be of a size to fit closely under the seat. There should be no gap or space between the top of the pail and the seat; if there is, it means certain fouling of the floor with urine and other matter. The latrine floor must be suitably sloped, and made of some hard impermeable material. A sufficiency of pails must be available, so as to allow those which have been fouled to be cleaned and sweetened. This will be best secured by first washing out the contents with water, drying and airing by exposure for a few hours to the sun if possible, and then scrubbing over the inner surface with the heavy cresol oil supplied for the purpose by the barrack department. The coating of these utensils with tar is most objectionable, as it renders them unsightly and tends to conceal rather than remove dirt. The contents of each pail must be transferred without spilling to a suitably covered, water- and air-tight receptacle for daily removal.

Urinals need to be managed on similar lines. The slabs of slate or glazed earthenware must be adequately flushed with water either automatically or by hand, and twice a week scrubbed over with the heavy cresol oil supplied for the purpose. This does not need to be applied in excess; just sufficient to impart a greasy surface is ample. Well-managed latrines and urinals should be devoid of smell and free from flies, even in warm weather. The presence of flies in these places is a sure sign that something is wrong. Urine-tubs, if in use, must be treated in precisely the same way as closet-pails. Their contents need to be carefully emptied each morning, with special precautions taken to see that no splashing or spilling occurs on the landings or stairways. If such does occur it should be immediately dusted over with dry earth and the place swept clean. All men engaged in the handling of urine-tubs or in the care and cleaning of urinals, closets, or latrines must remember that they are handling dangerous material capable of giving infection to either themselves or others, often both. To reduce these risks to the lowest point, men engaged on these duties should carefully wash their

hands immediately on completion of the work, and certainly before they handle food. No men employed in cookhouses or as mess-orderlies should ever be allowed to have anything to do with the removal of urine-tubs or with the care and cleansing of urinals or latrines; further, it is advisable that no men who have ever suffered from enteric fever should be employed in either the preparing or serving of food.

VI. Personal Cleanliness (para. 42).

Personal Cleanliness. — This is of the highest importance and involves not only attention to the skin, but to the hair, nails, mouth, and other parts of the body. Most persons wash their hands and faces, but often forget parts covered by clothes. Of these, the following should be washed every day when possible: (1) between the legs and buttocks; (2) the armpits; (3) the feet and toes. In addition to this daily washing, a bath once or twice a week is necessary, but a bath should not be taken within two hours of a meal. After bathing or washing, the skin should be well rubbed and dried, as this prevents a chill and improves the circulation of the blood. Hands should always be washed before eating, and when washing the hands care should be taken to trim and clean the nails. It is an important and simple matter to keep the nails clean and in good order; the finger-nails should be cut round and the toe-nails straight across. Dirty nails and fingers are a common means of conveying infection. The mouth should be kept scrupulously clean, and the teeth cleaned at least once, if possible twice, a day by rubbing with a brush. The best time to use the tooth-brush is before going to bed, so as to remove particles of food adhering to the teeth after the evening meal. The mouth should be washed out with water both morning and evening. Closely connected with the care of the skin is clean clothing. It is important to change and wash underclothing at least once a week. The same clothes should not be worn by day and by night. Every man should try and have two pairs of socks in use, one for the morning and

one for evening wear; there should be also two pairs for the wash. Unless care be taken in attention to details of this kind, it is impossible to keep the feet hard and clean. Underclothes as well as overclothes can be cleaned by brushing, shaking, and exposing to the air and sun. This is nearly always possible, even when washing cannot be managed, as, for instance, in camp and on the line of march. An article of kit which is often neglected is the hair-brush. It should be washed every three weeks or so. Soap or hot water should not be used, but the brush rinsed in a basin of cold water to which has been added a teaspoonful of washing soda; this will remove all dirt and grease. Dry it by shaking or swinging it round, and place it to dry in the sun or wind.

VII. Animals, etc., Prohibited.

Cows, pigs, goats, poultry, etc., will not be kept, nor will horses and dogs be allowed to run loose within the boundaries of barracks or hospitals.

VIII. Precautions against Fire.

Lights or freshly made up fires will not be allowed in barrack-rooms or buildings occupied by troops—except in hospitals, guard-houses, galleries, or stables—later than a quarter of an hour after the last post, when an officer will visit the barracks to see that this order is obeyed. Lights are permitted in sergeants' messes up to 11 p.m. Soldiers are prohibited from smoking in buildings or tents where there is loose straw.

Fireworks or bonfires in barracks or camps are prohibited.

The person responsible for the closing of rooms or buildings in which fires or lights are used during the day, but which are unoccupied at night, will personally ascertain, before leaving for the night, that the gas is turned off, and that there is nothing which might lead to an outbreak of fire. In messes, canteens, etc., all rooms in which fires or lights have been used during the day will be swept out before being closed at night. The

raking out of a fire on to the hearthstone should be avoided. Towards the time for "Lights out" in the case of occupied buildings, other than hospitals and guard houses, or the time for closing in the case of buildings unoccupied at night, all fires should be allowed to die down as much as possible.

IX. Gas Escape.

If an escape of gas occurs in barracks, the lights will be turned off immediately, and the upper sashes of the windows opened. The officer in charge of barracks, or his representative, will be at once informed.

X. Liability for Damage by Fire.

A soldier, as well as any other person in army employ, will be liable to make good damage done to government property by fire, the result of his own neglect, but in view of the large sum to which liability may extend in such cases, the amount to be recovered will usually be limited to the equivalent of a week's pay of the individual who is held responsible.

XI. Duties of Orderly-Sergeants and Orderly-Corporals.

The duties of orderly-sergeants and orderly-corporals should be obtained from Regimental Standing Orders. (See Standing Orders, R.A.M.C., Appendix 14).

II. DAILY DUTIES.

Hours for Réveillé, Retreat, and Tattoo.

At a home station the hours for "*Réveillé*," "*Retreat*," and "*Tattoo*" will be:—"Réveillé," varying from 5 a.m. in summer to 6.30 a.m. in winter; "*Retreat*," at sunset; "*Tattoo*" ("Last Post"), at 10 p.m., unless otherwise specially ordered. At a station abroad these hours may be varied by a general commanding, to suit his command.

No Bugle Sounds, etc., after Tattoo.

Between "Tattoo" and "Réveillé" no call will be sounded, except "Lights Out" (which will be sounded

a quarter of an hour after "Last Post") and the "Alarm," "Fire Alarm," or other signals for troops to turn out. On the "Alarm" being sounded all troops will turn out.

Daily Orders to be Posted.

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

Duties in Barracks.

Q. In what manner will barrack damages be charged?

A. If possible against individuals.

Q. How will charges be met that cannot be traced to individuals?

A. As a general charge, and shared among the troops.

Q. What are the regulations relative to opening barrack-room windows?

A. The windows of every barrack-room are to be opened sufficiently to allow free ventilation, and are to be kept open as far as the weather and season admit.

Q. What animals, etc., are forbidden to be kept in barracks?

A. Cows, pigs, goats, and poultry.

Q. What animals are prohibited from straying about barracks or hospitals?

A. Horses and dogs.

Q. To what hour are lights and freshly made up fires allowed in barrack-rooms?

A. Not later than a quarter of an hour after "Last Post."

Q. Are fireworks or bonfires allowed in camp or barracks?

A. No.

Q. If an escape of gas occurs in barracks what action will be taken?

A. The lights will be turned off immediately, and the upper sashes of the windows opened. The officer in charge of barracks, or his representative, will be at once informed.

Q. Who is liable to make good the damage done to government property by fire, the result of his own neglect?

A. The individual who is held responsible.

Q. What are the hours for (1) "Réveillé," (2) "Retreat," (3) "Tattoo?"

A. (1) Varying from 5 a.m. in summer to 6.30 a.m. winter.
(2) At sunset.
(3) 10 p.m. ("Last Post")

Q. What are the orders in regard to bugles sounding between "Tattoo" and "Réveillé"?

A. No call is to sound except "Lights out," the "Alarm," and "Fire Alarm."

Q. How are men warned for duty?

A. By means of daily orders posted in a conspicuous place in the company's quarters.

Q. Who is responsible for the soldier making himself acquainted with all orders, etc.?

A. The soldier.

Q. How is the cleaning of barrack-room floors to be carried out?

A. They will be washed once a week, and dry-scrubbed on intermediate days.

Q. What precautions must be observed in the washing of barrack-room floors?

A. The washing should be done early in the morning. The water is not to be swilled over the floor—as little as possible to be used.

Washing may be omitted on damp days.

Q. What sanitary duties must be thoroughly looked after in barracks?

A. The cleansing of surface drains and catch-pits, and the flushing of latrines and urinals, the cleanliness of ash-bins, refuse tubs, surface of the ground, etc.

Q. How will urine tubs be dealt with?

A. They will be removed at "Réveillé," emptied, cleaned, and filled with clean water, and locked up in the place allotted for them.

At "Retreat" they will be unlocked, emptied, and replaced on their stands.

Q. What care must be observed in the emptying of the tubs?

A. They will be emptied down the gully provided for the purpose. The gully will then be thoroughly flushed with clean water. On no account will any other gully be used for this purpose.

Q. How should urinals be kept clean?

A. The walls should be periodically cleaned with spirits of salts, and frequently washed down with clean water. The floor should be perfectly clean, and the ventilators should always be open. Oiling of the walls will prevent urinary deposit.

Q. How should sink traps be kept clean?

A. The screw-plug of the trap under the sink should be removed and the trap cleaned once a month, or oftener if required.

Strong soda and hot water will remove the soap and grease.

Q. What precautions should be observed in the disposal of slops?

A. Slops should be emptied over the grating of the slop-sink, care being taken not to foul surrounding walls. paving, ground, etc.

Q. Where should fouled water from the cookhouse be thrown?

A. It should be thrown down a gully trap connected with the foul drains.

Q. How should rubbish be disposed of in barracks?

A. Rubbish of all descriptions should be removed from barracks as quickly as possible. All ash and rubbish bins should be cleared out daily by the contractor.

Q. How will refuse be dealt with?

A. Refuse will be removed daily, and the tubs cleaned out.

Q. On what should refuse tubs be placed?

A. On a non-absorbent platform, such as stone or concrete.

Q. Where should tables and forms be scrubbed?

A. The scrubbing should be done on concrete, where the soapy water can be removed by flushing.

Q. What work must not be done in barrack rooms?

A. Washing and ironing clothes, and any work which tends to prevent cleanliness.

III. GUARDS AND SENTRIES.

Hours of Mounting.

Guards will mount at the hours the Officer Commanding the station may deem best suited to the climate and season. All guards, before going on duty, will be inspected by the adjutant, or some officer of their unit.

Duties of Commanders of Guards.

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

Guards not to take off Clothing.

Soldiers will not take off any article of clothing or accoutrements while on guard, but the wearing of the great-coat or cloak in the guard-room will be optional.

Visiting Sentries.

The commander will visit his sentries at least twice by day and twice by night to ascertain whether they are

alert on their posts and acquainted with their orders, and in addition he will send a non-commissioned officer with a file of men to perform the same duty at frequent and uncertain intervals.

Men not to Quit their Guards.

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

Réveillé, Retreat, and Tattoo.

Every guard will turn out at the commencement of the *Réveillé*, *Retreat*, and *Tattoo* sounding. The commander will then carefully inspect it.

Fire or other Alarm.

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

Relief of Sentries.

Sentries will be relieved every two hours; but at night, in cold or inclement weather they may, at the discretion of the officer commanding, be relieved every hour.

Hot Coffee.

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

Guard Reports.

A Commander will render his guard report on Army Form B 160. He will also send an immediate report to the field officer or captain of the day of any unusual occurrence on or near his guard.

Inspection of Guards on being Dismounted.

Every guard will be dismissed on its regimental parade, where it will be inspected. If the commander of the guard is a non-commissioned officer, a report will be made to the adjutant or orderly-officer previous to dismissal.

Commander Responsible for Stores, etc.

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

Compliments by Guards.*

Guards are at all times between "Réveillé" and "Retreat" to turn out and pay the compliments specified to general officers in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

An officer who is not in uniform is not entitled to the compliment of a guard turning out, except members of the Royal Family, the Lord-Lieutenant of Ireland, and governors or lieutenant-governors within the precincts of their governments.

Compliments to Commanding Officers.

To regimental commanding officers—irrespective of their army rank—their regimental guards are to turn out once a day.

To Officers Passing.*

When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander

*Cadet officers, as such, are not entitled to salutes from regular and territorial troops. Armed parties of cadets are not "Armed parties" within the meaning of K.R., 1912, para. 1802, and are not therefore, entitled to salutes from regular troops.

is to cause his guard to fall in and stand facing the front. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the senior commander.

Guards to Turn Out.*

Guards are to turn out at all times when armed parties of any branch of the service approach their posts. They will not pay compliments between the sounding of "Retreat" and "Réveillé," except to Grand Rounds. They will not turn out to unarmed parties. A mounted party, armed, will draw and carry swords to all guards turning out to it.

Compliments to Officers of other Services.*

All guards and sentries are to pay the same compliments to commissioned officers of the Royal Navy, Royal Marines, Auxiliary Forces, and Royal Indian Marine —when in uniform—as are directed to be paid to officers of the regular Army. Guards and sentries will pay compliments to commissioned officers of the departments of the Army according to their ranks, or corresponding ranks, as the case may be.

General Rules.

When the guard is commanded by a non-commissioned officer, he will fall in on the right of the guard.

Guards will not turn out after "Retreat" or before "Réveillé," except at "Tattoo," on the approach of an armed party, in cases of alarm, or to receive grand or visiting rounds, nor will they during this period pay any compliments, except to grand rounds.

Sentries, as long as they can discern an officer, will come to their front on his approach, and salute.

Sentries in their sentry boxes will salute by coming smartly to attention.

Parties with side arms will pay and return compliments as unarmed parties.

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*Cadet officers, as such, are not entitled to salutes from regular and territorial troops. Armed parties of cadets are not "Armed parties" within the meaning of K.R., 1912, para. 1802, and are not, therefore, entitled to salutes from regular troops.

Relieving or Posting a Guard.

The commander of the guard will read and explain the orders of the guard to his men; these orders will also be read and explained to the men forming the first relief when they come off sentry. The men of the guard will then be dismissed to the guard room.

Relieving and Posting Sentries, and Marching Reliefs.

On the approach of the relief, the sentry will place himself in front of the sentry box. The corporal of the relief will proceed as follows:—

Relief, Halt. At about two paces from the sentry.

The new sentry will then move out from the relief and fall in on the left of the old sentry, facing in the same direction; the old sentry will then give over his orders, the corporal seeing that they are correctly given and understood.

Pass. } The old sentry will move to his place in the relief, and the new sentry will close two paces to his right.

Relief, Quick—March. } The relief will be marched off.

When a sentry who is to be posted on a new post has reached the post assigned to him, he will be ordered to halt and face in required direction. The corporal will then read and explain the orders to him.

The object for which he is posted, the front of his post, and the extent of his beat, will be clearly pointed out to a sentry when first posted.

Sentries must not lounge nor converse with anyone on any pretence, nor may they stand in their sentry boxes in good, or even in moderate weather.

Sentries moving about on their post will always turn outwards when turning about.

Sentries Challenging.

A sentry will only challenge a person or party approaching his post, when it is necessary for his own

safety, when it is doubtful as to whether the person or party approaching is authorised to pass, when it is ordered for a special reason, such as in the case of a sentry posted on a fortress or prison, or when there is a countersign to be delivered.

When challenging on the part of a sentry is necessary, it will be carried out as follows:—

(*a*) When a person or party approaches the post, the sentry will, as soon as the person or party is within speaking distance, call out, *Halt—Advance one* (or *Halt—Advance one, and give the countersign*); if the person or party approaching gives a satisfactory reply, the sentry will say *Pass, Friend, All's well.*

(*b*) If in answer to the challenge the sentry receives the reply GRAND (or VISITING) ROUNDS, he will call out *Stand, Grand* (or *Visiting*) *Rounds; Advance one* (or *Advance one and give the countersign*). When satisfied the sentry will say *Pass Grand* (or *Visiting*) *Rounds; All's well.*

Where challenging is unnecessary grand or visiting rounds will inform the sentry as to their identity on approaching his post.

If the sentry is on or near the guard-room door, he will proceed as follows:—

Guards Turning Out at Night.

When the sentry is not directed to challenge, grand or visiting rounds will inform the *sentry* as to their identity on approaching his post, the sentry will then call: *Guard—turn out.* The guard will fall in, and the commander will call out: *Advance, Grand* (or *Visiting*) *Rounds; All's well.*

When the sentry challenges and there is no countersign to be delivered the same procedure as above will be observed, the sentry turning out the guard on receiving the reply GRAND (or VISITING) ROUNDS to his challenge.

If there is a countersign to be given, a corporal or sergeant with a flank file of the guard will double out, and when about ten paces from the rounds will order

the file to halt, and will then give the challenge: *Who comes there?* The reply will again be, GRAND (or VISITING) ROUNDS; the non-commissioned officer calling; *Stand, Grand* (or *Visiting*) *Rounds. Advance one and give the countersign.* Rounds will then in a low voice give the countersign, which the non-commissioned officer alone will carry, in double time, for verification to the commander of the guard. If correct the commander of the guard will call out: *Advance, Grand* (or *Visiting*) *Rounds; All's well.* The file will then double back to the guard, and rounds will advance to the guard.

QUESTIONS AND ANSWERS ON GUARDS AND SENTRIES.

Q. When should the standing orders of the guard be read and explained to the men?

A. As soon as the guard has mounted.

Q. When is relief to be inspected?

A. Before going out, and also on returning.

Q. What are the orders with regard to removing any article of clothing or accoutrements by non-commissioned officers and men while on guard?

A. They are not to take off any article of their clothing or accoutrements, but the wearing of great-coats in the guard-room will be optional.

Q. How often must the commander visit his sentries, at what specified periods, and for what purposes?

A. At least twice by day and twice by night, to ascertain that they are alert on their posts and acquainted with their orders.

Q. By whom else will sentries be visited?

A. By a non-commissioned officer with a file of men.

Q. Are commanders allowed to quit their guard?

A. No, except to visit their sentries.

Q. What are the regulations with regard to non-commissioned officers and men quitting their guard?

A. They are not to be allowed to do so without obtaining leave from the commander, which is to be granted only for special purposes.

Q. Describe how guards act on the commencement of "Réveillé," "Retreat," and "Tattoo" sounding.

A. They turn out, and the commanders will then carefully inspect them.

Q. When a fire breaks out, or any alarm is raised, how will guards act?

A. Turn out and so continue until the fire is extinguished, or the cause of the alarm has subsided, unless otherwise ordered.

Q. How often are sentries relieved?

A. Every two hours, except in cold or inclement weather, when they may, at the discretion of the officer commanding, be relieved every hour during the night.

Q. In the event of an unusual occurrence happening in or near a guard, what ought commanders immediately to do?

A. Send a report to the field officer or captain of the day.

Q. How do guards proceed on dismounting?

A. They are to be marched to their regimental parades, where they are to be inspected.

If the guard be in charge of a non-commissioned officer a report is to be made to the adjutant or orderly-officer previous to dismissal.

Q. What are the orders relative to handing over the stores and furniture in charge of a guard?

A. All stores and furniture (including the watch-coats) are to be handed over from one commander to another.

Q. Who is responsible for their correctness?

A. The commander of the relieving guard.

Q. Does a guard turn out and pay a compliment to an officer not in uniform?

A. No, except to members of the Royal Family, the Lord Lieutenant of Ireland, and Governors or Lieutenant-Governors within the precincts of their governments.

Q. When General Officers in uniform or persons entitled to a salute pass in rear of a guard, what should the commander do?

A. The commander will cause his men to stand turned to their proper front.

Q. Does a guard turn out to an unarmed party?

A. No.

Q. What compliment is paid by the regimental guard to their Commanding Officer?

A. Turn out—irrespective of the Commanding Officer's rank—once a day.

Q. Do guards pay compliments after "Retreat"?

A. No, except to grand rounds.

Q. How will sentries salute when in their sentry boxes?

A. By coming smartly to attention.

Q. When are the orders of the guard read to the men?

A. Before they are dismissed to the guard-room.

Q. When are the orders read to the first relief?

A. When they come off sentry.

Q. On the approach of the relief how will the sentry act?

A. He will place himself in front of the sentry box.

Q. When will the corporal halt the relief?

A. At about two paces from the sentry.

Q. What then takes place?

A. The new sentry will move out from the relief and fall in on the left of the old sentry, facing in the same direction; the old sentry will then give over his orders, the corporal seeing they are correctly given and understood.

Q. On the word *Pass* what happens?

A. The old sentry will move to his place in the relief, and the new sentry will close two paces to his right.

Q. How must sentries perform their sentry go?

A. In a soldier-like manner; they must on no account lounge, or converse with any one.

CHAPTER V.

DUTIES IN CAMP AND ON THE LINE OF MARCH.

I. General Rules in Camp.
II. On the March.
III. Escorts.

Reference to Regulations.

Field Service, Part I., Sections 24–5, 57, 61.
Field Service Pocket Book, Chapter II.
R.A.M.C. Training, Chapters XI., XII., XXIV. and XXV.
Manual of Chiropody.
K.R., paras. 536–540, 638–643.
Manual of Elementary Military Hygiene, Chap. X.

I. GENERAL RULES IN CAMP.

Camp Sites.

The selection of a camp site is dominated largely by the facilities which exist for obtaining water. When possible, camps should be placed on high ground, since not only is the surface drainage better, but exposure to air currents facilitates evaporation. Situations at the base of hills are usually damp, such a site may be acceptable if a transverse ravine intercepts the drainage from the higher ground. No camp should be placed in ravines or the dry beds of watercourses. Low plains surrounded by high lands, valleys, and hollows are often hot and damp. The vicinity of marshes or irrigated lands, as well as areas periodically under water, are always unhealthy and favourable to mosquitoes. Similarly, situations at the mouths of rivers or places to which surface or subsoil water gravitates are always undesirable, for obvious reasons. An abandoned camp site should never be utilized, except in circumstances of great necessity. Old camping grounds must be considered as more or less permeated with the organic soakage incidental to human occupation. As regards actual soil, it may be said the more porous the better, but if a camp must be pitched upon an impermeable soil, like clay or rock, the locality affording the best surface drainage should be chosen. Ploughed land should be avoided, so, too, should very dusty areas; in all cases grass covered soil is preferable. In the selection of camp sites, apart from the question of water supply, the golden rule to follow is:—Choose areas which are not only dry but clean, that is, have not been occupied recently for encampments, and are not fouled or in any way encumbered with the recent filth of man and animals.

Camp Space.

The minimum camp and bivouac spaces allowed for certain units are as follows:—

	Length, yds	Depth, yds.
A Cavalry Regiment	160 ...	150
A Battery or Ammunition Column .	75 ...	150
An Infantry Battalion	75 ...	150
A Field Ambulance	120 ...	200
A Cavalry Field Ambulance ...	80 ...	180
A General Hospital	550 ..	400
A Brigade of Infantry	280 ...	150
A Brigade of Cavalry	515 ...	150

Each horse or mule requires 8 feet by 15 feet.

Marking Out Camp.

Mark the base-point with a tent-peg or flag; measure off the distance required for the front of the camp, viz. (if sections are pitched together) for a field ambulance 120 yards, for a cavalry field ambulance 80 yards; mark this with a second tent-peg or flag.

The front of the camp being thus laid down, the rear of the ground will now be determined. Place a tent-peg or flag on the front alignment 6 feet from the base-point, another tent peg or flag 8 feet from the base point towards the rear, and 10 feet diagonally from the other tent-peg or flag; the angle thus formed will be a right angle. Place a third tent-peg or flag in the same straight line as the 8-feet side of the triangle, and distant from the base point 200 yards for a field ambulance and 180 yards for a cavalry field ambulance. The rear line of the camp will be equal in length and parallel to the base-line, and will be marked with a fourth flag.

Intervals in Camp.

1 yard between pegs of each tent.
10 yards between Units.
3 yards between Companies.
20 yards should be allowed to intervene between the canteens, cook-houses, and washing places and the latrines, urinals, and incinerators.

Tent Pitching.

Points to be Attended to.

1. Position of guy pegs and tent pole.
2. Radius of circle for pegs.
3. Pole must be perpendicular to ground.
4. Pegs should be equidistant.
5. Pegs and ropes should be in line with the seams of the tent.
6. To save leaving a tent at night when storms come on, dig a hole 6 inches deep close to the tent pole, then if heavy rain comes on suddenly, by pushing the tent pole into the hole, much strain is taken off the ropes and canvas.

General Instructions Regarding Tents.

A trench should be dug immediately under the curtain of a tent and the excavated earth banked on its outer edge. The curtain should then be pegged to the inner slope of the trench, the canvas thus draining into it. Surface drains should be constructed to prevent rain water lodging in the trenches. Half-an-hour's work on the first wet day, when the natural run of the water can be seen, will do more to keep the camp healthy than a day's work in dry weather.

Tent flies are to be looped up the first thing every morning, in wet weather on the leeward side only. In a standing camp tents will be struck periodically, and the ground underneath well swept and left exposed for some hours at least, the tents being eventually replaced on their former sites. Tents should never be pitched for occupation in the intervals.

Tent doors should generally face away from the prevailing wind; in mounted corps they should face the horse lines.

A light is never to be left burning in an unoccupied tent.

For method of pitching and striking tents and marquees, see Part IV, R.A.M.C. Training, Chap. XXV., p. 250.

If rain or heavy dew is falling, tent ropes must be slackened.

If a camp is pitched in or near long dry grass or heather, special precautions must be taken against fire.

A circular tent will accommodate 15 men. The space enclosed within the tent pegs is 18 feet by 18 feet.

Sanitation of Camps and Bivouacs.

The importance of prevention of disease in camps and on field service cannot be over-estimated. Neglect of sanitary measures inevitably results in great loss of life, and disease may assume such proportions as to paralyse the efficiency of a force. It is the duty of both officers and men to comply strictly with orders relating to the preservation of health. To keep himself healthy and fit is a duty that every soldier owes to his country, his comrades, and himself.

In all camps the utmost care must be given to cleanliness both as regards ground surface and the interior of tents.

Every precaution must be taken to prevent fouling of ground by excreta and refuse. Therefore urinals and latrines should be made immediately on arrival at a camp or bivouac, and should be filled in at the last possible moment.

Great attention must be paid to camp kitchens. Dust and flies must be kept off food.

For all refuse the rule is:—Burn all you can and bury what you cannot burn. This should be done daily.

If dead animals cannot be burnt or buried, they should be dragged away from any ground likely to be used for camping, and their bellies opened to let gases escape.

To keep tents dry they should be trenched.

Roll up flies of tents every morning.

Air blankets and kits whenever possible.

Cleanliness of person and clothing, particularly underclothing, is of the greatest importance.

Latrines, urinals, refuse pits, horse and cattle lines, and slaughtering places, must be placed as far as possible from the kitchens, from any source of water supply, and to leeward if possible. They must never be placed in any gullies which, when it rains, may discharge into the water supply.

Clothing may be disinfected by being plunged into boiling water.

The water supply will usually be marked with flags, as follows, by the advanced party of Engineers:—

White for drinking water.
Blue for watering places for animals.
Red for washing or bathing places.

Never allow washing where water may filter through to drinking water. Never allow drinking from water from impure or doubtful sources.

Water Supply.

It is the duty of the Commanding Officer on forming or occupying a camp or bivouac, to secure and protect the water supply. The question of the quality of the water available will be determined by the medical officer, and in accordance with his advice action must be taken as to treatment and general distribution. The protection of the supply from pollution permits of no delay; action must be prompt and thorough, involving the placing of piquets to warn off unauthorized access, and where only one source of supply is available, to prevent pollution by animals drinking before the men's supply has been drawn. Where the circumstances permit water for animals should be taken at a point distinct from that supplying men; in the case of running water the animals' drinking place must be below that whence the water for troops is taken.

In all circumstances, every endeavour should be made to prevent waste, pollution, and the turbidity which results from trampling the margin of a surface supply into mud. If the camp is of any permanency and the water be derived from a stream, the approach should be

paved and so located that the water may be drawn from the main current, and not from the sides or from a foul eddy. If the supply be at all limited, the water will be best given to animals by receiving it first in troughs, as by so doing, less disturbance of the stream results. In cases where wells are the source of supply, the essential precaution to take is the safeguarding them from surface pollution. If they are covered this is comparatively simple, but if uncovered, special piquets may be needed to prevent access of unauthorized persons and the utilization of such places for ablution purposes. In commands consisting of both European and Oriental or native races it is advisable, if circumstances permit, to allocate certain wells exclusively to whites, and others to natives.

In camps, water is carried usually from its source to the lines in water-tanks on wheels; but other vessels, such as pails, canvas troughs, barrels, chatties, and skins are used. In all cases the very greatest care is required to keep these receptacles clean. This is by no means easy to do, and whether it is done must depend largely on circumstances. There is no simple procedure, and the only all-round method is the washing or flushing out with ordinary water made a deep red colour by means of permanganate of potash, repeating the process so long as the water fails to remain a pink colour after three hours. This will not sterilize these receptacles, but it will destroy the greater number of contained bacteria and render the vessels reasonably safe and clean. If water is kept stored in camp, the vessels must be protected by suitable covers. Men should not be allowed to drink direct from the taps of water-tanks, nor from the rim or spouts of other receptacles used for carrying or distributing water.

Sanitary Duty.

Every soldier should remember to ease himself only in the authorised places, that is, in the latrines and urine pits or tubs provided. On no account should indiscriminate or casual easement be permitted, it merely

means fouling of the ground with possible infectious matter. When using the latrine every man should carefully cover up his excrement with some earth. This is most important, especially in hot countries, where flies abound. If the excrement, including the urine, is not covered up, flies at once attack it, and quickly bring back some of the filth into the tents and place it on food or on men's faces and hands. Always, when using a camp or other latrine, endeavour to prevent the urine soiling the edges or sides of trenches or pails. The urine needs as much care as the solid matter, and should be as carefully deposited and covered up. The latrines in camp are simple trenches, made by digging them 3 feet long, 1 foot wide, and 1 foot deep. Men, when using them, should stand straddle-wise, and take care that the whole of the liquid and solid material falls into the trench, covering up with earth as soon as possible.

Disposal of Refuse.

Never throw pieces of food about in camp, such material quickly attracts flies. All this kind of matter should be placed at once in special pits dug for the purpose, or into tubs or other receptacles provided for the same; where possible, these receptacles should be kept covered over. Each day this material must be taken away and either buried or preferably burnt. The burning of this refuse is often difficult, but with a little ingenuity and trouble it can be made to burn, particularly if shallow trenches be made leading to the bottom of the mass to be burnt; these trenches act as draught holes, and so help the burning (see paras. 131–2, R.A.M.C. Training).

Disposal of Dead Animals.

Dead animals are difficult to burn or bury, particularly if there are many of them. Probably, the simplest method of dealing with carcases, is to disembowel them, bury the entrails and inside parts, and stuff the rest of the carcase with straw or other rubbish and set fire to it. This will not burn the whole mass, but it will scorch it sufficiently to prevent a nuisance.

Disposal of Slop Water.

Slop water from kitchens and ablution places needs to be dealt with on the same lines. Of itself it will not cause disease, but if left lying about it attracts flies, which can and do convey disease. This sullage and greasy water should be poured on to trenches suitably dug, the upper ends of which should be filled with twigs and brushwood. This acts as a strainer, catches the grease and soap, allowing the liquid to run away. Each day this greasy brushwood should be burnt and fresh supplies substituted.

Personal Hygiene.

The object of every soldier in a camp should be to keep that camp clean and tidy, and no camp should be left until all rubbish and refuse have been cleaned up, buried, and well covered up with soil, or else destroyed by fire. Much of the trouble and harm which results to soldiers in camp is the outcome of thoughtlessness, carelessness, untidiness and disobedience of orders. The dirt which invariably results from these faults leads to enteric fever, dysentery and diarrhœa.

Every soldier should make it a matter of honour to do his level best to avoid these faults and mistakes. Unless each soldier understands this, and not only is careful himself to attend to these matters, but makes his comrades do so also, we shall never be able to reduce the amount of preventable disease on field service. If, however, every man would do his share in being personally clean and careful in these little details which have been mentioned, the well-being of himself and comrades would follow quickly and easily.

Closely associated with the personal hygiene and comfort of the soldier, both in camps and in bivouacs, is the question of drying clothing which has been wetted by rain. It is true the wearing of wet clothes conduces to much less ill-health than many suppose; still, a great deal of personal discomfort could be avoided if some simple means of drying clothes, at times

when neither the sun nor wind can be utilized, could be devised. The following method is deserving of note:—Pitch as large a tent as is available, dig one or more holes, some two feet deep, within the tent, sufficiently far from the poles and canvas to minimise the risk of fire. Line the holes with stones, and carry the stones up so as to make a rim or parapet round the hole, some feet high. The stones must be fairly large, and the diameter of the hole quite three feet. If a fire be lighted in the hole and carefully tended, the stones soon get quite hot and radiate a good heat. The wet clothing should be hung round the hole as well as the appliances on the spot will allow, and the tent shut up. With a little care and initiative considerable numbers of wet garments can be dried in this way in a few hours. In place of a tent a rough shelter can be built, or use made of some outhouse on a farm.

II. ON THE MARCH.

Preparation.

When ordered to go on a march, every soldier should overhaul his socks and boots and get them put in good repair. For the first few days of a march, the socks should be soaped inside to prevent chafes and blisters. Later, this will be unnecessary, as the feet will have hardened.

Before starting on a march, always take a little food, say some tea or coffee, with a piece of bread or biscuit.

Always start with the water bottle full of either good and safe water or tea.

Marching.

As far as possible, the movements of the individual soldier should not be impeded by restrictions of an unnecessary nature, and every endeavour made to turn what is a compulsory military movement into a salutary and stimulant exercise. Thus in hot weather, men

should be made to unbutton their coats, turn them well back and present as few obstacles to free expansion of the chest and personal comfort as possible. Where weights or loads are carried, the length of the step must be shortened. This question of the load or equipment obviously has an important bearing upon the facility with which men will be able to complete a march. The question of formation and position in the column are details of great moment to the individual. On dusty roads, close order becomes particularly trying to the foot soldier, and for this reason it is a good rule that, if the military situation permits, infantry on the march should preserve a wide front and as open a formation as possible, in order to avoid the effects of crowding. Without ventilation through the ranks, the air soon becomes very foul.

Water, Beer, and Spirit Drinking.

With a little self-discipline it is astonishing how long the contents of a water bottle can be made to last. Instead of drinking large quantities at once, just moisten the lips and mouth and then drink small quantities at a time.

Much can be done to prevent the sensation of thirst by carrying a pebble in the mouth to excite the flow of saliva. To the same end, breathing through the nose rather than through the mouth should be encouraged, while tobacco chewing, and to a less degree smoking and spitting, is inadvisable on the march as tending to increase thirst. The water-bottle should invariably be filled with approved water before starting on the march, or it may be filled with unsweetened tea or coffee; never with beer or spirits. Washing out with boiling or very hot water is the most rational method of cleansing the bottles, but on field service this is impracticable owing to the lack of sufficient hot water. Probably the best thing to do is to fill the bottles with very hot tea, and cause this hot liquid to be retained in the bottle for at least an hour; but to be of any use, the tea must be poured into the bottles in as near a condition of boiling

as possible. Water should never be kept in the bottles when the water-bottle is not in daily use.

How far alcohol is beneficial or not, when taken in small or dietetic doses, is still a matter of controversy between the teetotallers and those who advocate moderation. Of this, however, we are sure, that only in exceptional circumstances can alcoholic drinks be regarded as a food; also that they do not conduce to the doing of hard work.

Where men are known habitually to abuse the consumption of these liquors, they should be encouraged and helped to become total abstainers, but where such is not the case it is unwise to forbid the consumption of alcoholic drinks altogether, or to coerce men towards total abstinence. The only rules which should be laid down in regard to this matter are (1) beer or spirits should not be drunk during working hours; (2) beer or spirits should only be drunk after the day's work is over, that is on the completion of the march and after arrival in camp or bivouac; (3) the issue of beer or spirits at this time should be strictly limited to either two pints of beer or one and a half fluid ounces of one of the ordinary spirits; (4) the alcoholic drink issued must not be taken fasting, but with the evening meal. If issued on these lines, there is much to suggest that, for those accustomed to drink one or other of these beverages, an allowance daily of either beer or spirits may be productive of more good than harm. In all cases, the circumstances must be taken into consideration, but, above all things, we must remember that the only hope for a rational use of alcoholic drinks by soldiers lies in the inculcation of sound knowledge as to their limited dietetic value.

Smoking.

Avoid much smoking and talking when marching, both habits tend to make the mouth dry and cause a feeling of thirst. For the same reason, learn to breathe through the nose, with the mouth shut.

The habit of smoking has an important bearing on the ability of men to march. The practice of smoking

undoubtedly has a deleterious effect on a man engaged in a serious physical effort. This arises mainly from the poisonous or disturbing effect of tobacco upon the nervous control of the heart, combined with a tendency to make men dry-mouthed and consequently thirsty. Further, it should be explained that, if smoking is such an acquired habit as to be a necessity, the least hurtful mode of smoking is the pipe and the most hurtful the cigarette; also that the best time for a smoke is when the work is done, that is after arrival in camp.

Foot Soreness.

Ill-fitting boots and socks, combined with uncleanliness of the feet, are the real causes of this disablement of the marching soldier. The ablution of the feet at least once daily should be compulsory for troops in the field. If facilities for complete washing of the feet are not available, the thorough wiping with a wet cloth, particularly of the toes, answers an excellent purpose in the removal of dirt and grease. Excessive sweating of the feet may be relieved by bathing in a solution made by diluting one ounce of formalin with two pints of water. For the same purpose, soaking the feet in water coloured red with permanganate of potash is useful, so also a 2 per cent. ointment of salicylic acid made up with tallow or vaseline is recommended, or a powder made up of salicylic acid 3 parts, starch 10 parts, and powdered talc 87 parts. These remedies are at least but palliatives; the real remedy lies in the provision of a well-fitting boot and a soft, smooth sock to cover the foot. Much of the soldier's difficulty turns on the fact that his sock tends to shrink quickly and so causes creases. To reduce this trouble, men should be taught to stretch their socks when they take them off, also at the end of a march to shake out and stretch the sock, then putting the sock which has been worn on the right foot on to the left and vice versa. The inside of the sock, too, should be greased with soap where it fits over tender parts of the feet. In cases where the sock is much shrunken and obviously ill-fitting, and where no spare pair is available, it is better for the man not to wear socks at all,

but simply cover the foot over with ordinary newspaper. If the foot be placed in the centre of a page of any newspaper, the paper can be quickly wrapped round and so moulded to the shape of the foot as to make an excellent substitute for a sock. This covering will protect the foot for a day and be readily replaced by more paper. When blisters or chafes arise, they must be appropriately treated; the blisters must be pricked with a clean needle, and all tender parts covered with soap or some simple and clean grease. This question is not generally well understood by the soldier, few of whom realise that, for the prevention of injury to the feet by marching, three factors must ever receive consideration; these are, the elimination of men with badly formed feet, the issue of well-fitting boots and socks, and the maintenance of clean feet.

Mental Occupation.

Few things harass troops on the line of march more than straggling. It is an evil which demoralizes the men and needs to be firmly controlled. Its prevention depends upon a careful elimination of the sick, the encouragement and assistance of the tired, and the application of suitable measures to the undisciplined and lazy. To occupy the minds of the men on the march is probably the surest way of preventing fatigue; to this end a band or singing does much to lessen the tedium of a journey.

Compliments on Service.

No compliments are to be paid during a march on service.

Compliments on Manœuvres.

March discipline will be strictly observed. Troops, when halted, will clear the roads so as to leave space for traffic. Railways are only to be crossed by the regular bridges and crossings.

No compliments will be paid during operations, or on the march to and from the manœuvre ground.

An Officer to March in Rear of Each Company.

An officer, when available, will generally march in rear of each company.

Tickets for Men Falling Out.

A ticket, in the following form, "——— was unable to keep up" (officer's signature and date) will be given to every soldier who falls out, except for the purposes of Nature, during a march.

No Trumpet or Bugle to Sound.

No trumpet or bugle call is allowed on the march, the column being directed by signal. The importance of establishing a system of rapid communication throughout a column must not be overlooked.

Distances Between Units on the March.

To prevent minor checks in a column being felt throughout its length, the following distances will be maintained:—

In rear of an infantry company ...	10 yards.
,, ,, battalion, squadron, battery, or other unit not specified here	10 ,,

Halts.

On the *Halt* being signalled everyone will at once halt and fall out on the left side of the road, but before doing so units will make good any distance they may have lost. The signal will be given from the head of the main body.

Periodical halts must be made during all marches. These are generally for five minutes in each hour, while on long marches a halt for half an hour is made usually halfway. Some care needs to be exercised to prevent men getting chilled on these occasions; shade should be taken advantage of in hot weather, but when the men have been perspiring freely, it is open to risk if any breeze be blowing. The most important sanitary question

connected with all halts is the need of sanitary police to control and prevent the reckless fouling of the vicinity of the halting places by men who retire to ease themselves. Too much stress cannot be laid on this point; the essential need is for the officer in command to allocate at once areas to which the men may resort, and to place piquets or sanitary police over these places to see that the men using the same cover up all excretal matter deposited there. The covering of this material with earth need be no elaborate effort, nor involve more than the preliminary scratching of a shallow hole with the point of the boot, sword, bayonet, or a stick, and the depositing of the excreta in this shallow depression, taking care on completion of the act to cover the ordure over with the displaced earth. Failure to comply with this practice should be made the subject of disciplinary measures.

On the *Advance* being signalled, troops will at once fall in and resume the march.

Transport.

The articles carried in each of the regimental transport wagons are detailed in the Field Service Manual.

QUESTIONS AND ANSWERS: IN CAMP AND ON THE MARCH.

Q. What are the regulations with regard to digging trenches round tents?

A. Trenches should be dug round the tents, and a drain should connect these trenches, so that the water may not lodge in them, but may run freely off.

Q. What is done with tent flies?

A. They are looped up the first thing every morning; in wet weather on the leeward side only.

Q. In what direction ought the tent doors to face?

A. They should generally face away from the prevailing wind.

Q. If there is rain or heavy dew what should be done to the tent ropes?

A. They should be slackened.

Q. Describe fully the instructions laid down for rolling a tent.

A. Lay the tent flat on the ground, door uppermost and closed; in this position the canvas will present the shape of a large triangle. The three angles of this triangle will be brought towards the centre and made to meet about the second buckle of the tent door; when the canvas thus assumes the shape of a square, the sides will be doubled again over the other; all that remains to be done is to place the wooden mallets on one end and roll the tent very tightly round them. Then place the tent in the valise with the peg bag on the top, and close the mouth.

Q. What are the colours of the flags for denoting (1) drinking water, (2) for animals, (3) washing or bathing?

A. (1) White, (2) Blue, (3) Red.

Q. What rule will be observed as to the care of the feet on the march?

A. When ordered to go on a march, every soldier should overhaul his socks and boots and get them put in good repair. For the first few days of a march, the socks should be soaped inside to prevent chafes and blisters. Later, this will be unnecessary, as the feet will have hardened.

On halting for the day, or arriving in camp, so soon as duty permits, examine the feet. Blisters should be pricked, the feet cleaned and the socks shaken out. It is a good plan to put the left foot sock on the right foot and the right sock on the left foot. If circumstances permit, put on a clean pair. After the feet have been attended to, wash as much of the body as you can, or wipe the parts over with a wet cloth wrung dry.

Q. What rule should be observed with regard to drinking on the march?

A. Drink sparingly. Instead of drinking a large quantity at once, just moisten the lips and mouth and then drink small quantities at a time; carry a pebble in the mouth and breathe through the nose.

Q. Why ought smoking and talking to be avoided while on the march?

A. Avoid much smoking and talking when marching, both habits tend to make the mouth dry and cause a feeling of thirst. For the same reason, learn to breathe through the nose, with the mouth shut.

Q. What are the orders with regard to troops on the march, on service or on manœuvres paying compliments?

A. No compliments are paid.

Q. What should be given to a man who cannot keep up with the company?

A. A ticket, giving particulars of the man, and signed by the company officer.

Q. What are the orders in regard to bugles being sounded on the march?

A. No bugle is to sound, the march of the column being directed by signal.

Q. What is the distance to be maintained (1) in rear of a company, (2) between battalions, and why?

A. (1) Ten yards (2) ten yards. To prevent minor checks.

Q. On the *Halt* being signalled what happens?

A. Everyone will at once halt and fall out on the left side of the road.

Q. And on the *Advance* being signalled what takes place?

A. The troops will at once fall in and resume the march.

Q. What precaution must be strictly observed regarding the ground surface of the camp?

A. The ground surface of the camp must not on any account be fouled by slops, urine or rubbish.

Q. What rule should be borne in mind in disposing of refuse in camp?

A. "Burn all you can and bury what you cannot burn."

Q. What arrangements will be made for the disposal of refuse when it cannot be burnt?

A. A refuse pit will be dug. Every addition to the contents of the pit will at once be covered with earth. Milk of lime will be freely used over the refuse pit and surrounding ground.

Q. What precautions will be taken in the arrangements for washing in camp?

A. (1) Places for washing should be at a distance from the drinking water so that foul water will not filter through the soil into the drinking water.

(2) Fouling of the ground with dirty water should be prevented.

Q. If a stream is used for all purposes, how will water for all services be obtained from it?

A. (1) Drinking water will be taken from a place high up the stream, which will be marked with a white flag.

(2) The place for washing will be fixed well below the point where the drinking water is taken (red flag).

(3) A place for watering horses, etc., will be selected above the place used for washing purposes (blue flag).

Q. Where will the latrines be placed in camp?

A. Latrines must be placed as far as possible from the kitchen and from the water supply, and to the leeward of the camp whenever this is possible.

Q. What precaution must be taken as regards their situation to the water supply?

A. Latrines must never be placed in any situation the drainage or filtration from which could possibly reach and so pollute the water supply.

Q. How will the latrine trenches be kept sanitary?

A. The contents of latrine trenches will be covered with earth and lime, and on no account be left exposed.

Q. How will the ground round latrines and urinals be kept?

A. The ground must be kept clean and free from pollution.

Q. How can this be carried out?

A. Men should be instructed on using the latrines to at once cover the excreta with earth, and the pioneers should keep a strict supervision to ensure the latrine enclosure being kept in a sanitary condition.

Q. What sanitary duties will be carried out after striking camp?

A. The camp ground will be cleaned, refuse, etc., burnt, and latrine trenches filled in.

Q. How can ground that has been soiled be purified?

A. By burning brushwood or horse litter on the ground, or drenching it with a 10 per cent. solution of chloride of lime, and subsequently leaving it exposed to the air and sun.

III.—ESCORTS.

Order for Removal.

An escort proceeding to receive over from civil custody a deserter, or absentee without leave, will be provided with an order (Form T of A.F.—O 1797) for the removal of the man. The order will be given up to the governor, magistrate, police officer, or chief officer of the prison. When a deserter route is issued, this order, which forms part of it, will be detached and similarly given up on taking over the deserter or absentee.

Identity of Deserter and His Necessaries.

The commander of each escort is required to compare the deserter and his necessaries with the description and account inserted on the route, as he is responsible for the identity of the person committed to his charge, and liable to punishment for suffering the necessaries of the deserter to be misused or made away with on the road.

Persons not Identified.

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

Time of Arrival of Soldier under Sentence.

A soldier committed to a civil prison is to be sent so as to arrive at the prison before 10 o'clock p.m. A soldier sent to a military prison, a detention barrack, or detention room is not to arrive later than 5 o'clock p.m.

Strength of Escort.

The escort of a soldier is, as a rule, to consist of one non-commissioned officer (not below the rank of corporal), and one private; if the soldier is to be conducted to his unit after surrendering himself, a non-commissioned officer only is sufficient. When parties of two or more soldiers are to be removed from one station to another, the number of privates to form the escort need not in ordinary cases exceed half the number to be escorted. The escort, on arrival in London, unless its journey would be delayed thereby, should report itself to the garrison sergeant-major, Central Recruiting Depot, Whitehall, S.W.

Escort passing through London.

When the route of an escort lies through London, the escort will, when practicable, proceed to its final destination. When, however, halting for the night in London is unavoidable, the party and its escort are to be lodged in Central Recruiting Depot, Whitehall, S.W., and the non-commissioned officer in charge will report himself there to the garrison sergeant-major. Leave to non-commissioned officers and men composing an escort passing through London can only be granted by the General Officer Commanding the London District.

Conveyance to Prison or Detention Barrack.

Covered conveyance for a soldier proceeding to prison should in all cases be provided. A soldier proceeding to a detention barracks should be marched, unless in the opinion of the Commanding Officer exceptional circumstances render the provision of a conveyance necessary. An ambulance wagon of the Army Service Corps should, when available, be employed for these services; otherwise a conveyance may be hired.

Safe Custody of Soldiers.

An escort is answerable for the safety of a soldier entrusted to its charge, and will be provided with

handcuffs from the regimental stores for use if necessary. If a Commanding Officer considers it necessary that a soldier should be handcuffed in any special case, he will give orders accordingly. When it is necessary to handcuff a soldier, whether dressed in uniform or plain clothes, a covered conveyance will be provided as directed in the preceding para. A soldier should never be marched handcuffed in military custody through a public thoroughfare, unless such a course is absolutely unavoidable.

Non-Commissioned Officers receiving Soldiers from another Corps.

Non-commissioned officers sent to receive soldiers from military custody in another corps will be provided with money to pay for subsistence while in barracks or in a guard detention room.

QUESTIONS AND ANSWERS ON ESCORTS.

Q. Who is responsible for the identity of the person committed to his charge?

A. The commander. He should compare the deserter with the description inserted on the route.

Q. Should an escort consisting of a witness capable of identifying take over a deserter who cannot be identified?

A. No.

Q. When soldiers are committed to civil gaols, by what hour must they reach there?

A. Before 10 p.m.

Q. By what hour must soldiers under sentence, sent to detention barracks and military prisons, reach there?

A. Not later than 5 p.m.

Q. What strength should an escort be?

A. As a general rule it should consist of one non-commissioned officer (not below the rank of corporal) and

one private. If a soldier has surrendered himself a non-commissioned officer is sufficient.

Q. When escorts arrive in London, should they report themselves, and to whom?

A. Yes; to the Garrison Sergeant-Major, Central Recruiting Depot, Whitehall, S.W., unless their journey would be delayed by doing so.

Q. When the route of an escort lies through the Metropolis, how will it proceed?

A. It will, when practicable, proceed to its final destination.

Q. When halting for the night in London becomes unavoidable, how will the escort proceed?

A. Both soldiers in arrest and escort are to be lodged in the Central Recruiting Depot, Whitehall, S.W., and the non-commissioned officer in charge will report himself there to the Garrison Sergeant-Major.

Q. What are the regulations in regard to handcuffing soldiers?

A. When it is necessary to handcuff a soldier, a covered conveyance from the Army Service Corps should, when available, be obtained, otherwise conveyance may be hired.

CHAPTER VI.

THE DUTIES OF SENIOR WARRANT OFFICER OR SENIOR NON-COMMISSIONED OFFICER OF AN HOSPITAL.

I. General Duties.
II. Additional Duties where there is no Quartermaster.
III. Duties in Mental Wards.
IV. Duties of Sergeant-Major or Senior Non-commissioned Officer in Charge of a Company or Detachment.

Reference to Regulations.

Standing Orders, R.A.M.C., paras. 118 to 172.

DUTIES OF SENIOR WARRANT OFFICER OR SENIOR NON-COMMISSIONED OFFICER OF AN HOSPITAL.

I. GENERAL DUTIES.

Extent of Duties.

Q. Define the extent of the duties of the senior warrant officer or non-commissioned officer in charge of an hospital.

A. He will supervise the duties of the hospital establishment under him. He is responsible for the discipline of both patients and attendants.

Admission and Discharge Book entered up on Admission of a Patient.

Q. What is his duty on the admission of a patient into hospital as regards the Admission and Discharge Book?

A. He will cause to be entered the name and all particulars regarding the patient from the company sick report in the Admission and Discharge Book (Army Book 27).

Admission and Discharge of Invalids or Transfers.

Q. How will he deal with the admission and discharge of invalids and transfers in the Admission and Discharge Book?

A. 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). Upon the discharge or transfer

of patients he will cause to be completed the entries in the Admission and Discharge Book.

Orders for Patients (A.F. C. 345).

Q. What orders will patients on admission to hospital be made acquainted with?

A. He will see that patients on admission are made acquainted with the orders for their guidance. (A.F. C 345).

Discharge of Patients.

Q. What is his duty on the discharge of patients from hospital?

A. 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.

Relation to Matron and Nursing Staff.

Q. What are his responsibilities in wards in charge of a matron and nursing staff, and what care will he exercise in carrying out orders?

A. In hospitals where a matron and nursing staff are employed he will in no way be relieved of full responsibility for discipline, but will be careful in carrying out these orders, not to interfere with the duties assigned to the matron and nursing staff.

Responsibility in Wards not Nursed by Sisters.

Q. What duties will devolve upon him in wards not nursed by sisters?

A. 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.

When to Summon a Medical Officer.

Q. When will a medical officer be sent for, and (b) pending his arrival what action should be taken?

A. 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, he will cause a medical officer to be at once informed, and, pending his arrival (b) will take such steps within the limit of his training as may appear to him to be necessary to meet the requirements of the case.

Patients' Stimulants.

Q. How will he deal with the stimulants ordered for patients?

A. 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.

Serious Cases.

Q. What are his duties with regard to serious cases in hospital?

A. 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.

Patients' Diets.

Q. What duties will he carry out at the patients' diet hours?

A. 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.

Diet Sheets and Accounts.

Q. Explain the daily routine to be carried out with regard to the Diet Sheets and Accounts.

A. 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.

Use of Dining Halls.

Q. Where dining halls are provided for patients able to attend who are on "Ordinary" diet, explain the duties of the attendant in charge of the dining hall with regard to the diet, and how these diets will be accounted for.

A. Sisters or non-commissioned officers in charge of wards will daily notify the attendant in charge of the dining hall the number of patients from wards who are ordered to partake of their meals in the hall.

The attendant in charge will take the number of diets received from the various wards and report to the officer in charge of the hospital, who will order on A.F. I 1202 such extras as are allowed for use in accordance with the Allowance Regulations. A.F. F 734 will then be prepared and passed to the Steward.

At the end of each month A.F. I 1202 will be completed and passed to the officer in charge for filing with the other diet and extra sheets of the hospital.

To Denote Patients' Rank.

Q. What is the order regarding the wearing of chevrons by non-commissioned officers while patients in hospital?

A. Non-commissioned officers, while patients in hospital, wear chevrons denoting their rank on their waistcoats or gowns. When confined to bed the chevrons will be placed over the bed-head board of the patient.

Lights Out.

Q. What orders will the non-commissioned officer in charge carry out at "Lights Out"?

A. He will see that every patient is in bed by the regulated hour, 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.

Death of a Patient in Hospital.

Q. What duties will be carried out on the death of a patient in hospital?

A. 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 see that the body is reverently prepared for the mortuary and that the body is removed to the mortuary with the utmost decorum and propriety.

Ward Equipment.

Q. What is his responsibility with regard to ward equipment?

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

Bedding on Charge.

Q. How will the bedding on charge be accounted for?

A. 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. 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.

Check on Equipment and Bedding.

Q. How will he keep a check on the equipment and bedding?

A. 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. 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.

Patient's Personal Equipment.

Q. How will the patient's personal equipment be dealt with on the admission and discharge of the patient?

A. He will draw from the steward the personal equipment required from each patient on admission, and will be responsible that it is returned into store on the patient's discharge or death.

Q. Who will be responsible for the patient's personal equipment during the time the patient is in hospital?

A. 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. When sufficiently recovered, the patient will sign the counterfoil.

Damages and Deficiencies.

Q. What are his duties with regard to damages and deficiencies in hospital?

A. 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.

Patients' Requisitions.

Q. How will applications for patients' writing paper, tobacco, stamps, etc., be made?

A. Requisitions for these articles will be made on Army Book 38. He will submit all applications from patients for writing materials, tobacco, etc., 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.

Unauthorised Articles

Q. What is the order regarding unauthorised articles in the wards?

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

Warming, Lighting and Ventilation of the Wards.

Q. What is the order with regard to the proper warming, lighting, and ventilation of the wards?

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

II. ADDITIONAL DUTIES WHEN THERE IS NO QUARTERMASTER.

Patients' Regimental Clothing. Charge of Patients' Valuables. Hospital Stoppages (Monthly Account). Personal Charges (Army Book 51).

Q. What are the duties which devolve on the warrant officer or non-commissioned officer in charge of a hospital where there is no Quartermaster with regard to (a) *the patients' regimental clothing,* (b) *the patients' valuables,* (c) *the monthly account of hospital stoppages,* (d) *personal charges?*

A. (*a*) He will keep the counterfoils for the patients' regimental clothing. When a patient is discharged from hospital, he will return the counterfoil, and will see that the articles are correctly re-issued to him. In the event of a patient's death he will not authorise the removal of the clothing from the pack store without instructions from the officer in charge.

(*b*) He will receive all monies or trinkets handed over by a patient or found in his clothing, at once give the patient a receipt for the articles on Army Book 191, and hand them over to the officer in charge of the hospital for transmission to the patient's Commanding Officer.

(*c*) 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 the Army Medical Service.

(*d*) 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.

III. DUTIES IN MENTAL WARDS.

To Restrain a Violent Patient.

Q. Who has authority to restrain by force a violent patient, and how should this be done?

A. In the absence of an officer the senior warrant officer or non-commissioned officer in charge is the only person authorised to seclude, when necessary, a violent or unruly patient. 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.

Q. What record of such occurrence will be kept?

A. He will record every such occurrence in a book kept for the purpose (Journal of Daily Occurrences), also noting therein the hour at which seclusion or restraint commenced and ceased.

Manner in Dealing with Patients.

Q. What manner will be cultivated in dealing with patients?

A. 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.

Demeanour Towards Patients.

Q. What should his conduct and bearing always be before patients?

A. 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.

Q. What observations should he make of his patients and why ?

A. 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.

Duties and Inspection.

Q. How will he arrange the detail of duties and see that these are carried out?

A. 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.

Night Visit.

Q. What duties will he attend to in making the night visit?

A. He will visit every part of the hospital after the patients retire to bed, satisfy himself 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 might do mischief or inflict injury on themselves or others, in their possession, or secreted in their bedding; that everything is correct, and give his final instructions to the night orderlies.

To Observe if a Patient Refuses Food.

Q. What observation will be particularly attended to on his visit at the patients' meals?

A. He will particularly observe whether any patient refuses his food, and should this occur he will at once report the circumstance.

To make Frequent Visits.

Q. What is the order with regard to visiting the patients?

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

Bathing of Patients.

Q. When will the patients have baths?

A. 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.

Q. What will he particularly note during the bathing of patients?

A. He will superintend the bathing of all patients and 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.

Q. If there is any doubt as to the advisability of a patient having baths, what will be his duty?

A. 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.

Preparation of Baths.

Q. What instructions will be strictly adhered to in the preparation of baths?

A. The instructions contained in R.A.M.C. Training. In case of the thermometer in use being out of order, all bathing operations will be stopped pending reference to his officer for instructions.

Precautions to be Observed during Bathing.

Q. Enumerate the precautions which will be observed during bathing operations.

A. (1) He will see that not more than one patient is bathed in the same water. (2) Under no circumstances are two patients to occupy a bath at the same time. (3) 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. (4) Under no pretence is the patient's head to be put under water. (5) In the bath the body of each patient is to be well cleansed with soap. (6) 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.

Bath Tap Keys.

Q. What is the order regarding bath tap keys?

A. 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.

Purpose of Baths.

Q. With what object are the baths to be given?

A. 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.

IV. DUTIES OF SERGEANT-MAJOR OR SENIOR NON-COMMISSIONED OFFICER OF A COMPANY OR DETACHMENT.

Passes for Non-commi-sioned Officers and Men.

Q. What are his orders regarding passes?

A. 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 non-commissioned officer, who will enter the actual hour of return off pass of each individual, and return the book on the following morning to be checked.

Duty Roster.

Q. What are his orders regarding duty roster?

A. He will keep the duty roster.

Attendance at Parades.

Q. What are his orders regarding attendance at parades?

A. He will attend all parades.

To Prepare the Company Orders.

Q. What are his orders with regard to preparing company orders?

A. He will prepare the company orders.

To Attend Orderly Room.

Q. What are his orders regarding attendance at orderly room?

A. He will attend at the orderly room daily when soldiers in arrest are disposed of, and will keep a list of defaulters.

To Keep a List of Defaulters.

Q. What is the order with regard to keeping a list of defaulters?

A. He will see that a list of all men confined to barracks is kept in the guard detention room, and another with the non-commissioned officer on canteen duty.

Q. What is the order with regard to the committal and release of soldiers in arrest and under sentence?

A. He is responsible for the committal and release of all soldiers in arrest or under sentence to and from the guard or barrack detention rooms, branch detention or detention barracks, or military prison (as the case may be) at the proper hours.

Q. What orders will be observed when a soldier is ordered for trial?

A. He will parade all soldiers in arrest 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 of Kits of Absentees.

Q. What orders will be observed regarding the kits of absentees?

A. 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.

Other Duties.

Q. What other duties may he be called upon to perform?

A. He will perform any other duties that the Commanding Officer may consider necessary.

CHAPTER VII.

THE MODE OF CARRYING WOUNDED MEN OFF THE FIELD, ESPECIALLY WITH REFERENCE TO THE NATURE AND POSITION OF THEIR INJURIES.

I. Removal Single-handed.
II. Removal by Two Bearers.
III. Removal on Horseback.
IV. Removal by Stretcher.
V. Removal by Carriage Stretcher.
VI The Improvisation of Stretchers.

Reference to Regulations.

R.A.M.C. Training (1911), Part III., Pages 135—189.

THE MODE OF CARRYING WOUNDED MEN OFF THE FIELD.

Q. *Mention the different means of transporting wounded.*

A. The transport of the wounded is carried out by the following means :—

(1) By men.
(2) By conveyances carried by men.
(3) By conveyances wheeled by men.
(4) By animals.
(5) By conveyances carried by animals.
(6) By conveyances drawn by animals.
(7) By mechanical transport.
(8) By railway transport ; and by water transport.

Q. *What methods are used to carry wounded out of action by men ?*

A. Pick-a-back, by the back-lift, the fireman's lift, hand seats, or on stretchers, for removal to the Tent Division.

I. Removal Single-handed.

Q. *When is the pick-a-back method suitable and how may the carrying of the patient be facilitated ?*

A. If conscious, and able to hold on, a man can be carried by another pick-a-back. If a stout piece of wood or board, and the braces made of straw-rope, rushes, etc., are used, they add greatly to the comfort of the wounded man, and ease the bearer carrying him.

Q. *Describe the back-lift.*

A. If able to stand, place the patient with his back to yours, slightly stoop, place your hands over your shoulders and grasp the patient under the arm-pits, bring his weight well up into the small of the back.

and stand up. To lower the patient to the ground, sink down on left knee, place him in a sitting posture, and turn towards the patient.

Q. *If the patient is helpless or insensible, how should he be carried single-handed?*

A. He may be carried by means of "the fireman's lift."

Q. *Describe how to carry a patient by the "fireman's lift."*

A. (1) Roll the patient over on his face, the arms by the side.

(2) Stand at the head, place your hands beneath the patient's shoulders and raise him to the kneeling position.

(3) Place your hands under the patient's armpits, raise him up; stoop, place your head beneath his body, bring his right arm round your neck, put your right hand around the patient's right thigh, bring his weight well on to the centre of your back, grasp his right wrist with your right hand and rise to the erect position.

Q. *Describe how wounded men may be carried off the field by means of puttees or pugarees.*

A. (i) By means of one puttee —A puttee is unrolled and placed well forward under the buttocks of the wounded man, and tied by a reef-knot into a loop 84 to 88 inches in length. The rescuer then bends down, facing away from the injured man, and applies the loop of the puttee over his own forehead, and, rising, carries off the wounded man. The webbed stretcher-sling and the pugaree can be similarly used.

(ii) By means of two puttees.—One puttee is placed under the buttocks of the wounded man and over the forehead of the rescuer, as before. The second puttee is passed outside the first, round the middle of the back and under the arm-pits of the wounded man, under the arm-pits and over the front of the chest of the rescuer, and tied off at one side by a reef-knot, thus forming a loop 72 inches in length.

II. Removal by Two Bearers.

Q. *How will a patient be carried by two bearers (1) if able to sit up, (2) if insensible?*

A. (1) By the hand seat.

(2) One bearer kneeling behind passes his hands under his arm-pits and clasps them in front of his chest, the second bearer carries him feet first with a leg on either side. If the lower limb is injured, however, both legs should be tied together and carried in a horizontal position.

III. Removal on Horseback.

Q. *How can a patient be carried off on horseback (1) if slightly wounded, (2) if severely wounded?*

A. (1) He may be able to ride off unaided, or he may be assisted out of action by a comrade sitting behind him, or by one walking on either side of his horse. If dismounted, he may be given a stirrup and assisted to mount behind the rider; or, if unable to mount in this way and another horse is at hand, the comrade may dismount and help him up.

(2) The comrade should place the wounded man in front of him, with his face to the horse's tail, and hold him in his arms, the wounded man, if able to assist, holding on to the cantle of the saddle with both hands; or he may be laid across the saddle face downwards, supporting himself with one foot in a lengthened stirrup, while the horse is led by a comrade.

Q. *How can an insensible patient be carried on horseback?*

A. Make, if possible, a pad with a horse-blanket or sack on the saddle, place the man astride over the horse's withers, his body lying on the saddle face downwards, his head toward the horse's tail; cross the stirrup-leathers over the man's back, and secure the stirrup-irons by the head-rope from the off to the near side under the horse's belly. The man's

legs hang clear of the horse's shoulders, and the animal may be led out of action, or, in savage warfare, even galloped away.

IV. Removal by Stretcher.

Q. *What determines in a great measure the position in which a patient should be placed during transport?*

A. (1) The part injured.
(2) The nature of the injury.

Q. *Why will special care always be taken to note the part injured and the nature of the injury?*

A. Because these determine the position in which a patient should be placed during transport.

Q. *In all cases how should the head be placed during transport?*

A. Low and not pressed forward on to the chest.

Q. *In wounds of the head, what precaution should be taken?*

A. The patient is to be so placed that the injured part does not press against the conveyance.

Q. *In wounds of the lower limb, how will the patient be placed during transport?*

A. Laid upon his back inclining towards the injured side.

Q. *How will a patient be carried in case of wounds of the upper limb when it is necessary to place him in a lying-down position?*

A. On his back on the uninjured side.

Q. *How will a patient with a wound on the chest be carried?*

A. With the chest well raised and inclined towards the injured side.

Q. *Why will the patient be placed in this position?*

A. In order to give the sound lung free scope to act, as there is often a difficulty of breathing.

Q. *How will a case of (1) transverse, (2) punctured, (3) vertical wound of the abdomen, be carried?*

A. (1) A case of transverse wound of the abdomen will be placed on the back with the legs drawn up so as to bring the thighs as close to the belly as possible, a pack or other article being placed under the hams to keep the knees bent.

(2) A punctured wound of the abdomen will be carried in the same position as for transverse wound.

(3) In the case of a vertical wound the patient will be placed on the back with the legs extended.

Q. *What care will be observed in adjusting the slings of the stretcher?*

A. To see that they are buckled so that the parts supporting the poles are at equal distance from the ground.

Q. *How is the patient usually carried on (1) level ground, (2) going up hill, (3) going down hill?*

A. (1) Feet first on level ground.
(2) Head first going up hill.
(3) Feet first going down hill.

Q. *How will a case of fracture of the lower limb be carried (1) on level ground, (2) going up hill, (3) going down hill?*

A. (1) Feet first on level ground.
(2) Feet first going up hill.
(3) Head first going down hill.

Q. *How will the bearers reverse the position?*

A. By lowering the stretcher and turning about.

Q. *In what position should the stretcher under all circumstances be carried?*

A. In the horizontal position.

Q. *How will the horizontal position be maintained on uneven ground?*

A. By raising and lowering the ends of the stretcher.

Q. *What is necessary to preserve the horizontal position of the stretcher on uneven ground?*

A. A concerted action of the front and rear bearers so that each will be aware whether the end of the stretcher should be raised or lowered according to the fall or rise of the surface of the ground over which they are passing.

Q. *How will this concerted action of the bearers be accomplished?*

A. By practising the carriage of stretchers over uneven ground until the bearers become trained and habituated to perform this duty with ease and dexterity and comfort to the patient.

Q. *How will a wall or fence be passed?*

A. (1) A portion of the wall will be thrown down or a breach made in the fence.

(2) If this is not practicable the patient will be carried to a place where a gate or opening exists.

Q. *What should be avoided in passing a fence or wall?*

A. To carry a helpless patient over a fence or wall, as such is always a dangerous proceeding.

Q. *Will a stretcher be carried on the shoulders? Give the reason for your answer.*

A. No. As it is necessary that one of the bearers should have the patient in view, and in the event of one of the bearers tripping, or being wounded, the patient's injuries might be considerably aggravated.

Q. *Describe how a loaded stretcher will be carried across a ditch.*

A. (1) On arrival at a ditch to be crossed the No. 4 should select a piece of level ground near its edge, where the stretcher should be lowered.

(2) The bearers will then take up position at the stretcher as in loading wagons; the stretcher, with the patient on it, is then lifted and carried as near the edge as possible and lowered to the ground.

3) Nos. 1 and 4 descend into the ditch, lay hold of the handles of the stretcher, and, lifting it, draw it forward.

(4) The remaining bearers in succession descend and take hold of the stretcher, which is then passed forward to the opposite side, and the front pair of rollers rested on the top of the bank.

(5) Nos. 1 and 4 now climb up and guide the stretcher, which is pushed forward by the other bearers until both pairs of rollers rest on the ground.

(6) The remaining bearers climb up, and the whole, lifting the stretcher as in loading wagons, carry it forward clear of the ditch and place it on the ground, the bearers taking up position as in "prepare stretchers."

Q. *Describe how a canal or river can be crossed when no boats nor bridges are available.*

A. In this case it is necessary to improvise a raft on which one or more stretchers can be placed. This can be done as follows: – Dig a trench 7 feet by 7 feet by 3 feet, and into this place a large tarpaulin or cover of a wagon; fill the trench as tightly as possible with cut brushwood, which should be firmly stamped down; enough tarpaulin should have been left to fold over and bind when the trench is filled. When taken out bind with strong ropes and fasten securely. The whole can then be floated across with the assistance of the bearers.

V. Removal by Carriage Stretcher.

Q. *Explain the requirements and scope of conveyances wheeled by men in the transport of wounded.*

A. Conveyances of this nature, to be of real use, must take the army pattern stretcher, and admit of its being securely mounted and dismounted. On the whole they are not very well adapted for field service, but can be utilized with advantage where there are good level roads, and in transporting cases to a general hospital.

Note.—The pattern approved for the Army is the "Carriage, Ambulance Stretcher, Mark I." (See para. 317, R.A.M.C. Training.)

VI. The Improvisation of Stretchers.

Q. *Mention the materials made use of in improvising stretchers.*

A. Doors, gates, hurdles, shutters, shafts, saplings, broom handles, corn-sacks, tarpaulins, old tents, stout pieces of cloth, great-coats, hay, straw, ropes, etc.

Q. *Describe how to improvise a hammock-stretcher.*

A. (1) By slinging a soldier's blanket between two men, or by tying the blanket to a pole, which is carried on the shoulder.
(2) By passing one or two poles through a strong net.
(3) By suspending canvas from a pole by means of canvas bands at suitable positions to carry the weight as in the "Aldridge" hammock.

Q. *Where is the use of the hammock specially indicated?*

A. In hilly country.

Q. *Describe several ways of improvising a blanket stretcher.*

A. (1) Sew a loop at each corner of a blanket, double the blanket so that the two loops at each end are brought together, pass one pole through the four loops and another pole through the doubled side.
(2) Place two poles on the edges of a blanket, roll the edges inwards and fasten the poles by rope or strong twine.
(3) By using stirrup-irons with their leathers as handles; the stirrup-irons are attached to the blanket away from its edge, as near the patient's body as possible, the free sides of the blanket being available for covering the patient.

Q. *Describe how to improvise a sack stretcher.*

A. (1) Lash the two poles so as to form a triangle with one short end; the short sticks are passed through

the bottoms of two sacks; the second short end is lashed at the apex of the triangle; the mouth of the one sack is passed into that of the other, and both are sewn together.

(2) The poles are passed through two sacks, the cross-bars are two pieces of wood with holes through which the poles are passed; the sacks are sewn together at the centre, where the mouth of the one sack is passed into the other; they are also lashed to the cross-bars through holes made in the cross-bars for the purpose.

Q. *How can the rifle be used to form a stretcher?*

A. (1) By placing two rifles (unloaded) with trigger-guards uppermost, and knotting two puttees to the rifles so as to form nine cross-bands uniting the rifles.

(2) By tying a waterproof sheet between two rifles.

Q. *Mention two other methods of improvising a stretcher.*

A. (1) Coat stretcher.—Made by inturning the sleeves of two coats, through which the poles are passed, and buttoning the coats.

(2) By fixing a rope over the poles by means of the clove-hitch or double turn.

Q. *In all cases where improvised stretchers are used, what precaution must be exercised?*

A. They should be thoroughly tested as to their strength and suitability for the carriage of the patients prior to being used.

CHAPTER VIII.

THE IMMEDIATE TREATMENT OF CASES OF EMERGENCY.

I. Hæmorrhage.
II. Artificial Respiration.
III. Loss of Consciousness.
IV. Poisoning.
V. Miscellaneous Cases.

REFERENCE TO REGULATIONS.

R.A.M.C. Training (1911), Part V., Chapters XXXI. XXXIV., XXXV., XXXVII., XXXVIII., XXXIX., XLI., XLII., XLIII.

I. HÆMORRHAGE.

Q. *What is meant by* (1) *Primary*, (2) *Reactionary, and* (3) *Secondary hæmorrhage?*

A. (1) PRIMARY.—Is that which occurs at the time when the artery is wounded.

(2) REACTIONARY.—Is that which occurs after the primary hæmorrhage has ceased, and within twenty-four hours of the injury or operation. It appears when the patient is recovering from the shock of the injury.

(3) SECONDARY.—Is that which occurs any time after the first twenty-four hours following an injury or operation, but it usually comes on about ten days or a fortnight afterwards. It is now rare, because its chief cause (septic infection of the wound) is now also rare.

Q. *What are the temporary methods of arresting external hæmorrhage?*

A. (1) Pressure.
(2) Application of heat or cold.
(3) Position of the patient.

Q. *What are the different means of applying pressure?*

A. (1) Directly on the bleeding point, if necessary by means of the finger or thumb (digital compression); but preferably by plugging the wound with a piece of antiseptic gauze.

(2) Close to the wound, between it and the heart (if the bleeding is from an artery); or below the wound, that is on the side distant from the heart (if from a vein). It may be applied by the finger, or in case of the limbs, by means of a tourniquet. It should be made in such a direction as to press the vessel against some resisting structure, such as a bone.

(3) In bleeding below the knee or elbow, pressure may be applied by placing a pad in the bend of the joint and flexing the limb.

Q. *How can instrumental compression be applied?*

A. Instrumental compression can be applied as—
(1) Direct compression by means of a pad and bandage or graduated compress.
(2) As indirect compression by means of tourniquets or elastic bandage.

Q. *How is a graduated compress applied?*

A. Pads are placed over the bleeding point each larger than the preceding one until a cone-shaped plug is formed which is pressed down into the wound by applying a tight bandage.

Q. *When are tourniquets applicable?*

A. Only for compression in the case of the brachial and femoral arteries.

Q. *Why is it necessary to exercise great care in applying a tourniquet?*

A. Being a mechanical contrivance, it is very difficult to estimate the amount of pressure exerted when using a tourniquet, and it is a good rule only to tighten it sufficiently to check the hæmorrhage and no more. If great care be not taken, serious injury to other structures lying close to the artery (such as nerves and veins) may be done; this may easily lead in the end to the death of the limb below, from mortification or gangrene.

Q. *In what position will the patient be placed in treating hæmorrhage?*

A. In the lying down position with the limb from which the hæmorrhage is taking place raised.

Q. *How can the common carotid artery be compressed?*

A. By pressing with the thumb at the side of the wind-pipe backwards and inwards in the lower half of the

neck against the spine over a line drawn from behind the ear to the centre of the top of the sternum.

Q. *Where will pressure be made to compress the subclavian artery?*

A. At a point in the hollow above and behind the clavicle and opposite the centre of the clavicle by pressing downwards against the first rib.

Q. *How will pressure be made to compress the axillary artery?*

A. By pressing upwards in the centre of the armpit against the head of the humerus.

Q. *Describe how to apply pressure to the brachial artery.*

A. Extend the arm at right angles from the body. Then, standing behind the limb, grasp the arm about the middle, the fleshy part of the fingers resting on the inner edge of the biceps muscle, thumb on the outer side of the limb. Compress the artery against the bone sufficiently to arrest the hæmorrhage.

Q. *In what different ways can bleeding from the arteries in the palm of the hand be arrested?*

A. (1) By graduated compress over the wound (not recommended).
(2) Compression of the radial and ulnar arteries at the wrist.
(3) Compression of the brachial artery at the bend of the elbow by flexion.
(4) Compression of the brachial artery in the arm.

Q. *How can the femoral artery be compressed by digital compression at the groin?*

A. By applying the flat of the thumb, one super-imposed on the other, over the position of the artery at the centre of the groin, and pressing backwards against the brim of the pelvis.

Q. *How is the position of the artery found?*

A. The artery crosses the brim of the pelvis at a point found by taking the centre of a line drawn from the prominent point of the haunch bone (called the spine of the ilium), on the outer side to the middle line over the pubic bone.

Q. *What is the position of the femoral artery in the thigh?*

A. The position of the Artery is indicated by a line drawn from the centre of the groin to the back of the inner side of the knee.

Q. *Where can the tourniquet be applied to the femoral artery?*

A. At any point over the line of the artery extending from a hand's breadth below the groin to the junction of the lower and middle third of the thigh.

Q. *How would hæmorrhage from the femoral artery in the upper third of the thigh be arrested?*

A. By applying digital compression on the artery at the groin.

Q. *How would hæmorrhage from the femoral artery in the lower two-thirds of the thigh be arrested?*

A. By tourniquet applied above the seat of bleeding, arresting the hæmorrhage by digital compression at the groin until the tourniquet is applied.

Q. *When can compression of the artery by flexion of the knee joint be used?*

A. It can be used to arrest hæmorrhage from the artery at the back of the knee, and hæmorrhage from the arteries in the leg and foot.

Q. *How would you compress the abdominal aorta?*

A. The abdominal aorta may be compressed by flexing the thighs on the abdomen, and pressing backwards against the vertebræ at the level of the navel, but slightly to its left.

Q. *How would you treat hæmorrhage from a varicose vein in the leg?*

A. (1) Put the patient in a lying down position.
(2) Elevate the limb.
(3) Expose the wound.
(4) Apply digital pressure over the wound.
(5) Apply antiseptic pad and bandage over the wound and a bandage on both sides of the wound.

Q. *Give the treatment for a case of internal hæmorrhage.*

A. Send for a surgeon. Try and ascertain the cause of the bleeding. If from disease of, or injury to, any part of the body where ice can be applied, at once apply it. Loosen anything tight about the neck or body. Give small pieces of ice to suck. Do not give stimulants. Raise the foot of the bed three or four inches from the ground. Apply hot water bottles to the patient's feet. Keep him *absolutely quiet.* Avoid all conversation with him. Try and gently restrain him should he become restless. Do everything to allay his anxiety should he become nervous about his condition, as this is a most important duty in connection with the treatment of these cases.

Q. *How would you stop bleeding from the tongue?*

A. Hæmorrhage from the tongue, if the wound is sufficiently far forward to permit of it, can be controlled by pressure with a pad of gauze. If this is not successful, pass the finger to the back of the tongue and press it forwards against the lower jaw bone.

Q. *How can hæmorrhage from the throat and palate be arrested?*

A. Hæmorrhage from the throat or palate can be most readily dealt with by giving ice to suck.

Q. *Describe the treatment for epistaxis.*

A. It may be treated by making the patient lie down and holding a piece of ice, if available, to the bridge of the nose, or the patient may be directed to sniff ice-

cold water up the nostrils. The application of cold to the nape of the neck is often effectual. Keeping both arms fully extended above the head is also of value.

Q. *Distinguish between hæmoptysis and hæmatemesis.*

A.

Hæmoptysis.	*Hæmatemesis.*
1. The blood is bright red in colour.	1. The blood is dark in colour, and may appear like coffee grounds.
2. It is frothy from being mixed with air.	2. It is not frothy, but may be mixed with particles of food.
3. It is coughed up.	3. It is vomited up.
4. As a rule the patient does not feel sick beforehand.	4. A feeling of sickness is often felt beforehand.
5. The patient is probably suffering from disease or wound of the chest.	5. The patient is probably suffering from disease or wound of the stomach.
	6. Blood may be passed in the motions subsequently.

II. ARTIFICIAL RESPIRATION.

Q. *In what cases will artificial respiration be necessary?*

A. (1) Drowning.
(2) Suffocation from gas poisoning, charcoal fumes, etc.
(3) Strangulation.
(4) Lightning stroke, severe electric shock.
(5) Poisoning—chloroform, opium, etc.

Q. *Describe Schäfer's method of performing artificial respiration.*

A. If breathing has ceased, immediately on removal from the water, place the patient face downwards on the ground, with the arms drawn forward and the face turned to the side; then, without stopping to remove or loosen clothing, commence respiration, as every instant of delay is serious.

To effect artificial respiration put yourself astride, or on one side of the patient's body, in a kneeling or squatting position, facing his head. Placing your hands flat on the small of his back, with the thumbs parallel and nearly touching, and the fingers spread out over the lowest ribs, lean forward with the arms straight, and steadily allow the weight of your body to fall on the wrists, and so produce a firm, downward pressure, which must not be violent, on the loins and lower part of the back. This part of the operation should occupy the time necessary to count, slowly—*one*, *two*, *three*.

By this means the air (and water, if there be any), is driven out of the patient's lungs. Water and slime from the air-passages may also run out.

Immediately thereafter, swing backward, rapidly releasing the pressure, when air will enter the lungs. Do not lift the hands from the patient's body. This part of the operation should occupy the time necessary to count, slowly—*one*, *two*

Repeat this forward and backward movement (pressure and relaxation of pressure) twelve or fifteen times a minute, without any marked pause between the movements. In other words sway your body forwards and backwards upon your hands once in every four or five seconds.

Q. *What precautions must be observed in performing artificial respiration?*

A. (1) Not to promote circulation until breathing is restored.

(2) To see that the patient is supplied with plenty of fresh air.

Q. *In treating the apparently drowned what are the principal points to be aimed at?*

A. (1) To remove all obstruction to the passage of air into the lungs.

(2) To restore the breathing.

(3) *After* the breathing is restored, to promote warmth and circulation.

Q. *How would you remove all obstruction to the passage of air into the lungs?*

A. (1) Loosen the clothing at the neck.
(2) Clear away any mucus, weeds, etc., from the mouth, throat and nose.
(3) Drain the water from the throat and windpipe by turning the patient face downwards, placing a firm roll under the chest and stomach, and pressing on the back two or three times for four or five seconds each time.
(4) Draw the tongue forward and keep it projecting beyond the lips if the patient is turned on his back.

Q. *How will warmth and circulation be promoted?*

A. (1) Dry the skin and cover the body with dry and warm clothing, after removing the wet clothing.
(2) Apply friction to the limbs – rubbing upwards.
(3) Apply hot flannels and hot jars to pit of stomach, feet and armpits.
(4) Give brandy and coffee by the mouth, if able to swallow.

Q. *What must be strictly avoided in carrying out the treatment?*

A. (1) Rough usage, (2) crowding round the patient, (3) holding the patient up by the feet, (4) allowing the tongue to fall back, (5) promoting warmth and circulation before respiration is restored, (6) giving anything by the mouth before the patient regains consciousness, (7) placing the patient in a warm bath unless under medical orders.

III. LOSS OF CONSCIOUSNESS.

Q. *What conditions may give rise to loss of consciousness?*

A. Fainting, shock, compression of the brain, concussion of the brain, apoplexy, epilepsy, sunstroke, poisoning (narcotic), suffocation, lightning stroke, electric shock.

Q. *How would you proceed to examine a person found in an unconscious state?*

A. (1) Ascertain if the heart is acting by feeling the pulse and by applying the ear to the chest wall over the heart.

(2) Note if the person is breathing, the character of the breathing, the smell of the breath, and the condition of the mouth.

(3) Examine the scalp for injury, note if there is bleeding from the ears or nose.

(4) Note the condition of the pupils.

(5) Compare the limpness of the limbs of one side of the body with the other.

(6) Examine the neck, trunk and limbs for wounds, fracture and dislocation.

Q. *What information may be derived from the odour of the breath in a person in an unconscious state?*

A. Poisoning by alcohol, opium, carbolic acid, prussic acid, chloroform, and ammonia, may be recognised by the characteristic odour of the poison in the breath.

Q. *What would injury of the scalp in an unconscious person point to?*

A. Compression or concussion of the brain.

Q. *What would bleeding from the ears or nose in an unconscious person point to?*

A. Fracture of the base of the skull.

Q. *What information may be obtained in examining the mouth of an unconscious person?*

A. Blood and froth at the mouth would point to epilepsy; corrosive poisoning would cause staining of the lips and mouth.

Q. *In what conditions may the pupils be found in a case of unconsciousness?*

A. (1) Greatly contracted (pin-hole).

(2) Unequal (the pupil of one eye larger than the other).

(3) Greatly dilated.

Q. *In what condition are the pupils found greatly contracted (pin-hole pupils)?*

A. In opium poisoning.

Q. *What would unequal pupils point to in a case of unconsciousness?*

A. Compression of the brain, or apoplexy.

Q. *In what conditions of unconsciousness are widely dilated pupils found?*

A. In poisoning by chloroform, cocaine, belladonna, alcohol, and in epilepsy.

Q. *In what conditions of unconsciousness is limpness of the limbs more marked on one side of the body than the other?*

A. In compression of the brain, and apoplexy.

Q. *In what cases do convulsions occur?*

A. In epilepsy, sunstroke, uræmia or kidney disease, strychnine poisoning, etc.

Q. *What is the general treatment for a case of insensibility or loss of consciousness?*

A. (1) Send at once for a medical man.

(2) Lay the patient on his back, and, as a general rule, if the face is flushed keep the head high; if pale, keep the head low.

(3) Loosen all tight clothing round the neck, chest, or stomach. If there is any inclination to vomit, place the head on one side, so that the contents of the stomach may not get into the larynx and cause suffocation.

(4) Avoid all crowding round the person, and admit free access of fresh air.

(5) Give no food or stimulants, unless by direction of a medical man.

(6) Do not leave the patient alone, but stay with him till help comes.

Q. *When will stimulants not be given in a case of unconsciousness?*

A. When the unconsciousness is due to damage or disease of the brain, concussion and compression of the brain, apoplexy, epilepsy, sunstroke.

Q. *In what cases will stimulants be necessary?*

A. In cases of fainting and shock.

Q. *How would you recognise a case of fainting?*

A. A fainting fit is distinguished by the patient falling down in a helpless condition, generally insensible, without convulsions. The face and lips are pale and the surface of the body cold, often covered with a clammy perspiration.

Q. *How would you treat a case of fainting?*

A. Lay the patient on his back with his head low, and loosen the clothes about the neck and chest. Sprinkle cold water on the face and neck. Apply smelling salts to the nose, and, when the patient is able to swallow, administer stimulants in very small quantities. Fresh air is a necessity. If hæmorrhage be the cause it must be arrested immediately, and stimulants should not be given without orders. If it results from starvation, fluid nourishment, such as strong beef tea, should be given, but only in moderate quantities at first. Leave the patient lying down for some time after he recovers.

Q. *How would you treat a patient suffering from an epileptic fit?*

A. Lay the patient on his back with his head slightly raised; loosen the clothes about the neck and chest, and prevent him biting his tongue by placing something (such as a spatula, or handle of a tooth brush) between his teeth as a gag. Employ only sufficient restraint to prevent him injuring himself, and avoid pressing on the chest; it will be sufficient if one man restrains the patient's legs—kneeling by his right

side and placing the right arm across the knees to do so; a second attendant lightly restrains the patient's right arm, and a third the left arm, and also watches the head.

Q. *Give the treatment for an apoplectic fit.*

A. Raise and support the head and upper part of the chest. Loosen the clothes about the neck. Apply cold water to the head. Do not give stimulants.

Q. *Indicate the treatment for sunstroke.*

A. Carry the patient at once into the shade or the coolest available place. Provide plenty of fresh air. Raise the head and remove the clothes from the neck and upper part of the body. Douche the head, neck, chest and spine, or the whole body with cold water. Avoid crowding round the patient. Do not give stimulants. Give enemas of ice-cold water.

Q. *What would you do for a man suffering from drunken fits?*

A. Place the patient on his side with head slightly raised, and do not allow him to lie on his back, or on his face. Remove all constrictions from the neck and induce vomiting. Have the stomach tube ready in case the doctor on his arrival should decide to use it.

IV. POISONING.

Q. *How can a case of poisoning be recognised?*

A. (1) By the sudden appearance of the symptoms in a person otherwise healthy.
(2) The symptoms coming on soon after food or drink.
(3) When a number of persons have taken the poison they all complain of the same symptoms.

Q. *What are the different classes of poisoning?*

A. (1) Irritant poisoning.
(2) Corrosive poisoning.
(3) Systemic poisoning.

Q. *How do the different classes of poisons act in destroying life?*

A. (1) Irritant poisons cause irritation and inflammation of the parts they touch, and kill the patient from exhaustion.

(2) Corrosive poisons burn the parts they touch and give rise to shock and suffocation.

(3) Systemic poisons become absorbed into the blood, and interfere with and destroy the action of the brain, heart, or lungs.

Q. *What are the symptoms of irritant poisoning?*

A. (1) Sensation of burning and strong taste in the mouth and throat.

(2) Pain in the abdomen.

(3) Vomiting and diarrhœa with straining and some times blood in the stool.

(4) Shock and exhaustion.

Q. *What are the symptoms of corrosive poisoning?*

A. (1) Severe pain in the mouth and throat.

(2) Pain in the abdomen.

(3) Vomiting and diarrhœa.

(4) Shock and exhaustion.

(5) Difficulty of breathing and suffocation.

(6) Staining and blistering of mouth and lips.

Q. *How is irritant poisoning distinguished from corrosive poisoning?*

A. (1) The symptoms come on immediately after taking the poison in the case of corrosive poisoning.

In the case of an irritant poison an interval elapses before the onset of the symptoms.

(2) In corrosive poisoning the mouth and lips are stained and blistered—not seen in irritant poisoning.

(3) The symptoms are more severe in corrosive than in irritant poisoning.

Q. *What substances act as corrosive poisons?*

A. (1) Strong acids such as oil of vitriol, salts of sorrel, nitric acid.

(2) Strong alkalies, such as strong ammonia, caustic soda, and potash.

Q. *Name the more common irritant poisons.*

A. Arsenic, tartar emetic, corrosive sublimate, iodine, phosphorus, cantharides, copper, zinc, powdered glass, stale or badly tinned fish or meat.

Q. *Name the more common systemic poisons.*

A. Opium and morphia and their preparations; chloral, belladonna, strychnine, prussic acid, cocaine.

Q. *What are the signs of opium poisoning?*

A. Tendency to go to sleep, drowsiness passing into unconsciousness, pin-hole pupils, stertorous breathing, characteristic odour of opium from the breath.

Q. *What are the symptoms of belladonna poisoning?*

A. Delirium, dilated pupils, convulsions, coma.

Q. *How can poisoning by strychnine be recognised?*

A. By severe convulsions coming on in paroxysms with asphyxia.

Q. *What are the symptoms of prussic acid poisoning?*

A. Asphyxia and coma, with the characteristic odour of prussic acid from the breath.

Q. *What substances act as irritant-systemic poisons?*

A. Arsenic, phosphorus, chloroform, carbolic acid, alcohol, &c.

Q. *What symptoms do they give rise to?*

A. The symptoms of systemic poisoning, together with the symptoms of irritant poisoning.

Q. *What principles are to be carried out in treating a case of poisoning?*

A. (1) To remove as much of the poison from the system as possible.

(2) To interfere with the action of the poison and neutralize it by an antidote.
(3) To allay pain.
(4) To treat shock.

Q. *How can a poison be removed from the system?*

A. (1) By inducing vomiting.
(2) By use of the stomach tube or pump.

Q. *How can vomiting be induced?*

A. (1) By tickling the back of the throat with the finger or a feather.
(2) By an emetic.

Q. *What substance can be given to act as an emetic?*

A. (1) Mustard and luke-warm water } a tablespoonful to a
(2) Salt and luke-warm water } tumbler of water.
(3) 30 grains of zinc sulphate
(4) 30 grains of ipecacuanha powder or 1 oz. of the wine } in 1 oz. of water.
(5) 30 grains of ammonium carbonate

Q. *When should an emetic not be used?*

A. When there are stains, signs of burning or blisters about the mouth and lips—that is in the case of corrosive poisoning.

Q. *What substances can be used to interfere with the action of a poison and to neutralise it?*

A. (1) Milk.
(2) Beaten up eggs.
(3) Strong tea.
(4) Antidotes.

Q. *How should milk and eggs be given in the treatment of poisoning?*

A. The milk should be given in large quantities. The eggs should be beaten up and given raw in milk.

Q. *How should tea be prepared when used in cases of poisoning?*

A. It should be made very strong, a handful of tea being used and the water *boiled* after adding the tea to it.

Q. *What can be used as a general antidote for any unknown poison?*

A. A mixture containing equal parts of magnesia, charcoal, hydrated iron peroxide.

Q. *How can pain be allayed?*

A. By giving oil such as olive oil, salad oil, linseed oil.

Q. *When should oil not be given?*

A. In the case of phosphorus or cantharides poisoning.

Q. *In poisoning from an acid corrosive, how can the poison be neutralised?*

A. By an alkali such as chalk, lime water, magnesia or soap.

Q. *What is the antidote in poisoning by strong ammonia, caustic soda, caustic potash?*

A. An acid such as lemon juice or vinegar.

Q. *What should be done in a case of poisoning when drowsiness comes on?*

A. Keep the patient awake by walking him about, douching him with cold water, flapping the face with a towel and giving hot coffee when the stomach is emptied.

Q. *What should be done in a case of poisoning if the pulse becomes weak and irregular?*

A. Keep the patient quiet, in a lying-down position, give stimulants, sal-volatile and hot coffee.

Q. *When will artificial respiration be necessary?*

A. When the breathing threatens to fail.

Q. *What should be done with all vomited matter, and food and other substances suspected of containing the poison?*

A. They should be preserved.

Q. *Give a list of materials which may be required in a case of poisoning.*

A. Mustard, salt, tea, coffee, milk, eggs, oils, sal-volatile, brandy, and hot water.

Q. *What instruments and surgical appliances should be held in readiness?*

A. Stomach tube, stomach pump, hypodermic case, tracheotomy instruments.

Q. *Describe how you would proceed to deal with a case of poisoning from an unknown cause.*

A. (1) Give an emetic of mustard or salt and water (until vomiting is produced), if there are no stains about the mouth.
(2) Give copious draughts of milk containing two beaten up eggs.
(3) Give strong boiled tea.
(4) Treat shock with sal-volatile and hot coffee, hot jars, etc.
(5) Treat symptoms as they arise, such as drowsiness, cramps, delirium, convulsions, failing respiration, weak pulse, etc.

V. MISCELLANEOUS CASES.

Q. *Describe the treatment of snake-bite.*

A. (1) The *first* thing to do is to prevent the poison from reaching the heart through the veins. This is done by immediately tying a piece of string or a strong strip of shirt or handkerchief very tightly round the limb some distance above the wound between it and the heart, so that the part below is strangled.
(2) *Next*, if any brandy or other stimulant be at hand, give a good dose, as the poison has the effect of stopping the circulation.
(3) Then, if possible, cut freely into the wound and encourage bleeding, and until this has been thoroughly done do not take off the band.

(4) If permanganate of potash crystals are available, make a cross-shaped incision over the bite and rub some of the crystals in thoroughly.

(5) If the breathing is bad or has stopped, use artificial respiration.

(6) Should the wound be in a part of the body where a band cannot be placed, then at once make a crucial incision to encourage it to bleed, and give stimulants.

Q. *How would you deal with the stings of venomous insects?*

A. The stings of bees, wasps, hornets, &c., should, if found, be removed, and ammonia or bicarbonate of soda, if available, be applied.

Q. *Describe the treatment for fracture of the spine.*

A. (*a*) Do not attempt to move the patient until a medical officer arrives; but,

(*b*) If no surgeon is available within a reasonable time, proceed to render first aid yourself.

(*c*) Pass some form of support beneath the patient; for example, a blanket, sheet, roll of canvas, etc., taking care in so doing to disturb the sufferer as little as possible, and that he himself makes no attempt to roll over.

(*d*) After this has been done, poles must be fixed on to the support on each side.

(*e*) The patient is then slowly and with the utmost care placed upon a stretcher, board, gate, etc., and carried, if possible, by four people to the nearest place of shelter, where he is kept absolutely quiet until the arrival of a surgeon.

Q. *How would you deal with a case of fracture of the skull; what special care must be exercised and why?*

A. Keep the patient absolutely quiet until he can be seen by a surgeon. Do not give stimulants. Take special care of the ears, etc., so that no dirt or septic matter may get in. This is very important, as bleeding externally means that the fracture is compound, and if septic matter gets in, it may lead to

inflammation of the brain. If available, plug the ears and nostrils with a piece of gauze or wool moistened in antiseptic solution.

Q. *What special precaution must be taken in dealing with a compound fracture?*

A. The greatest precautions must always be taken against septic infection of the wound; as, if this occurs, inflammation of the bone may arise, leading perhaps to general blood poisoning and death.

Q. *How would you recognise a fracture of the lower jaw?*

A. In addition to the usual signs of fracture the following are often present:

(*a*) Inability to speak or move the jaw with any degree of freedom.

(*b*) Irregularity of the teeth, noticeable on looking into the mouth or passing the finger along them.

(*c*) Bleeding from the gums.

(*d*) Salivation.

Q. *Give the treatment for fracture of the knee cap.*

A. Place the patient in a half-sitting position so as to relax the muscles of the thigh, then apply a back splint from the hip to the heel, fixed by a bandage round the thigh and above the ankle. A narrow-fold bandage laid above the upper fragment may be crossed behind the splint, and then tied off in front below the lower. The heel should be kept raised by resting it on the sound foot or a folded coat, and an ice bag be applied over the knee joint.

Q. *What is the immediate treatment for a severe case of burns?*

A. As the danger to life in severe burns comes from shock, the sufferer's general condition should receive attention first of all. This is important: Treat the shock.

The charred surface is temporarily protected from septic infection, owing to the germs in the skin having been destroyed by the heat: Apply dressings.

Q. *How would you treat a case of suffocation due to swallowing very hot water or to inhaling steam?*

A. Apply fomentations to the front of the neck, from the chin to the top of the breastbone (sternum). Keep the patient sitting up and give ice to suck. It is best to have the sufferer at once seen by a surgeon, as surgical treatment may be required at any moment.

Q. *Describe the treatment of shock.*

A. Restoration must be attempted by placing the patient in bed with the head low. Restore warmth to the body by warm bed-clothing, hot water jars to the extremities, or the application of a mustard poultice over the heart. Administer hot drinks and stimulants in small quantities, but take care that the patient is conscious enough to swallow, or he may be choked by the fluid passing into the larynx.

Q. *How would you deal with a case of choking?*

A. Forcibly open the mouth and pass the forefinger to the back of the throat and endeavour to hook up the obstructing body. In the case of children, hold them legs uppermost and thump the back between the shoulder blades. This should also be attempted in adults if the first mentioned remedy is ineffectual. In all cases send for a medical man at once.

Q. *How would you rescue a person from fire?*

A. Before entering a building on fire, with a view to rescuing from the smoke and heat any individuals within, tie a wet handkerchief over your nose and mouth. Take off any superfluous clothing, and if possible have a bucket of water thrown over you. It is imperative you work quickly; avoid being overcome by smoke by bending low beneath it—the air is clearest near the floor. When carrying persons out from burning buildings try especially to protect from the flames the head and neck of those you carry.

Q. *How would you free a person who is suffering from electric shock from contact with an electric cable ?*

A. The rescuer must insulate himself from the current, otherwise on touching the sufferer with naked hands the electricity will also hold him. There is no time to search for india-rubber gloves or mats to stand on, as the sufferer must be got away immediately. A dry wooden broom handle may be utilised to shove the person away from contact ; or an empty india-rubber tobacco pouch may be improvised as a glove. A coat held by the sleeves or a belt or a puttie may be thrown over the head or round the body of the victim to drag him away from the contact.

Q. *How would you deal with a case of frost bite ?*

A. Rub the affected part with snow or cold water, avoiding taking the patient into a warm room until the part has been thoroughly but very gradually thawed. All application of heat should be avoided, as it might produce gangrene.

Q. *Lime in the eye is a very serious accident—give the treatment.*

A. Fill the eye at once with olive or castor oil. Remove the pieces of lime as quickly as possible and with the greatest gentleness ; but make no attempt to remove any particles which have become adherent to the conjunctivæ or eye-ball : this should be left to the Medical Officer.

Or the eye may be bathed with a warm solution of vinegar and water (about two tablespoonfuls to a pint).

By directing a stream of this on to a piece of the adherent lime, it may be washed off. Under no circumstances should force, ever so slight, be used in endeavouring to remove the pieces of lime.

CHAPTER IX.

THE METHOD OF REGULATING THE VENTILATION OF WARDS AND THE OBJECT OF SUCH VENTILATION.

I. General Principles.
II. Inlets and Outlets.
III. Test for Ventilation.
IV. Cubic Space and Floor Space.

REFERENCE TO REGULATIONS.

R.A.M.C. Training (1911), Part II., Chap. vi., para. 43. Part V., Chap. xlvi., para. 642. Chap. lv., paras. 730 and 731.

Regulations A.M.S. (1906), para. 180.

Instructions in the Care of Barracks (1901), pages 94 to 104.

Man. Elementary Mil. Hygiene, Chap. IX., Paras. 42 to 43, and Appendix IV.

VENTILATION OF WARDS.

I. GENERAL PRINCIPLES.

Q. *What is meant by ventilation ?*

A. By ventilation is meant the supply of fresh pure air to, and the removal of impure air from, an apartment.

Q. *What is the composition of the air ?*

A. Air consists almost entirely of two gases, oxygen and nitrogen ; of the former rather more than one-fifth, of the latter slightly less than four-fifths. There is in addition a minute trace of a poisonous gas called carbonic acid, and a small quantity of watery vapour.

Q. *What are the factors which cause the air of an hospital ward to soon become loaded with impurities ?*

A. Every individual in the ward is constantly engaged during the act of respiration, in removing oxygen from and adding carbonic acid gas to the air. The atmosphere is rendered still more unwholesome by emanations from the patients' bodies, their linen, and excreta, by any foul wounds or soiled dressings and by the burning of gas, each jet of which consumes many times as much oxygen as a man.

Q. *To counteract this what points must be carefully attended to ?*

A. (1) The personal cleanliness of patients should be constantly attended to.

(2) All excreta or soiled dressings should be removed from the ward without delay.

(3) A frequent and thorough changing of the air is necessary.

Q. *What principles will be kept in view in ventilating a ward ?*

A. (1) The air within the ward must be as nearly as possible as pure as the air outside the building.
(2) The temperature of the room must be maintained at a proper standard, not exceeding 65° F.
(3) Ventilation must be systematic and sufficiently thorough to completely renew the air in a ward at least three times in an hour.

Q. In carrying out the principles of ventilation what natural properties of the air must be kept in mind ?

A. (1) Air expands when it is heated ; from which it follows that, as the air in a room expands, some of it escapes by the nearest outlet.
(2) As a result of its expansion, hot air is lighter than cold air, so that hot air will rise, and cold air, being heavier, will fall.

Q. In ventilating a ward what must be avoided ?

A. (1) Draughts.
(2) Cooling the patients too much.

II. INLETS AND OUTLETS.

Q. How will the air in the ward be kept pure ?

A. By effecting a constant change of pure air for foul air by means of inlets and outlets.

Q. How do inlets and outlets act in ventilation ?

A. The air as it becomes heated and impure rises and passes out through the outlets, while pure air which is colder and heavier rushes in through the inlets to supply the place of the air which passes out through the outlets, thus a continuous change of air is established.

Q. How will ventilating inlets be so arranged so as to prevent draughts ?

A. In hospitals the ventilating inlets are so arranged that the amount of air entering by them can be regulated, and generally diffused over the room, so preventing draughts.

Q. *How will the air entering through these inlets be heated ?*

A. In recently built hospitals the air on entering these ventilators is warmed by coming in contact with hot water pipes. In the absence of hot pipes the cold air should be introduced above the level of the patients' heads, so that it reaches them after mixing with the warm air of the ward.

Q. *How does foul air escape from a room ?*

A. Foul air escapes from a room by :—

(*a*) The fireplace.
(*b*) The windows.
(*c*) Ventilating outlets.

Q. *What will the position of ventilating outlets be and why ?*

A. Being lighter than the pure air, hot impure air will be found in the upper part of the room : ventilating outlets are therefore usually placed in the ceiling.

Q. *How does a fire act in ventilating a room ?*

A. A fire acts as an outlet by drawing the air up the chimney flue.

Q. *How can the windows be used to supplement the ventilation of the ward ?*

A. By drawing the window sashes four to six inches down from the top fresh air enters through the space between the lower and upper sashes, and foul air passes out through the open space above the upper sash.

Q. *How should the lower sash of the window be arranged so as to avoid a draught ?*

A. A block of wood should be placed under the lower sash so as to fill the space after raising the sash three or four inches.

Q. *How does the valve ventilator used in barracks act ?*

A. It acts as an inlet. A cord is attached to the valve. When the cord is drawn on the valve is closed ; the valve is open when the chain is loose.

Q. *What is a Tobin's Tube?*

A. This is a tube which is placed usually in the corner of a room, and which communicates with the outside air below and opens into the room above, to act as an inlet.

III. TEST FOR VENTILATION.

Q. *How would you test the freshness or otherwise of the air of the ward?*

A. By going from time to time into the outside air and returning into the ward, thus comparing the air of the ward with the outside air.

Q. *What would you observe in judging if a ward is properly ventilated?*

A. (1) There should be no smell perceptible on entering it from the outside.
(2) The temperature should not exceed 65° F.
(3) There should be no draughts.

IV. CUBIC SPACE AND FLOOR SPACE REQUIRED.

Q. *What cubic space should be allowed for each patient in hospital?*

A. 900 cubic feet per bed in light case wards.
1200 cubic feet per bed in ordinary wards.
2000 cubic feet per bed in infectious wards.
800 cubic feet per bed for detached wooden huts, all wards.

Q. *How is the cubic space of a ward found?*

A. By multiplying the height, length and breadth of the ward in feet together.

Q. *How is the cubic space for each patient found?*

A. By dividing the number of patients in the ward into the cubic space of the ward

Q. *How would you find the number of patients that a ward or room will accommodate?*

A. By dividing the cubic space of the ward by 1200 in the case of an ordinary ward, or 2000 for an infectious ward.

Q. *What floor space should be allowed per bed in ordinary and infectious wards?*

A. In ordinary wards, 85 square feet per bed.
In infectious wards, 144 square feet per bed.

V. SPACE IN BARRACKS ALLOWED IN NEW DESIGNS.

Stations.	Permanent Buildings.		Wooden Huts.	
	Sq. ft.	Cubic ft.	Sq. ft.	Cubic ft.
Great Britain, Ireland, and Channel Islands.	60	600	60	600
Bermuda, Cape of Good Hope, Cyprus, Egypt, Gibraltar, Hong-Kong, (except Victoria), Jamaica, (Newcastle and Up Park Camp), Malta, Mauritius (Curepipe and Phœnix), Natal, Sierra Leone (Mount Aureol and Tower Hill).	60	720	60	720
Ceylon, Hong-Kong (Victoria), Jamaica (Port Royal), Mauritius (Port Louis), Sierra Leone (King Tom), Singapore.	80	1,000	75	850
	Plains.		Hills.	
India, British Troops ...	90	1,440	60	600
India, Indian Troops ...	60	810	50	600

CHAPTER X.

SURGICAL INSTRUMENTS AND APPLIANCES. MEDICAL COMPANION AND SURGICAL HAVERSACK.

I. Description of Instruments and Appliances.
II. The Case of Operation Instruments.
III. Appliances of General Fracture Box.
IV. Contents of Medical Companion and Surgical Haversack.

REFERENCE TO REGULATIONS.

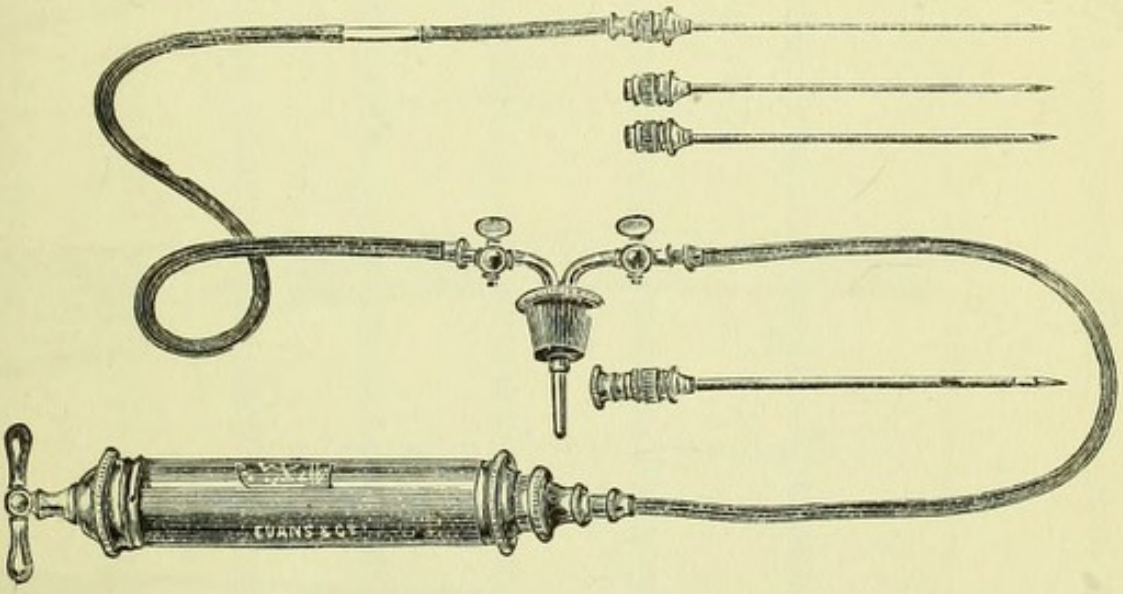
R.A.M.C. Training (1911), Part V., Chapter XLV., para. 638.

Regulations A.M.S. (1906), Appendix 22, 37, 41, 43.

SURGICAL INSTRUMENTS AND APPLIANCES.

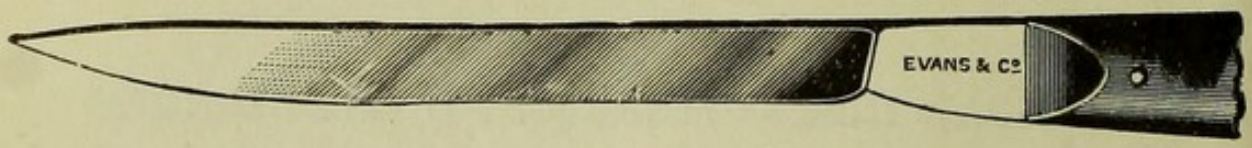
The following are brief descriptions of the instruments and appliances in most common use :—

Aspirator.—An instrument for drawing off fluids by means of an exhausting air pump.

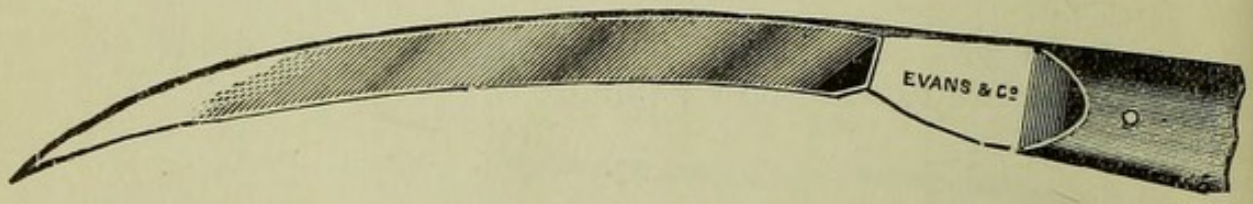


Potain's aspirator, with three needles and one trocar (the bottle is not shown).

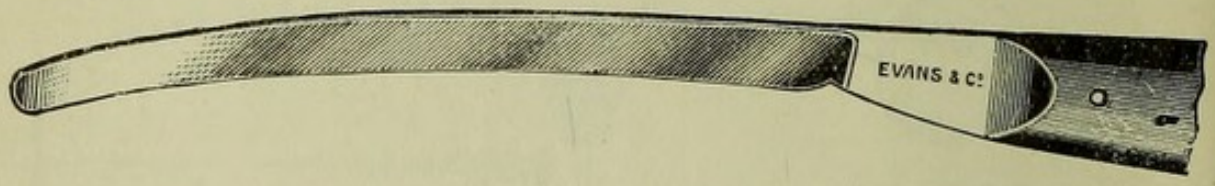
Bistoury.—A long narrow knife, which is either straight or curved, sharp or blunt-pointed.



Bistoury, straight, sharp.



Bistoury, curved, sharp.



Bistoury, curved, probe-pointed.

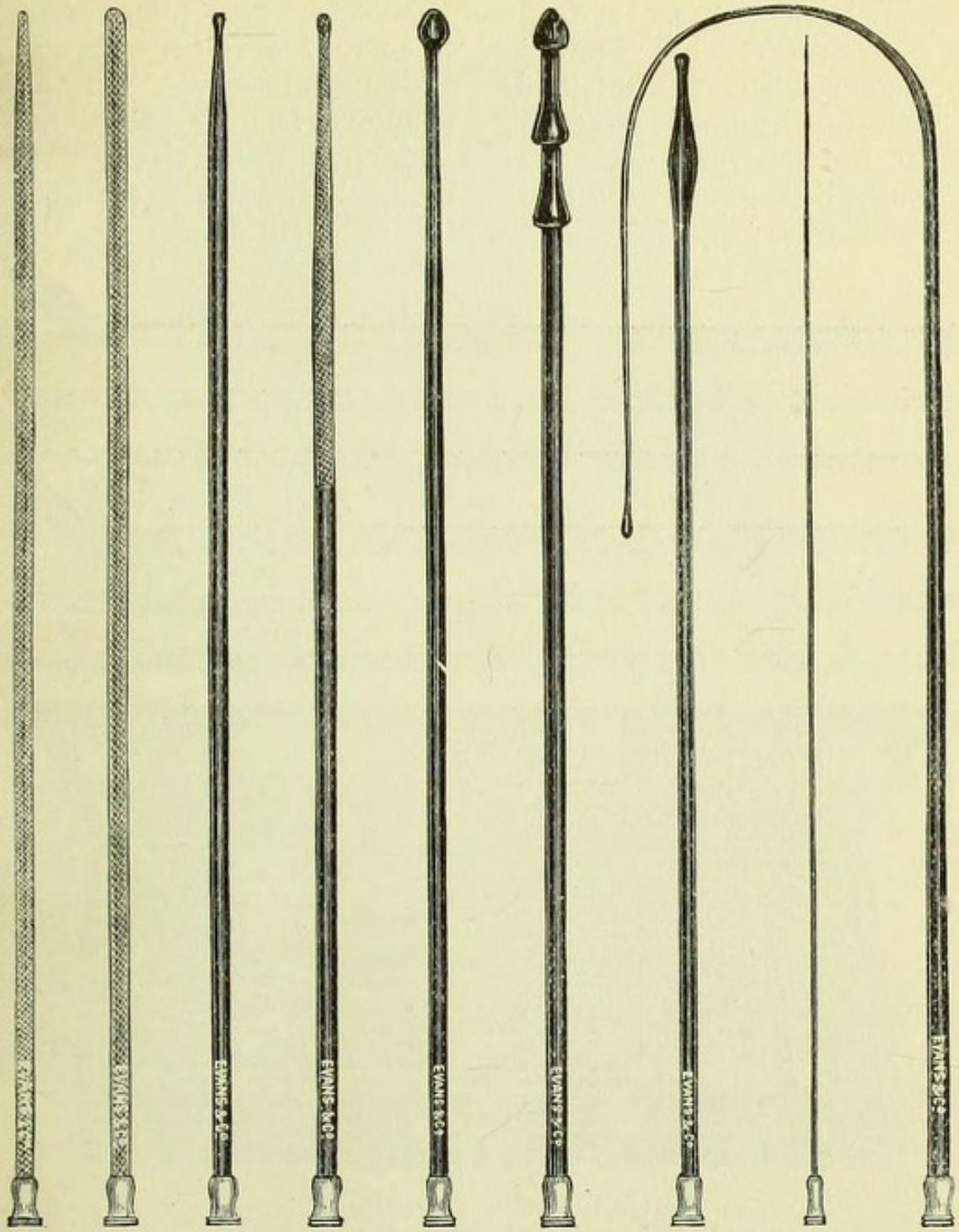


Bistoury, straight, probe-pointed.

Bistoury, Hernia.—A long narrow knife, blunt except for about the space of an inch from the point, which is also blunt, used in the operation for rupture.



Bougie.—An instrument used for dilating strictures.

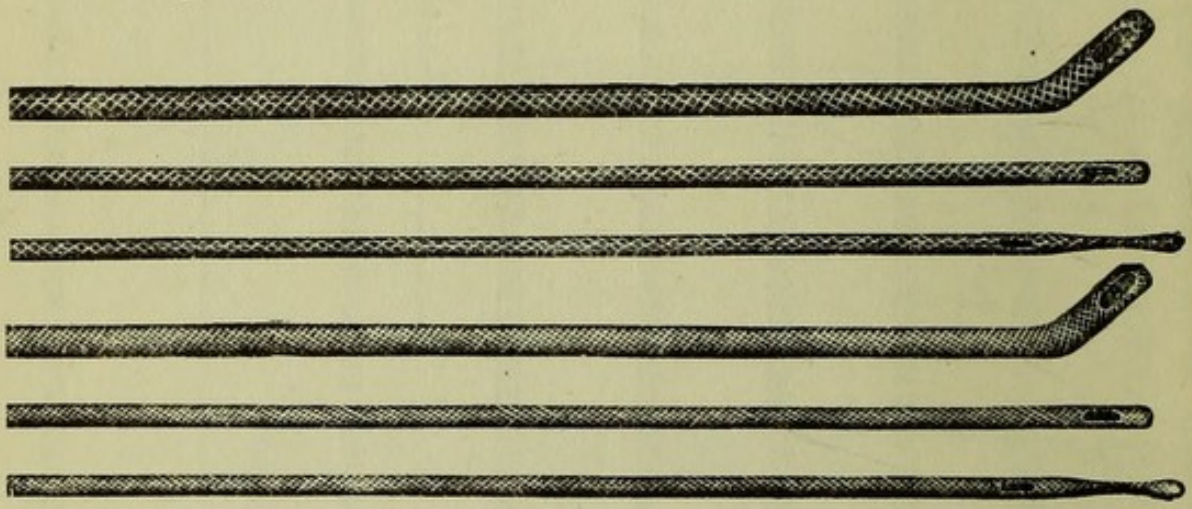


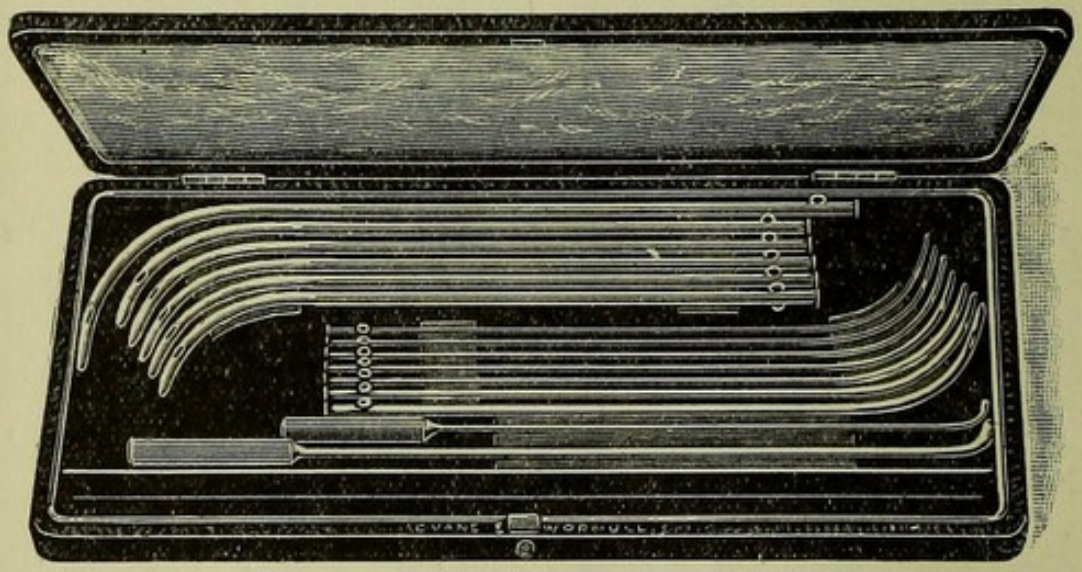
Figs. 1. 2. 3. 4. 5. 6. 7. 8. 9.

Bougie, elastic gum, Conical (Fig. 1).
Cylindrical (Fig. 2). A boule (Fig. 3).
Acorn point (Fig. 5). Three-bulb (Fig. 6).
Olivary (Fig. 7). Filiform (Fig. 8).
Harrison's Whip (Fig. 9).

Catheter.—A tube for passing through the urethra into the bladder to draw off the urine.

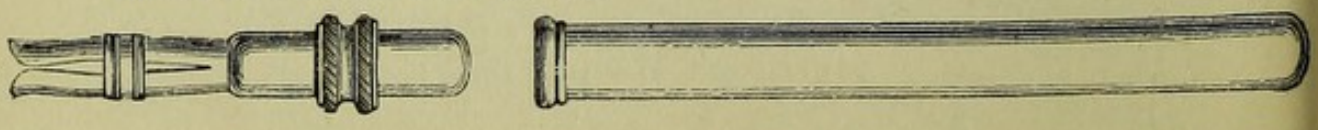
Catheters are either made of silver or silver plate, or of gum-elastic; they contain a wire called a *stylet*. French olivary catheters are flexible and have no stylets. In the metal and gum-elastic catheters the eye is near the point. In French catheters it is $1\frac{1}{2}$ inches from the point. English catheters are numbered from 1, the smallest, to 16, the largest; and French catheters from 1 to 30.



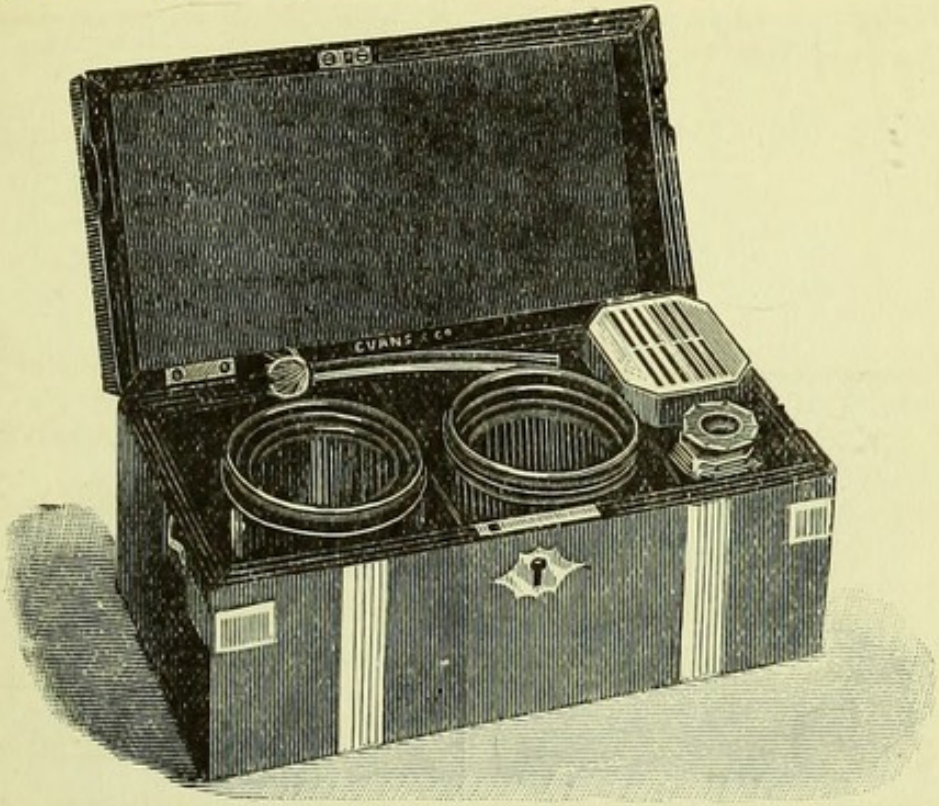


Catheter case, containing :—
Twelve plated catheters, Nos. 1 to 12.
One ,, ,, prostatic, No. 10.
Two Aveling's sounds, Nos. 5 to 11.

Caustic Holder.—A little case for holding caustic, usually made of vulcanite or silver.



Cupping Case.—A case containing the apparatus required for performing the operation of cupping.



Set of cupping instruments, in brass-bound mahogany case, consisting of one 12-blade scarificator, six glasses torch and spirit bottle.

Director.—An instrument with a groove in which to guide the point of a knife.



Drainage Tubes.—India-rubber or glass tubes used after operation for draining a wound.

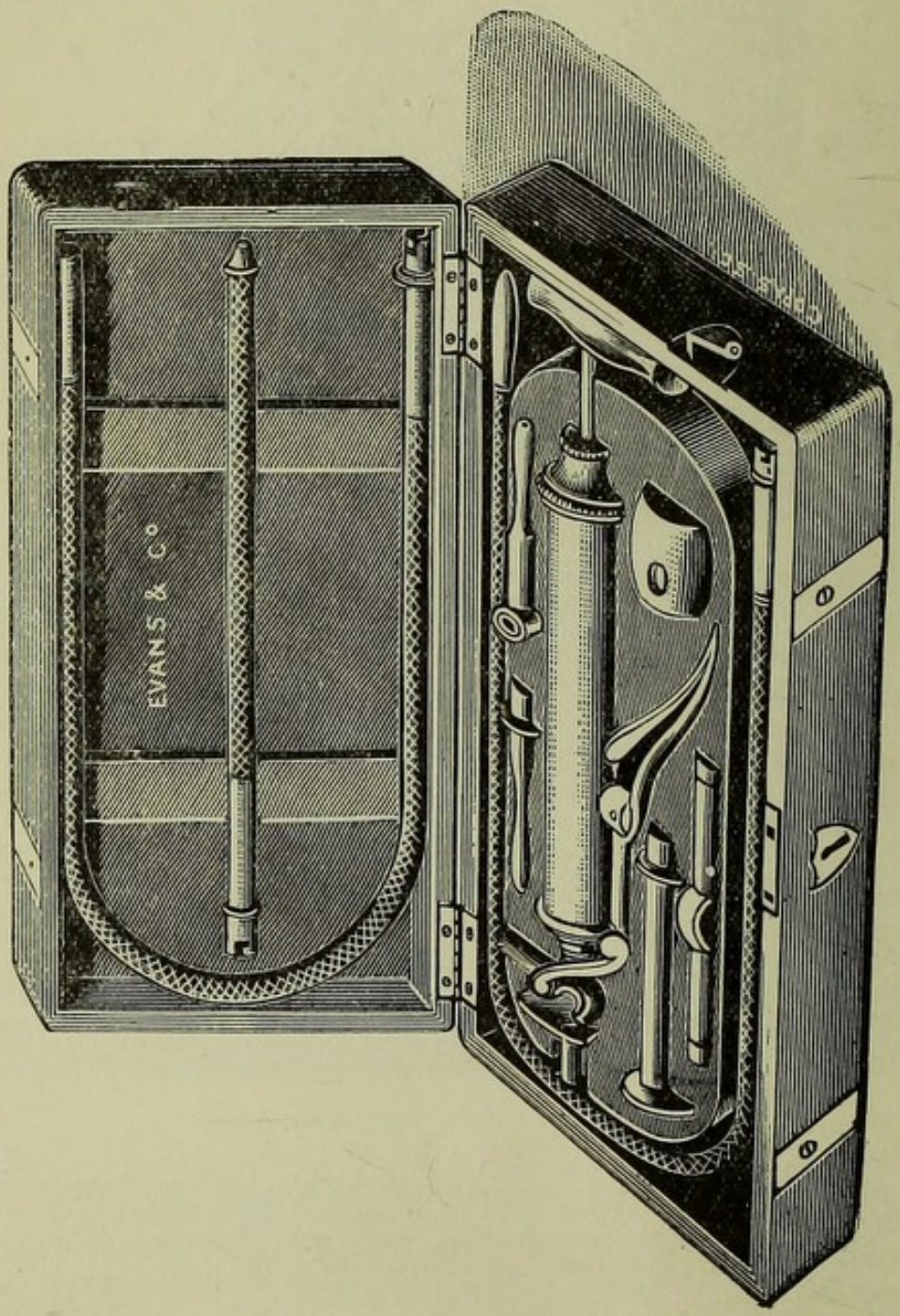


India-rubber drainage tubes, in antiseptic solution, screw top bottle, containing six assorted sizes, in six-inch lengths.

Elevator.—An instrument for raising depressed pieces of bone.

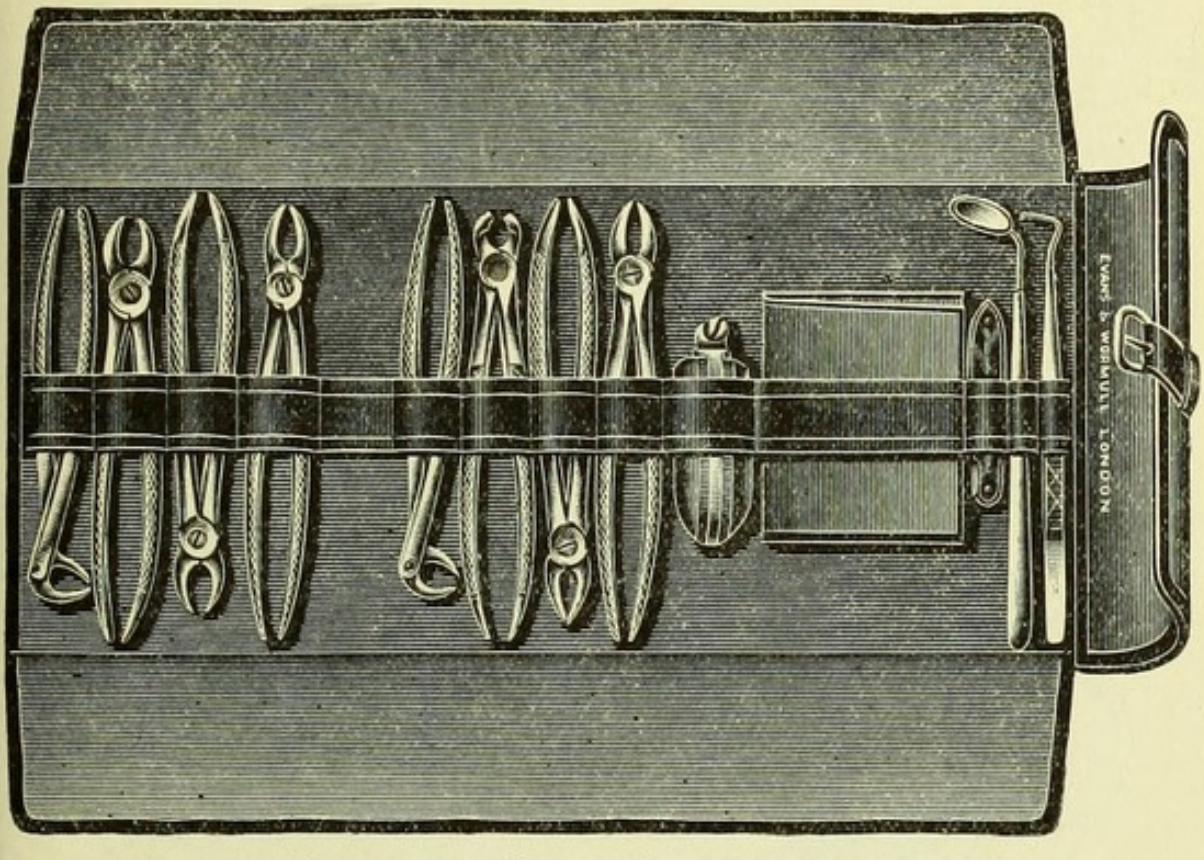


Enema Apparatus.—An instrument for administering enemata.



Stomach pump and enema combined, with flute key lever, œsophagus tube, O'Beirn's tube, two rectum pipes, ebony gag and seat, in mahogany case.

Forceps, Dental.—An instrument used for extracting teeth.



Pouch of Tooth Instruments,

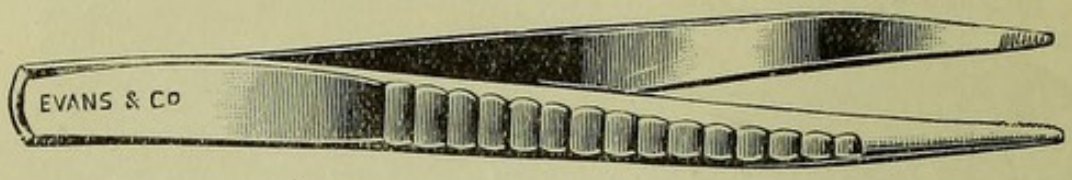
containing :—

Eight tooth forceps, nickel-plated, and numbered as follows :—

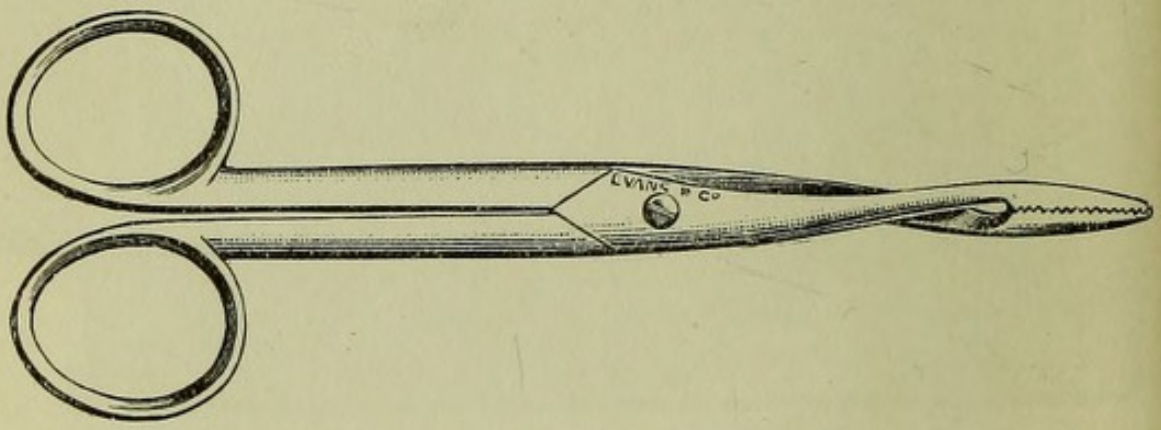
No. 1. Lower incisors, canines, bicuspids, and stumps (hawk's bill).
„ 2. Upper molars, right.
„ 3. „ „ left.
„ 4. „ wisdom.
„ 5. Lower molars (hawk's bill).
„ 6. „ „ and wisdom.
„ 7. Upper bicuspids and posterior stumps.
„ 8. „ incisors, canines, and anterior stumps.

1 set of six elevators to fit one handle, nickel-plated.
1 mouth mirror, nickel-plated, metal handle.
1 pair dressing forceps and probe, nickel-plated.
1 spring gum lancet.
Cotton wool.
Leather pouch to contain above.

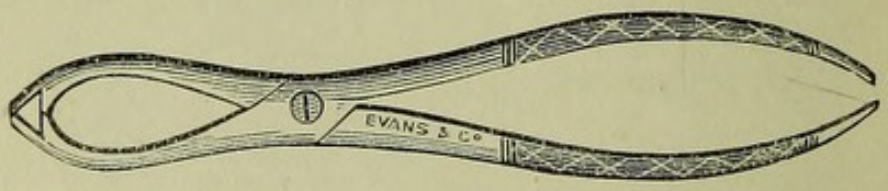
Forceps, Dissecting.—Plain forceps used for dissecting purposes.



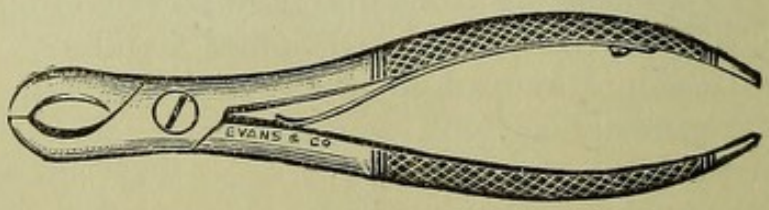
Forceps, Dressing.—Forceps with scissor handles, used for removing old dressings, &c., from wounds and sores.



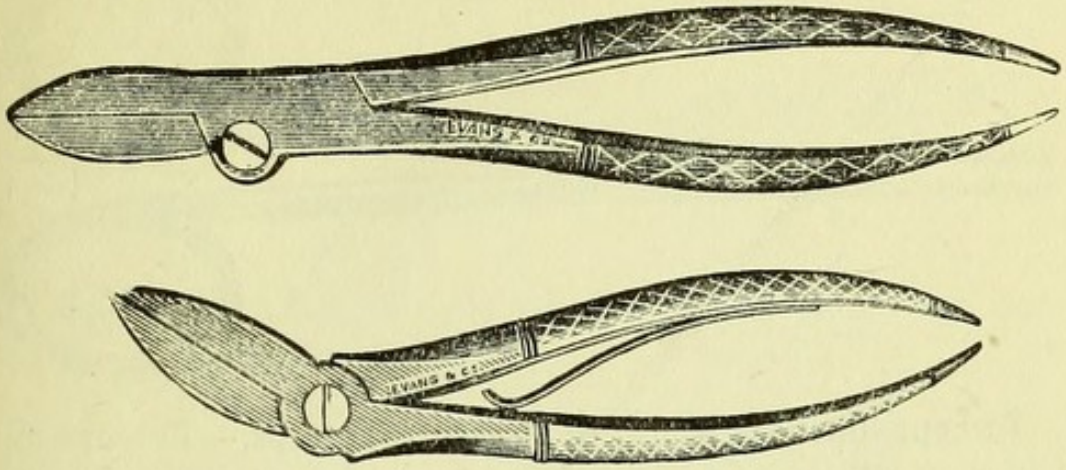
Forceps, Ferguson's Clawed, or Lion Forceps.—A strong forceps, with claws, used for gripping bone where much force is required.



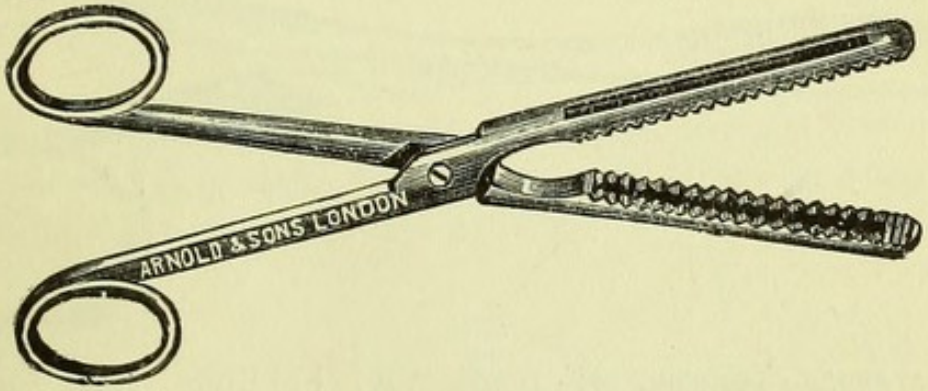
Forceps, Gouge.—A strong forceps, cutting at the points, so as to gouge bone.



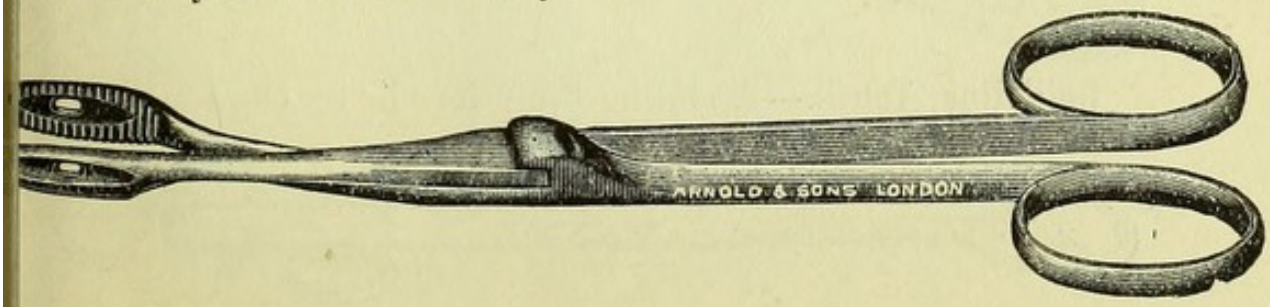
Forceps, Liston's Bone.—A strong forceps for cutting bone in operations.



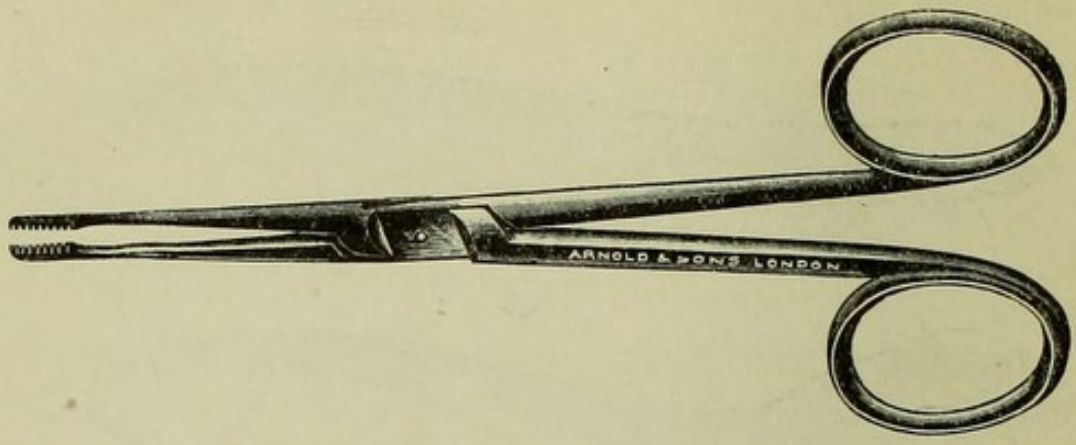
Forceps, Phymosis.—Forceps for holding the foreskin in the operation of circumcision.



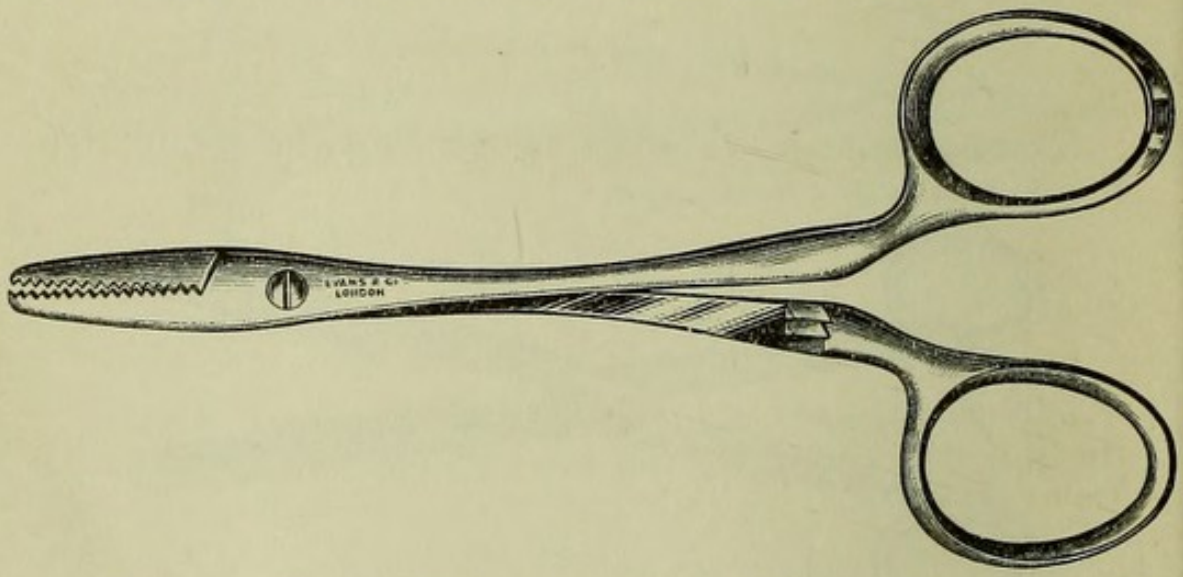
Forceps, Polypus.—Forceps for grasping small tumours usually in the nasal cavity.



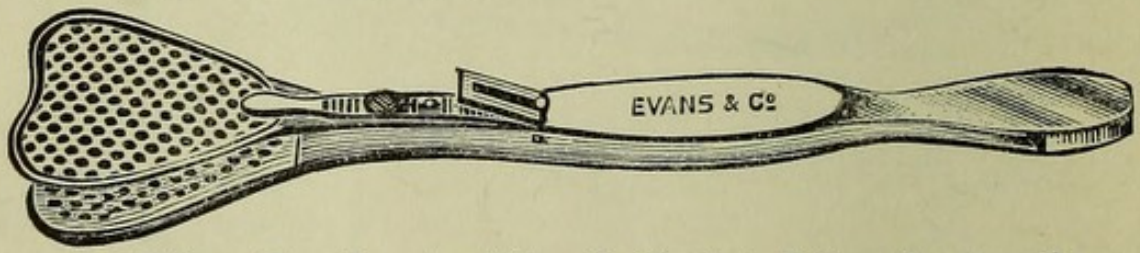
Forceps, Sinus.—Forceps for introduction into a sinus, which is a tubular cavity.



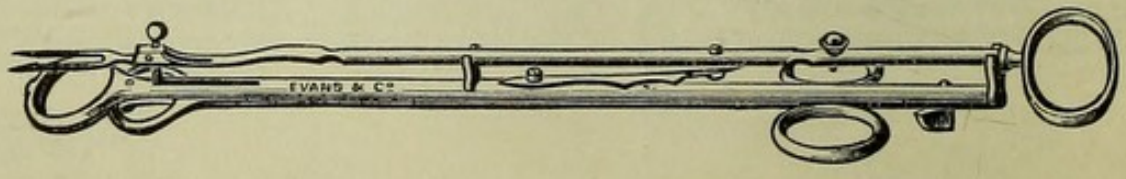
Forceps, Spencer Wells', or Pressure Forceps.—Forceps for the compression of bleeding vessels during operations.



Forceps, Tongue.—Forceps for holding the tongue, generally used in giving chloroform.



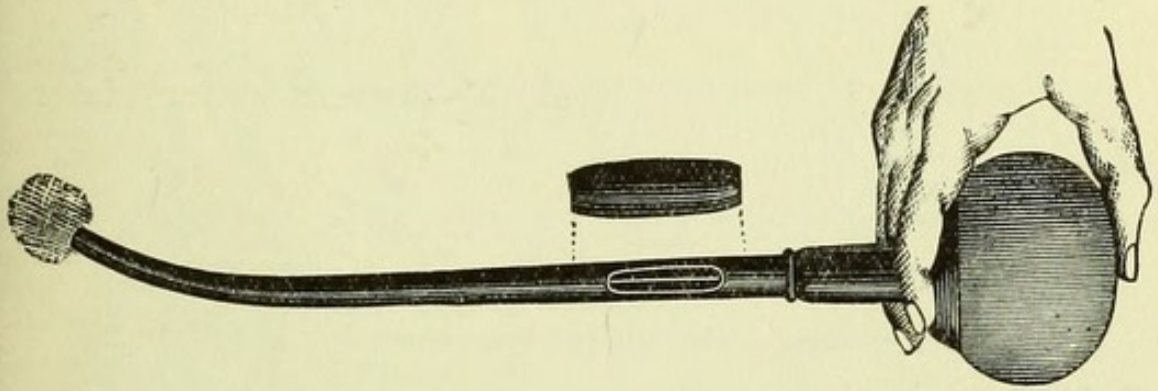
Guillotine, Tonsil.—A sliding knife for slicing the tonsil.



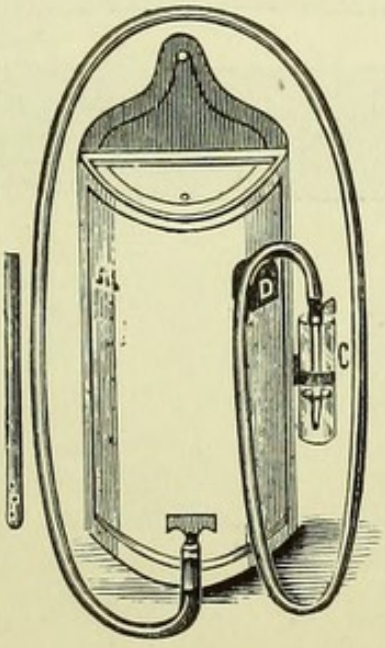
Hernia, Director.— Made of steel, and broader than the ordinary director, used for the operation of strangulated hernia or rupture



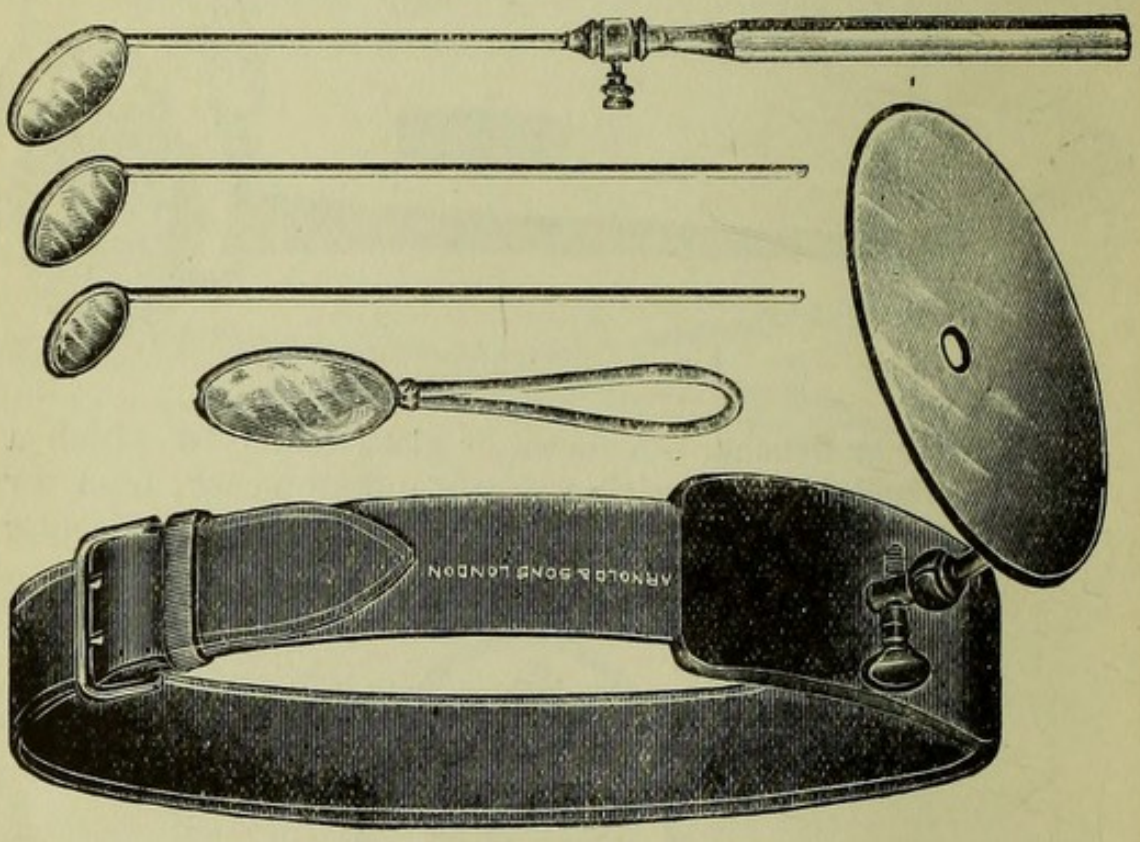
Insufflator.—A tube used for blowing powder into some cavity, such as the throat.



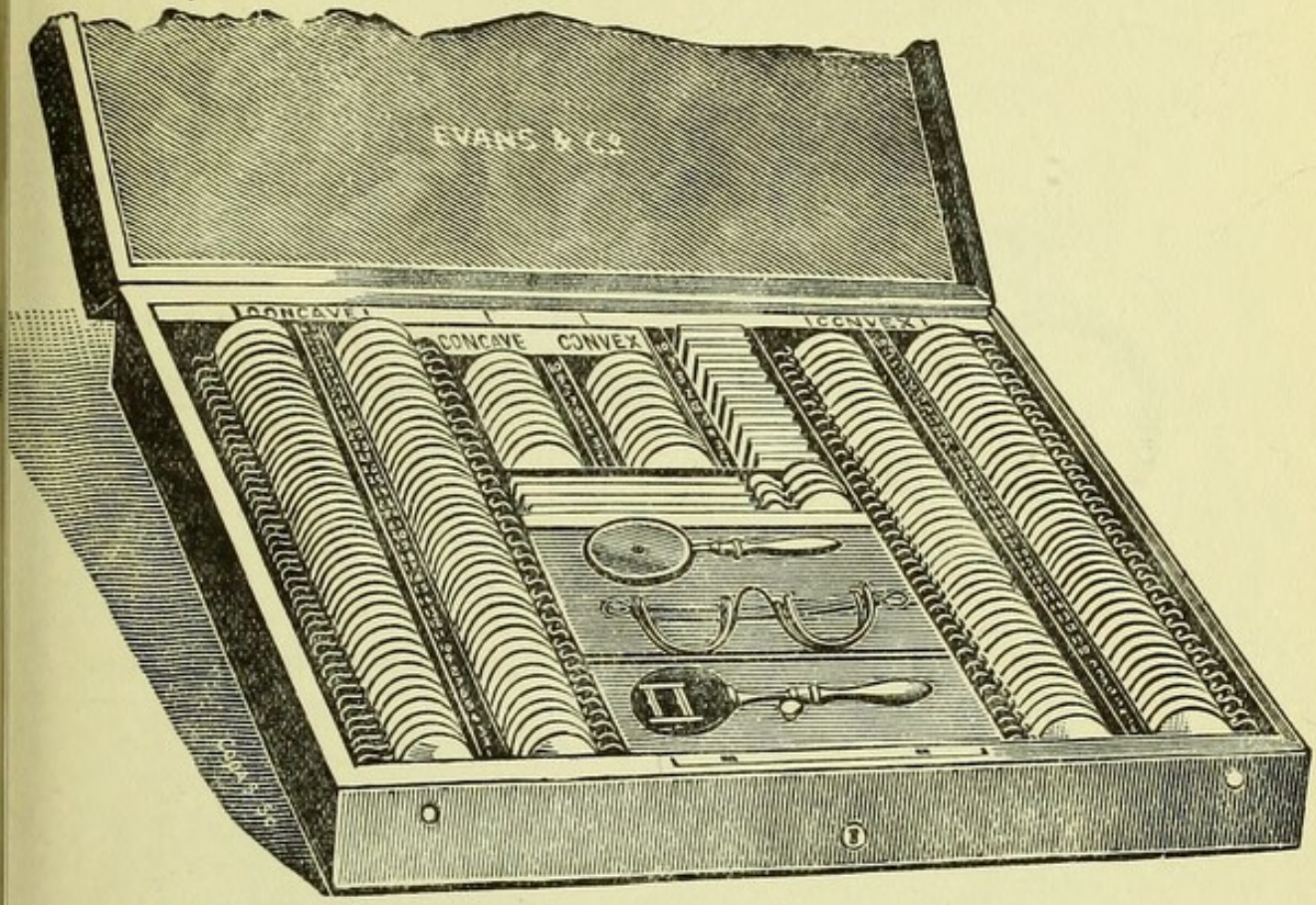
Irrigator or Douche.—A metal or glass vessel to which a tube is attached fitted with a nozzle and stop-cock, used for flushing or washing wounds with boiled water or antiseptic lotion.



Laryngoscope.—An instrument for examining the throat and larynx.



Lenses, Test.—Glasses of various powers used for testing the eyes.

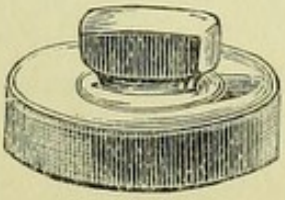


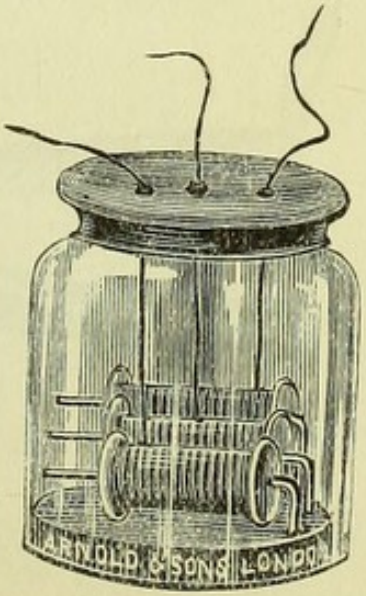
Ligatures.—Threads of sterilized silk, catgut, or tendon used for tying up blood-vessels.



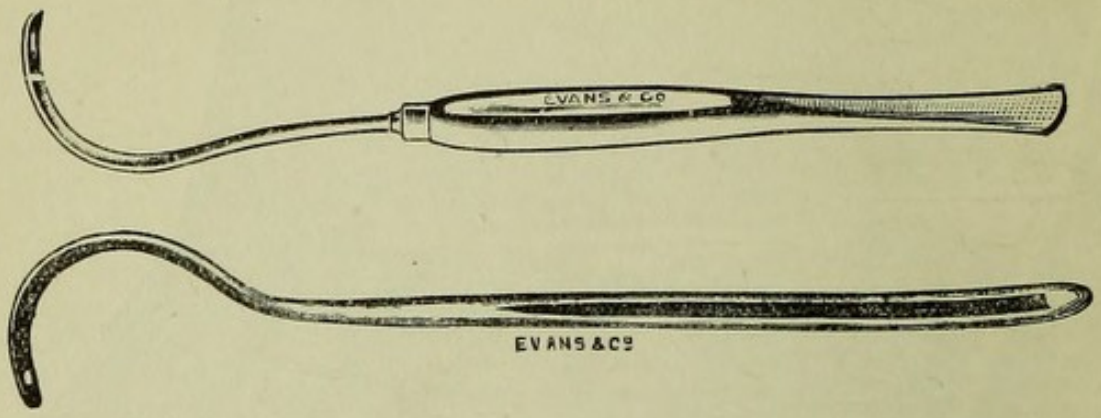
Silk Chinese twist.

Improved ligature carrier, with three sizes of catgut in carbolized oil.





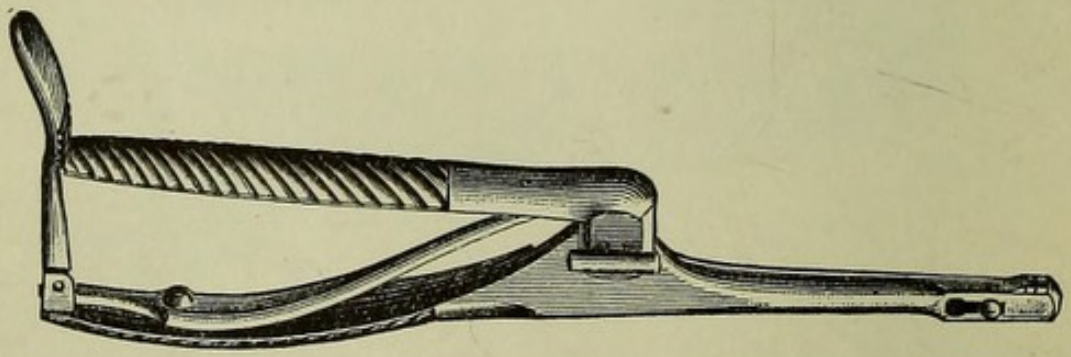
Needle, Aneurism.—A curved blunt instrument with an eye near the end, used for passing a ligature under an artery.



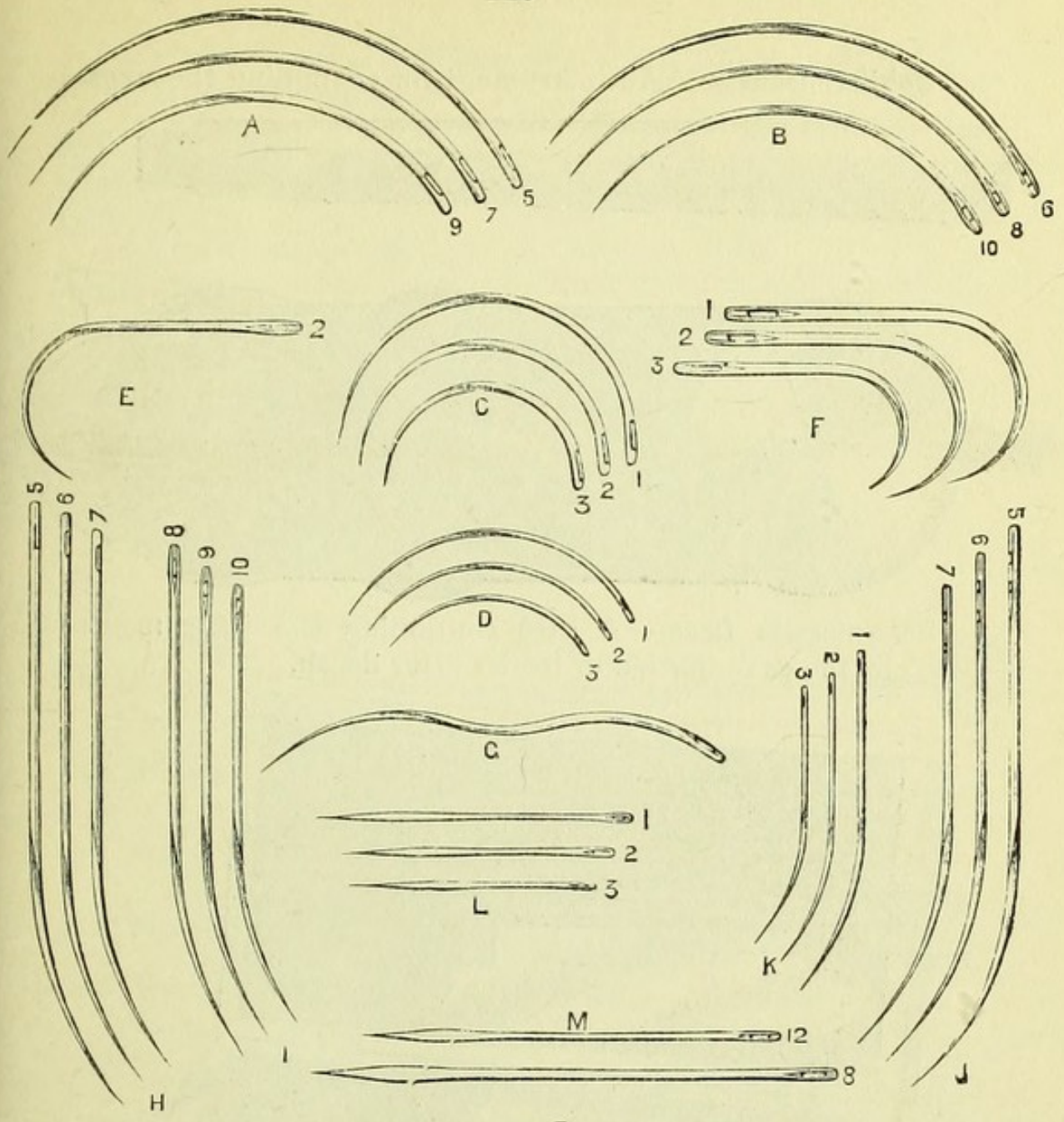
Needle, Cataract.—A needle, without an eye, in a handle, used in the operation for cataract.

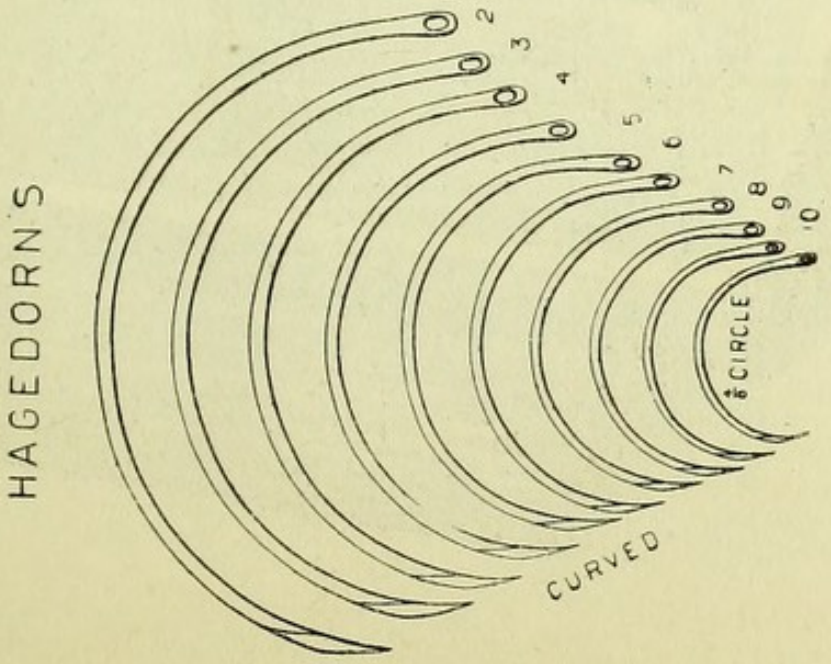


Needle Holder.—A strong special forceps for holding a needle to put in stitches during operations.

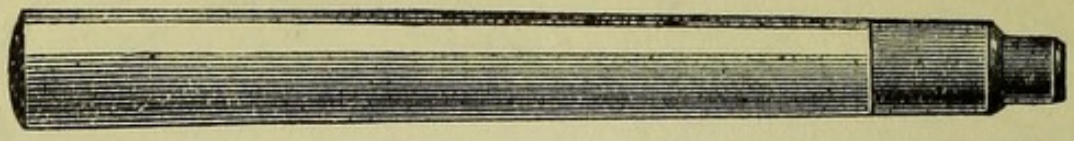


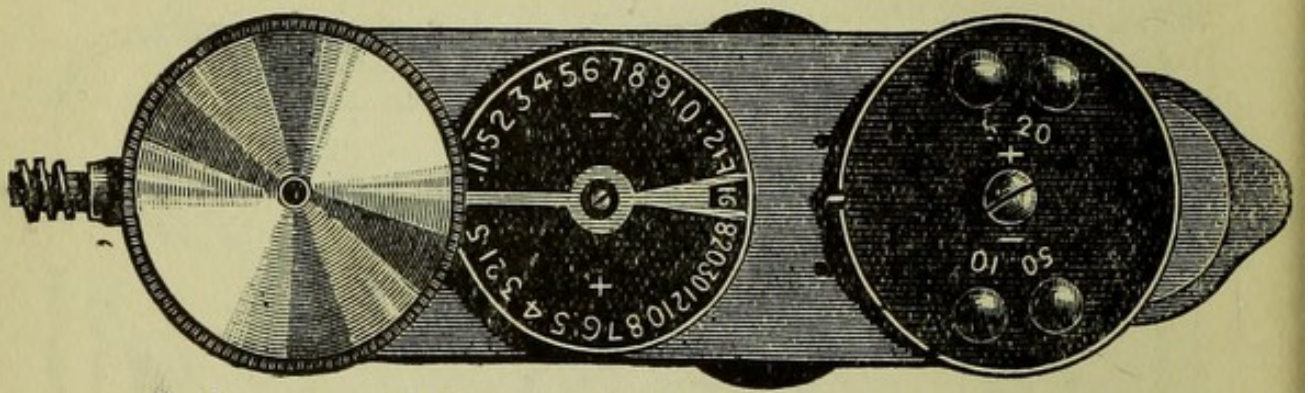
Needle, Surgical.—Curved and straight needles of various sizes (see next page).


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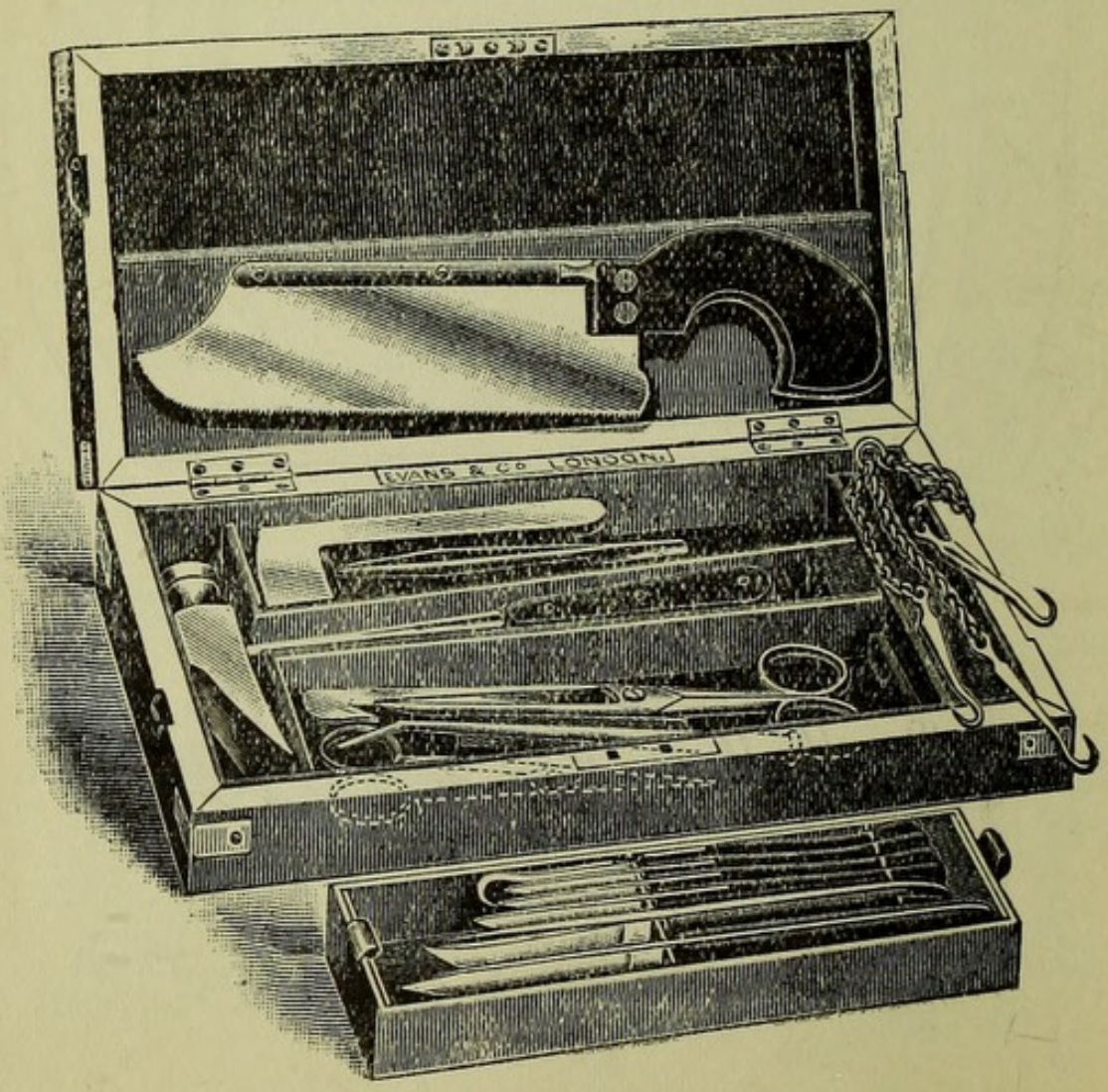

HAGEDORN'S
CURVED
CIRCLE

Ophthalmoscope.—An instrument for examining the eyes.





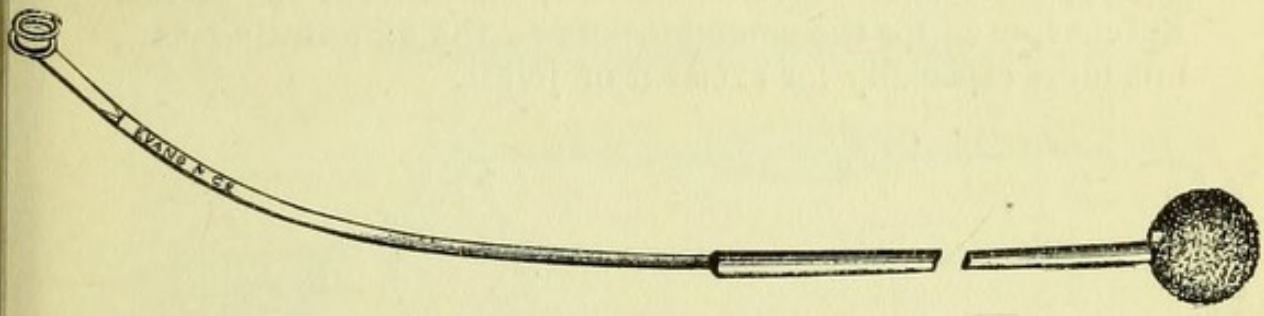
Post-mortem Case.—A case containing the instruments used in the examination of bodies after death.



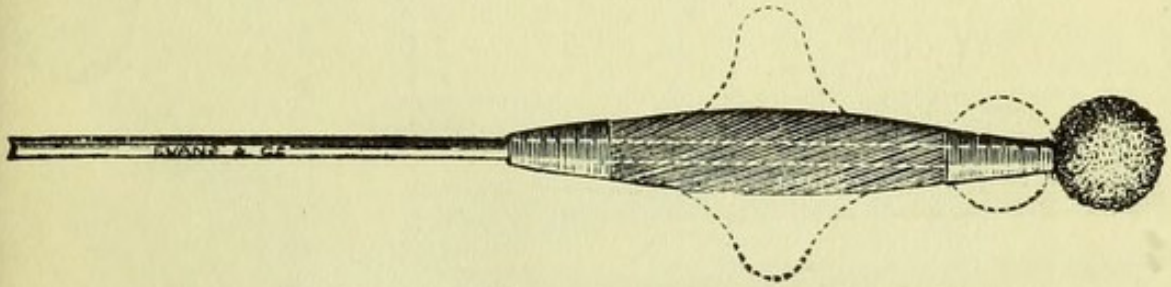
Post-mortem set of instruments, in mahogany case, lined with velvet, containing :—

Saw.
Chisel.
Hammer.
Dissecting forceps, large.
Bowel scissors.
Dissecting scissors.
Blowpipe.
Dissecting hook.
Three scalpels.
Scalpel, post-mortem, large.
Cartilage knife.
Four needles, half-curved.
Two needles, cut head.
One set chain hooks.

Probang, or Œsophageal Bougie.—A flexible instrument for passing down the gullet.

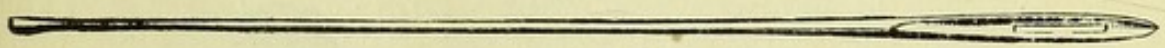


Probang, double, with sponge and coin-catcher.

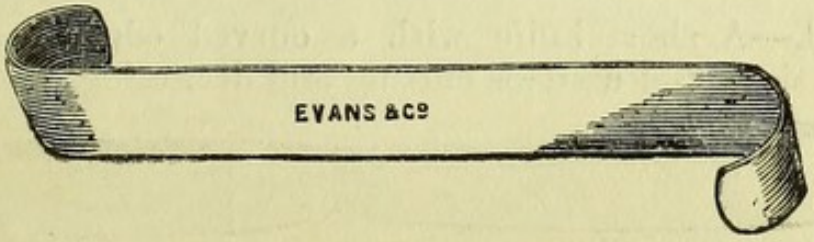


Probang, with sponge and bristles.

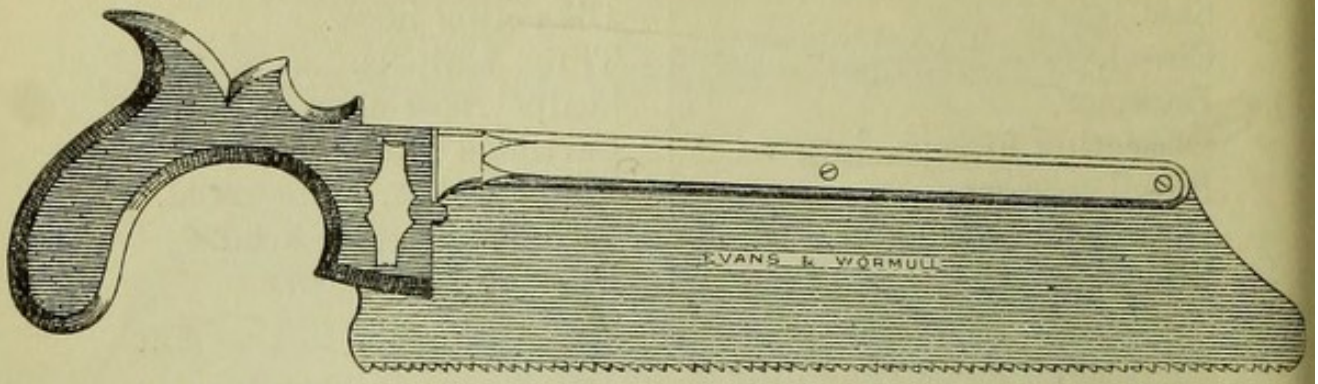
Probe.—A silver instrument for probing wounds.



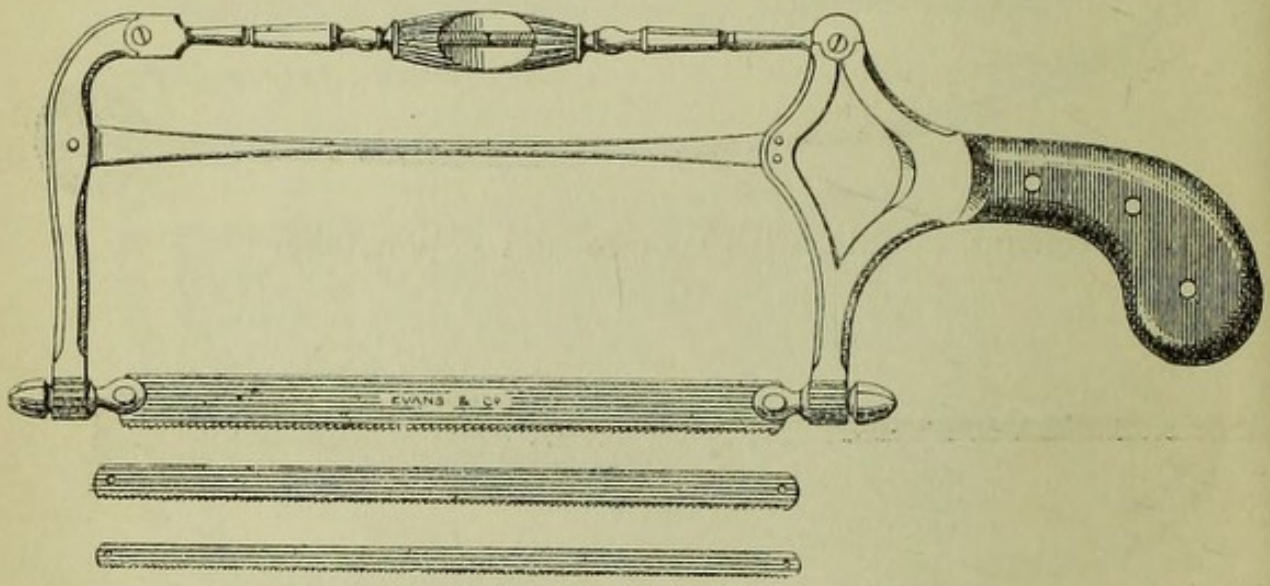
Retractor.—A blunt hook or flat piece of metal bent at an angle for holding apart the edges of a wound during operation.



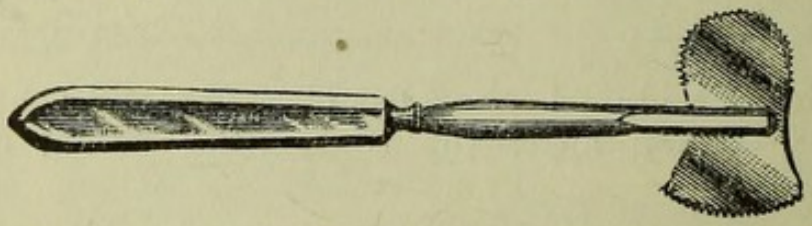
Saw, Amputating.—A saw used for sawing the bone in amputations of a limb.



Saw, Butcher's.—A framed saw, the invention of Mr. Butcher, used for the same purpose as the amputating saw, but more especially for excision of joints.



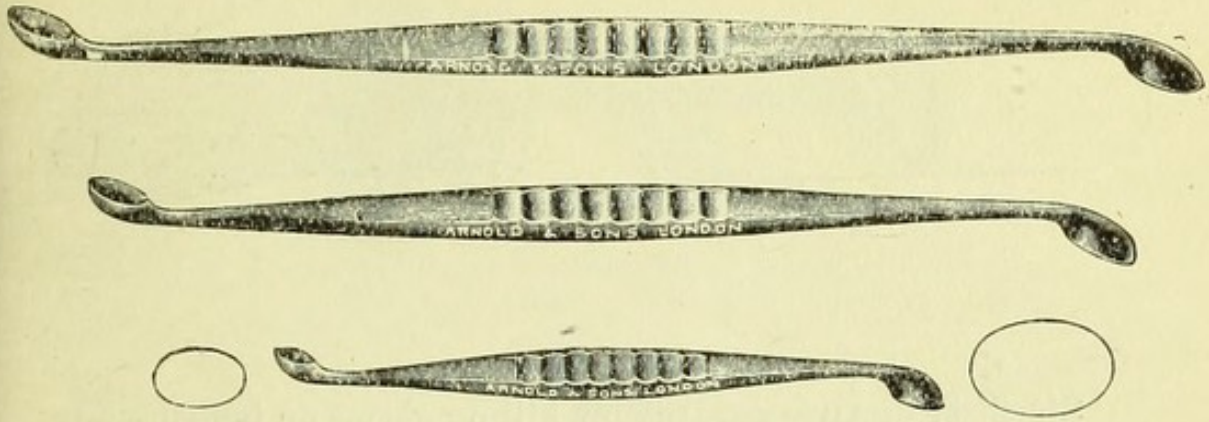
Saw, Hey's.—A small saw for cutting a piece out of a bone, used in operations on the skull.



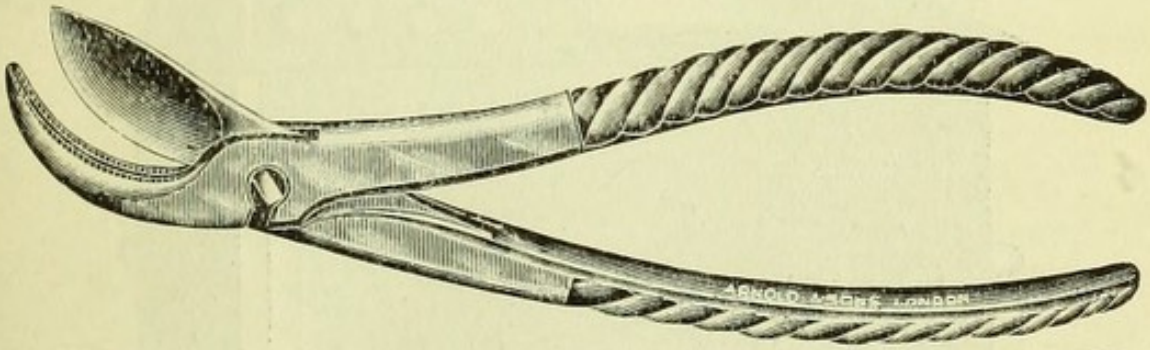
Scalpel.—A short knife with a curved edge, made in different sizes, and used for cutting and dissecting.



Scoop.—A spoon-shaped instrument used for scraping various growths, etc.



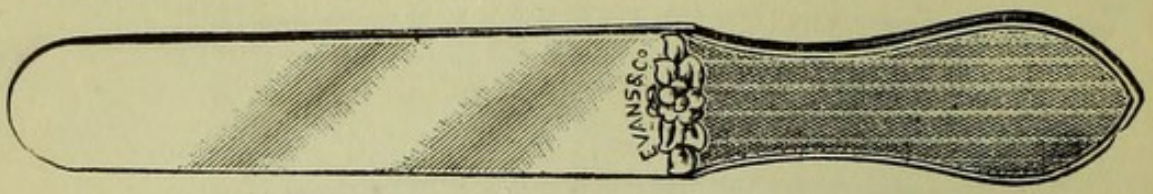
Shears, Rib.—A large scissors-like instrument used for cutting the ribs.



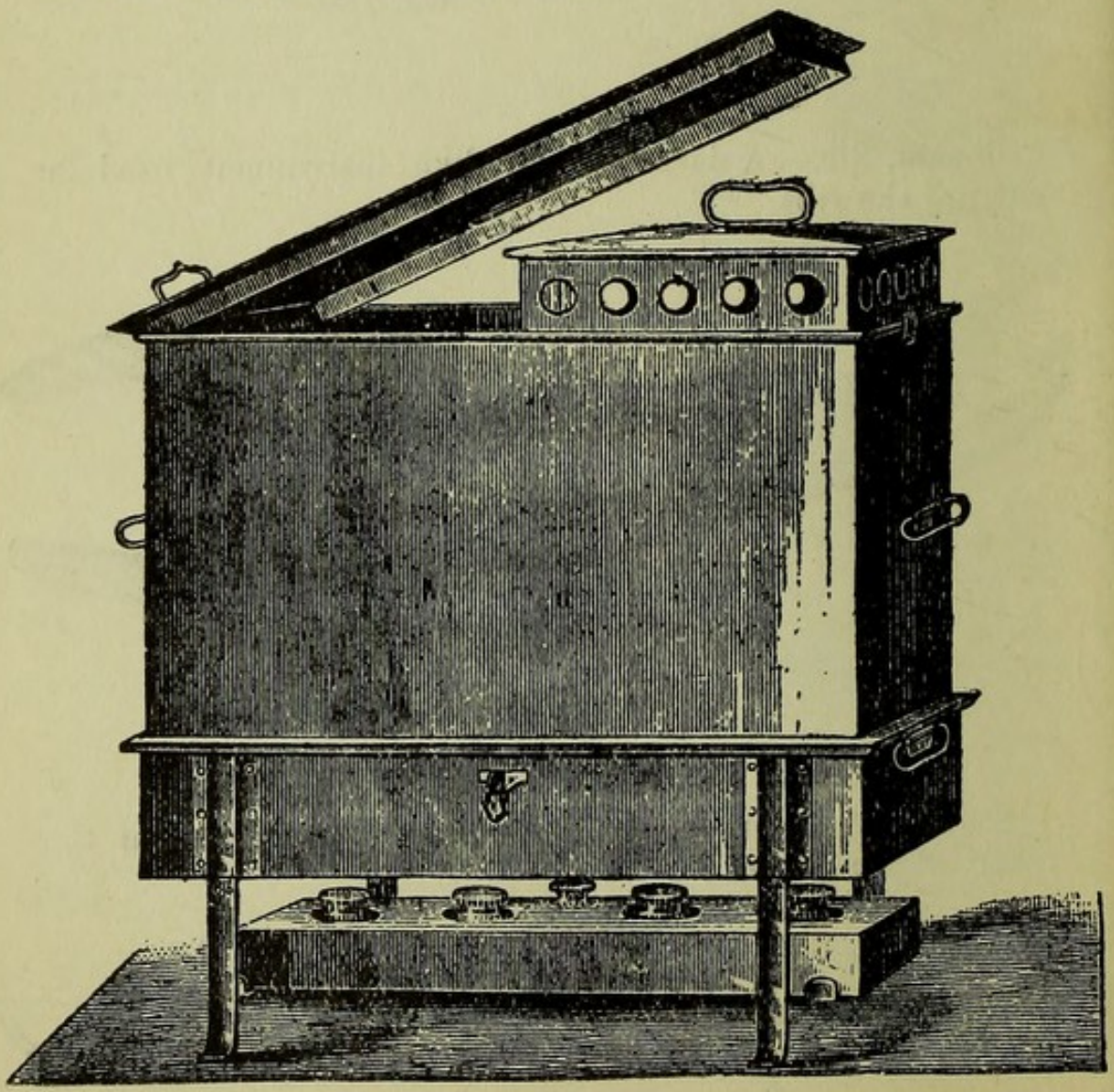
Sound.—An instrument for feeling what is beyond the reach of the fingers.



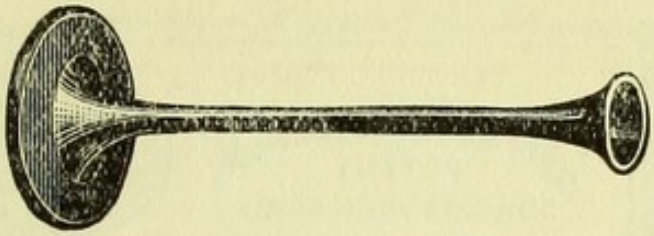
Spatula.—A blunt knife for spreading ointments ; also an instrument used for depressing the tongue when an examination is being made of the throat.



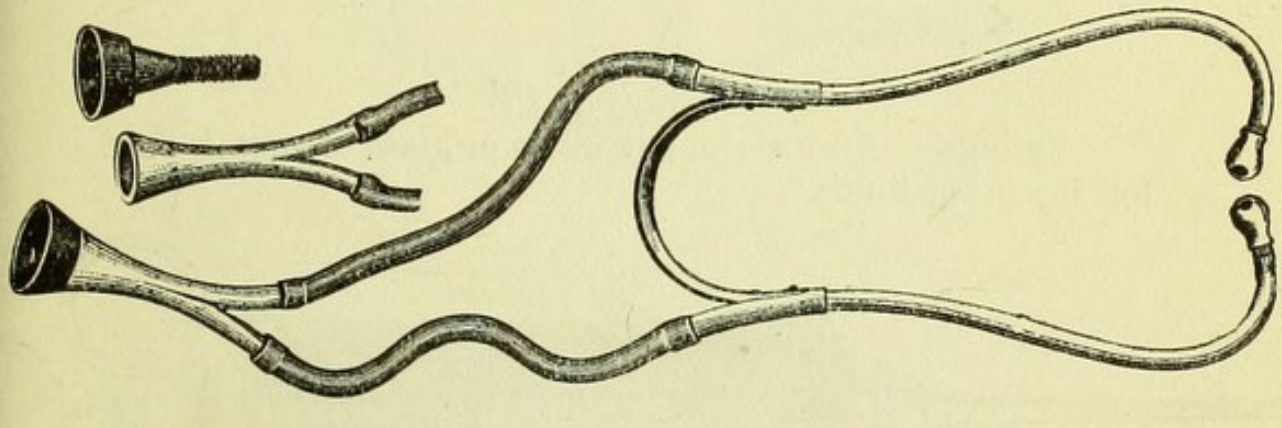
Sterilizer.—An apparatus for killing germs on instruments or in dressings, by means of heat.



Stethoscope.—An instrument with which to listen to the sounds in the chest.

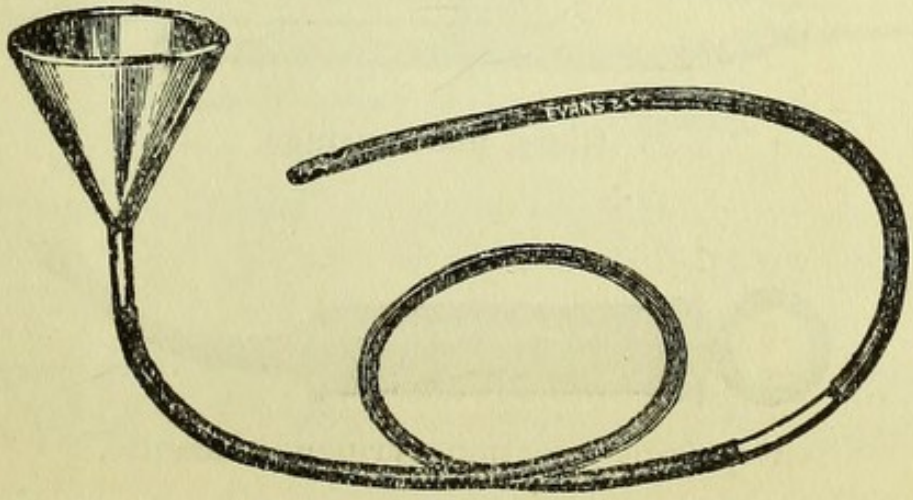


Single.



Binaural.

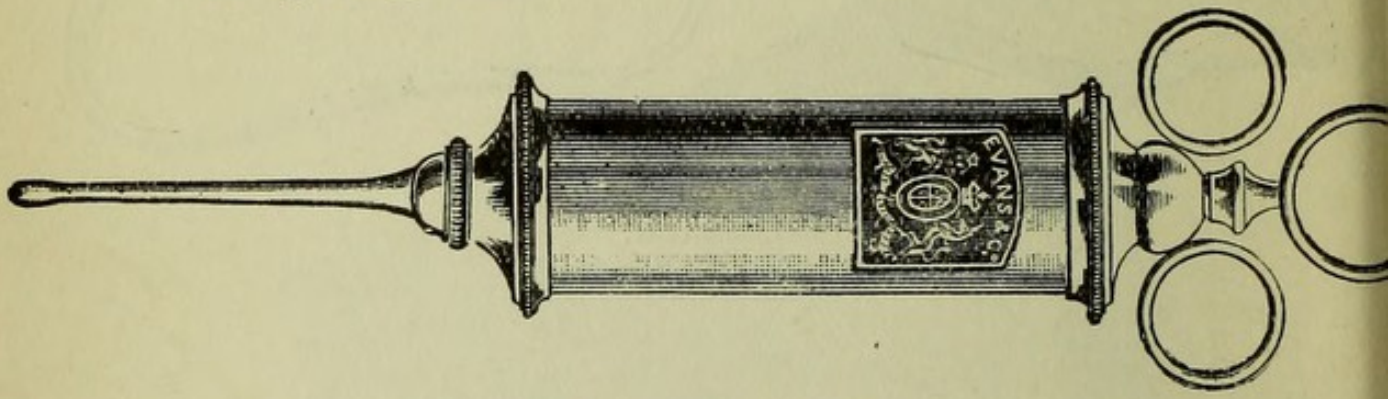
Stomach Tube.—An apparatus used for washing out or emptying the stomach.



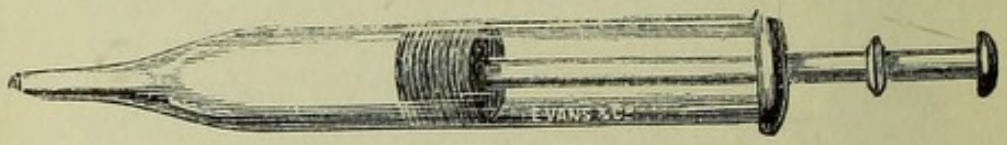
Sutures.—Threads of wire, silk, catgut, silkworm gut, horse-hair, or tendon used by the surgeon for stitching wounds.



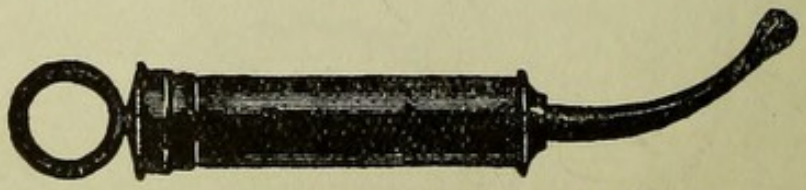
Syringe.—An instrument made of glass or metal, used for injecting fluids.



Brass ear syringe.

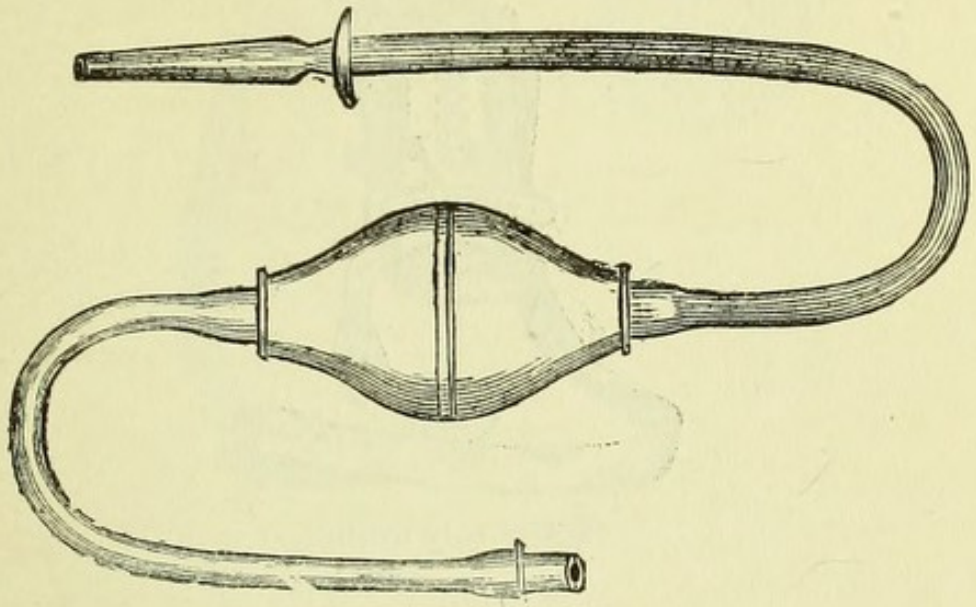


Glass, male syringe.

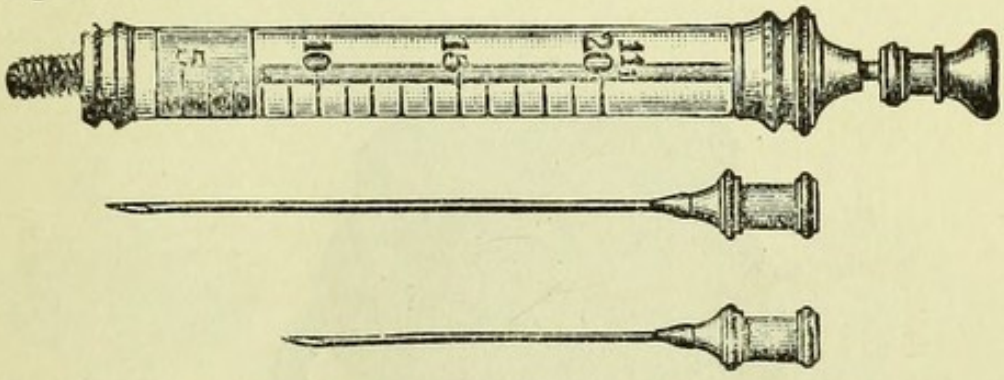


Glycerine injection syringe, vulcanite.

Syringe, Higginson's.—An apparatus consisting of an india-rubber pump, to be squeezed by the hand, and two pipes, one fitted with a nozzle to pass into the anus, and one with a pewter end to slip into the basin for giving enemas.



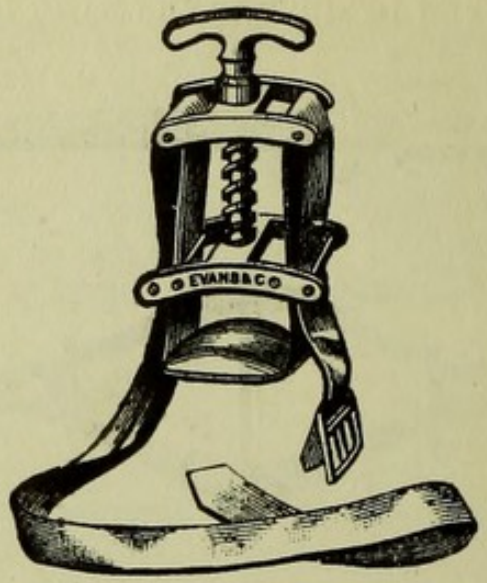
Syringe, Hypodermic.—A graduated glass or metal syringe fitted with a hollow needle, employed in the injection of morphia and other medicines beneath the skin.



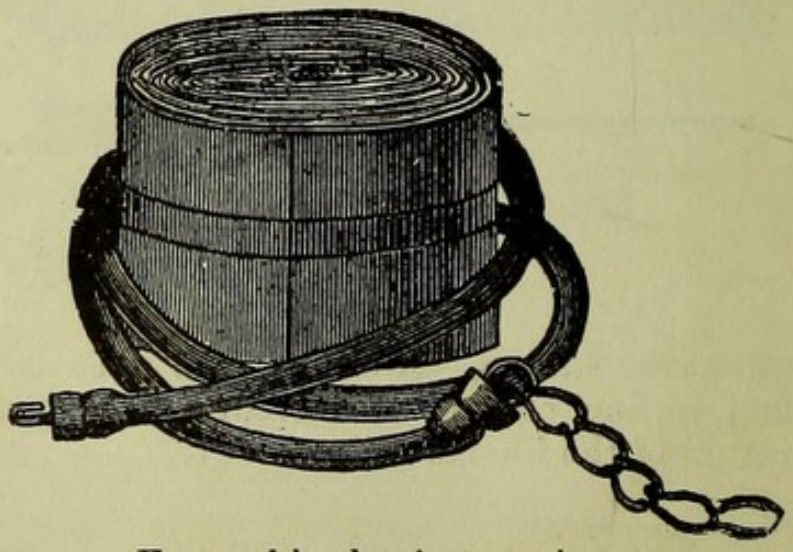
Thermometer, Clinical.—A closed glass tube containing a bulb and a fine column of mercury for registering the temperature of the human body.



Tourniquet.—An instrument for making pressure on an artery to stop the flow of blood through it.

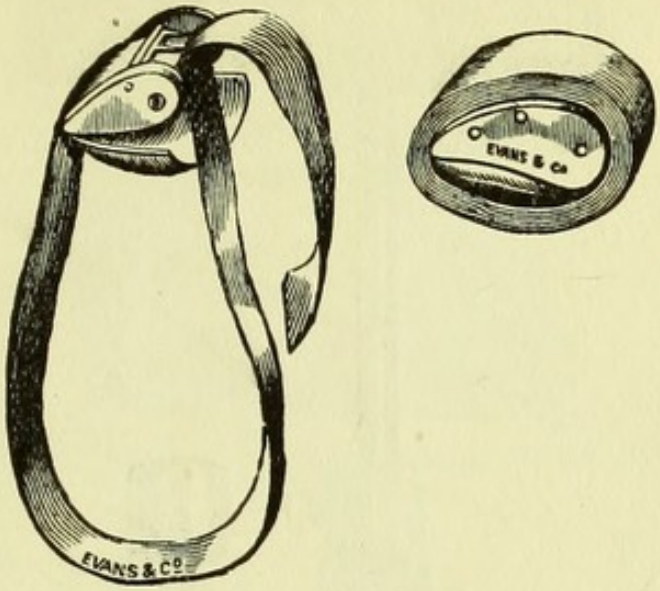


Screw tourniquet.



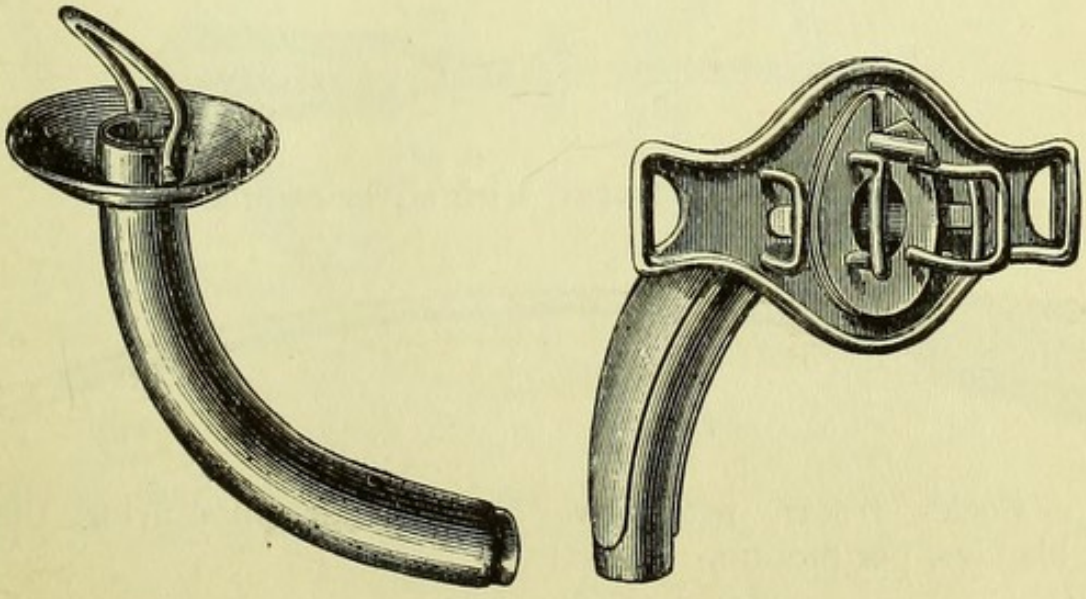
Esmarch's elastic tourniquet.

Tourniquet (continued).

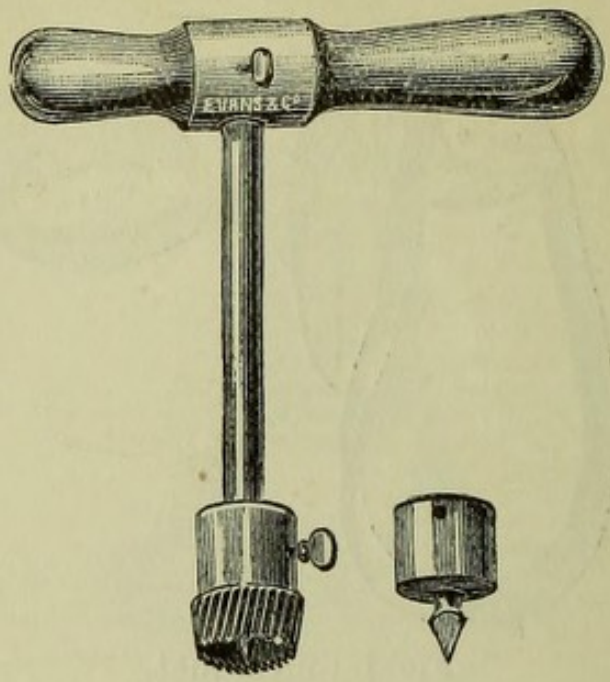


Field tourniquet.

Tracheotomy Tubes.—Two curved silver tubes, one fitting inside the other, used for putting into the windpipe when it has been opened by an operation called tracheotomy.



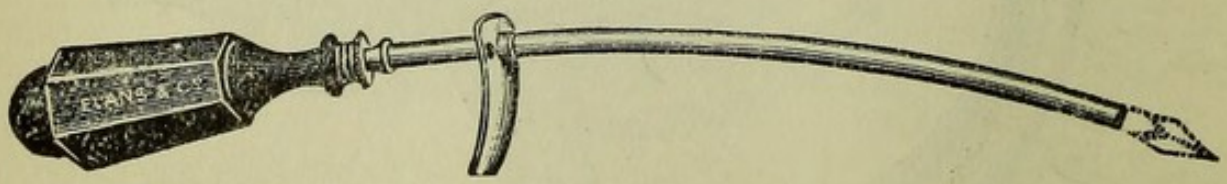
Trephine.—A circular saw, used in operations on the skull.



Trocar and Canula.—A sharp-pointed instrument and sheath for tapping collections of fluid. Large, for tapping the belly or chest ; small, for tapping hydrocele.

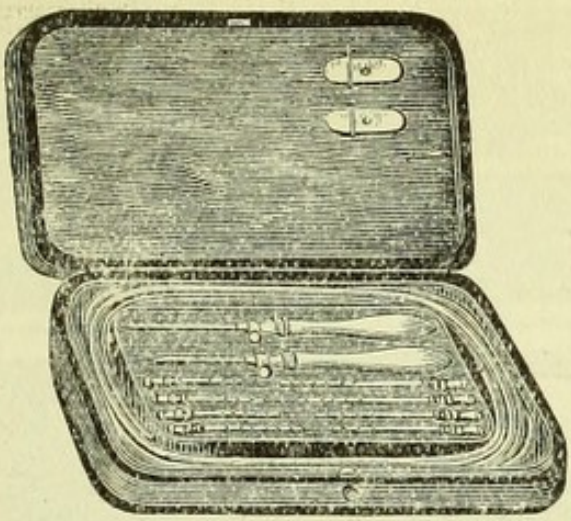


Hydrocele trocar, with silver canula.



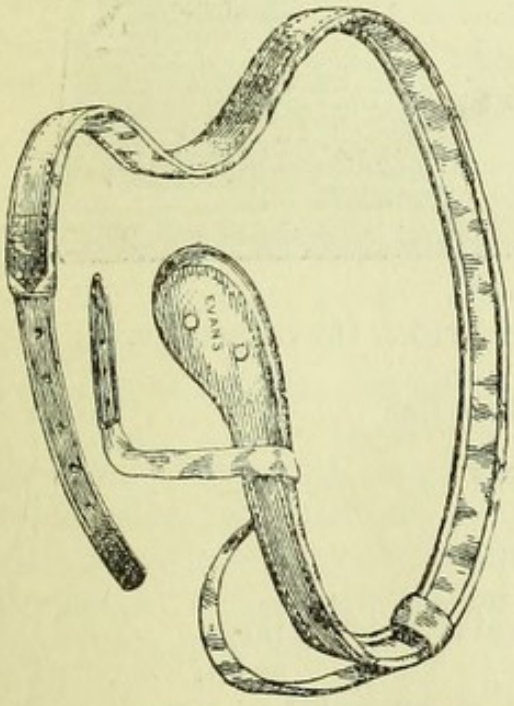
Cock's trocar, with silver canula, for puncturing the bladder, per rectum.

Trocars and Canulas (continued).

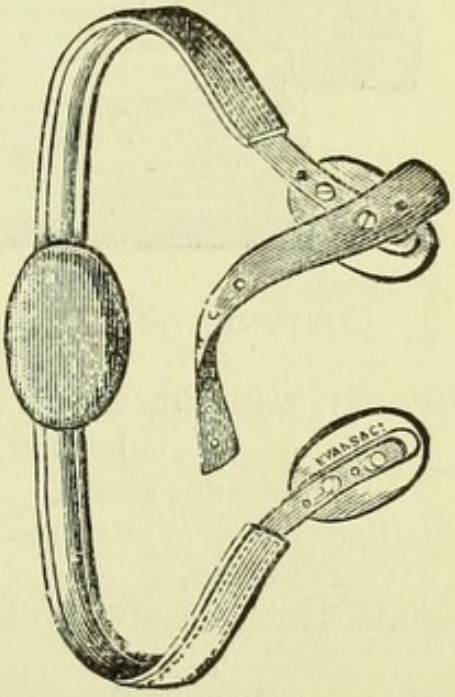


Southey's ascites and anasarca trocars, with canulas and tubing, in case.

Truss.—An appliance used to keep the bowel in its place in cases of rupture.

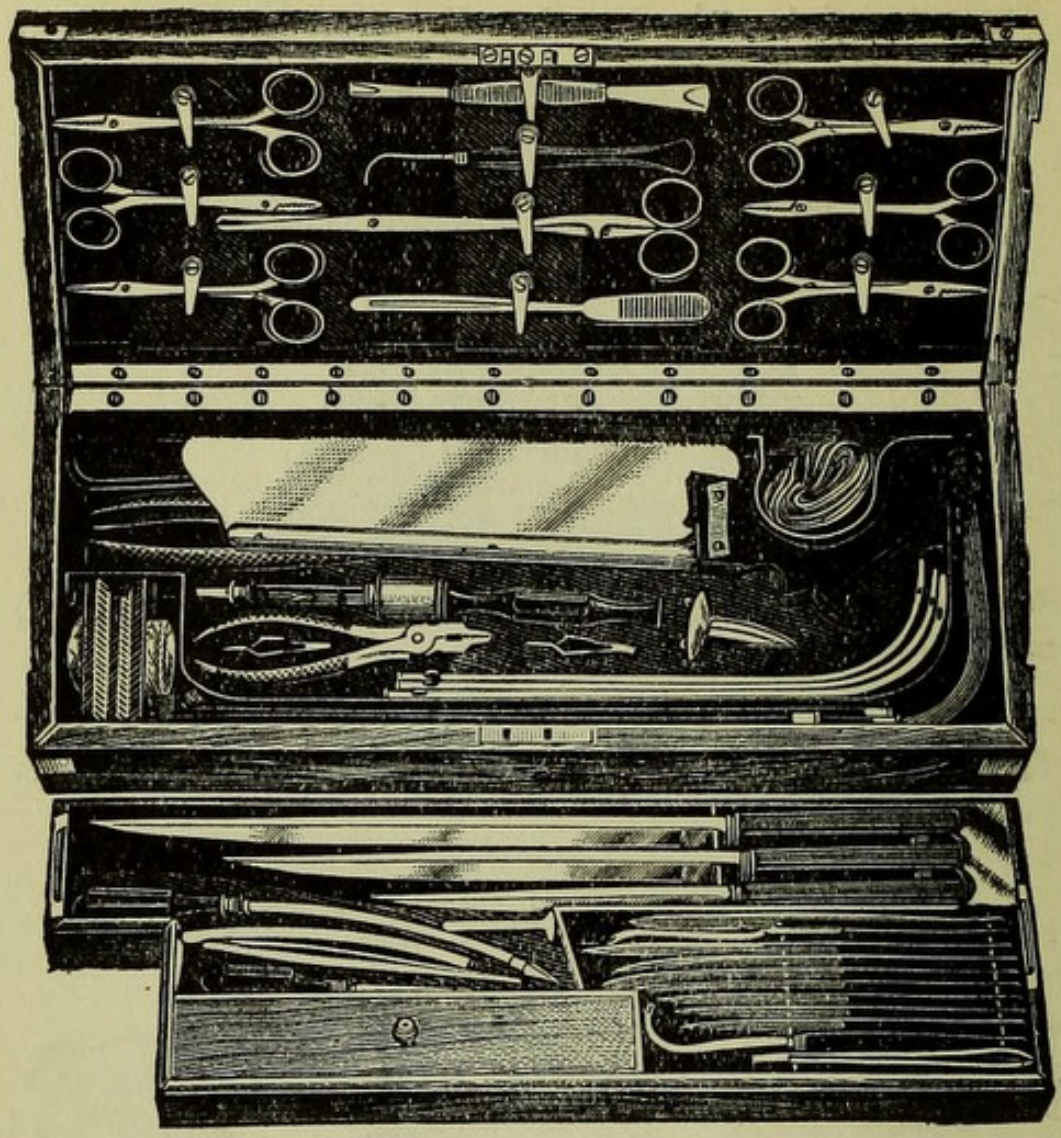


Single.



Double.

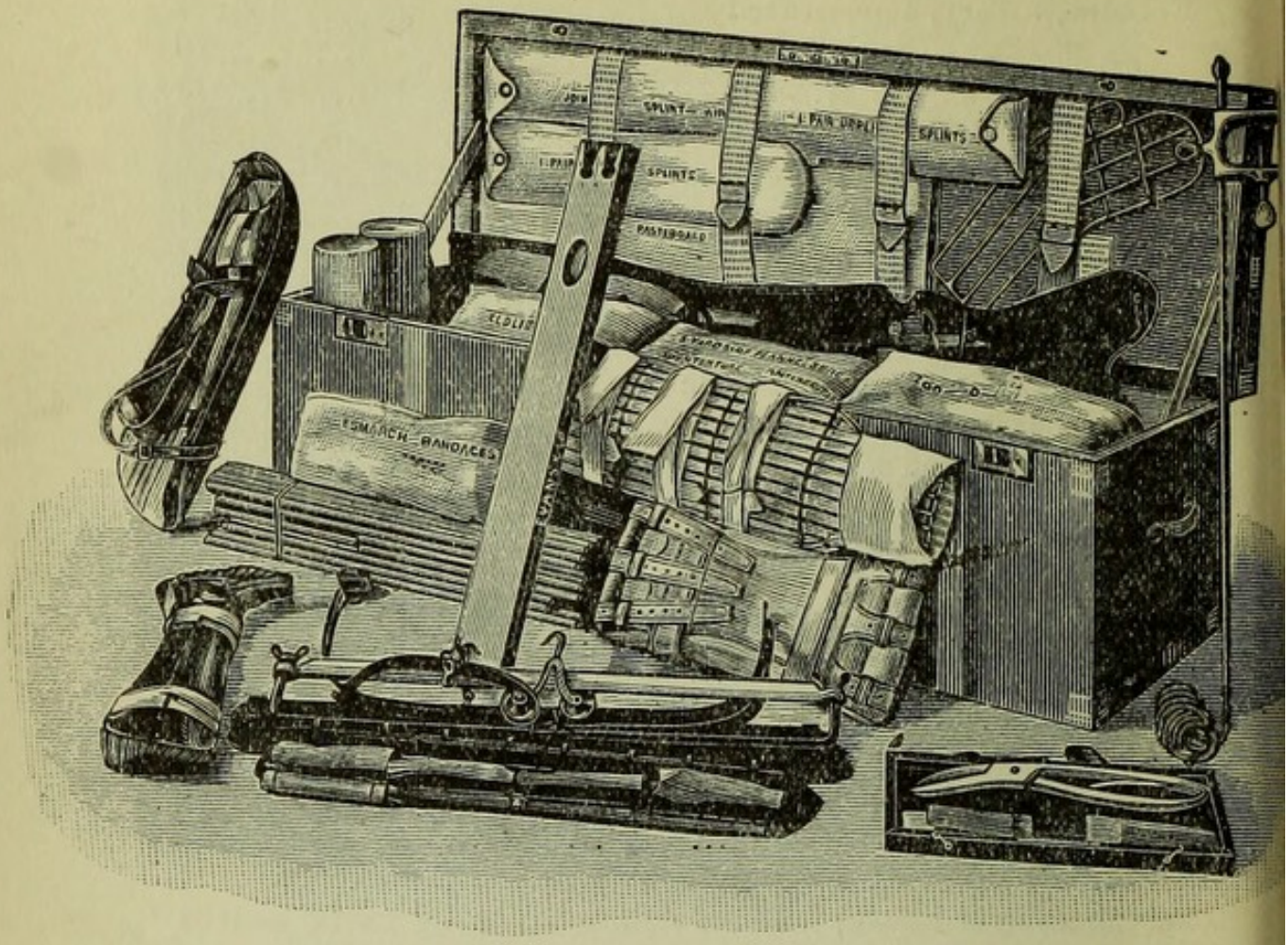
Wools, Holmgren's.—Coloured wools of various shades used for testing for colour blindness.



CONTENTS OF CASE OF OPERATION INSTRUMENTS.

Bistoury, straight, sharp, metal handle	No.	1
,, ,, button, ,, ...	,,	1
,, curved, sharp, ,, ...	,,	1
,, ,, button, ,, ...	,,	1
,, hernia, ,, ...	,,	1
Canula, tracheotomy. Fuller's bivalve, silver, large	,,	1
,, ,, ,, ,, ,, small	,,	1
Catheters, olivary, Nos. 1, 3, 4, 7, 9, 12, solid ends	,,	6
,, silver, Nos. 3 and 5, solid ends ...	,,	2
,, nickel, No. 8	,,	1
Director, hernia	,,	1
,, silver, 5″, spoon end	,,	1
,, steel, 8″	,,	1

Elevator, double	No.	1
Forceps, artery, fenestrated	pair	1
„ „ Spencer Wells'	„	16
„ bone	„	1
„ bullet	„	1
„ dissecting, large	„	2
„ lion	„	1
Knife, amputating, metal handle, 6″	No.	1
„ „ Symes', metal handle	„	1
Needle, aneurism, metal handle	„	1
Needle, Liston's, metal handle	„	1
Needles, Hagedorn's, assorted	doz.	1
„ Surgeon's, assorted	„	1
Needle holder	No.	1
Probang, double	„	1
Probes, silver, 10″, 8″, 6″, 5″	„	4
Pliers, for cutting wire	pair	1
Retractors, double	No.	4
Saw, with movable back, metal handle	„	1
Saw, amputating, metal handle	„	1
Scalpels, metal handles, large 4″ and 3″	„	2
Scalpels, metal handles	„	3
„ „ „ tang	„	1
Scissors, curved on flat, blunt pointed	pair	1
„ straight, blunt pointed	„	1
Scoop, double, Volckmann's	No.	1
Silk for ligatures, patent plaited	hank	1
Tourniquet, screw	No.	1
Trocar and canula, Pearce's	„	1
„ „ „ hydrocele	„	1
Trephines, with one metal handle	„	2
Wire, silver, for sutures	reel	1
Mahogany case to contain above	No.	1
Trays, tin, enclosing the case	„	2
Cover, waterproof canvas	„	1



General Fracture Box. 14 × 7 × 9 inches.

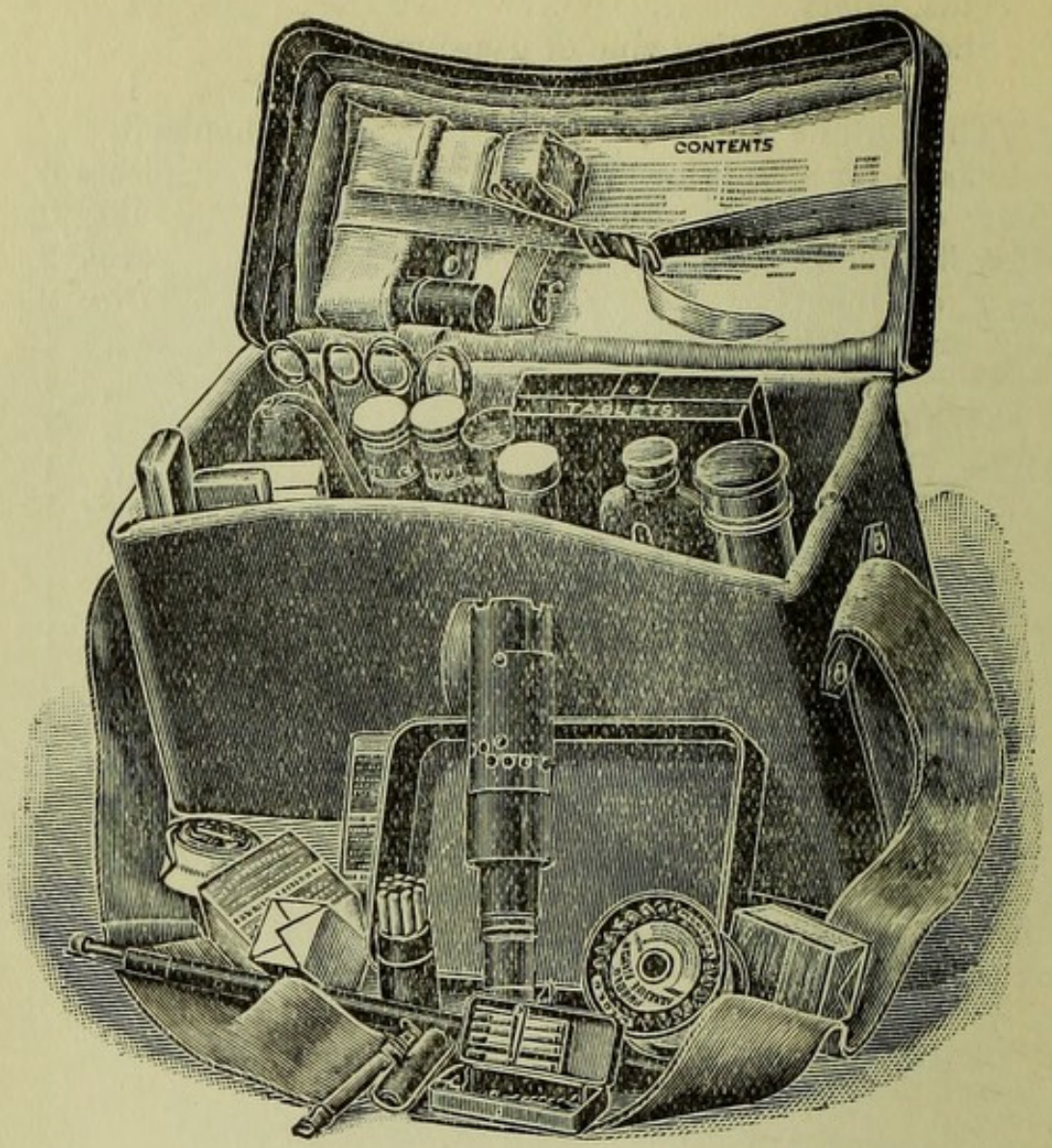
(Weight about 94 lbs.) containing :—

Apparatus, counter extension	... ...	No. 1
,, dislocation	... ...	set 1
Bandages, flannel, broad, 7 yards by 6 inches	...	No. 2
,, loose woven, sal-alembroth	... ...	,, 12
,, triangular	... ...	,, 12
Christia	... ...	yards 4
Double inclined plane, tinned iron (McIntyre's)	...	No. 1
Gutta percha for splints	.. ..	lb. 1
Instruments, gypsum bandage...	... ...	case 1

containing :—

Knife	... ...	No. 1
Needles, sewing	... ...	,, 25

Pins, safety	... No.	24
Shears (for cutting zinc or gypsum bandage)	... „	1
Thread, fine	... hanks	3
Pasteboard for splints	... pieces	6
Plaster of paris in ½lb. tins	... lbs.	2
Serge, flannel, of open texture... ...	... yards	2
Sheets, old linen	... No.	2
Sling, arm, leather	... „	1
„ „ wire	... „	1
„ leg (Salter's)	... „	1
Splints, elbow joint, wire	... „	1
„ Fore-arm, wire	... pair	1
„ Leg, tinned iron	... set	1
„ Radius, wire	... No.	1
„ Rattan cane (Duncan's)	set	1
„ Thigh, wire	... pairs	2
„ „ jointed, wood	... No.	1
„ Upper-arm, wire	... pair	1
Straps, with buckles	... No.	24
Tow	... lbs.	2
Wool, sal-alembroth	... „	1
Canvas covers to contain splints	No.	19
Box (to contain above)	„	1



CONTENTS OF MEDICAL COMPANION (1905 PATTERN).

(*Weight about* 12½ *lbs.*).

Dimensions, 14 in. × 7 in. × 9 in.

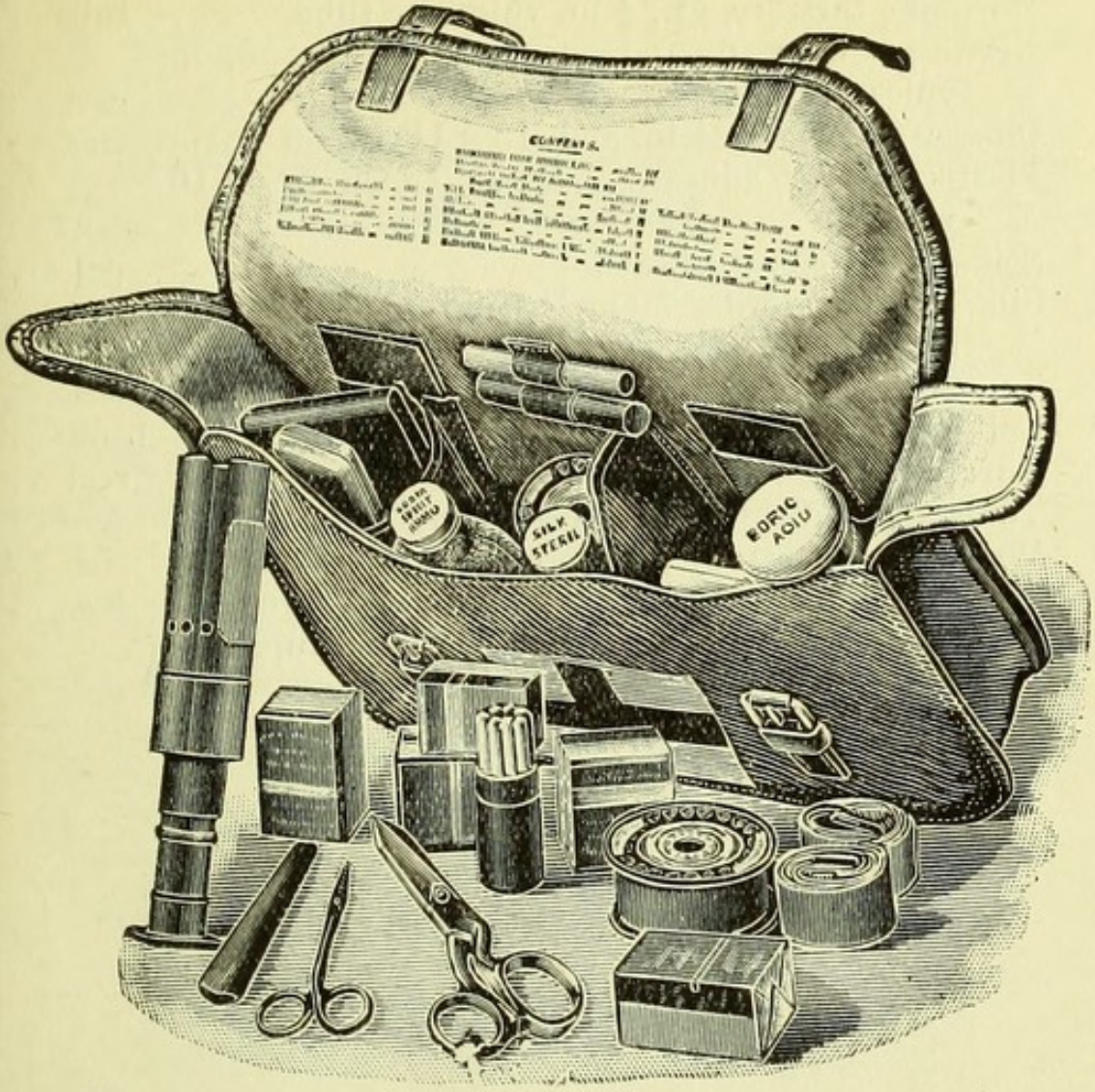
Aromatic Spirit of Ammonia, in flask with cup ...	oz.	3
Bandages, loose woven, compressed, 3-inch ...	No.	12
„ triangular, compressed...	„	4
Boric acid powder, in dredger	oz.	3
Calico, thin	yards	1
Case, hypodermic	No.	1
containing :—		
Syringe, hypodermic, all metal ...	No.	1
Needles, platino-iridium	„	2

Strychnine, hydrochloride, $\frac{1}{60}$th gr.		
Case, metal, to contain above ...	No.	1
Digitalin, $\frac{1}{100}$th gr. tablets	,,	1
Morphine, Tartrate, $\frac{1}{4}$ gr. tablet ...	,,	2
tablets	tube	1
Case, leather, containing tablets, morphine tartrate, for hypodermic solution, 1 in 12, with 2-dram mixing bottle	No.	1
Catheters, olivary, 4, 6, 8, in tin case	,,	3
Chloroform, in 2 glass tubes	oz.	4
Corrosive Sublimate, soloids, in roughened red cylinder	No.	50
Drop bottle for chloroform	,,	1
Forceps, pressure, Spencer Wells	pairs	2
Gauze, double-cyanide, compressed, in $2\frac{1}{2}$-yard pocket	yards	15
Hypodermic and ophthalmic case (Appendix No. 39)	,,	1
Jaconet, waterproof	yard	$\frac{1}{2}$
Lamp candle and wax vestas	No	1
Needles, surgeons', straight, in vulcanite case ...	doz.	1
Pins, safety, $18 \times 2\frac{1}{4}$ in. and $18 \times 1\frac{1}{2}$ in. in a tin	tins	2
Plaster, rubber, adhesive, Mead's 1-inch tape, 10 yards	spool	1
Scissors, strong, in sheath...	No.	1
Silk, plaited, sterile, 30-inch lengths, in 12 glass tubes in tin case	case	1
Soft paraffin, in tube	oz.	4
Tablet tin—	No.	1

containing :—

No. 1.	Tablet,	Hemisine, gramme 0·0003	tubes	2
,, 2.	,,	Dover's Powder, 5 gr.	No.	85
,, 3.	,,	Bismuth Salicylate, 5 gr.	,,	35
,, 4.	,,	Cough	,,	60
,, 5.	,,	Phenacetin, 5 gr. ...	,,	45
,, 6.	,,	Morphine Tartrate, $\frac{1}{4}$ gr.	,,	108
,, 7.	,,	Calomel, 1 gr. ...	,,	240

No. 8 Tablet.	Lead acetate, 3 gr. ... Opium in powder, 1 gr.	in each	No.	110
„ 9. „	Calomel, 2 gr. Compound Rhubarb Pill, 2 gr. Compound Pill of Colocynth, 2 gr.	in each	„	70
„ 10. „	Quinine Sulphate, 2 gr.		„	200
„ 11. „	Potassium Permanganate, 2 gr. ...		„	190
„ 12. „	Opium in Powder, 1 gr.		„	115
„ 13. „	Vegetable, Laxative		„	105
Tourniquets, field, with light buckle			No.	2
Tray, dressing (to fit in half of lid)			„	1
Wool, double-cyanide, compressed, 1-oz. packets...			oz.	12
Medical companion, Willesden canvas (with sling) to contain above			No.	1
Water-bottle, with felt cover, drinking cup and straps			,	1



CONTENTS OF SURGICAL HAVERSACK (1905 PATTERN).

(Weight about 7lbs.).

(Dimensions 13 in. × 3½ in. × 9½ in.).

Aromatic spirit of ammonia in flask with cup ...	oz.	3
Bandages, loose woven, compressed, 3-inch ...	No.	12
,, triangular, compressed	,,	4
Boric acid, powder in dredger	oz.	3
Forceps, pressure, Spencer Wells, in sheath ...	pair	1
Gauze, double cyanide, compressed in 2½-yard packets	yards	15

Lamp, candle, and wax vestas	No.	1
Morphine tartrate, gr., $\frac{1}{4}$ in. vulcanite tube ...	tube	1
Needles, sewing, 6, and surgical, straight, 6, in vulcanite case...	case	1
Pins, safety, $18 \times 2\frac{1}{4}$ in. and $18 \times 1\frac{1}{2}$ in. in a tin	tins	2
Plaster, rubber, adhesive, Mead's 1-inch tape, 10 yards	spool	1
Scissors, strong, in sheath	pair	1
Silk, plaited, sterile, 30-inch lengths in 12 glass tubes in tin case	case	1
Tape	pieces	2
Tallies, specification, A.B. 166	book	1
Thread, stout	reel	1
Tourniquets, field, with light buckle	No.	2
Wool, double cyanide, compressed, 1-oz. packets...	oz.	12
Waterproof canvas bag (to contain the above) ...	No.	1
Water-bottle, with felt cover, drinking cup, and straps	,,	1

QUESTIONS ON INSTRUMENTS AND APPLIANCES

Q. Explain how to prepare the aspirator for use.

Q. How would you distinguish a bougie from a catheter?

Q. Describe how "cupping" is performed.

Q. Distinguish between a sinus forceps and a phymosis forceps.

Q. Explain the use of a tonsil guillotine.

Q. What is an insufflator?

Q. What materials are used for making ligatures?

Q. How would you recognise an aneurism needle?

Q. Enumerate the names of the instruments contained in the post-mortem case.

Q. What is a probang?

Q. Describe in detail how to use the sterilizer.

Q. Explain the use of the clinical thermometer.

Q. What is a trephine?

Q. Explain how to prepare the counter-extension apparatus for use by the medical officer.

Q. What are the weights and dimensions of the medical companion and surgical haversack (1905 pattern)?

Q. What medicines in liquid form are contained in the medical companion (1905), and what are their uses?

Q. What are the contents of the hypodermic case contained in the medical companion?

Q. Mention the antiseptic and the antiseptic dressings contained in the medical companion.

Q. What means has the medical officer at his disposal from the medical companion for treatment of the following cases :—An attack of ague, arterial bleeding, shock, constipation, dysentery, retention of urine, conjunctivitis ?

Q. Describe the specification tallies contained in the surgical haversack and their use. (The new tallies are now red and white instead of green.)

Q. What antiseptic dressings are contained in the surgical haversack ?

Q. What medicines are available in the surgical haversack (1) to allay pain ; (2) to be used as a stimulant ?

PART II.

(FOR PROMOTION TO SERGEANT).

CHAPTER XI.

SECTION AND COMPANY DRILL.

REFERENCE TO REGULATIONS.

Infantry Training, 1911, Sections 82–84.
Ceremonial, Sections 67, 69.

Note.—The Organisation of the R.A.M.C. is not on the Double Company System for Company Drill.

CATECHISM ON SECTION AND COMPANY DRILL.

Q. What do you mean by a "Company," and what is a "Squad"?

A. A company is the tactical unit of Infantry, and a "Squad" is half a section formed under a selected leader for purposes of discipline and manœuvre.

Q. Define "To Dress" and "Drill."

A. "To Dress" is to take up the alignment correctly. "Drill" is the execution of movements in unison.

Q. How is a section divided?

A. Into two squads, each under a non-commissioned officer or selected private. Should the total strength of a section be less than twelve, the company commander may use his discretion as to its sub-division.

Q. How are the squads numbered?

A. From one to eight, beginning at No. 1 Section.

Q. What is the object of section drill?

A. To train the individuals forming the section to work together, to secure instant obedience to orders, and to create discipline; to perfect the section commander in handling his men both in close and extended order, so that, when the section takes its place in the company, it will be able to carry out any operation which the company commander may direct without hesitation or confusion, or, if left to the initiative of its own commander, it may be able to operate for the common good.

Q. How will the section be drilled?

A. In such movements of company drill as are applicable, the words of command being the same, except that the word *section* will be substituted for *company* and the word *squad* for *section*.

Q. How may the section be formed?

A. i. In line.
ii. In column of squads.
iii. In column of fours.
iv. In file.

Q. Where will the section commander place himself when the section is acting alone?

A. In the best position for supervision.

Q. How will the section fall in for inspection?

A. In line, by the left, unless otherwise ordered, with the rear rank at three paces distance from the front rank.

Q. Describe the procedure of inspection and telling off.

A. SECTION—ATTEN—TION.

The section commanders will then inspect the appointments, clothing, etc.

The section will then be proved as follows:—

SECTION—ATTEN—TION. BY SQUADS—NUMBER.

Each squad will number off simultaneously.

FORM—FOURS. FORM TWO—DEEP.

The section will then be turned about and proved as above; when it has been proved it will be turned about again. When the section is turned about, supernumeraries will gain their places by doubling round the flanks of the section.

Q. What should the soldier have learnt during his training in close order drill?

A. The habit of prompt obedience to orders, and to march.

Q. How will the section be first formed for extended order drill?

A. In line, standing at ease.

Q. Is correct dressing and keeping step required?

A. No; but an approximate line should be kept, otherwise men may mask one another's fire.

Q. How is a company organised?

A. It is permanently divided into two half-companies, the right and the left, each under a subaltern if available. Each half-company is permanently divided into two sections, which are numbered from one to four, the organization being maintained both in barracks and in the field for all duties, including the detailing of fatigues.

Q. What is the object of this system ?

A. The men will thus acquire the spirit of true comradeship, and learn to repose confidence in each other ; while the non-commissioned officers will be accustomed to command, and to act when necessary on their own judgment.

Q. What is the object of company drill ?

A. To inculcate discipline and instant obedience to commands or signals.

Q. What is the regulation with regard to night drill ?

A. All movements and formations will be frequently practised at night with whispered words of command.

Q. How may the company be formed ?

A. i. In line.
ii. In company column.
iii. In column of squads.
iv. In column of half-companies.
v. In column of fours.
vi. In file.

Q. What is the normal formation for a company when acting alone, or at an interval from other companies ?

A. Company column.

Q. Who is the centre of the company when in line ?

A. The left squad commander of the half-company on the right.

Q. Where is the position of the company commander when the company is acting alone, is on the march, or is working at an interval from other companies ?

A. He will place himself where he can best exercise supervision.

Q. By whom is the company commander assisted ?

A. The colour-sergeant.

Q. What are the regulations as regards the flank to march by, and "dressing" ?

A. In column of half-companies ; company column ; and column of fours ; by the left. In all other formations the flank will be named.

Q. What is the regulation as regards supernumeraries ?

A. They conform to all orders given to the company.

Q. How may changes of formation be carried out?

A. i. From the halt, halting on completion of the movement.

ii. On the move, halting on completion of the movement.

iii. From the halt, moving forward on completion of the movement.

iv. On the move, moving forward on completion of the movement.

The principles are the same in all cases, but the words of command differ slightly.

When the movements are to be performed as in i. and ii., the command is preceded by the caution AT THE HALT.

As soon as the movements in iii. and iv. are completed, the command FORWARD is given.

Q. Specify the rules governing movements.

A. Movements will be made in quick or double time; all movements in fours can also be made in file; sections and companies in close order should be exercised over broken, hilly and wooded ground; men are to be trained to act both in the front and in the rear rank; men will correct of their own accord any derangement in the order in which they fell in on parade; squad commanders are responsible for the maintenance of direction and distance of their squad.

Q. What movement should be frequently practised?

A. Assembling when dispersed.

When Dispersed, Re-Assembling.

Q. Describe how a company dispersed, re-assembles.

A. The company commander will place the left squad commander of No. 1 Section on the left of the alignment on which he intends the company to form.

Q. What do the left squad commanders of the remaining sections do?

A. They cover off at column distance.

Q. What is the word of command used by the company commander, and what happens when he gives it?

A. ASSEMBLE. The men will fall in on the right of the squad commander, taking up their dressing and standing at ease.

Q. How will a company fall in for inspection? Describe the procedure.

A. Each section will be inspected and proved by its commander. The commanders of half-companies will supervise the inspection of their commands, the company commander supervising the whole or making such personal inspection as he thinks necessary.

Q. How will a company be dismissed?

A. The officers will first be ordered to fall out, when they will move in quick time to the commander of the parade, salute, and await his orders.

The company will then be dismissed by the commander.

On the command DISMISS, the company will turn to the right, and, after a pause, break off quietly and leave the parade ground. If an officer is on parade the men will salute together as they break off.

Formations from Company Column.

A Column Increasing Front.

Q. Describe the procedure of a company column advancing, forming company on the left and at the halt.

A. The company commander will give the command AT THE HALT, ON THE LEFT — FORM COMPANY. REMAINDER LEFT—INCLINE. The section commander of No. 1 section will give the command *No. 1 Section—Halt.* Nos. 2, 3, and 4 section commanders will give the command, when opposite the place the section will occupy in line, *Right —Incline*, when on the alignment *Halt*, the men taking up their own dressing.

Q. State the position of the supernumeraries in line.

A. Subalterns would be 3 paces in rear of the centre of their respective half-companies; section commanders 2 paces in rear of their sections.

A Column Changing Direction.

Q. When a company in column of half-companies, or company column on the march, receives the command, CHANGE DIRECTION, RIGHT (or HALF-RIGHT), what happens?

A. The commander of the leading half-company or section will give the command *Right* (or *Half-Right*) *Form*, and when square, *Forward by the Left*, the commanders of the half company or sections in rear will conform to the movements of the unit or units already formed.

Marching in Line.

Q. What must the company commander state previous to advancing in line ?

A. The flank the company has to march by.

Q. On the command *By the Right*, what happens ?

A. The squad commander on the named flank will select points to march on.

Q. When it is necessary to halt a company while advancing in line, what words of command should be given ?

A. COMPANY—HALT.

Q. What is the command for the company to turn about ?

A. ABOUT—TURN.

Q. What should always be done when a company is turned about ?

A. The flank that the company is to march by should be named.

Changing Ranks.

Q. Describe what happens on the command ABOUT—TURN.

A. The company will turn about, the supernumeraries will pass through the ranks, the squad commanders aligning themselves with the front rank.

Q. State the effect of changing ranks.

A. The former front rank will act as a rear rank, and the former rear rank will act as a front rank. The original right files will continue to act as right files, and the left files as left files. The sections will retain their numbers.

Q. When ranks are changed how do the supernumeraries gain their places ?

A. By passing round the outer flanks of their sections.

Q. If the caution THE COMPANY WILL RETIRE, and then the command ABOUT—TURN be given, what happens?

A. The company will turn about, but the supernumeraries will retain their places.

When in Line Forming to the Right (or Left).

Q. When a company in line at the halt receives the command (1) RIGHT FORM, (2) QUICK—MARCH, what happens?

A. (1) The right squad commander will turn to his right, facing the new direction, the remainder of the front rank making a partial turn in the required direction, the rear rank remaining steady, (2) and on the command QUICK—MARCH, the right squad commander will mark time, the remainder of the company marching by the shortest line to the new alignment, taking up the marking time and their dressing upon reaching it.

Q. What command will follow ?

A. FORWARD—BY THE RIGHT (or LEFT).

Q. It is required to form the company, while advancing to the left at the halt, what is the word of command ?

A. AT THE HALT—LEFT—FORM.

Formation of Company Column from Line.

Q. Company in line at the halt is required to advance in company column on the right, what are the words of command?

A. ADVANCE IN COMPANY COLUMN ON THE RIGHT, remainder RIGHT TURN—QUICK—MARCH.

Q. How do the sections act, and what are the words of command given by the section commander?

A. No. 1 section will advance and march by the left; the remainder will mark time two paces and then lead on. When the leading file of each successive section is in rear of the centre of the section in front of it, the section commander will give the command *Left—Incline*, and when its rear file is in rear of the left file of the section in front of it he will order it to advance by the command *Left—Incline*.

Q. When column is formed at the halt, how do squad commanders, marching on the directing flanks of half-companies or sections, act on the word *Halt*?

A. They take up their covering from the front immediately the word *Halt* is given.

Forming Company Column to a Flank.

Q. How may a company in line move to a flank in column?

A. By forming the half-companies or sections to the right or left.

Q. What are the words of command for a company in line and on the march to form column of half-companies or company column to the right?

A. HALF-COMPANIES OR SECTIONS—RIGHT FORM—FORWARD.

Q. It is required to form company to the left, at the halt; give the words of command.

A. AT THE HALT HALF-COMPANIES OR SECTIONS—LEFT FORM.

Company in Fours forming Company Column.

Q. A company moving to a flank in fours is required to form company column on the right of the leading section; what commands does the company commander give?

A. COMPANY COLUMN ON THE LEADING SECTION, REMAINDER RIGHT—INCLINE. DOUBLE—MARCH.

Q. What commands are given by the section commanders, and how do the sections act?

A. The leading section will continue to advance, the remaining sections will incline to the right and will double to their positions in company column, each section, as soon as its leading four is at section interval from, and in line with, the leading four of the section on its left, the section commander will give the command *Left—Incline, Quick—March.*

Q. Which section will direct ?

A. The section on which the formation is made will direct unless otherwise ordered.

Forming Forward into Company Column when Moving in Fours.

Q. If the company is moving to a flank in fours, and the commander wishes to form forward into company column, what command should he give ?

A. ON THE RIGHT (or LEFT) FORM—SECTIONS, followed by FORWARD when the formation is complete.

Formation of Column of Half-Companies, and Company Column.

Q. A company in line on the march requires to form column of half-companies, what is the command ?

A. COLUMN OF HALF-COMPANIES — ON THE RIGHT. REMAINDER—RIGHT TURN.

Q. How does the left half act ?

A. The left half-company turns as ordered, marks time two paces, and then leads on, when its leading file is in rear of the centre of the right half-company, the left half-company commander gives the command, *Left—Incline*, and when its left file is in rear of the left file of the right half-company, will give the command, *Left—Incline.*

Q. What are the positions of the supernumeraries in column of half-companies ?

A. Subalterns three paces in front of the centre of their respective half-companies, and the section commanders two paces in rear of their sections.

Forming Half-Companies on the Left from Company Column.

Q. State the commands given by the company commander for forming half-companies on the left from company column on the march and moving forward.

A. ON THE LEFT — FORM HALF-COMPANIES. REMAINDER, LEFT INCLINE—DOUBLE—MARCH.

Q. Describe what happens on the above command.

A. No. 2 and No. 4 sections will incline to the left and break into double time on the company commander's commands, the section commanders giving *Right—Incline* and *Quick—March* when on the alignment.

SIZING AND TELLING OFF A COMPANY.

Companies will be sized in the following manner:—

TALLEST ON THE RIGHT, SHORTEST ON THE LEFT IN SINGLE RANK. —SIZE.	The whole will break off and arrange themselves in single rank, according to their size, the tallest on the right and the shortest on the left, and take up their dressing by the right.
NUMBER.	From right to left of the whole company.
ODD NUMBERS ONE PACE FORWARD. EVEN NUMBERS ONE PACE STEP BACK. —MARCH.	The odd numbers will take one pace forward, and the even numbers will step back one pace.
NUMBER ONE STAND FAST RANKS, RIGHT AND LEFT—TURN.	The odd numbers, with the exception of No. 1, will turn to the right, the even numbers to the left.
FORM COMPANY. QUICK—MARCH.	The whole will step off, the even numbers wheeling round to the right and following the left-hand men of the odd numbers. No. 3 will form up two paces in rear of No. 1; No. 5, on the left of No. 1; No. 7 in rear of No. 5; No. 9 on the left of No. 5, and so on. The leading men of the even numbers will always form in the rear rank and the next man in the front rank.

As the men arrive in their places they will turn to the left and take up their dressing.

Note.—If space is limited a company may be sized in two ranks, tallest on the flanks, shortest in the centre.

When the company has been sized it will be numbered from right to left and told off into half-companies and sections. When there is an odd number of files in the company, the right half-company will be stronger than the left, similarly the flank sections will be stronger than the centre sections. A company will be told off into half-companies and sections by calling out the number of the left hand men, *e.g.*, *No. 21.* No. 21 of the front rank will then move by extending his left forearm horizontally, elbow close to the side; *No. 21, Left of the Right Half Company.* No. 21 will then drop his arm to the side. The flanks of sections will be proved in a similar manner.

CEREMONIAL.

Q. What will ceremonial parades be confined to?

A. (1) Trooping the colours.
(2) Receiving a reviewing officer in line, or in column, and advancing in review order.
(3) Marching past.
(4) Lining the streets.

Q. Describe how companies should be formed.

A. They will fall in in line and be equalised, and sized from flanks to centre, numbered from right to left, and be told off into half-companies and sections.

Q. What becomes of the squad commanders?

A. They will be in the ranks.

Q. What are the duties of the commanders of the outer sections?

A. They place themselves on the flanks of the front rank and will carry out the duties of the squad commanders, viz., selecting points for the company to march on; they will also dress the company if required.

Q. If a non-commissioned officer is in command of a company when marching past in column, or column of double companies, where will he take post?

A. Three paces in rear of the centre of the company.

Q. How does the position of an officer differ from that in company and battalion drill?

A. In marching past in quarter column, line of quarter-columns, or in mass, the company commanders will, when on the saluting base, take post on the directing flank of their companies covered by the section commanders (aligned with the rear ranks).

Q. How should a company be formed for marching past?

A. As a company in line.

Q. How are the points marked for marching past?

A. As a rule, by camp colours.

Q Give the words of command for a company marching past.

A. MARCH PAST, FORM FOURS—RIGHT. BY THE LEFT, QUICK—MARCH, LEFT WHEEL. COMPANY—HALT, LEFT TURN, RIGHT DRESS, *Eyes—Front.*

Q. What follows next?

A. The company commander gives the command BY THE RIGHT—QUICK MARCH—EYES RIGHT.

Q. When should he give EYES RIGHT?

A. On reaching a point ten paces to the left of the saluting point.

Q. What then occurs?

A. All except the right section commander will turn their heads and eyes well to the right, the officer saluting. When the company is ten paces beyond the saluting point, the company commander will give EYES—FRONT, when all turn their heads and eyes to the front.

Q. If it is required to resume its position on the original alignment, how will the company be moved?

A. In any convenient formation.

Note.—See Chapter XX., Part IV., R.A.M.C. Training.

CHAPTER XII.

AMBULANCE WAGON AND HAND-SEAT DRILL.

I. **Ambulance Wagons—Army Patterns.**
II. **Loading and Unloading with Patients on Stretchers.**
III. **Exercise with Carts and General Service Wagons.**
IV. **Hand Seat Drill.**

REFERENCE TO REGULATIONS.

Training R.A.M.C., 1911, Part III., pages 161 to 173.
" " " " IV., " 232 to 239.

AMBULANCE WAGON DRILL.

I. Description of Army Ambulance Wagon Mark V.

(*a*) The vehicles which are designed expressly for the conveyance of the sick and wounded are called ambulance wagons, and each country has its own pattern. Those in use in the British Army are the Mark V*, Mark VI, and Mark I (light).

(*b*) *Mark V*, Ambulance Wagon.*—This wagon is a conversion of the former Mark V. It is constructed to accommodate 4 patients on stretchers (2 stretchers on the floor and 2 on the rails which fold down on the forward seats), or 12 patients sitting (6 on each side), or 2 on stretchers on the rails resting on the seats, and 4 sitting on the seats at the rear end.

(*c*) Lockers, "Medical" and "Driver's," are formed under the driver's seat, and are closed by doors opening outward below the footboard. Three lockers are also provided at the front end of the interior, one on each side of the floor, and a narrow one for medical comforts and restoratives immediately beneath the driver's seat. Fittings are also provided to carry thigh-splints above the front lockers.

Two stretchers are placed on the floor of the wagon, the runners resting on rubber pads to prevent slipping, and two on the lifting seats, which are supported on iron brackets. Above the lifting seats are rails (one long in front and one short behind on each side), folding down to take a stretcher on each side, the ends of the stretcher-poles, when pushed home along the rails, passing through the heel board on the driver's seat. The surfaces of the long rails, uppermost when folded down, have bevelled pieces of wood with india-rubber pads in which the runners of the stretcher rest to prevent slipping. The vehicle is fitted with a perch and a "Jacob's" lock fore-carriage, which reduces the strain on the body in travelling, and admits of large front wheels being used so as to minimize the pull on the horses. It

is also fitted with a pole and swingle-trees for long-rein driving. There is a sliding step to the back of the wagon, which, when not in use, can be raised and pushed close up to the tail-board in guides fixed along the bottom for that purpose.

The sides are fitted with ventilators, staples for the bale-hoops, and standards for the back-rails. Fittings are attached to the back-rails under the seats for carrying rifles, and there are two straps attached to the back-rails for the safety of the patients. Sockets are fixed to the sides for supporting the lamp-brackets.

A wooden ladder, strapped to the underside when not in use, is carried to assist the patients in mounting.

A water-cask, capable of carrying 10 gallons, is secured under the rear by iron bands, and a small tackle is fitted just above it with which to lift it into position when required. This water-cask will eventually be replaced by an iron tank.

The splinter-bar is arranged to allow a vertical play to the pole; and spiral "draw-spring," through which the loops for the swingle-trees pass, are fixed at the rear of the bar. These are intended to ease the strain upon the horses, especially at starting.

The wagon is fitted with a brake which acts on the front of the hind wheels, and is applied by the driver by means of a hand-lever. A rack keeps the brake on when it is applied. The wagon is fitted with bale-hoops and a canvas cover, a leather apron for the driver, cranked guard-irons, a drag-shoe, and grease-tin.

II.—Loading and Unloading with Patients on Stretchers.

(1) For instructional purposes the squads will be numbered by fours. The ambulance wagons will be drawn up in single rank on the drill ground. A corporal or private will be told off as wagon orderly to each wagon. They will lower the seats and rails of the upper compartments and prepare the wagons for the reception of the wounded.

(**2**) Loading Wagons.

On Wagons—Retire. The stretcher squads retire towards the line of wagons; the four squads on the left, as the line is retiring, proceeding to the wagon on the extreme left, the next four squads to the next wagon, and so on to the right of the line, closing in to two paces interval between the squads, and halting without further word of command when four paces from the tail-board of the wagon.

Lower Stretchers. As before detailed.

(**3**)

Fix—Slings. Slings will be fixed as follows:—Nos. 1 and 3 turn to the right, kneel on the left knee, pass the loop of the grip-plate end over the near handle, grip-plate downwards, carry the sling under and round the opposite handle close up to the canvas, back to the near handle, round which two or three turns are made, pass the transverse strap round the pole between the runners and traverse, and fasten the buckle outside the sling between the poles; the bearers then rise and stand to stretchers.

(**4**) While this is being done, the patient's rifle and kit will be stored in the wagon, and the bearers will take up positions as follows:—Nos. 1 and 3 on the left, 2 and 4 on the right of the stretcher, No. 2 placing himself opposite No. 3; the remaining bearers taking a side-pace of 30 inches to the right.

Note.—When the bearers have learned to fix slings, the order *Lower Stretchers and Fix Slings* will be given as one order by No. 4, and carried out accordingly.

(**5**) The upper compartments will be loaded first, commencing with the off-side.

(6) SQUADS, IN SUCCESSION FROM THE RIGHT—LOAD.

When the squads are sufficiently advanced in these exercises, the Nos. 4 will take charge of their respective squads and give the following words of command :—

NO.—SQUAD —ATTENTION. LOAD— WAGONS.

(*a*) The Nos. 1, 2, 3, and 4 bearers turn inwards, stoop, grasp the poles of the stretcher, hands wide apart, palms uppermost; the remaining bearers stand fast. Then, working together, they rise slowly, lifting the stretcher, holding it level at the full extent of the arms.

ADVANCE.

(*b*) On the command *Advance*, they advance towards the wagon with a side-step, crossing their feet in front, the first step being taken with the foot nearest the wagon; they halt one pace from the tail-board of the wagon, and, lifting the stretcher on a level with the floor of the upper compartment, place the front runners on it, Nos. 2 and 3 slightly raising the head of the stretcher.

The stretcher is then gently pushed into its place, Nos. 1 and 4 making way for the stretcher to pass between them.

When loading the upper compartment the stretcher is gently pushed into the wagon until the handles at the head-end are in line with the tail-board; Nos. 1 and 3 then enter the wagon, No. 1 going to the foot, No. 3 to the head-end of the stretcher, and gently push it into its place and secure it there by means of the strap.

FALL—IN.

(*c*) As soon as the stretcher is in its place, the No. 4 will give the command *Fall—in*, when the bearers will fall in, as in file, facing the wagon.

RE-FORM SQUAD, QUICK —MARCH. (*d*) The bearers will wheel round to the right and re-form squad, as in file, facing the field, four paces behind and to the right of the remaining squads.

HALT, STAND —EASY. (*e*) As in Infantry Training.

(**7**) When loading the upper compartment, it may be necessary for the No. 1 to enter the wagon as soon as disengaged, and guide the front runners over the rubber blocks which retain the stretcher in position in the wagon. As soon as the off upper compartment is loaded, the next squad will be ordered to load the near upper compartment. As soon as this is completed the lower compartments will be loaded in the same way. When loading the lower compartment it will not be necessary for Nos. 1 and 3 to enter the wagon.

When the wagon is fully loaded the upper seats will be securely strapped to the side of the wagon by the wagon orderly, and the tail-board lifted and secured in its place.

UNLOADING WAGONS.

(**8**) The requisite number of squads will be drawn up ten paces from and facing the tail-boards of the wagons.

The squads will be numbered by fours.

SQUADS, STAND —EASY. As in Infantry Training.

(**9**) The wagon orderlies will prepare the wagons as for loading. The lower compartments will be unloaded first, commencing with the off compartment.

(**10**) SQUADS, IN SUCCESSION FROM THE RIGHT— UNLOAD. When the squads are sufficiently advanced in these exercises, Nos. 4 will take charge of their respective squads and give the following words of command :—

No.—Squad, Attention. For Unloading, Take—Post.	(*a*) The squad moves off towards the wagon, Nos. 1, 2, and 3 stepping short to allow the remaining bearers to come up on their right; the whole will then move forward in quick time, halting without further word of command one pace from the tail-board of the wagon.
Unload—Wagons.	(*b*) The bearers on the right will take a side-pace of 30 inches to their right; Nos. 2 and 3 pass up between Nos. 1 and 4 (No. 2 going to the right), lay hold of the handles, and, raising the head of the stretcher about 6 inches, gently withdraw it. As the stretcher is withdrawn, Nos. 1 and 4 take hold of the handles at the foot-end, and, taking the weight, lower it to the full extent of the arms; great care being taken to keep the stretcher level and to avoid jarring the patient as the stretcher leaves the compartment.
Retire.	(*c*) The squad will retire and place the stretcher on the ground selected for the purpose; then stand to stretchers, being joined by Nos. 5 and 6 with the patient's rifle and kit. If there are only four bearers to the squad, No. 2 will return to the wagon for the patient's kit, etc.
Stand—Easy.	As in Infantry Training.

(11) In unloading the upper compartment, Nos. 1 and 3 enter the wagon as in Loading, withdraw the stretcher until the handles at the head-end are in line with the tail board of the wagon, then rejoin their squad: the stretcher is withdrawn as in previous detail.

(Similarly, in India, the ekka, the hackery, the bandy, and country carts of all shapes and sizes might be utilized.

The trek ox wagon was used extensively in South Africa. It is 18 to 20 feet long and 4 feet broad, and can easily carry 4 men lying down and 16 sitting up. It has no

springs, but owing to the great length of the body it is comfortable to travel in. It is drawn by a team of 16 oxen. A smaller wagon in South Africa drawn by mules carries a dozen men. Cape carts may be fitted up to take the regulation stretcher by having the seat removed).

III. Preparation and Loading of General Service Wagons and Country Carts.

(**12**) Before vehicles from civilian sources are accepted for the conveyance of sick and wounded they should be thoroughly overhauled, special attention being paid to the working of the brakes, condition of the axles, and lynch pins where these are used.

When patients who are seriously wounded or dangerously ill have to be carried, heavy wagons are recommended for the purpose in preference to vehicles of light construction.

If possible, all wagons and carts, prior to their being taken into use, should have covers fitted to them, to ensure at least a partial protection from the sun and weather.

(**13**) Patients may be carried on stretchers in the vehicles or lying on some springy material on the floor. In the latter case a plentiful supply of straw, hay, dried leaves, or bracken, should be strewn over the floor and sides, about 15 lb. of the material for each lying down case, some of the material being tied up in bundles as pillows. If mattresses and bedding are available, they should be laid on the top of the straw.

(**14**) In loading and unloading General Service wagons or country carts of similar construction, so prepared, stretcher squads will act as detailed for Ambulance Wagon Exercises.

In loading, however, the Nos. 1 and 4 of each squad, after the end of the stretcher has been placed on the floor, will get into the wagon, and, with the assistance of the other bearers on the ground, lift the stretcher into position, unload it, and remove it. The patient should be placed in the most comfortable position, special care being taken to support the injured part and prevent its movement during transit. No. 4 gives the necessary instructions for the careful handling of the patient and removal of the stretcher.

This method, suitable for seriously injured cases, requires that there should be sufficient space in the vehicle for its accomplishment. After one or more patients, according to the size of the vehicle, have been placed on the mattresses, etc., others, less seriously injured, may be carried or assisted in without the use of stretchers.

(**15**) Sometimes lying-down cases have to be put into the wagons without stretchers, none being available. When this happens the bearers, following as far as possible the instructions given for lifting wounded in Stretcher Exercises, will lift each wounded man and carefully carry him to the wagon. On arriving at the back of the wagon, No. 4, or a bearer directed by him, will get in, and, supporting the patient under both shoulders, will lift him in, being assisted by the other Nos., who will subsequently get into the wagon and help to place the man in the most comfortable position. In unloading this proceeding is reversed.

(**16**) Occasionally it may be necessary to despatch a patient on a stretcher, in which case the stretcher will be carefully lifted into the wagon, as described before, and secured by means of straps, rope-lashing, etc.

Various means have been improvised for this purpose with the object of minimizing the jolting of springless vehicles. The principle usually adopted is that of fixing poles or branches across the wagon secured to the sides, and slinging the stretchers from the poles by means of ropes. Material for the purpose can generally be found in farms and villages, and with a little ingenuity and skill in carpentering satisfactory fixtures can be constructed.

The amount of spring given by the cross poles, transverse poles, and stretcher-handles combined is sufficient to absorb any ordinary shock. The floor can be used for two slightly wounded patients. One of these carts would thus carry four wounded men.

(**17**) The method of loading is as follows:—The wounded on stretchers are first loaded; four bearers are necessary. The shafts should be propped, and the suspension-loops should be adjusted so that the stretcher is horizontal. The stretcher has to be raised to a considerable height (the top

of the body of the cart), where it is rested, and subsequently lifted until the handles can be put into the loops.

No. 1 bearer gets into the cart, while the remainder raise the stretcher and place its handles upon the upper back transom of the body of the cart.

No. 1 takes the handles, and, assisted by the remainder, eases the stretcher forward until its front handles can be supported by the upper forward transom.

No. 3 now gets into the cart, No. 4 keeping the rear end of the stretcher raised, and Nos. 1 and 3 raise the stretcher to a level with the loops. No. 2 now gets up, and places the loops over the handles.

IV. Hand Seat Exercise.

THE "HOOK GRIP" SEAT.

(**18**) The bearers will be formed up in double rank and numbered.

Odd Numbers—Right Files.
Even ,, Left Files.

(**19**) Form Two-Handed —Seats. — The right files turn to the left, the left files to the right.

Two. — The right files bend the fingers of the right hand at the second joint, back of the hand uppermost. The left files bend the fingers of the left hand at the second joint, back of the hand downwards. The right and left files hook the hands together, each placing the disengaged hand upon each other's hip, with the right arm of the left file on the outside.

Files, Right and Left—Turn. — The files resume the position of attention and turn in the original direction.

The bearers are formed up in two ranks 12 paces in rear of the patients. The front rank bearers will wear the knee cap on the right knee, the rear rank on the left.

(20)
4, 5, 6, or any Number of Files on the Right—Attention. Collect—Wounded.

On the command *Collect Wounded*, the files on the right will step off in quick time towards their corresponding patient. When one pace in rear of the patient, they separate, the front rank man going to the right, and the rear rank man to the left, halting without further word of command when in line with the patient's knees. (The patients are sitting on the ground four paces apart.)

By Hook Grip Seat—Lift.

On the word *Lift*, the bearers turn inwards facing each other, and kneel down on the knee nearer the patient's feet. Then forming the hook grip seat, they rise together, working by the right.

Note.—The hands should be well up under the buttocks, and the patient directed to put an arm round each bearer's neck, and to let his legs hang down.

Advance.

On the command *Advance* the bearers step off together, the bearers on the right with the right foot, the bearers on the left with the left foot, crossing the feet in front.

Retire.

On the command *Retire* the bearers on the right will mark time, allowing the bearers on the left to move round.

Lower.

On the command *Lower*, the bearers kneel down on the knee nearer to the patient's feet. The patient is placed gently on the ground, the bearers disengage, stand up, and turn to their front.

Files—Retire.

The bearers turn about and step off towards the company with the rear rank man leading. As the files are retiring they close in on the file nearest the right of company. When the files arrive at their place in the company, the commands *Halt*, *About Turn*, *Stand at Ease*, will be given.

Note.—The exercise is then resumed by ordering the next number of files to *Collect Wounded*.

QUESTIONS ON AMBULANCE WAGON AND HAND SEAT DRILL.

Note —The answer to the question will be found in the text opposite the number corresponding to the number of the question.

(a) *Mention the several varieties of Army ambulance wagons.*

(b) *What is the accommodation of Mark V?*

(c) *Give a description of Mark V ambulance wagon under the following headings :—(1) Body ; (2) fore-carriage ; (3) brake-gear ; (4) cover ; (5) axle-trees ; (6) accessories inside, front, back and under-side (contrast with Mark VI and Mark I).*

(1) *How will the squads be numbered for instructional purposes in ambulance wagon drill? What are the duties of the wagon orderlies?*

(2) *Give the detail for "On Wagons—Retire."*

(3) *On the command "Lower Stretchers and Fix Slings," describe in detail how to fix slings.*

(4) *Describe the position the bearers will take up when Nos. 1 and 3 fix slings.*

(5) *Which compartments of the wagons will be loaded first?*

(6) *Who takes charge of the respective squads on the command, "Squads in Succession from the Right—Load"? As No. 4 of a squad what words of command will you give?*

(6) (a) *Give detail on the command "No. — Squad—Attention. Load Wagons."*

(b) *Advance.*

(c) *Fall in.*

(d) *Re-form Squad. Quick—March.*

(e) *Halt. Stand—Easy.*

(7) *What order in loading the compartments will be carried out? What is the wagon orderly's duty when the wagon is fully loaded?*

(**8**) *How will the squads be drawn up for unloading?*

(**9**) *Which compartment will be unloaded first?*

(**10**) *On the command "Squads in Succession from the Right—Unload," how will the Nos. 4 act? What words of command will be given by them?*

(**10**) (a) *Give the detail for "No. — Squad—Attention. For Unloading, Take—Post."*

(b) *Unload—Wagons.*

(c) *Retire.*

(**11**) *Give instruction for unloading the upper compartment.*

(**12**) *What precautions should be observed in using vehicles from civilian sources for ambulance purposes?*

(**13**) *How will the vehicles be prepared for the carriage of patients?*

(**14**) *How will loading and unloading be carried out?*

(**15**) *Give the instructions for loading and unloading when stretchers are not available.*

(**16**) *How can a patient be carried on a stretcher in springless vehicles without jolting?*

(**17**) *Explain how loading is carried out in such cases.*

(**18**) *How will the bearers be formed up for Hand Seat exercise?*

(**19**) *Give detail on the command "Form Two-handed—Seats."*

(**20**) *Give details for—*

Collect—Wounded.
By Hook Grip Seat—Lift.
Advance.
Retire.
Lower.
Files—Retire.

CHAPTER XIII.

THE DUTIES OF ALL SECTIONS AND RANKS

As laid down in Paras. 183 to 277, Standing Orders, R.A.M.C.

I. General Duties of Steward.
II. Instruction on Diets and Extras.
III. Duties in the Pack Store.
IV. Duties of all Sections.

Reference to Regulations.

Standing Orders R.A.M.C., Paras. 183 to 277,
Allowance Regulations (1910), Paras. 54 to 61,
Army Order 14 of 1909.

DUTIES OF STEWARD.

I.—GENERAL DUTIES.

i.—Care of Hospital Buildings.

(**183**) He is charged with the 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.

ii.—Equipment and Stores.

(**184**) He will be responsible for the furniture, equipment, bedding, and stores of all kinds received over from the officer in charge of barracks, except the personal equipment of patients, and the bedding and equipment of wards which he has handed over.

iii.—Provision, Wine and Malt Stores.

(**185**) (1) He will have charge of the provision, wine, and malt liquor stores of the hospital; (2) he will be responsible that they are kept well supplied with everything required for the sick, but that no undue accumulation takes place; (3) that the supplies first received are all expended before any subsequent supplies are issued; (4) that no loss takes place from neglect or carelessness on the part of the issuers employed in the store; (5) that all weights and measures are correct.

iv.—Requisitions, Receipts and Counterfoils.

(**186**) 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 countersignature 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.

v.—Diets and Extras.

(**187**) 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.

vi.—Examination of Stores on Receipt.

(**189**) 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.

vii.—Fuel and Light—Cleaning Articles.

(**190**) He will draw fuel and light on requisition (Army Book 30), and will account for the same monthly on Army Form F 727; also soap, soda, and cleaning articles on requisition (Army Book 49).

viii.—Hospital Diet Account.

(**191**) 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.

ix.—Monthly Returns.

(**192**) 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.

x.—Provision Ticket.

(**193**) He will prepare the Steward's Diet Record (Army Form I 1218) in duplicate from the Diet and

Extra Sheet Summaries (Army Form F 734) sent to him by the sister or non-commissioned officer in charge of wards, attach the latter to the original of the former, and then pass these to the quartermaster, or where there is no quartermaster, to the senior warrant officer or non-commissioned officer, together with Army Form F 735.

xi.—Issue of Diets, Extras and Stimulants.

(**194**) He will issue daily to the cook all articles of diet and extras required for cooking. Wines, spirits, and malt liquors will also be issued on receipt of the diet and extra sheet summary on Army Form F 734.

xii.—Bedding, Clothing and Personal Equipment.

(**195**) (1) He will carefully inspect all articles of bedding, linen, and patients' personal equipment brought for exchange. (2) If any article be found injured or stained, apparently in consequence of neglect, he will at once draw the attention of 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.

xiii.—Articles for Exchange.

(**196**) (1) 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.

(**197**) (2) 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 initialled 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." (3) 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 Deputy Director of Medical Services, for the information of the General Officer Commanding.

(**198**) (4) The steward will see that the articles received back from the barrack accountant have been properly washed and are correct as to numbers. (5) 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.

QUESTIONS ON DUTIES OF STEWARD

Note.—The answer to the question will be found in the text opposite the number corresponding to the number of the question.

(**183**) *What buildings will the Steward be responsible for and how will he act in case of damage or defect to them?*

(**184**) *What equipment and stores will he be in charge of?*

(**185**) *What are his responsibilities with regard to the provision, wine, and malt stores?*

(**186**) *What are his duties with regard to requisitions, receipts, and counterfoils?*

(**187**) *How will diets and extras be drawn?*

(**189**) *What are his duties on receiving articles of diet and extras into store?*

(**190**) *How will fuel and light and cleaning articles be requisitioned and accounted for?*

(**191**) *How will the hospital diet account be recorded daily and for what purpose?*

(**192**) *What monthly returns will he prepare and be responsible for?*

(**193**) *How will he deal with the Diet and Extra Sheet Summaries received from the wards?*

(**194**) *How will diets, extras and stimulants be issued?*

(195) (1) *What are his duties with regard to articles brought to store for exchange?*

(2) *How will damaged articles be dealt with?*

(196) (1) *What Army Forms are required for preparing a list of articles for exchange?*

(197) (2) *Explain the procedure to be adopted in the event of the Barrack Accountant being unable to give an equal number of clean articles in exchange for the soiled articles handed over to him.*

(3) *If delay occurs in receiving the deficient articles, what action will be taken?*

(198) (4) *What check will he make with regard to the articles received back from the Barrack Accountant?*

(5) *How will he deal with any complaint in this respect?*

II.—DIETS AND EXTRAS.

(1) Articles Composing the Different Hospital Diets.

Article.	Class of Diet.				
	Ordinary.		Chicken (not issuable in dining-rooms.)	Beef tea.	Milk.
	Roast.*	Boiled.†			
Meat (beef or mutton)—					
Without bone ... ... ozs.	8 (steak.)	8	‡Half a fowl.	8 (beef.)	...
With bone ... ... ,,	10 (chop or joint.)	10		10 (beef.)	...
Bread (white or brown) ... ,,	16	16	16	16	12
Tea ... ... ,,	⅓	⅓	⅓	⅓	...
Sugar .. .. ,,	1½	1½	1½	1½	1
Milk ... ... ,,	6	6	6	6	...
,, ... pints	...	...	...	...	3
Butter ... ... ozs.	1½	1½	1½	1½	1
Potatoes ... ... ,,	8	8	8	...	...
Vegetables ... ... ,,	4	4	4	...	...
Rice ... ... ,,	...	...	...	...	2

(2) * Sunday, Monday, Wednesday, and Friday.
† Tuesday, Thursday, and Saturday (formerly called convalescent diet).
‡ Half a rabbit = half a fowl.

(**3**) In cases in which patients cannot be placed on a diet, the articles required for their subsistence will be issued as extras.

(**4**) **Extras which may be Issued with all Diets.**

Butter.
Milk.
Tea.
Sugar.
Beef Tea.
Egg-flip.
Bread (white or brown).
Soda Water.
Lemonade, bottled.
Calves' foot jelly.
Customary fruits in season.
White fish, 12 ozs. gross weight.
Milk Proteid.
Eggs.
Jam or marmalade.
Cocoa.
Golden Syrup.

Arrowroot.
Sago.
Oatmeal.
Blancmange. } pudding.
Rice }
Sago }
Tapioca }
Suet }
Custard }

Articles issued as extras will ordinarily be selected from those shown in the above table, but for officers, or for special cases, articles not specified in the table may be issued if considered necessary by the Medical Officer.

Dining Rooms.

(**5**) For patients taking their meals in dining-rooms, the only extras admissible are oatmeal, jam, marmalade, golden syrup, puddings, bread, butter, cocoa, tea, sugar, milk, and eggs. Where there are a number of patients so taking meals, medical officers will be responsible that steps are taken to ensure that only the quantities of these articles which may be actually required are issued. In the case of puddings so issued, a reduction of not less than 25 per cent. should normally be made. Malt liquors are not admissible for patients taking their meals in dining-rooms.

(6) Extras which may be Issued with Beef Tea Diet.

Extras.	When Admissible.
Potatoes, 8 ozs. or Vegetables 4 ozs.	Upon beef tea diet when it is found necessary to keep a patient on his diet for any lengthened period, or when there is a tendency to scorbutic taint.

(7) The following kitchen sundries may be indented for if required, and will be accounted for on A.F., F. 734 (Diet Summary), and A.F. I. 1202 (Diet Sheet) :—

(8) Spices, $\frac{1}{2}$ oz. per 100 diets to include extras.

Butter, 1 oz. } For sauce with each extra fish, or boiled chicken and mutton diets.

Flour, $\frac{1}{2}$ oz. } For sauce with extra fish, or boiled chicken and mutton diets, and for each diet ordered to be stewed, or made with soup.

Vinegar, $\frac{1}{2}$ pint per 100 diets.

Lemons, 2 per 100 diets.

Pepper, $\frac{1}{50}$ oz. } Per pint of extra beef tea, and for
Salt, $\frac{1}{2}$ oz. } sauces, fish, etc.

Herbs, $\frac{1}{2}$ oz. per 100 diets.

Eggs, 1
Bread, 4 ozs. } For fish cutlets, etc., when fried.

Salad oil, $\frac{3}{4}$ pint per 100 diets.

Gelatine, 1 oz. per 100 diets.

Sugar, 8 ozs. per 100 diets, for colouring soups, gravies, etc.

Salt, $\frac{1}{3}$ oz. per diet, except milk diet.

Pepper, 2 ozs. per 100 diets, except milk diet.

Mustard, 1 oz. per 20 beef diets.

1 oz. Barley, or
1 oz. Split Peas, or
1 oz. Lentils, or
1 oz. Haricot Beans, or
$1\frac{1}{2}$ ozs. Rice. } Per ordinary diet when boiled.

(9) Stimulants and Diet Drinks.

Extras.	Class of Diet upon which admissible.	Remarks.
Wines (Port, Sherry). Brandy. Malt Liquors (Stout, Ale) Diet Drinks { Barley Water. / Rice Water. / Gruel. / Lemonade.	Upon all diets.	Malt liquors are not admissible for patients taking their meals in dining-rooms.

(10) Ice required for the preservation of supplies during hot weather may be specially issued under the authority of the General Officer Commanding on the recommendation of the Deputy Director of Medical Services; the authority being quoted on Army Forms F 735 and F 736.

(11) Ingredients in Diet Drinks.

Barley water.—Barley, 2 ozs.; sugar, 2 ozs.
Rice water.—Rice, 2 ozs.; sugar, 2 ozs.
} For every 5 pints of each.

Lemonade.—Two large lemons and 1½ ozs. sugar
Gruel.—Oatmeal, 2 ozs., and 1½ ozs. sugar
} To every 2 pints.

(12) Proportion of Ingredients in Extras.

Suet Pudding { Flour, 2 ozs.; suet, 1 oz.; baking powder, ⅛ oz.; salt, 1/16 oz.; with jam or golden syrup as required.

Blancmange Pudding.—Cornflour, 1 oz.; sugar, 1¼ ozs.; milk, 12 ozs.

Rice Pudding.—Rice, 1 oz.; milk, 15 ozs.; sugar, ½ oz.; egg, 1.

Sago pudding.—Sago, 1 oz.; milk, 15 ozs.; sugar, ½ oz.; egg, 1.

Tapioca pudding.—Tapioca, 1 oz.; milk, 15 ozs.; sugar, ½ oz.; egg, 1.

Custard pudding.—Milk, 1 pint; sugar, 1 oz.; eggs, 2.

(13) When "pudding" is ordered patients will be supplied with puddings as follows:—Sunday, blancmange; Monday, sago; Tuesday, suet; Wednesday, rice; Thursday, blancmange; Friday, tapioca; Saturday, suet.

(14) Oatmeal, 2 ozs., with milk, 8 ozs.
Arrowroot, 2 ozs., with sugar, 1 oz.
Sago, 2 ozs., with sugar, 1 oz.
Egg flip, 2 eggs, with $\frac{1}{2}$ oz. sugar.
Tea, per pint, $\frac{1}{6}$ oz. tea, $\frac{3}{4}$ oz. sugar, 3 ozs. milk.
Beef Tea, per pint { 1 lb. fresh beef, without bone, or 1 oz. meat extract.

(15) **Substitute for Articles of Diet and Extras.**

2 ozs. lime juice = 1 lemon.
3 ozs. rice, or
3 ozs. flour, or
8 ozs. bread } = 16 ozs. potatoes.
1 oz. preserved potatoes = 5 ozs. fresh potatoes.
1 oz. preserved vegetables = 10 ozs. fresh vegetables.
$\frac{1}{2}$ oz. coffee = $\frac{1}{6}$ tea.
1 oz. cocoa powder = 4 ozs. cocoa paste.
1 tin condensed milk = $1\frac{2}{3}$ pints.
2 calves' feet (fresh) = 1 quart of calves' foot jelly.

(16) **Measure of Liquids.**

Milk, wines and spirits, are to be calculated at 20 ozs. the imperial pint. The reputed quart bottle (six of which equals 1 gallon) should contain $5\frac{1}{3}$ gills, or $26\frac{2}{3}$ ozs.

(17) **Extras to Soldiers on First or Last Day in Hospital.**

Soldiers will not be placed on diet on the day of admission, but should they require nourishment, in addition to the ration supplied by their company, before they are placed on regular diet, Medical Officers may order what is necessary from the following extras:—

Bread, tea, eggs, essence of beef, milk, butter, sugar. meat extract, arrowroot, wines and spirits.

On the day of departure of invalids who are not on diet, a similar course may be adopted, but in all such cases the extras will be entered on the diet sheet.

(18) Extras issued in Non dieted Hospitals.

In non-dieted hospitals, on ordinary peace service, the company ration will be supplied from the unit to which the soldiers belong, and the following extras will be issued when considered necessary :—

Meat Extract or Essence of Beef.	Wine.
Sugar.	Brandy.
Tea.	Mustard.
Oatmeal.	Pepper.
Arrowroot	Salt.
Barley.	Milk.
Barley Water.	Eggs.
Rice Water.	Gruel.
	Lemonade.

(19) Extras issued to Men Treated in Quarters.

When owing to there being no hospital at the station, soldiers have to be treated in quarters, the extras specified in 18 (except wine and brandy) may be supplied when considered necessary by the Medical Officer.

QUESTIONS ON DIETS AND EXTRAS.

Note.—The answer to the question will be found in the text opposite the number corresponding with the number of the question.

(**1**) *Give the classification of hospital diets, and mention the articles composing each class of diet, and the quantity of each ingredient used.*

(**2**) *On what days of the week will "roast" and "boiled" be issued to a patient on "ordinary" diet?*

(**3**) *Where a patient cannot be placed on a diet, how will the articles required for his subsistence be issued?*

(**4**) *Enumerate the extras which may be issued with all diets.*

(**5**) *What extras are admissible for patients taking their meals in dining rooms?*

(**6**) *What extras are allowed with a beef-tea diet, and when are they indicated?*

(**7**) *How will kitchen sundries when required be accounted for?*

(**8**) *Mention the quantity of the following required for 100 diets:—Spices, vinegar, herbs, salad oil, gelatine, sugar, lemons.*

(**9**) *When are malt liquors admissible? What is the exception to this rule?*

(**10**) *When ice is required for preservation purposes during hot weather, how will it be accounted for?*

(**11**) *Mention the diet drinks, and give the quantities of the ingredients of each.*

(**12**) *Give the ingredients by quantity of the following puddings:—Suet, rice, sago, tapioca, and custard.*

(**13**) *When pudding is ordered what rotation in its issue will be observed?*

(**14**) *What are the ingredients of the following extras:—Egg-flip, tea, and beef-tea per pint?*

(**15**) *What substitutes may be employed for the following extras, mentioning equivalents:—Lime-juice, rice, preserved vegetables, condensed milk?*

(**16**) *How will wines and spirits be measured?*

(**17**) *How will a soldier be dieted on the first and last days in hospital? What extras are available for use if necessary?*

(**18**) *What extras may be ordered in non-dieted hospitals where such are considered necessary?*

(**19**) *When a soldier is treated in quarters, what extras are available?*

III.—DUTIES IN CONNECTION WITH THE PACK STORES.

i.—Clothing of Patients on Admission.

(**203**) When patients are admitted, the steward will receive over their regimental clothing, with the exception of forage cap and helmet at tropical stations, and boots, and enter a list of the articles in both the page and counterfoil of the Pack Store Check Book (Army Book 182). He will enter correctly each patient's name, number and corps, and will indicate the condition of the patient's uniform on the inventory by initial letters, thus:—

N, for new.	G, for good.
B, for bad.	W, for 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.

ii.—Patients' Valuables.

(**204**) He will at once hand over to the quartermaster, or if there is no quartermaster to the senior warrant officer or non-commissioned officer, medals, money or other valuables brought to hospital by a patient under exceptional circumstances, noting in the Pack Store Check Book the property thus transferred.

iii.—Inventory of Patients' Kit.

(**205**) After completing the inventory of a kit, he will tear out the counterfoil, 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 sister or non-commissioned officer—to the quartermaster, if one is attached to the hospital, otherwise to the senior warrant officer or non-commissioned officer.

iv.—Soiled Articles of Kit.

(**206**) He will at once send to be washed the underclothing worn by a patient on admission as also any soiled article which may be handed in. 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 Check 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.

v.—Arrangement of Kits.

(**207**) He will see that clothing is brushed, cleaned and carefully put up on the shelves of the Pack Store, each pack having attached to it the number of the page in the Pack Store Check Book in which the inventory is recorded.

vi.—Airing of Store.

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

vii.—Access to the Packs.

(**209**) He will not allow access to the packs, nor deliver any articles to patients except under proper sanction.

viii.—Issue of Kits.

(**210**) On the discharge of a patient, the steward will issue the clothing on the production of the counterfoil (mentioned in paragraph 205). The patient will endorse the counterfoil on taking over his clothing. On the death of a patient, the articles will not be issued from the pack store without orders.

QUESTIONS.

Note.—The answer to the question will be found in the text opposite the number corresponding to the number of the question.

(**203**) *How will the Steward deal with the regimental clothing of patients on admission to hospital, and what care will be exercised in carrying this out?*

(**204**) *How will patients' valuables be dealt with, and what record of them will he make?*

(**205**) *What procedure will be adopted in recording the inventory of a patient's kit?*

(**206**) *What will be done with the soiled articles of a patient's kit, and what record will be kept of these articles?*

(**207**) *How will the kits be cared for and arranged in store?*

(**208**) *What is his responsibility with regard to keeping the store dry and well aired?*

(**209**) *What is the order with regard to allowing access to packs, or delivering up articles to patients?*

(**210**) *Describe the procedure to be followed on the discharge of a patient from hospital, as to the issue of his clothing.*

IV.—DUTIES OF ALL SECTIONS.

i.—Duties of Nursing Section.

(**212**) Nursing non-commissioned officers and orderlies will be responsible for the care, cleanliness, and nursing of the sick, and attention to their wants.

(**214**) They will carry out their duties in a quiet manner. They will observe the greatest personal cleanliness, and will be particularly careful that their hands and nails are kept perfectly clean by frequent washing and the use of the nail-brush. 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.

(**215**) They will be responsible for such articles of equipment and bedding as may be handed over to them, the correctness of which they will attest by their signatures on assuming charge.

(**216**) In wards not nursed by sisters, when patients are too ill to look after their personal equipment, the Nursing Orderlies will be responsible for the same, and endorse the counterfoil in Army Book 42.

(**217**) They will perform such light duties in the ward as dusting, washing of utensils, cleansing of mackintoshes, and splints, as the sister or non-commissioned officer in charge may direct. They will do their best to prevent any damage to drains, which may occur owing to poultices, dressings, etc., being thrown into slop-sinks or water-closets.

(**218**) They will at once remove from their wards and exchange all soiled linen, bedding, and clothing, and will return to the dispensary all empty medicine bottles and all medicines ordered to be discontinued.

(**219**) They will make themselves thoroughly acquainted with the Orders for Patients, 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.

(**220**) In wards not nursed by sisters, 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. All round towels and other cloths must be only used for the special purpose for which they are intended, and changed as ordered. Bath towels will be obtained as required for the use of the patients.

(**221**) They will assist in bringing 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.

(**222**) In the event of a patient being seized with sudden illness, or his symptoms becoming alarming, he will immediately report the same to the sister or non-commissioned officer.

(**223**) They will report immediately to the sister or non-commissioned officer in charge of the ward any irregularity which may occur in the wards under their charge, and also all loss of, or damage to articles of hospital or personal equipment.

QUESTIONS ON DUTIES OF NURSING SECTION.

(**212**) *What is the responsibility of nursing non-commissioned officers and orderlies in regard to patients?*

(**214**) *What manner will they cultivate, and what care will they observe in their personal cleanliness?*

How will they carry out their orders and deal with the sick?

(**215**) *What is their responsibility with regard to equipment and bedding?*

(**216**) *When will they be responsible for the patients' personal equipment?*

(**217**) *What light duties in the ward will they perform?*

What care will be exercised with regard to drains, slop sinks, and W.C.'s?

(**218**) *What order will be observed with regard to soiled linen and empty medicine bottles?*

(**219**) *What is the order with regard to "Orders for Patients"?*

(**220**) *What is the order with regard to the patients' change of linen, and of the use of towels in the ward?*

(**221**) *What order will be observed regarding the distribution of the patients' diets and the cleaning of table utensils?*

(**222**) *How will the orderly act in the event of a patient being seized with sudden illness, or on dangerous symptoms setting in?*

(**223**) *If any irregularity occurs in the ward, or if there is loss of, or damage to, any article of equipment, what is his duty?*

ii.—Duties in Mental Wards.

(**227**) 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.

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

(**229**) 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 and 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.

(**230**) 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.

(**231**) 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 warrant officer or senior non-commissioned officer.

(**233**) They will take every precaution to prevent the patients becoming possessed of knives or other weapons, pieces of cord, 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 kits, but will be locked up in the cupboards of their respective rooms. They will also take

care that brooms, utensils, etc., used in cleaning are put out of reach after their work is done.

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

(**236**) They will, in passing to and from the mental wards, be careful to properly close and secure all doors behind them to prevent the escape of the patients.

(**237**) 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 warrant officer or senior non-commissioned officer for transmission.

(**238**) They will frequently visit the bath-rooms, water-closets, latrines, etc., which are often resorted to by suicidal patients and those addicted to vicious practices.

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

(**240**) 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.

(**241**) 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.

(**244**) 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.

(**245**) The night orderlies 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 warrant officer or senior non-commissioned officer. These visits should be quietly made, to avoid, as far as possible, disturbing the patients.

(**246**) Should anything of a special nature occur during the night the matter will be at once reported to the warrant officer or senior non-commissioned officer.

(**247**) The names of patients noisy, talking too much to themselves, frequently out of bed, etc., will be noted, and the circumstances reported 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 the following morning.

QUESTIONS ON DUTIES IN THE MENTAL WARDS.

(**227**) (**228**) *What is the order with regard to patients rambling about the hospital or going beyond the hospital precincts?*

(**229**) *What will the orderly's demeanour be in dealing with mental cases?*

(**230**) *What attention will be given to the patients' clothing?*

(**231**) *What is the order with regard to secluding a mental patient?*

(**233**) *Precaution will be taken to prevent mental cases getting possession of certain articles. What are these articles?*

(**235**) (**236**) *What is the order with regard to examining the fastening of doors and windows, and closing and securing doors?*

(**237**) *What order will be observed with regard to holding communication with any person outside the hospital?*

(**238**) *What supervision will be kept over the annexes, and why is this necessary?*

(**239**) *What duties will be carried out at the patients' bed-time?*

(**240**) *They will frequently examine patients. For what purpose?*

(**241**) *What precautions will they exercise against fire?*

What would you do in the event of a gas bracket being pulled down?

(**244**) (**245**) *What are the duties of night attendants?*

(**246**) (**247**) *What matters will they report during their tour of duty?*

iii.—Duties of Cooking Section.

(**248**) He must see that the utensils are kept thoroughly clean, and when done with, put away in their proper places. The tables must be scrubbed daily with soap and water, and the chopping block washed and scraped clean. The floor must be swept once or twice daily, and washed and scrubbed at least twice a week, or oftener if necessary. The windows in the kitchen are to be cleaned once a week. The time chosen for general cleaning and scouring the floors and tables should be in the afternoon, or as soon as the principal cooking and serving of the day is over. Shelves, drawers, and cupboards must be kept clean and free from dust, they should be occasionally washed and scrubbed with hot water and soda. Paint work should be washed without soda. The walls should be brushed down once a week.

(**249**) Before leaving the kitchen for the day the cook will be careful that every pot, saucepan, or other metal 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.

(**250**) The cook must 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 most convenient to use. It is to be placed on the hot plate or hob of the stove, or over the gas, and half filled with water, into which will be placed the block-tin saucepans (*bain-marie* pans); these saucepans should 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 washed and dried.

(**251**) The steamers and boiling vessels must be washed daily with hot water, and a small quantity of soda. The lids and other bright parts to be cleaned and kept polished. The simplest way to effect the latter is to dip a flannel in whiting or wood ash mixed with a little vinegar. Should copper boilers or copper cooking vessels require re-tinning, the cook in charge must at once report it. Cooking in pans that need re-tinning is attended with danger to those who consume food cooked in them.

(**252**) No food, liquid or solid, must be left in copper or other metal vessels. Anything acid is liable to turn sour if left in them. Food left over may be kept in enamelled or earthenware pans or dishes without fear of contamination.

(**253**) The cooking stove must be kept clean, and the ovens swept and washed out occasionally with hot water. The dampers and flues of the range must be swept out daily, so as to keep the stove and oven in good working order. When required a sufficient supply of hot water is to be kept ready for bath and other purposes.

The cook will as far as possible be held responsible for the economical consumption of fuel, such as coal, gas, or steam. It is his duty to regulate the fire or other heating power, so as not to use more than is actually required, thus avoiding any possible waste. The cinders from coal fires should be sifted from the ashes, and then used again.

(**254**) He will exercise great care in the management of the stove or fireplace, so as not to exceed the allow-

ance of coals. Except when specially ordered, the fires will be extinguished every evening at 9 p.m.

(**255**) 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. He will report to the steward any articles considered to be of inferior quality or unfit for use.

(**256**) He will, on receipt of Army Form I 1218, demand on Army Form I 1202, the kitchen sundries required (see Allowance Regulations). These articles will be signed for on Army Form I 1202 by the quartermaster, or Officer in command of the hospital where there is no quartermaster.

He will then prepare and sign Army Form F 734 as a voucher for the steward to issue. The Army Form I 1202 at the end of the month will be completed and filed with the other diet sheets of the hospital.

Herbs, spices, vinegar, pepper, salt, salad oil, gelatine and sugar may be demanded in quantities calculated to last for one or two weeks. Articles should not be drawn unless required.*

(**257**) 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 the Army Medical Service, is hung up in every ward and kitchen.

In apportioning the quantities he will invariably use weights and measures.

(**258**) It cannot be too strongly impressed that every care must be taken to see that the meals are sent to the wards hot, for however well in other respect the cook may succeed in his task, if the diets are received by

* Herbs for 100 diets would, if the full scale were drawn, give 15 ozs. for 30 days, and should be so demanded in order to provide a variety: thyme, mint, celery seed, &c.

patients in a cold or lukewarm condition, much to 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.

In the process of cooking, certain articles of diet, which have been passed by the inspecting officer, may be found unsuitable for the purposes for which they are intended. In such cases the matter should be reported to the steward.†

QUESTIONS ON DUTIES OF COOKING SECTION.

(**248**) *The cook is responsible for the cleanliness and tidiness of the kitchen. Describe the routine to be carried out to give effect to this.*

(**249**) *Before leaving the kitchen for the day, what is his duty?*

(**250**) *Care will be taken to prevent the burning of cooking vessels. How will this be done?*

(**251**) *What care must be taken of copper boilers and cooking vessels, and what precaution is necessary to observe when they require re-tinning?*

(**252**) *How will food left over be dealt with?*

(**253**) *Describe the management of the cooking range in order to keep it in good condition.*

(**254**) *What is his duty with regard to the consumption of fuel and gas?*

(**255**) *What precautions will he exercise in receiving over the provisions from the Steward?*

(**256**) *Describe the procedure to be adopted in requisition. ing for kitchen sundries.*

(**257**) *What guide will be followed in apportioning the ingredients of diets and drinks?*

(**258**) *What care will be exercised to see that the diets are served hot, and what is the importance of this?*

† Further information concerning the cooking methods, the inspection of foods and recipes, will be found in R.A.M.C. Training.

iv.—Duties of Clerical Section.

Deputy Director of Medical Service Office.

(**268**) 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.

(**269**) 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 due permission.

(*b*) That books laid down for the office in the King's Regulations and Standing Orders are correctly kept, and all regulations posted and amended up to date.

(*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.

(*d*) For carefully checking all statistical and sanitary returns, and also corps returns received from out stations.

(*e*) For the correct compilation of all necessary returns and documents.

(*f*) For the safe custody of all Army forms, books, and stationery, for exercising the utmost economy in the expenditure of stationery, etc., of which he will keep an account.

S.M.O.'s Office.

(**271**) He will perform such clerical work, under the senior warrant officer or non-commissioned officer, 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:—

(*a*) He will make the necessary entries in the admission and discharge book (Army Book 27) from the duplicate sick reports (Army Form B 256), enter the fact of the admission in the patient's medical history sheet (Army Form B 178), and will prepare the diet sheets (Army Form I 1202) of the men admitted. The duplicate sick reports will be filed and retained in the office for reference.

(*b*) On the discharge of a patient he will record the fact in the medical history sheet, carefully completing all details in conformity with the instructions printed on the headings of the sheets.

(*c*) He will make himself thoroughly conversant with the official Nomenclature of Diseases and with the Regulations for the Army Medical Service governing the preparation of statistical returns, and he will prepare all statistical returns. These returns will be passed to the senior warrant officer or non-commissioned officer for checking before being submitted by the latter to the officer in charge for signature.

(*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 storekeeper; 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.

(*e*) He will keep a register of all official letters received and despatched, in accordance with the instructions laid down in Appendix 8. 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 to the officer in charge for the latter's initials.

(*f*) He will exercise strict supervision over the expenditure of stationery, Army forms, books, etc., and will be held responsible for the safe custody of the same.

(*g*) He will, on receipt of the diet and extra sheets from wards, dining hall, kitchen, and steward, file them for reference when required by the Deputy Director of Medical Services or Administrative Director of Medical Services, or officer in charge of supplies.

Orderly Room Duties.

(*a*) The non-commissioned officer appointed clerk to the officer in charge will, in those hospitals where a special orderly-room clerk is not appointed, in addition to statistical duties, also perform all routine clerical duties in connection with the returns for the company or detachment, except those relating to pay, clothing, and equipment.

(*b*) He will prepare Corps Form No. 1, Army Forms B 58 and 157, and keep Army Books 64 and 70.

(*c*) He will be required to perform such other duties as the officer in charge may direct.

QUESTIONS ON DUTIES OF CLERICAL SECTION.

(**268**) *What is the order regarding the observation of secrecy to be observed by clerks?*

(**269**) *Enumerate the general duties the Deputy Director of Medical Services' clerk will be responsible for.*

(**271**) (a) *What clerical duties will be carried out on the admission of a patient to hospital;* (b) *also on the discharge of a patient?*

(c) *What returns will the clerk to officer in charge of an hospital be responsible for?*

(d) *What lists and documents will he prepare for the Quartermaster?*

(e) *How will letters be registered?*

(f) *What supervision will he exercise over stationery?*

v.—Duties of General Duty Section.

(**274**) Privates attached to wards will light the fires, clean the stoves, sweep and polish floors, clean annexes, including baths, slop sinks, w.c. pans, and night stools, clean the sister's room, scullery and passage from the corridor to the ward. They will make up the fires, and sweep up the grates three times a day, will bring up the diets, and will see that the scullery and annexes are clean and tidy before going off duty.

(**275**) Privates not attached to wards will clean corridors, kitchens, passages, except as above, stairs, chapel, and recreation rooms, library and all windows, and they will carry away all refuse and soiled dressings and soiled linen from the wards twice daily, and scrub the tins and buckets which they use for this purpose.

QUESTIONS.

(**274**) (**275**) *What are the duties of the General Duty Section,* (1) *in Wards,* (2) *not in Wards?*

PART III.

FOR PROMOTION TO STAFF SERGEANT.

CHAPTER XIV.

THE MODE OF RECORDING SOLDIERS' SERVICES, AND THE PREPARATION OF TRANSFER AND DISCHARGE DOCUMENTS.

I. Statement of Services.
II. Entries in Military History Sheet.
III. Soldiers' Small-book.
IV. Medical History Sheet.
V. Regimental Conduct Sheet.
VI. Company Conduct Sheet.
VII. Discharge Documents.
VIII. Transfer Documents.

REFERENCE TO REGULATIONS.

King's Regulations, paras. 332, 355, 358, 377, 415, 424-6, 685, 687, 918, 1913-4, 1917, 1919, 1924-5.
Regls. A.M.S., para. 208.
Standing Orders R.A.M.C., paras. 70-76.
Army Order 203, 1907.
Army Order 40, 1909,

THE MODE OF RECORDING SOLDIERS' SERVICES.

Every variation affecting a soldier's service will be entered in his statement of services or military history sheet, as it occurs, or as soon as it is reported in Part II. of Orders, as follows:— K.R., 1913.

(1) I. Entries in the Statement of Services.

(i.) Promotion to, or reduction from, any rank.	See para. 282, King's Regulations.
(ii.) Grant or deprivation of any appointment.	Such as lance-corporal, bandsman on the establishment, drummer or bugler, class of orderly in the Royal Army Medical Corps, or shoeing-smith on the establishment.
(iii.) Extension of service with the colours.	Date of authority, the amount of gratuity (if any) received, and the regulation under which such gratuity was granted, to be stated.
(iv.) Re-engagement.	Entry to be made thus:—"Re-engaged for 'the R.A.M.C. at Belfast, on 1/1/09, for such "term as shall complete 21 years' service." The date of re-engagement will be that of approval by the competent military authority.
(v.) Continuance in the Service beyond 21 years.	Date of authority to be quoted.
(vi.) Conviction by civil power of an offence committed before enlistment — if absent from duty in consequence of the sentence.	Entry to be made explaining absence from duty.
(vii.) Every conviction by court-martial or civil power, whether the soldier is with the colours or in the reserve	Entry to be made immediately after promulgation, or receipt of certificate of conviction by civil power, except as provided in para. 1916 (iii.) K.R.
(viii) Absence without leave exceeding 5 days, if service is forfeited and detention awarded by Commanding Officer exceeding seven days.	Entry to be made immediately after disposal of case.
(ix.) Transfer to other corps, or to the reserve.	——
(x.) Posting to other portions of same corps.	——

For specimens of Statement of Services see Appendices 5 and 6, Standing Orders, R.A.M.C.

(xi.) Alteration of terms of service in consequence of transfer under Section 83 (3), Army Act.	To be entered thus —"Transferred to "on , and conditions of service altered "to years with the colours and "years with the reserve." Authority to be quoted.
(xii.) Re-transfer from reserve to the colours.	The date of the re-transfer and the authority to be quoted in accordance with the "Regulations for the Army Reserve."
(xiii.) Transfer for service under a Colonial Government.	The date of transfer, and the number and date of letter authorising it to be quoted.
(xiv.) Date and cause of becoming non-effective.	——
(xv.) Reckoning of former service for pension purposes.	An entry as follows to be made in red ink :—
(a) Both as "qualifying service" and "service."	"Former service in "Regiment allowed "to reckon { "As 'qualifying service' for "pension under Article 1063 "(b) (or 1063 c), Pay Warrant.' years, days. "as 'service' under Article "1062 (b) or 1062 (c) Pay War- "rant. years, days.
(b) As "service only.	"Former service in allowed to "reckon as 'service' under Article 1062 (b). "for the grant of pension under Articles 1075 "or 1077, and Article 1078 Pay Warrant. years, days. "If ultimately pensioned forfeits deferred "pay for service since re-enlistment under "Article 1044 (k) of Pay Warrant." (See also para. 275).

In calculating service, the extra day (29th February) in a leap year will only be reckoned when it forms part of an uncompleted year. K.R., 1913 (A).

II. Entries in the Military History Sheet.
(Page 4 of Attestation.)

The whole of a soldier's service from the date of attestation will be recorded in the military history sheet, having regard to the instructions in paras. 1915 and 1916, in accordance with the following example :—

Country.	Service to count as British or Indian.	From.	To.	Length of Service.	
				Years.	Days.
Home	British	1-4-91	2-11-93	2	216
India	Indian	3-11-93	5-1-97	3	64
Malta	British	6-1-97	8-2-00	3	34
South Africa ...	,, ... — ...	9-2-00	31-3-06	6	51
,,	(Voyage as Indo-Colonial relief) British (*a*).	1-4-06	16-4-06	...	16
India	Indian	17-4-06	30-4-11	5	14
Home	Indian (disembarked Portsmouth, 1-6-11; admitted Netley Hospital, 2-6-11; discharged from Netley, 2-8-11.)	1-5-11	2-8-11	...	94
, ..	British	3-8-11	31-8-12	1	29

(*a*) Only if moving with a unit proceeding to or from India at Imperial expense (*see* para. 1915).

(**2**) Service abroad is reckoned from date of embarkation in this country to date of disembarkation on return, both dates inclusive, and includes any periods of furlough between those dates.

Indian service (which includes that of a soldier employed on an Indian transport) is reckoned from date of embarkation for that country to date of disembarkation on return, both dates inclusive, except that when the voyage to or from India is carried out at Imperial expense (which is notified in Army Orders) the voyage period (which will always include the dates of embarkation and disembarkation) is reckoned as British.

Periods of furlough from abroad, whether special or ordinary, and periods of attendance of soldiers from abroad at classes of instruction will not be shown in the body of the military history sheet, but by means of red ink notes at the side.

In recording the service of a European soldier on the West Coast of Africa, the periods occupied by the voyage to or from the coast will be shown separately from the time actually served at any of the West African stations.

K.R., 1915.

(**3**) The following will also be entries in the statement of services and the military history sheet:—

(*a*) Certificates of Education.

(*b*) Passed Classes of Instruction.

This includes any authorised class, *e.g.*, in swimming, chiropody, School of Instruction R.A.M.C., Aldershot, appointed to the nursing section, passed for corporal, qualified dispenser, passed for sergeant, passed for staff-sergeant, passed for quartermaster-sergeant, etc.

(*c*) Campaigns (including actions).

(*d*) Wounded.

(*e*) Effects of wounds.

(*f*) Special instances of gallant conduct and mentions in public despatches.

(*g*) Medals, decorations, and annuities (name of medal and clasps gained to be recorded).

(*h*) Injuries in or by the Service.

(*i*) Name and address of next of kin.

(*j*) Particulars as to marriage.—Christian and surname of woman to whom married, and whether spinster or widow, place and date of marriage, name of officiating Minister or Registrar, names of two witnesses, with or without leave, date of being placed on the married roll.

(*k*) Particulars as to children.—Christian names, date and place of birth, where registered, date and place of baptism and name of officiating minister.

On a soldier's final discharge, the officer i/c records will, as soon as he receives the duplicate attestation, carefully check it with the original and rectify any discrepancy.

K.R., 1910.

(**4**) **III. Entries in Soldier's Small-Book.**

(1) Transfers to another Corps. (The Commanding Officer of the Corps from which the transfer is made will make the entry). K.R., 332.

(2) The soldier's next-of-kin now living. (The entries of next-of-kin will be verified annually soon after the 1st of January). K.R., 918.

(5) IV. Medical History Sheets.

The following entries in Medical History Sheets will be made by Officers Commanding units or depôts:—

Insertion of regimental numbers, dates and places of enlistment, transfers to other corps, dates of arrival at and departures from stations, dates of embarkations in or disembarkations from troopships or transports, and records of courts of inquiry on injuries. K.R., 1917.

The following entries in Medical History Sheets will be made by the medical authorities:—

All admission to hospital, and to the sick list in the case of warrant officers treated in quarters; particulars regarding vaccination and re-vaccination, prophylactic inoculations, medical boards, issues of and repairs to, surgical appliances, etc. Regls. A.M.S., 208.

An entry as to fitness for active or foreign service is to be made subsequent to the medical inspection of troops prior to embarkation. A.O., 203, 1907.

(6) V. Regimental Conduct Sheets.

A regimental conduct sheet (A.F.B. 120) will be made out for every non-commissioned officer and man.

The following will be entered:— K.R., 1919.

(i.) Every conviction by court-martial.

(ii.) Every case of desertion or fraudulent enlistment in which trial has been dispensed with.

(iii.) Every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction.

(iii*a*.) Every case in which a soldier has been bound over by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction to appear for conviction or judgment, or in which the charge has been dismissed, but the soldier has been ordered to pay costs.

(iv.) Every severe reprimand of a non-commissioned officer.

(v.) Every case of reduction of a non-commissioned officer to a lower grade, or to the ranks, or deprivation of lance stripe for an offence, but not for inefficiency.

(vi.) Every award of detention by the Commanding Officer.

(vi*a*.) Every award of field punishment by the Commanding Officer (on active service only).

(vi*b*.) Every award by the Commanding Officer of forfeiture of pay (on active service only).

(vii.) Confinement to barracks exceeding seven days.

(viii.) Every instance of drunkenness.

(ix.) Punishments on board ship as defined in King's Regulations.

(x.) Every offence entailing forfeiture of pay under the Pay Warrant, except—

(*a*) Where the offence is absence without leave not exceeding two days.

(*b*) When the forfeiture is in consequence of a civil conviction for which a fine has been awarded and the General Officer Commanding, or the Brigade Commander has ordered that a regimental entry shall not be made; or

(*c*) When the offence was committed before enlistment.

(xi.) Any punishment awarded by (*a*) board of visitors to soldiers under sentence in a military prison or detention barrack or in a naval prison; (*b*) the visiting committee in a civil prison.

(xii.) Every conviction under Section 6, Reserve Forces Act, 1882, of a man enrolled in the Army Reserve.

(xiii.) Every case of admission to hospital on account of alcoholism.

(xiv.) Any especial act of gallantry or distinguished conduct by the soldier which has been brought to notice in brigade or superior orders or in despatches either on active service, or directly in the course of military duties. These entries are to be made in red ink across the sheet. K.R., 1919.

(7) **VI. Company Conduct Sheets.**

(1) A Company Conduct Sheet (A.F. B 121) for each non-commissioned officer under the rank of colour-sergeant, and each man will be kept in a guard book and will be retained in the custody of the Company Commander under lock and key. An entry will be made in the Company Conduct Sheet of every award of punishment against the soldier, by whomsoever made, except offences exempt from insertion under para. 1919 (iii.) and (iii a.) (see page 323) and offences other than drunkenness, or those involving forfeiture of pay under the Pay Warrant, for which confinement to barracks for one day, or its equivalent punishment on board ship, or one extra guard or piquet has been awarded. K.R., 1924.

Points to be observed in keeping Company Conduct Sheets—

(*a*) *The heading* of each sheet will be filled in (note specimen where all the proficiency pay, promotion, reductions, etc., are entered). It is seen that Private J. Atkins had a good conduct badge granted him on January 1st, 1909, which he forfeited on January 5th, 1909, for drunkenness on January 3rd, 1909. The date of the award was January 5th, 1909.

Note also the signature of the Company Commander, "M. Hawkins, Captain," in top right corner, with number of sheet "First."

SPECIMEN. ARMY FORM B. 121.

SQUADRON, TROOP, BATTERY AND COMPANY CONDUCT SHEET.

Number of Sheet *First.*

Royal Blankshire Regiment of *Infantry* Signature of O.C. Company *M. Hawkins, Capt.*

Regimental Number and Name.	Enlistment	Trade	Good Conduct Pay, Service Pay or Proficiency Pay
No. *2402* *John Atkins.*	Age on *21* years *5* months.	*Collier.*	*Granted P.P. Class II. @ 3d., 1-1-08.* *Promoted Corpl. 12 2-11.*
Joined *Depot.* Date *1/1/06.*			*Granted P.P. Class I. @ 6d., 1-1-09.* *Ante dated Corpl., 4-12-10.*
Joined *1st Bn* Date *5/3/06.*			*Granted 1st G. C. Badge, 1-1-09.* *Appointed Pd. L.-Sjt., 5-6-11.*
Joined ____ Date ____	Period of { with Colours *7* years.	Religion	*Forfeits 1 G. C. Badge, 5-1-09.* *Promoted Sjt., 15-8-12.*
Joined ____ Date ____	with Reserve *5* years. }	*Church of England*	*Restored 1 G. C. Badge, 5-1-10.* *Reduced to the Ranks, 21-9-12.*
			Appointed Pd. L.-Corpl., 10-2-10.

Place	Date of Offence	Rank	Cases of Drunkenness	OFFENCE	Names of Witnesses	Punishment awarded	Date of award or of order dispensing with trial	By whom awarded	REMARKS
Preston.	*1906. 10-2-06.*	*Pte.*		*Dirty on Parade.*	*Corpl. Brown.*	*3 days' C.B.*	*1906. 11-2.*	*Capt. M. Hawkins*	*M H.*
Aldershot.	*1907. 28-12-07.*	,,	*1.	Drunk *in Bks. about 9.50 p.m.*	*Serjt. Smith.*	*Admonished.*	*1907. 30-12.*	*Lt.-Col. Wing.*	*M.H.*
Aldershot.	*1908. 5-11.*	,,		*Not complying with an order.*	*C.-S. Jones.*	*7 days' C.B.*	*1908. 6-11.*	*Capt. M. Hawkins*	*M.H.*
Aldershot.	*1909. 3-1.*	,,	*2.	Drunk *returning to Bks. about 10.10 p.m.*	*Corpl. Brown.*	*8 days' C.B.*	*1909. 5-1.*	*Lt.-Col. Wing.*	*Forfeits 1 G.C. Badge. Fined 2/6.—M.H.*
Dublin.	*1910. 1911. 14-3.*	*Corpl.*		*Neglect of duty when in charge of a fatigue party.*	*S.M. Smith.*	*Severely reprimanded*	*15-3.*	*Lt.-Col. Wing.*	*Forfeits 1 G. C. Badge. M.H.*
Dublin.	*1912. 15-9.*	*Serjt.*	*3.	Drunk *when on town Piquet.*	*Sjt. Jones, M.F.P. Cpl. Brown,* ,,	*Reduced to the Ranks.*	*1912. 21-9. Confirmed (Sd.) F. May, Brig.-Genrl. Com. Dublin District.*	*D. C. M.*	*Forfeits 1 G.C. Badge. Fined £1 — M. Hawkins, Capt.*

* N.B.—In the actual Conduct Sheet these figures would be in red ink.

(*b*) *Every act of drunkenness* is to be entered in black ink and numbered in red ink consecutively in the column set apart for this purpose.

(*c*) Punishment diet awarded to a soldier under the Rules for the Management of Barrack Detention Rooms may be entered when ordered by the officer who awarded the punishment.

(*d*) Every case of admission to hospital on account of alcoholism duly certified by medical officer, whether it has been dealt with as an offence or not, to be entered, in red ink, unless the soldier has been tried on a charge based upon the same facts and acquitted.

(*e*) Confinement to barracks is entered as "C.B.," imprisonment as "Impt." detention as "Detn.," fines as "Fined....." penal servitude as "P.S.," forfeiture of pay as "Forfeits..... days' pay," deprived of lance stripe—"Depd. Lce. stripe."

(*f*) The Officer making the entry will initial it in the column for "Remarks."

(*g*) Vague entries such as "Improper Conduct," etc., should be avoided. K.R., 1924.

(**8**) (2) On promotion to colour-sergeant or any higher rank, any entries such as the following:—

(*a*) Deprivations of lance-stripe;

(*b*) Severe reprimands of non-commissioned officers;

(*c*) Admissions to hospital for alcoholism;

(*d*) Cases of drunkenness, which under previous regulations have not been reckoned as regimental entries;

will, for purposes of assessment of character, application for good conduct medal, etc., be transferred to the Regimental Conduct Sheet in red ink, with a note that these entries do not count as regimental entries. If there are no such entries to be transferred, the fact will be noted on the regimental conduct sheet in red ink. The Company Conduct Sheet will then be destroyed. K.R., 1925.

(**9**) The Company Conduct Sheets will be destroyed if containing any entries and a blank one substituted :—

(i.) On completion of six months from the date of his attestation.

(ii.) After every continuous period of two years, during which he shall not have incurred an entry in his Company Sheet.

(iii.) On attaining the rank of sergeant.

(iv.) On transfer to the Reserve.

When a new sheet is taken into use, an entry, signed by the Company Commander, will be made at the top of the sheet :—

Sheet destroyed (date).

Last entry (date).

Number of cases of drunkenness (date of last instance).

The entries in the Company Conduct Sheets mentioned in (2) (*a*), (*b*), (*c*), (*d*), which under previous regulations have not been reckoned as regimental entries, are not to be transferred to the Regimental Conduct Sheets. They are to be copied into successive new Company Conduct Sheets. K.R., 1925.

THE PREPARATION OF TRANSFER AND DISCHARGE DOCUMENTS.

VII. The Preparation of Discharge Documents.

Procedure on Discharge.

(**10**) When a soldier is brought forward for discharge (except (*a*) recruits on enlistment whose references are unsatisfactory; (*b*) recruits rejected by Medical Officer and approving officer, or by recruiting officer stationed away from the headquarters of the recruiting area as "Not being likely to become efficient soldiers"), his Commanding Officer will prepare the proceedings on discharge (Army Form B 268) for confirmation, in accordance with the instructions thereon. On this form will be entered the soldier's number, rank, name, corps, company, etc.

Date and place of discharge.

Description at the time of discharge.

Cause of discharge.

Conduct and character while with the colours. (The character will be recorded in all cases in the handwriting of the Commanding Officer).

Special qualifications for employment in civil life.

No. of Good Conduct Badges in possession.

Medals and decorations.

Certificate of education.

Statement of service in years and days.

The Officer Commanding his Company will sign to the effect that the man's accounts are correctly balanced, and that he has impartially enquired into all matters brought before him in accordance with regulations.

The soldier will certify that he has received all his pay, allowances and clothing and just demands up to the date of discharge; any reservations to be noted on page 3 of the Army Form.

The Officer Commanding the corps in the district will confirm the discharge. K.R., 377.

In the case of a soldier granted furlough under the provisions of para. 1322, K.R., the certificates on A.F. B 268 require to be signed by the soldier, and may be completed and signed before the soldier proceeds on furlough.

Certificate to be given to the Soldier.

(**11**) Certificates will be given to each man discharged or transferred to the army reserve as specified below :—

(i.) Recruit discharged under class (i.) or (iii.) (*a*), (*b*), or (*c*) of para. 392.	Discharge certificate (A.F. B 2079) only, the character awarded will be recorded thereon.
(ii.) Man discharged under class (x) (for felony), (xi), (xii), or (xiii) of para. 392.	Discharge certificate (A.F. B 264) only.
(iii.) Other soldiers--	
(*a*) On quitting the colours.	Character certificate and cover (A.Fs. B 2067 and B 2067A.)
(*b*) On final discharge	Discharge certificate (A.F. B 2079.)

A certificate of character will be prepared by the soldier's last C.O. in accordance with the instructions laid down in para. 418. In the case of a man serving at home it will be delivered to him complete and free from erasure on the day he finally quits the colours when proceeding on furlough to seek employment, or, if such furlough is not granted, on transfer to the army reserve or on discharge, as the case may be. When a man is serving abroad, it will be forwarded with his other documents to the officer at home who is responsible for carrying out the actual transfer or discharge, for completion of the fourth page and delivery to the man on the day he quits the colours. In the event of anything having occurred in the meantime to warrant alteration, the latter officer is authorized to substitute a fresh certificate made out by himself for that signed by the man's C.O.

A.O., $\frac{340}{13}$.

Each A.F. B 2067, will be numbered consecutively at the top of the first page, and the number will be noted on top of the first page of Army Form B 2056, and Army Form B 268. The abbreviated title of the unit will, in every case, be inscribed above the serial number.

A discharge certificate will be signed by the officer who carries out a soldier's final discharge and be either posted enclosed in a registered envelope, or handed to the man, free from erasure, if possible on the last day of his service. When this day falls on a Sunday, Christmas Day, or Good Friday, the discharge will be confirmed for that day, but the man may receive his certificate and be allowed to go away on the previous day. K.R., 415.

VIII. The Preparation of Transfer Documents.

Procedure on transfer to Army Reserve.

(**12**) The measurements and description, entered on A.Fs. B 268, B 2056 and B 2067, will invariably be taken at the time when those documents are prepared.

The following forms will, when necessary be prepared at the same time as A.F. B., 2067 :—

(i.) Army Form B 2088. This form will be prepared in duplicate for any man desirous of being

recommended for civil employment, and placed in his transfer or discharge documents.

(ii.) A.F. B 2073. This form will be prepared if a man is desirous of, and eligible for, employment in the Police.

(iii.) A.F. D 480. This form is a recommendation to the Incorporated Soldiers' and Sailors' Help Society and should be given with the character certificate to every soldier who is about to leave the colours unless he is of bad character. It should be completed as far as possible by the man's C.O., no details being left blank except those which can be completed only by the officer responsible for carrying out the man's actual discharge or transfer to the reserve.

(iv.) A. F. D 489. This form is primarily intended for use in connection with Post Office employment. Too much stress cannot, therefore, be laid on the importance of granting it only in cases where the C.O. is satisfied, both from a survey of the man's military record and his own personal knowledge, that it is in every way deserved. It is further intended to assist officers i/c employment registers in selecting men for positions of trust. It will be placed in the man's documents and a note made thereon, and on any A.F. B 2088, prepared in connection with his case, that it has been awarded.

When a man who has been discharged as an invalid is recommended for employment in the Post Office, a copy of his Medical History Sheet will be sent with the recommendation to the local postmaster. K.R., 424-5-6.

(13.) *Documents to be given to the Soldier on Transfer to the Reserve.*

(i) Railway and passage warrant (if necessary).

(ii) Character certificate (Army Form B 2067).

(iii) Instructions for reporting himself (Army Form D 424). K.R., 358.

(iv) In special cases, form of recommendation for civil employment (see paragraph 426 King's Regulations).

Duplicate Attestation to be forwarded to Record Office.

(**14**) Before a soldier at home is discharged or transferred to the Army Reserve, or to another corps, his Commanding Officer will forward to the Record Office the duplicate attestation for comparison with the original.

S.O., R.A.M.C., para. 73.

Conduct Sheets.

(**15**) On a man being discharged, transferred to another corps or to the Army Reserve, the conduct sheets will be certified by the signature of an officer.

S.O., R.A.M.C., para. 74.

Certificate on Transfer to the Reserve.

(**16**) A certificate to the effect that the soldier has been made acquainted with the instructions regarding forfeiture of pay, and that he has been directed to report himself to the O i/c R.A.M.C. Records will be signed by the Commanding Officer for each man transferred to the Reserve, and forwarded with his documents (see Appendix 7, S.O., R.A.M.C.) :—

APPENDIX VII.

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 Royal 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 O. i/c R.A.M.C. Records, Aldershot, and Army Form D 424, with a ½d. stamp affixed, has been supplied to him for that purpose.

QUESTIONS ON THE PREPARATION OF TRANSFER AND DISCHARGE DOCUMENTS.

Note.—The answer to the question will be found in the text opposite the number corresponding to the number of the question.

(1) *Enumerate the entries which will be made in the Statement of Services.*

(2) *How will service abroad be reckoned?*

(3) *What entries will be made in the Military History Sheet?*

(4) *What entries appear in the Soldier's Small Book?*

(5) *By whom will the entries in the Medical History Sheet be made, and what are these entries?*

(6) *Enumerate the entries which will be made in the Regimental Conduct Sheet, and which of these will appear in red ink.*

(7) *An entry will be made in the Company Conduct Sheet of every award of punishment except* ———. *What are the exceptions?*

(8) (2) *What entries in the Company Conduct Sheet will be transferred to the Regimental Conduct Sheet in red ink, and which do not count as regimental entries? When and for what purpose will this be done?*

(9) *At what times will the Company Conduct Sheet be destroyed, and when this is done, what record will be noted on the new sheet? What entries will be copied into the new sheet when the old one is destroyed?*

(10) *Explain the procedure to be adopted on a soldier being brought forward for discharge.*

What information will be given on A.F. B 268? (*Proceedings on Discharge.*)

(11) *What certificate will be given to a soldier on discharge or on transfer to the Reserve?*

(**12**) *Explain the procedure to be adopted on transfer of a soldier to the Reserve. On what Army Form will the proceedings be entered, and what information will be entered in this Army Form ?*

(**13**) *What documents will be handed to a soldier on transfer to the Reserve ?*

(**14**) *What is done with the duplicate attestation on discharge or transfer of a soldier ?*

(**15**) *What is the Regulation with regard to Conduct Sheets on the discharge or transfer of a soldier ?*

(**16**) *What certificate will accompany the documents of a soldier transferred to the Reserve ?*

CHAPTER XV.

THE REGULATIONS CONTAINED IN THE PAY WARRANT AND INSTRUCTIONS RELATING TO PAY DUTIES BEARING ON THE PAYMENT OF THE CORPS.

I. Payment of a Company.
II. Rates of Pay.
III. Corps Pay.
IV. Additional Pay.
V. Service Pay.
VI. Messing Allowance.
VII. Money Allowance in lieu of Rations.
VIII. Pay and Mess Book.

REFERENCE TO REGULATIONS.

Royal Warrant for Pay, Arts. 745, 844, 861, 862, 863, 865, 895, 904, 910. Appendix V., R.W.

King's Regs., paras. 685-687 (vii.).

Allowance Regs., para. 31, 87-88.

THE REGULATIONS CONTAINED IN THE PAY WARRANT, AND INSTRUCTIONS RELATING TO PAY DUTIES, BEARING ON THE PAYMENT OF THE CORPS.

I. PAYMENT OF A COMPANY.

(**1**) The Company Officer is responsible that all cash payments made to a soldier, and all stoppages, etc., due from time to time, are recorded in the pay and mess book. The cash payments will be made in the presence of an officer and two witnesses (other than the pay-sergeant) who will certify that the amounts charged have been actually paid. In the case of soldiers serving with a detachment, where no officer is present, each man will sign the detachment pay sheet. An Officer Commanding unit or corps will supply the accountant with all necessary information affecting the men under his command, and will see that he is supplied daily with certified copies of Part II. of Orders.

The Company Officer in charge of the pay duties and the company "Pay and Mess Book" will embody the accounts of the several detachments doing duty away from headquarters.

The detachment serving with the headquarters of the company will be paid weekly by the Company Officer, and he will remit the amount required for the pay of those serving on out-stations in accordance with the weekly estimates rendered by the officers commanding detachments.

(2) **II. RATES OF PAY.**

Rates of Ordinary Pay, R.A.M.C.

	Per diem. s.	d.
Sergeant-Major	5	6
Quartermaster-Sergeant	4	6
Staff-Sergeant	4	3
Sergeant	2	8
Corporal appointed paid Lance-Sergeant	2	4
Corporal	2	1
Private appointed Lance-Corporal ...	1	5
Bugler ... ... / Private ... ... \	1	2
Boy, until 18 years of age	0	8

The above rates will be increased by 6d. a day for all non-commissioned officers and qualified orderlies admitted to Queen Alexandra's Imperial Military Nursing Service. R.W., 745, 861.

(3) **Rank and Pay of Clerks in the R.A.M.C.**

	Per diem. s.	d.
Corporal	3	0
Corporal appointed Lance-Sergeant ...	3	6
Sergeant	4	0
Sergeant after 3 years in receipt of 4s. a day as R.A.M.C. Clerk	4	3
Staff-Sergeant	4	6
,, after 3 years in receipt of 4s. 6d. a day as R.A.M.C. Clerk	4	9
Quartermaster-Sergeant	5	0
,, ,, after 3 years in receipt of 5s. a day as R.A.M.C. Clerk	5	3
Sergeant-Major on appointment as Clerk in an Army Medical office	5	9

R.W., 745, 865.

Authority for clerk's pay and for increases thereof is issued by Officer in Charge R.A.M.C. records.

App. 13, S.O., R.A.M.C.

III. CORPS PAY.

(**4**) Corps Pay is granted to non-commissioned officers and men of the R.A.M.C. below the rank of Staff-Sergeant.

Rate.	Amount per Diem.	To whom Issued.
	s. d.	
1st	1 0	All Sergeants and Lance-Sergeants of the Nursing, Clerical, and Cooking Sections.
2nd	0 10	Lance-Sergeants of G.D. Section.
3rd	0 8	All Corporals, Lance-Corporals, of the Nursing, Clerical, and Cooking Sections, 1st Class Orderlies, 1st Class Clerks, 1st Class Cooks, etc. A.O. $\frac{305}{11}$.
4th	0 6	Lance-Corporals of the G.D. Section, Buglers (if 18 years of age), 2nd Class Orderlies, 2nd Class Clerks, 2nd Class Cooks, and Privates of G.D. Section employed as Sanitary Orderlies.
5th	0 4	3rd Class Orderlies, 3rd Class Clerks, 3rd Class Cooks and Privates of the G.D. Section. R.W., 862.

Additional Corps Pay.

(**5**) Non-commissioned officers and men performing the duties of—

Skiagraphists, Mercurial Rubbers,
Electrical Attendants, Mental Attendants,
Operating-room Attendants, Laboratory Attendants,

are entitled to additional corps pay of 6d., provided that the total amount received as corps pay does not exceed 1s. 2d. a day. Additional corps pay does not apply to non-commissioned officers and men admitted to Queen Alexandra's Imperial Military Nursing Service.

R.W., 863.

(**6**) The first charge for the corps pay of a 1st or 2nd Class orderly will be supported by an extract from the corps orders issued by the officer in charge of R.A.M.C. records, and of a 3rd Class Orderly, by a notification from the officer commanding the depôt that the man has been appointed a 3rd class orderly.

Rules for the Issue of Corps Pay.

(**7**) Corps Pay shall not be issued to any non-commissioned officer, man or boy for any day on which pay is forfeited or on which he is—

(1) Incapacitated for duty by reason of being sick in hospital or in quarters as the result of alcoholism or of venereal disease, or proceeding as an invalid on board ship through the same causes.

(2) Confined to barracks or camp.

(3) Under close arrest, unless acquitted.

(4) Awarded an entry in the regimental or company conduct book.

(5) Employed as an officer's servant except bâtman in regimental shops and institutes, or other employment which takes him from corps duty, and for which he is otherwise remunerated.

(6) A non-commissioned officer or man who is in receipt of service pay shall not be granted corps pay when on board ship (unless actually employed) when absent with leave, or when incapacitated for duty by reason of being sick in hospital or in quarters, from any cause. R.W., 844.

IV. Additional Pay.

(**8**) Soldiers of the R.A.M.C. actually performing the duties mentioned below may be granted additional pay at the daily rates laid down, provided that—

(1) Two rates of additional pay shall not be drawn by the same soldier.

(2) The duties have been performed for a period of at least 14 days. (This restriction shall not apply when the duty is performed for the Territorial Force.)

(3) The soldier, if he is a paid lance-sergeant or a paid lance-corporal, does not draw lance pay and additional pay for the same period.

(*a*) A soldier employed as special attendant in a case of infectious or contagious disease requiring the isolation of both patient and attendant 0s. 8d.

*(*b*) A soldier not above the rank of sergeant, employed as dispenser 0s. 6d.

*(*c*) A non-commissioned officer employed as dispenser on board a troopship proceeding to and from India 1s. 0d.

(*d*) The non-commissioned officer employed under the authority of the Officer Commanding R.A.M.C. in the district or command as superintending cook or instructor in hospital cooking 0s. 6d.

Instructor in hospital cooking below the rank of Staff-Sergeant 1s. 0d.

(**9**) Charges for additional pay will be supported in the first instance by the original authority of the officer commanding R.A.M.C. in the district or command, and by a certificate from the officer commanding the company or detachment on Army Form O 1645.

R.W., 822, 895, 904, 910.

V. SERVICE PAY.

(**10**) Service pay in the R.A.M.C. is limited to those who enlisted before 1st October, 1906. Such soldiers may draw service pay at the rates and subject to the conditions laid down in Appendix V., R.W., provided that no such soldier shall after 30th September, 1906, be permitted to extend, to re-engage, to transfer, or to continue in the service beyond 21 years, unless he surrenders all right to service pay in respect of his new term of service.

Soldiers extending, re-engaging, or continuing in the service beyond 21 years, after the 30th September, 1906, will continue to draw service pay until the expiration of—

(i.) The original period of colour service under which they qualified for service pay;

*(*b*) and (*c*) do not apply to N.C.O's. and men admitted to Queen Alexandra's Imperial Military Nursing Service.

(ii.) Their first period of limited engagement; or

(iii.) Their second period of limited engagement, as the case may be.

The daily rates of service pay are:—

	Initial Rate.	After 5 years' Colour Service.
Efficient Soldiers, Class I. ..	6d.	7d.
Efficient Soldiers, Class II. ...	4d.	5d.

R.W., Appendix V.

(11) Standard of Professional Efficiency.

For the purpose of service pay a man is classified under Class I., so long as he reaches the required standard of efficiency. This consists of—

(1) A 3rd class certificate of education.

K.R., 685.

(2) A private should not be less than a 1st or 2nd class orderly, in receipt of 3rd or 4th class rate of corps pay; but a 3rd Class orderly or private of the general duty section may be included if considered by his commanding officer to merit Class I. rates by reason of being specially qualified for any particular technical duty.

K.R., 687 (vii.).

Warrant and Non-Commissioned Officers.

(3) Warrant officers and non-commissioned officers (except unpaid lance-corporals) are entitled to draw Class I. service pay in virtue of their rank or appointment, but if enlisted on or after 19th October, 1905, they must also have fulfilled, as regards period of engagement, the requirements laid down hereunder as for "other soldiers."

(4) Other soldiers may be granted service pay who

DAILY MESSING ACCOUNT.

1st May, 1911.

	£	s.	d.
Balance *Cr.* brought forward			
88 Men in Mess at 3½d. each	1	3	10
Add any money from Refuse Fund		2	10½
Add any money from Regimental Institutes	1	2	6
Total	2	9	2½
Deduct Balance Debt brought forward			5½
To be expended	2	8	9
Expended	2	8	8
Balance ..... Cr.			1

	Quantity.		Rate.		Total.		
	lb.	ozs.	s.	d.		s.	d.
Barley							
Bread ..... 5 loaves				2		1	0½
Butter	5	4	1	2		6	1½
Coffee	1	8		11		1	4½
Currants	1	8		4½		1	8½
Flour	25			1½		3	1½
Milk ..... 3½ quarts				4		1	2
Mustard		4	1	4			4
Oatmeal							
Pepper		2	1	0			1½
Potatoes ..... 5½ stones				6½		2	11½
Rice							
Salt							
Split Peas							
Suet	2	8		5		1	0½
Sugar	5			2			10
Tea	2		1	2½		2	5
Vegetables, Mixed							
88 Bloaters at 4 for 5d.						9	2
Total from Refreshment Department, R.I.					1	11	5
Extra Meat from Contractor (specifying nature)	36			5¾		17	3
Totals					2	8	8

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enlisted for or have extended to eight years' colour service, or, in the case of men who enlisted or extended between 3rd August, 1906, and 30th September, 1906, inclusive, for a period of seven years. R.W., App. V., 3-4.

Soldiers who enlisted as boys are eligible for service pay on attaining the age of 20 years.
R.W., App. V., 8.

Instructions.

Army Form O 1615 is rendered in support of all first charges for grants and all restorations except for cases in which service pay has been forfeited by men readmitted to hospital solely for the administration of a dose of salvarsan, when the restorations will be supported by an entry on Army Form, O 1810.

Army Form, O 1615, will be rendered in support of the increase after five years in those cases where the soldier counts previous service which is not shown in the pay lists

The increase of 1d. per day after 5 years' service will be granted upon a certificate from the Commanding Officer that the conduct of the soldier is in all respects satisfactory.

When a soldier who is in receipt of service pay extends his colour service, re-engages, or contracts to continue in the service beyond 21 years, a note will be made in red ink in the pay and mess book, and also in the pay list, showing the date on which he will cease to be entitled to service pay. This note will be carried forward from month to month until the issue of service pay ceases. R.W., App. V.

VI. Messing Allowance.

(**12**) Messing allowance at the rate of 3d. per day is issued to soldiers of the R.A.M.C., subject to the following conditions:—

Messing allowance will not be issued when a full field service ration of groceries and extras is provided, but subject to this limitation, it may be drawn from the date of attestation for every day on which a soldier draws pay, except when, owing to injuries or sickness not due to active service, he is in a military or civil hospital, or under medical treatment in a non-dieted hospital, or in quarters, and extras are issued.

It may be advanced to a soldier proceeding on service abroad, or on furlough, in the same manner as pay, or the allowance in lieu of rations. Recruits specially enlisted will have the allowance from the age of 18, and boys from the date of being struck off the roll of boys. or when placed on the recognised establishment of the buglers. Allowance Reg., paras. 87, 88.

The Messing Book—A.B. 48.

This book contains the daily messing account of the Company, and has a page for every day of the month.

At the top of each page is an account showing the balance brought forward from the day before, the number of men in mess at 3d. a head, any refuse money to add to the amount to be expended; under these totals the amount actually expended that day is shown and deducted, leaving a balance to be carried on to the next day.

There is also a space to be filled in, showing what the Company's meals consist of on that day. Then there is a long list of groceries, etc., with a number of columns in which the quantity and price of any articles purchased for the Company on that day are entered. The groceries required for a Company on each day are made out on this form by the Non-Commissioned Officer keeping the Messing Book, who signs the form; it is then signed by the Company Officer. The Orderly Corporal of each

Company is present at the issue of the groceries and takes them over, signing the form of the Daily Messing Account.

All articles required for soldiers' messing are, when possible, purchased from the Canteen or Coffee Shop. The Canteen Steward will also sign the Daily Messing Account form as having issued the articles.

VII. Money Allowance in lieu of Rations.

(**13**) When a ration is not issued, a daily allowance of 6d. at home stations may be drawn by—

(*a*) All persons entitled to rations at stations where there is no contract for bread and meat, or who, while travelling, cannot be supplied with them.

(*b*) Warrant Officers if married.

(*c*) Soldiers on leave, pass, or furlough, and soldier servants allowed to accompany their masters on leave.

(*d*) Recruits who have not been finally passed into the Service, or who join their unit too late to be included in the ration return for days on which they are entitled to pay.

(*e*) Non-commissioned officers and men employed in the recruiting service.

(*f*) Men employed as waiters or servants at the officers' mess.

(*g*) Men employed as officers' servants when their masters live at an inconvenient distance from the barracks.

(*h*) Soldiers employed on any duty which renders it desirable, in the opinion of the General Officer Commanding, that the allowance in lieu should be granted.

The soldiers specified in (*f*) and (*g*) may be struck out of mess and draw the money allowance under the authority of the officer commanding the unit; those in (*h*) only under the authority of the General Officer Commanding. Allowance Reg., para. 31.

VIII. Pay and Mess Book.—*A.F. N. 1504.**

Before going into the details of this book, a few remarks about the system of keeping accounts, had better be given.

With a view to further simplification and in order to show a more exact balance on soldiers' accounts, a new system of accounting was introduced which affected all troops both serving at home and abroad after October 1st, 1913.

The Regimental Accountant keeps the accounts at the District Pay Office, compiling the Soldier's Ledger Account and Pay List.

The Company Commander—

(1) Issues cash to the soldier;

(2) Records payments in his Pay and Mess Book in peace (Acquittance Roll in war);

(3) Keeps a Regimental Stoppage Account (peace only);

(4) Keeps a simple account of cash received and disbursed, in the Captain's Cash Book and Ledger, the details of which are shown in the Pay and Mess Book.

The Regimental Accountant sends the Pay List, when completed for the preceding period, about the 15th of each

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*In the Specimen Forms Infantry Rates of Regimental Pay are shown.

PAY AND MESS BOOK.

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FORM 1. SPECIMEN SHEET FROM TH

Last Month's Balances. Pay Accounts. Dr. s.	d.	Cr. s.	d.	Regimental No.	RANK AND NAMES.	Rate last passed by Accountant.	CASH PAYMENTS during Month. † Casual Payments.* Date.	Amount. s.	d.	First Payment Date 7.11.13. s.	d.	Second Payment Date 14.11.13. s.	d.	Third Payment Date 21.11.13. s.	d.	Fourth Payment Date 28.11.13. s.	d.	Fifth Payment Date s.	d.	TOTAL. £	s.	d.	STOPPAGE s.	
			2	2244	C.S.M. Perkins, W.	4/4				34		34		35		35				6	18	0		
		1		4142	Serjt. Jones, J.	3/2	7th 14th 21st 28th	24 24 24 23		—	—	—	—	—	—	—	—			4	15	0		
		10	1	4213	Serjt. Smith, D.	3/2				15		16		16		16				3	3	0	16	
		77	7	5106	Lce.-Serjt. Atkins, F.	2/10				18		18		18		18				3	12	0	16	
		7	10	6163	Corpl. Jones, W.	2/6				16		16		16		16				3	4	0	9	
		6	5	6217	Lce.-Corpl. Dodds, G.	2/-				12		12		12		12				2	8	0	9	
		6	3	6301	,, Marsden, A.	2/-				12		12		12		13				2	9	0	9	
		6	2½	4115	Drummer Hayes, T.	1/11				—	—	12		13		13				1	18	0	7	1
		5	11	4201	Pte. Almond, D.	1/10				10		10		10		10				2	0	0	9	
		4		4113	,, Burgess, N.	1/3				7		7		8		8				1	10	0	9	
		2	10½	5002	,, Carr, A.	1/3	9th	39	2	14		—	—	—	—	—	—			2	13	2	2	1
		5	7	5114	,, Day, W.	1/10				13		13		14		14				2	14	0		
		4	2	6016	,, James, D.	1/6				9		9		9		10				1	17	0	9	
25				6114	,, James, M.	1/6	4th	40		—	—	—	—	—	—	—	—			2	0	0		
		3		7115	,, Jinks, B.	1/3				7		7		7		8				1	9	0	9	
		3	2½	7214	,, Rubbott, E.	1/3				7		7		—	—	—	—				14	0	3	
		5	10	3316	,, Salmon, I.	1/10				12		10		10		10				2	2	0	9	
		5	8½	4103	,, Salmon, E.	1/10				11		11		12		12				2	6	0	9	
		4	11	6159	,, Tilburn, H.	1/6				9		9		—	—	—	—				18	0	4	
		3	9	7142	,, Wilson, R.	1/5				7		—	—	7		—	—				14	0	3	
					Carried to Summary of Totals (Form 2).			174	2	213		203		199		195				49	4	2	136	

* All Casual payments will be supported by the men's receipts.

† When no payment is made to a man on the regular pay day, a black ink line will be drawn through the payment column opposite his name. Payments made on the Detachment Pay Sheet will be entered in the column for "Casual Payments."

BILLS PAID.								Total Cash Payments, Stoppages, and Bills.			Remarks, Notes of Fines, Public Stoppages, &c.	RATIONS.								
	Shoemaker.											Hospital.		Ration Allowance, on Furlough, &c.		Absence or under Detention.†		Rations not drawn for other reasons.†		No. of rations drawn.*
d.	s.	d.	s.	d.	s.	d.	£	s.	d.		Period.	No. of days.	Period.	No. of days.	Period.	No. of days.	Period.	No. of days.	
		-					6	18	9	Company Accountant. Extra duty pay at 6d. per diem.									28
							4	15	0	Attached H Company. Temporary pay casual.									28
							3	19	4	A.F. H. 1181, 15s. 4d.									28
6							7	16	10										28
							3	13	0										28
	1	11½					2	18	11½	A.F. P. 1965, 8½d.									28
							2	18	0	A.F. P. 1954, 7½d.									28
2							2	8	0	Forfeits 4 days' pay, absence 3rd to 6th, 4 days.					4th to 6th.	3			25
		7					2	9	7	Fined 2/6 for drunkenness, 9th.									28
							1	19	0										28
5		5½					3	0	10½	Transferred to Army Reserve, Sec. B, 9th, A.F. O. 1634, £2/0/0; H. 1179, compensat'n in lieu of plain clothes, 5/-.									9
							2	14	2										28
							2	6	0										28
							2	0	0	Furlough 1st to 28th, 28 days.			1st to 28th.	28					
	1	1					1	19	1										28
								17	5	Transferred to Military Foot Police, 12th.									11
0							2	14	0										28
							2	15	0										28
							1	2	6	Attached Pay Casual M.I. Coy. from 14th to 28th.									13
								17	2	Hospital 6th to 16th, 11 days. Tried by D.C.M. for drunkenness, 24th, sentence 84 days' detention. Guard-room 24th to 25th, 2 days. Detention Barracks 26th to 15th February, 1914.	6th to 16th.	11			26th to 28th.	3			14
8	1	4	1				60	2	8			11		28		6			464

*The number of rations drawn for men absent or in Guard Room should be included and noted in the Remarks column.
† Particulars to be given in Remarks column, *e.g.*, Absent, rationed by X Company, on board ship, &c.

FORM 3.

PART I.

Dr. STATEMENT OF RECEIPTS AND EXPENDITURE. **Cr.**

Date	Particulars of Receipts.	Amounts £ s. d.	Totals £ s. d.	Date	Particulars of Expenditure	Amounts £ s. d.	Totals £ s. d.
	(1) Balance due to Paymaster on last Account	0 13 3	0 13 3		(1). Balance due by Paymaster on last Account	— — —	— — —
	(2). *Cash :—*	— — —			(2). *Items from Form 2 :—*		
	Cash from Cashier — On _____				Total cash payments ...	49 4 2	
	Cash from Cashier — " 3rd/11/13.	62 0 0			Total Company stoppages (Credited to Stoppage Account)	6 16 4	
	Cash from Cashier — " _____				Tailors' bills	3 18 1	
					Shoemakers' bills	0 4 1	
					_____ bills ...	— — —	
	Barrack Damages (Debited to Stoppage Account)				TOTAL OF (2) ...	60 2 8	60 2 8
	TOTAL OF (2) ...	62 0 0	62 0 0		(3). *Other Items due from the Public :—*		
	(3) *Other Items due to the Public :—*				Contingent allowance ...	1 0 0	
					Postage and Telegrams (supported by A. F. P. 1940) ...		
					Marking and fitting clothing	0 3 8	
	TOTAL OF (3) ...	— — —	— — —		TOTAL OF (3) ...	1 3 8	1 3 8
	Total Receipts		62 13 3		Total Expenditure		61 6 4
	† Balance due by Paymaster on this Account				† Balance due to Paymaster on this Account		1 6 11
	Total		62 13 3		Total		62 13 3

† See Cash Reconciliation Statement on next page.

Form 3.

PART II.

Dr. CASH RECONCILIATION STATEMENT. **Cr.**

	£	s.	d.		£	s.	d.
Due to Paymaster (as shewn above)	1	6	11	Due by Paymaster (as shewn above)	—	—	—
Cr. balance of Stoppage Account		1	1	Cash in hand per Cash Book—			
				Bank	—	—	—
				Cash	1	8	0
				Stamps	—	—	—
					1	8	0
Total	1	8	0	Total	1	8	0

I certify that the above Account is correct, and that I hold the amount shown as cash in hand.

M. HAWKINS, *Captain,*
Commanding Squadron, Troop, Battery, or Company.

Station _____

Date _____

Statement of Receipts and Expenditure examined and passed.

_____

Station _____ *Date* _____ 19 . *Accountant.*

RATION STATEMENT FROM COMPANY RECORDS.

Form 4.

Rations issued	No.	To be deducted	No.
Issues to men of Company, &c.	464	Deduct for men on pay, but not rationed, (exclusive of men transferred during the month	
Issues to men attached but not on pay ...			
Issues to men joining during month. Army Form P. 1960, held by Paymaster			
Total issues agreeing with Army Form F. 743	464	Total deductions	

M. HAWKINS, *Captain,*
Commanding Squadron, Troop, Battery, or Company.

(SPECIMEN.)

CONSOLIDATED STOPPAGE ACCOUNT.

Dr.	Amount.			Cr.	Amount.		
	£	s.	d.		£	s.	d.
By Bill—"Canteen" Groceries, etc., Company Mess	4	6	0	Balance *Cr.* Brought forward from last a/c		1	2
Serjeants' Mess Subscriptions (one at 9d. and two at 1s. 6d.)		3	9	Received from Company...	6	16	4
By Bill—Serjeants' Messing (two at 6d. per day) ...	1	10	0	Received from Quartermaster (Refuse Fund) ...		5	0
,, Company Washing		13	5½				
,, General Barrack Damage Charges ...		5	8½				
,, Library Subscriptions...		2	6				
Balance *Cr.* this Account		1	1				
Total	7	2	6	Total	7	2	6

M. HAWKINS, *Captain.*

November, 1913.

month to the company commander. From this the company commander makes up and checks his Pay and Mess Book, so far as the following :—

1. Ascertaining the man's Balance Cr. or Dr. and noting it in the current period's pay and mess book, which is rendered to the pay office on the Tuesday following the last Friday in each month.
2. Checking the rates of pay, service pay, proficiency pay, etc., as last passed by the Accountant.

Officers commanding units supply the Accountant with every information affecting the pay of a man in their command, by means of copies of Regimental and Corps Orders affecting the man's emoluments, rendered daily on A.F. O 1810.

The officer commanding a company obtains money to pay his men from the Accountant by means of a requisition for cash made out and signed by himself on A.F. N 1487, sent in weekly through the adjutant of the unit. The money is then either drawn from the adjutant or paid into a bank in the company commander's name.

The period of the pay and mess book always ends on the last Friday of each month.

From the last Friday in the month until the last day of the month, officers commanding companies, etc., are not to requisition for cash. Any cash required to meet casual payments during that period should be included in the requisition for cash to pay the company, etc., on the last Friday in the month, and shown separately on the requisition.

Some specimen pages of the pay and mess book have been made out for the period 1st November to 28th November, 1913 (4 weeks), and are attached opposite this page. They have been made out for part of an imaginary Company of Infantry, commanded by a Captain M. Hawkins, of the Royal Blankshire Regiment. Frequent allusions to special points (shown in these specimen pages) as they occur, will be made in the explanations in this section. The pay and mess book is made out in

duplicate ; one copy is rendered to the accountant on the Tuesday following the last Friday in each month, and one copy is retained by the officer commanding the company.

The pay and mess book consists of four forms.

Form 1 is a double page or folio, which is repeated several times to allow the names of men of a large company being entered. A specimen of this Form 1 is shown.

Starting from the left, take the first two columns under "*Last Month's Balances.*" These columns are taken from the pay list, showing how the soldier stood last period with reference to his pay (which now includes clothing allowance).

The next column has the *Regimental Number* of each man in the company ; for instance, company-serjeant-major Perkins (see specimen page), regimental number 2244.

The *Rank and Name* column contains non-commissioned officers in order of seniority, and privates in alphabetical order.

Rate last passed by Regimental Accountant ; this is entered in the manner indicated in specimen page, each sum against a man's name being the total of ordinary pay, proficiency or service pay, etc., to which he is entitled daily, *e.g.*, serjeant Jones has 2s. 4d. a day pay, 7d. service pay, and 3d. messing allowance—Total 3s. 2d.

Casual Payments Column.

These casual payments consist of :

(*a*) Sums sent to men on furlough, *e.g.*, pte. M. James (in specimen page) on furlough, 1st to 28th of November—40s. was sent to him on the 4th of the month. For this purpose A.F. O 1806, or the Requisition for Money Orders, was made out in duplicate, both copies were handed in at a Post Office with the money (*i.e.*, 40s.. and 3d.* for the order) ; a money order was handed back by the officials, which was sent to pte. James, accompanied by a receipt for his signature. The postal authorities retain one copy of O 1806

* This 3d. is paid out of the contingent allowance and not charged through the pay and mess book, unless the money order is sent in connection with compulsory stoppage.

and return the other, duly stamped, to the company officer; this he keeps and sends in, attached to his pay and mess book, at the end of the period, with the receipt returned by pte. James.

(*b*) Sums sent to men attached to other companies, *e g.*, serjeant Jones was attached to H company (see column of remarks in specimen pages) from 1st to 28th November, and his pay was sent to him weekly, *i.e.*, 24s. on the 7th, 14th and 21st November respectively, and 23s. on the 28th November.

The process is as follows:—The officer commanding company having, let us say, several men attached to H company, fills in a Detachment Pay Sheet (A.F. N 1510); he enters amounts to be paid each pay day to each man, and sends total sum each pay day, by cheque or otherwise, to the officer commanding H company, who pays the men in the presence of two witnesses, this being testified by their signatures, and returns the Detachment Pay Sheet each week, after payment, to the officer commanding company sending it. This Detachment Pay Sheet is attached to the pay and mess book when sent in at the end of the period.

(*c*) Another occasion where this column is used, is in the case of a man who has finally left the company to go, for instance, to the Army Reserve, his time with the Colours having expired, *e.g.*, private Carr who goes to Section B, Army Reserve (see column of remarks) on the 9th of the month; this man is finally settled with, up to and including the 9th, and is given the total amount due to him. He is entitled to—

	£	s.	d.
Credit balance from last period	0	2	10½
Nine days' pay (1st to 9th inclusive) at 1/5	0	12	9
Gratuity on transfer to Reserve (*vide* R.W., 1118)	2	0	0
Compensation in lieu of plain clothes ...	0	5	0
Total	£3	0	7½

From this is deducted—	£	s.	d.
Cash payment on 4th	0	14	0
Bills (tailor and shoemaker)	0	4	10½
Consolidated stoppages (proportional share)	0	2	10
Total	£1	1	8½

Deducting £1 1s. 8½d. from £3 0s. 7½d. leaves £1 18s. 11d.

He is paid this sum and gives a receipt for it which is included in vouchers sent with pay and mess book.

Seven days previous to discharge or transfer, a company commander renders to accountant A.F. O 1809 (showing payments, stoppages, etc., to date). The accountant returns these forms, now showing total sum due, which is then paid to the man.

Cash Payments Columns.

These explain themselves.

Consolidated Stoppage Column.

The ordinary charges for messing, washing, library, etc., are as follow :—

	s.	d.	
Single Serjeant's Mess Subscription ...	1	6	monthly.
Married ,, ,, ,, ...	0	9	,,
Serjeant's Messing	0	6	per diem.
Rank and File Messing	0	3	,,
,, ,, Washing	0	0½	,,
Library subscription (all ranks voluntary)	0	2	per month.
National Health Insurance	0	1½	per week.

The officer commanding unit fixes a lump sum to cover these charges for a week. It is based on an average. In specimen pay and mess book, 4s. 1d. per week suffices for serjeants, *vide* serjt. Smith and lance-serjt. Atkins. This should also cover all charges for general barrack damages.

Married serjeants and rank and file live with their families, and pay for no messing; married serjeants are charged 9d. per month subscription *vide* company-serjeant-

major Perkins; married rank and file pay no consolidated charge, unless members of the Library, as for instance private Day, who is charged 2d.; married soldiers pay for damages to their own quarters, and so no share of general barrack damage charge falls upon them.

Single rank and file pay for messing and washing. To meet these, 2s. 3d. has been fixed in the specimen forms as a weekly average charge sufficient to cover also any barrack damages. Men are not charged for washing or messing on any days they are not "in mess," *i.e.*, when they are absent, on furlough, in prison, or in hospital.

Broken periods are dealt with by fixing a daily rate in proportion to the weekly rate, *vide* private Carr, 9 days only in mess, charged 2s. 10d.

The total amount of the consolidated stoppages from the company (in this case 136s. 4d.) is entered on Form 3, balance sheet (see specimen), and this sum is taken by the captain and accounted for in the consolidated stoppage account, which is kept in his cash book and ledger and explained later.

The "Bills Paid" Columns.

These explain themselves; the only point to call for any remark is, that these bills may be paid from any credit shown in the last period's balances column; for instance, lance-serjeant Atkins has a credit of £3 17s. 7d. in his last period's balances, and on presenting a tailor's bill, made out and signed by the regimental tailor for this amount, the captain will pay the bill from serjeant Atkins' credit, and so need not reduce his cash payments.

The system under which the soldier maintains his clothing and necessaries out of an allowance credited to him in the pay list quarterly in advance, is explained on page 365.

The officer commanding a company should pay all company bills on or before the last Friday of the month, and forward them receipted to the pay office with the pay and mess book.

The "Remarks" Column.

This column explains itself.

The "Ration" Columns.

These show the number of rations that have been drawn by the men of the company throughout the period, and they also show when rations are not drawn, and the reasons why this is the case, *e.g.*, the first column shows the number of days any man was in hospital, during which time his company drew no rations for him; note that private Wilson was in hospital, 6th to 16th (being admitted on the 5th, *the company drawing a ration for him on day of admission*); this man was also five days in detention, as he was tried by court-martial and sentenced to 84 days detention on the 24th, and went to the detention barracks on the 26th, being in the guard detention room on the 24th and 25th of the month, during which two days his company drew rations for him, therefore the number of rations drawn for this man are 28, less 11, for days in hospital, and less 3, for days in detention barracks, *i.e.*, total 14.

We have private Tilbarn, attached to Mounted Infantry Company (see column of remarks) from 14th to 28th inclusive, therefore, only 13 rations were drawn for this man. Note the words "*Pay Casual*" in column of remarks, which signify that the man is both paid and rationed by the Mounted Infantry Company to which he is attached.

Private Rubott has been transferred to the Military Foot Police from 12th inclusive, and the company consequently only draw 11 rations for him.

We find private M. James drawing 28 days' allowances in lieu of rations (rate 6d. per diem), as he is on furlough during this period.

The case of drummer Hayes is important, he remained *absent without leave* from the 3rd to 6th and forfeited thereby four days' pay, but the company only lost three rations in his case, *as a ration is allowed to be drawn for the first day of absence*, when a man remains absent without

leave, so 25 rations were drawn for this man, as may be seen by glancing at the last column, which contains the total number of rations drawn for each man during the period.

Form 2 is simply a summary of totals, taken from each folio of Form 1 ; it also contains the signature of the officer paying out, appended to the totals paid out each week, and as each payment must be made in the presence of two witnesses (other than the pay serjeant) who may be non-commissioned officers or privates, these two witnesses must also sign in the spaces allotted each week. It is omitted in specimen pages.

Form 3, Part I., is a balance sheet or statement of receipts and expenditures. It must be noted that all monies received by the officer commanding company either from the Paymaster or any other source, are treated as a debt due by that officer to the public, and all his expenditures in the nature of cash payments, etc., are placed to his credit.

We notice that the balance due to the accountant from last period was 13s. 3d., and that the cash the captain drew from the Paymaster was £62 on the 3rd of the month. We see that his total cash payments were £49 4s. 2d., and that the consolidated stoppages amounted to £6 16s. 4d. We also find the bills, etc., duly entered from the previous forms.

We also notice a *contingent allowance* of £1* ; now this sum is allowed for each period for Companies of Infantry for payment of stationery and other items that are required by officers commanding companies ; a separate account showing how this sum is expended is kept in the captain's cash book and ledger.

The captain's total receipts in this case were £62 13s. 3d., his total expenditures were £61 6s. 4d., leaving a balance of £1 6s. 11d. due to the Accountant.

Next turn to Part II. of Form 3, we find first, the *Cash Reconciliation Statement*, on the debtor side. We find the £1 6s. 11d. due to the accountant shown in Part I., and a sum of 1s. 1d., which is taken from the credit balance of the

* The Allowance would be £2 under the 4-Company System.

Consolidated Stoppage† Account; this balances with the cash in hand shown in the captain's cash book and ledger. Finally there is the ration statement which explains itself.

Following the specimen forms of the pay and mess book, will be found a specimen of the Consolidated Stoppage Account, taken from captain Hawkins' cash book and ledger. It will be noticed that in addition to the £6 16s. 4d. taken from the Stoppage Account in the pay and mess book, there are other credits which explain themselves, and the balance credit of 1s. 1d. corresponds with that shown in the Cash Reconciliation Statement.

The Cash Book and Ledger—A.B. 69.

This book is divided into two parts as its name implies :—

(1) The Cash Book;

(2) The Ledger.

On pages 358 and 359 will be found a specimen page taken from captain Hawkins' cash book, made out to correspond with period shown in the specimen pages of the pay and mess book.

A glance at this specimen page will explain to the reader the nature and use of this book. The bank columns which are seldom used, have been omitted from the specimen pages, they are intended for any sums paid into the bank, and cheques drawn on these sums, and the columns would correspond with the captain's bank pass-book at the end of each month.

The balance £1 8s. 0d. corresponds with that shown in the Reconciliation Statement.

The consolidated stoppage account (see specimen opposite page 348), is kept in the ledger half of this book, as also is the contingent account.

† See Specimen.

SPECIMEN PAGE OF

RECEIPTS.

Date.	From whom.	On what account.	Cash.		
			£	s.	d.
1/11/13	*Cash in hand, brought forward...*	... ...		*14*	*5*
3/11/13	*Paymaster*	*Payment of Company*	*62*		
15/11/13	*Quartermaster*	*Sale of Refuse*		*5*	*0*
		Total	*62*	*19*	*5*

CAPTAIN'S CASH BOOK.

PAYMENTS.

Date.	To whom.	On what Account.	Cash. £	s.	d.	Receipt.
7/11/13	Company	Pay	10	13	0	Pay & Mess Book.
7/11/13	Serjt. Jones & Pte. James	Casual Payment ...	3	4	0	A.F. N. 1510 & Receipt attached.
9/11/13	Pte. Carr	Casual Payment ..	1	19	2	J. Carr.
14/11/13	Company	Pay	10	3	0	Pay & Mess Book.
14/11/13	Serjt. Jones	Casual Payment ...	1	4	0	A.F. N. 1510.
21/11/13	Company	Pay	9	19	0	Pay & Mess Book.
21/11/13	Serjt. Jones	Casual Payment ...	1	4	0	A.F. N. 1510.
28/11/13	Company	Pay	9	15	0	Pay & Mess Book.
28/11/13	Serjt. Jones	Casual Payment ..	1	3	0	A.F. N. 1510.
28/11/13	Canteen Manager ...	Company Grocery Bill ..	4	6	0	H. Barr.
28/11/13	President Serjts.' Mess ...	Serjeants' Messing ...	1	13	9	W. Foy, Col.-Serjt.
28/11/13	Mrs. Day	Company Washing ...		13	5½	Mrs. Day.
28/11/13	Paymaster	General Barrack Charges		5	8½	Receipts attached
28/11/13	President Regtl. Institute	Library Subscriptions ...		2	6	Pay & Mess Book.
28/11/13	Serjt. Master Tailor ...	Tailors' Bills	3	18	1	D. Kirk, Serjt. Mr. Tailor.
28/11/13	Serjt. Master Shoemaker	Shoe Bills		4	1	W. Small, Serjt. Mr. Shoemaker.
28/11/13	Serjt. Master Tailor ..	Fitting Allowance ...		2	5	D. Kirk, Serjt. Mr. Tailor.
28/11/13	Pte. Morgan	Marking Allowance ...		1	3	J. Morgan.
28/11/13	Self	Contingent Allowance*...	1	0	0	M. H. Hawkins, Capt.
		Cash in hand... ...	1	8	0	
		Total ...	62	19	5	

*An account of the expenditure of this contingent allowance must be kept in a part of the Captain's Cash Book (A.B. 69) in the same manner as the Consolidated Stoppage Account.

The contingent allowance is used for payment of storeman, usually 10s. per month; also for stationery required by the company, money orders for men on furlough, cleaning material, and postage.

The Pay List—A.F. N 1505.

From the data furnished by both officers commanding companies and officers commanding units, the regimental accountant is able to complete the ledger account of each man. This is kept in the pay list. *The company cash payments and stoppages* will be entered up from the pay and mess book and the remarks column will be posted from the regimental orders sent on A.F. O 1810. From these he makes out the rates of pay, compensation, etc., due to each man. The pay list is sent to the officer commanding company who, after noting the balances, will sign the pay list vouching thus for the correctness of the cash payments and stoppages, and will return it to the accountant.

A complete copy of the pay list together with the original pay and mess book is kept at the pay office, so that if any question arises about a man's pay, it can be settled without writing to the War Office.

Soldiers' Pay Book (Active Service)—A.B. 64.

This little book is issued to every soldier before proceeding on active service. The great advantage of the system of payment which is brought about by means of this book, is that any soldier can at a convenient time and place, get a greater portion of any sum that is due to him, from any officer who is able to get money from a Field Accountant to pay troops with, no matter whether the soldier belongs to this officer's unit or not. The book contains :—

(1) Instructions to the soldier.
These tell him :—

(*a*) To produce the book when he wants a cash advance.

(*b*) To give the officer paying him, a receipt on a form which the officer will produce termed an *Acquittance Roll.*

(*c*) To note that the officer paying him will sign for the amount paid, on the pages set aside for cash payments (7—10).

(2) The soldier's name, rank, regiment, date of attestation, and age on enlistment.

(3) Rates of pay, proficiency or service pay, messing allowance or corps pay, etc., which the soldier is entitled to receive at the time the book is issued to him. All this is vouched for by the signature of the officer commanding the man's company.

(4) Spaces to show any addition to, or deduction from this rate of pay, shown in (3), by reason of subsequent events, such as promotion or reduction in rank, payments made to wife at home, etc. These are entered on page 6, and signed by an officer. The amended rate is entered on page 4 and signed by the officer commanding the company.

(5) Page 7, the first of those on which the cash payments are entered shows a space at the top for specimen of the soldier's signature; it also shows the date the book was opened, the amount (if any) which the soldier was in debt *at this date*; all this is vouched for by the signature of the officer commanding the company.

Cash payments extend from pages 7–10.

(6) Shows a short form of will, with a space for the man's will.

When a soldier requires a cash advance, he presents his book to his company commander, if the latter is available, otherwise to any officer who is paying troops, and asks for a sum to be paid to him.

The officer, noting the rate at which the man is entitled to be paid, and seeing whether this rate has been amended or not since the issue of the book, looks on page 7 to see if soldier was in debt at the time of issue, then, by a small calculation, finds the amount of pay due to the soldier from the time of issue of the book to the date on which he applies for an advance, deducts any cash payments already made, and then finds the soldier's credit balance at that moment, and is able to pay him any sum less than this amount.

The man must sign for what he receives, on the officer's acquittance roll, A.F. N 1513. The officer signs the payment made to the man, in his book.

An officer who wishes to pay men on service, a thing which it is considered should not be done more often than is absolutely necessary, obtains funds from the nearest field accountant, and, after making payments for which he obtains the soldier's receipts on his acquittance roll, he forwards at once a copy of this roll to the accountant paying his unit. At the same time an officer must keep a simple account of cash received and disbursed, and render this monthly, if necessary, to his Accountant.

Army Book 70.

This book has no other title; it is simply a descriptive roll of the men of an officer's squadron, battery or company, and gives every possible information that could ever be required about a man, by the officer commanding the squadron, battery or company.

It includes all the information about a man's enlistment, terms of service, pay he is entitled to, certificates he obtains, medals, trade employment, musketry classification, etc., etc.

The Soldiers' Small Book.—A.F. B 50.

A book, termed "The Small Book," is issued to every soldier on enlistment. This contains a number of entries, all of which are made under the superintendence of the officer commanding the company to which the man belongs.

It is to the interest of the soldier to take care that this book is kept correctly up to date.

The objects for which this book is given are, to provide the soldier with useful information and to record his service in the army.

The soldier takes the book with him on discharge; and should a soldier lose his book, he must replace it at his own expense.

The book contains—

(1) Soldiers' full description.

(2) Next of kin (verified and corrected annually soon after January 1st each year).

(3) Some extracts from regulations of interest to the soldier such as :—

(*a*) Mode of complaint.
(*b*) Extracts from Army Act.
(*c*) Method of saluting.
(*d*) Officers' badges of rank.
(*e*) Points on guard and on outpost duty.
(*f*) Instructions for cleaning kit.
(*g*) Notes on cooking.
(*h*) Furlough, marriage and civil employment.
(*i*) Soldiers' wills.
(*j*) Full particulars of service.

A soldier is classified under one of the following denominations :—

C. of E.	...	Church of England.
P. ...	...	Presbyterian.
R.C.	...	Roman Catholic.
W.	...	Wesleyan.
B. ...	...	Baptist.
C. ...	...	Congregationalist.
J. ...	...	Jew.

Personal Clothing Disposal Book.—A.B. 339.

When a man has any article of personal clothing to dispose of, by auction or otherwise, to men of his unit, the article with the seller's name is entered in the personal clothing disposal book, and the officer commanding the company will, if he sanctions the sale, initial it. The officer commanding the buyer's company, if he concurs, records the transaction in the personal clothing book of the company, and also initials the entry.

The money received for the article is credited in the seller's pay account and debited in the buyer's clothing account, or if there is not a sufficient balance therein, to his pay account.

Description of Horses.—A.B. 92.

This book is only kept by Corps having horses and mules, and its title sufficiently explains its use.

RETURNS.

Issues on Payment.—A.F. H 1181.

Dismounted Services.

This is a form on which a company commander indents for personal clothing and necessaries, which a man wishes to obtain on payment.

The company commander prepares this return at the commencement of each period.

On the left side of the first inside page, is a list of articles required by men; then follow a number of columns with a space at the head of each, for the name, rank, and number of any man requiring any articles. The column under the man's name is divided into two parts, headed *(a)* number and *(b)* price.

(*a*) Is the number of articles required, of each kind.

(*b*) Is the price per article.

The number (*a*) is entered by the company commander, who sends the book in to the quartermaster, who enters the price of the article (*b*) according to his latest price list, and returns the book at the end of the period.

The officer commanding the company draws the articles from the stores and issues them to the men concerned, entering the amounts charged as debts against the men in the pay and mess book; *vide* specimen pay and mess book, serjt. Smith, in column of remarks—A.F. H 1181, 15s. 4d. The men themselves will sign the form to show receipt of the articles, in the place prepared for their signatures.

The "fitting" and "marking" charges are added by the quartermaster, in the spaces allotted in the form, and the company commander pays these charges each period and enters them in the balance sheet of his pay and mess book (see specimen, Form 3).

Free Issues.—A.F. H 1179.

A soldier on joining obtains, free of charge, equipment, and public clothing.

Personal Clothing and Allowance.

The first year's outfit for a recruit will be free, but in subsequent years the clothing will be maintained by the soldier out of a quarterly clothing allowance, to be credited in the pay list in advance, on each of the following four "clothing quarter days," viz., 1st January, 1st April, 1st July, and 1st October, and in this allowance will be included a sum of 15s. 3d. per quarter for the upkeep of the free kit.

The rates for the combined quarterly allowance will be published in Army Orders from time to time.

Similar to the "Issue on Payment" return, on the left of the first inside page is a list of articles, which men are entitled to, on enlistment or re-enlistment, followed by columns, headed by spaces for men's names. The left space gives a list of the various articles and the following space is filled up with the number to which the man is entitled.

A recruit gets his first allowance credited to him on the fourth clothing quarter day following his enlistment.

Soldiers enlisted or re-enlisted on or after the 1st April, 1908, will be credited on the fourth clothing quarter day, following their enlistment, with the sum of £1 10s. 6d. in addition to the first issue of the combined clothing and kit allowance.

The clothing and kit allowance will be expended at the discretion of the company commander, in the provision and upkeep of such regulation clothing and necessaries as the soldier may, in his opinion, require during the current quarter.

When the allowance has been expended, any further purchase of clothing or necessaries will be met from the soldier's pay.

Clothing and kit allowances will be a direct credit in the Pay List.

The clothing allowance is not drawn by soldiers in hospital a complete quarter; it is drawn, however, by soldiers undergoing detention, but not when committed to a military prison. It is not issued on active service.

Issues of Public Clothing.—A.F. H 1152.

This is a form which is made out, and sent in to the quartermaster, by the officer commanding a company.

Public clothing consists of such things as full dress head-dress, great coats, leggings, etc., which remain always the property of the public; the soldier wears these articles during a prescribed period, and is then entitled to new ones, on handing over the old ones. A great coat for instance must last for five years.* Should the soldier lose or damage any article of public clothing, he is put under stoppages of pay to make good the value of a new one, less the value of the part-worn article lost or damaged, which value is assessed according to scale; the return mentioned below is then rendered.

Army Form P 1954.

This form is made out in duplicate, one copy is sent in with the pay and mess book to support the charge against the man, and the remaining copy is retained by the officer commanding company, for reference. It is a return, as above explained, of any men placed under stoppages of pay, during the period, to replace (1) public clothing, (2) free kits obtained by fraudulent enlistment, etc.

Army Form P 1963.

This is a return of men placed under stoppages of pay for losing, damaging or destroying articles of equipment, or to pay for repairs to, or cleaning of, arms.

Requisition for Cash—A.F. N 1487.

Usually rendered weekly, either through the unit's adjutant or straight to the regimental accountant, from the company commander.

Requisition for Money Order—A.F. O. 1806.

This form and its use have already been explained.

Abstract of Public Clothing of Men Transferred—A.F. H 1150.

This form is used by a company commander when returning public clothing to the quartermaster's stores, on such occasions as a man going to the army reserve or a man discharged from the service.

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* Under exceptional circumstances regarding wear of public clothing, such as on active service, at manœuvres, etc., a board of inquiry may condemn articles before their allotted period of wear has expired, and the soldier will then obtain new articles in place of those condemned.

Pay and mess books should be rendered to the accountant within two days after the end of the month, but owing to the number of detachments which are generally attached to each company of the R.A.M.C. it is found to be impracticable to render them so early. An explanation should be sent of the cause of the delay.

The following shall be *substituted* for Articles 701, 893, and 894, R.W., with effect from August 1st, 1909 :—

757. The pay of the warrant rank to which a non-commissioned officer is promoted shall be issued to him from the date of his warrant.

968. The pay of the higher rank to which a soldier is promoted shall be issued to him from the date of the vacancy to which he succeeds.

When a non-commissioned officer is reduced by sentence of court-martial, the vacancy shall be held to occur on the day on which the proceedings of the court-martial are signed.

969. No extra remuneration shall be granted to a soldier for performing the duties of a higher rank or appointment except in the following circumstances :—

(*a*) When acting for a warrant officer or for a non-commissioned officer above the rank of sergeant who is—

(i.) Absent, from a station at home or abroad, at a course of instruction ;

(ii.) Absent from a station abroad sick, or on leave after a lengthened period of service abroad, or when sent home for discharge.

(*b*) In the above-mentioned cases the minimum rate of pay attached to the rank or appointment shall be issued to the soldier acting in the higher capacity from the 32nd day of absence only, and shall be continued until the return of the absent warrant officer or non-commissioned officer, or the arrival of a successor.

QUESTIONS ON PAY DUTIES.

Note.—Answer to the question will be found in the text opposite the number corresponding to the number of the question.

(1) *Explain the procedure to be adopted in the payment of a Company, R.A.M.C., and the company officer's responsibility in the duty.*

(2) *Give the rates of ordinary pay in the R.A.M.C. for the different ranks. How are the rates of pay affected when non-commissioned officers or men are admitted to the Q.A.I.M.N.S.?*

(3) *Under whose authority is the pay of clerks issued? Give the rates of clerks' pay in the R.A.M.C.*

(4) *To whom may corps pay be granted? Give the rates and amount of each rate of corps pay.*

(5) *What is "Additional corps pay," and under what conditions will it be granted?*

(6) *What authority is necessary when the first charge for corps pay is made?*

(7) *Under what circumstances will corps pay not be issued?*

(8) *When will "Additional pay" be issued to non-commissioned officers and men of the R.A.M.C.? Mention the conditions governing its issue.*

(9) *What authority is necessary in support of the first issue of additional pay?*

(10) *What is "Service pay," and under what conditions is it issued to soldiers of the R.A.M.C. who enlisted before the 1st October, 1906?*

(11) *Mention the conditions which constitute the professional efficiency of Class I. for the purpose of reckoning Service pay.*

(12) *Mention the conditions under which messing allowance will be issued.*

(13) *When and by whom can money allowance in lieu of rations be drawn?*

(14) *Explain the use of the Pay and Mess Book.*

PART IV.

CHAPTER XVI.

SEMAPHORE SIGNALLING.

R.A.M.C. Training, Para. 22.
Training Manual Signalling, Sections 16 and 221.

SEMAPHORE SIGNALLING.*

TRAINING OF R.A.M.C. IN SEMAPHORE SIGNALLING.

Attention is invited to the instructions contained in R.A.M.C. Training, para. 22, regarding the use of Semaphore Signalling as a means of communication between portions of field units of the R.A.M.C.; and to para. 280, Equipment Regulations, Part I., as amended by A.O. 115 (4) of April, 1909, authorising the issue of four flags (signal Army) 2 feet square, to each Company of the R.A.M.C. for carrying out instructions in field training.

The standard of efficiency required will be that laid down in the Training Manual, Signalling, section 221, and the annual inspection will be carried out as laid down for other branches.

A note, "Trained in Semaphore Signalling," will be made in the personal documents of all who qualify in the subject.

The numbers trained need not be limited to those who will be required on mobilization, and encouragement should be given to officers and other ranks of the R.A.M.C. to learn semaphore signalling sufficiently well to send and read proficiently without necessarily acquiring the ordinary routine of message work.

Authority: War Office/44/Gen. No./1816.
Dated, 8th May, 1909.

Semaphore Alphabet and Numeral Signs.

In the field this rapid and simple means of signalling is usefully employed at short distances, such as between columns and their advanced or rear guards, across rivers,

*Gale & Polden, Ltd., publish the "Semaphore Simplified; or how to learn in a few hours," by means of a pack of 29 cards, with booklet of instruction It is a most useful aid for this purpose. Price per set, 6d.

defiles, or fire-swept zones, and to connect an attacking line with its supports.

The following points must be carefully attended to both at drill and when actually sending messages:—

1.—The signaller must stand exactly facing the station he is sending to.

2.—The flags must not be thrown to the rear, and must be held at the full extent of the arms and in exact prolongation of them.

3.—The arms must be placed at the exact positions indicating the letters, signs, etc.

4.—When making the letters T, O, W, and the numeral sign, the flags must be separated and not covering one another.

5.—The signaller should turn slightly on the hips when making such letters as I, X, etc., but the eyes must continue to look straight to the front.

6.—When double letters occur, the flags are to be brought well into the body after the first letter is made.

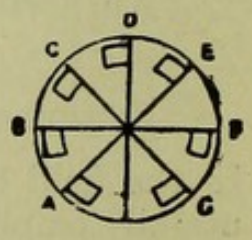
7.—The flags are to be kept unfurled, and to be moved quickly from one letter or sign to the next; a pause is to be made on the letter or sign according to the rate of sending.

8.—When sending is going on, everyone, except the signaller, must stand clear of the flags.

9.—Both flags should be of the same colour.

The simplest method of learning the alphabet and other signs is by circles, thus:—

1ST CIRCLE—A to G.
2ND CIRCLE—H to N, omitting J.
3RD CIRCLE—O to S.
4TH CIRCLE—T, U, Y, and "Erase."
5TH CIRCLE—Numeral Sign, J (or Alphabetical Sign) and V.
6TH CIRCLE—W & X, and
7TH CIRCLE—Z.



At drill in the first circle, the letters A to D will be made with the right arm, and E to G with the left.

No.	Name.	Signal.		By which Station sent.
		Morse.	Semaphore	
1	General Answer ...	"T"	"T" made as in Morse	Receiving ..
2	Preparative	- - - - - - etc.	"J" and waving the flags	Sending ...
3	Erase	- - - - - - - - - etc.	Opposite to "L"	Either ...
4	Obliterator	W W	W W	Sending ...
5	Stop	P P	P P	Either ...
6	Figures intended ...	F I	Numerical sign	Sending ...
7	Figures finished ...	F F	Alphabetical sign	Sending ...
8	Block	Z	Z	Sending ...
9	Cipher	C C	C C	Sending ...
10	Word after	W A	W A	(*a*) Receiving
11	Word before	W B	W B	(*b*) Sending
12	Repeat	I M I	I M I	Receiving ..
13	Go on or Spell out ...	G	G	(*a*) Either ... (*b*) Receiving
14	Break	— - - - —	I I	Sending ...
15	End of Message ...	V E	V E	Sending ...
16	Message Correct ...	R D	R D	Receiving ...
17	Symbol used between whole numbers and fractions	M M	M M	Either ...
18	Naval & Military Sign	X X X X etc.	X X X X etc.	Sending ...
19	Full Stop	- — - — - —	A A A	Either ...
20	Oblique Stroke ...	- — - - —	L T	Either ...
21	Horizontal Bar ...	— - - — -	N R	Either ...
22	Underline	- - — — - —	U K	Sending
23	Parentheses or Brackets	— - — — - —	K K	Sending
24	Inverted Commas ...	- — - - — -	R R	Sending
25	Hyphen	— - - - - —	N V	Sending ..
26	A A A	A A A	A A A	Sending ...

Purpose.	How Sent.	How Answered.
To acknowledge a word or group not otherwise acknowledged	As a group of 1 letter	
To attract the attention of an unknown station	Sent continuously	General answer
a) To erase a word or group sent incorrectly	Sent continuously until answered	By the same signal
b) To erase a word or group incorrectly checked		
To cancel a message just sent, or then being sent	As a group of 2 letters	„ „ „
To interrupt a message or to send instructions	„ „ 2 „	„ „ „
To indicate numerals about to be sent	As a group of 2 letters by Morse	General answer
To indicate numerals finished, letters being resumed	As one signal by Semaphore ..	„ „
Sent before and after a word or portion of message written in capitals	As a group of 1 letter	„ „
Sent before and after cipher, or a word or portion of a message to be repeated back	„ „ 2 „	„ „
To ask for the repetition of a doubtful word	„ „ 2 „	„ „
To supply an omission	„ „ 2 „	„ „
To ask for a particular portion of a message to be sent over again	„ „ 3 „	„ „
To instruct the distant station to proceed with the work in hand		General answer
To intimate that they wish the group in question or the next group to be sent in full	„ „ 1 „	Complying
To separate the text from the addresses of a message	By Morse as one signal. By Semaphore as a group of 2 letters ...	General answer
To intimate that the message is concluded	As a group of 2 letters	**R D** flag up (at the ready) or Light exposed
Sent after all necessary corrections, etc., have been obtained, as an acknowledgment that the message has been correctly received	„ „ 2 „	General answer
In a number composed of whole numbers and a fraction, to separate the whole numbers from the fraction, or two fractions from one another	As 2 letters sent in the same group as the figures to which it refers	Repeated back in its proper place with the check letters
Alone, a mark of punctuation; with figures indicates decimal point or separates hours from minutes	X sent continuously till answered By Morse as one signal. By Semaphore as a group of 3 letters	General answer
To separate figures, letters, etc., or as a mark of division	By Morse as one signal. By Semaphore as 2 letters, in the same group as figures, or, if none, then in a group by itself	General answer or checked back with figures
As generally used	By Morse as one signal, by Semaphore as a group of 2 letters, sent both before and after the words to which it refers. It is not used with figures.	
As generally used	By Morse as one signal. By Semaphore as a group of 2 letters. With words it is sent in the same group as the preceding word, with figures in the same group as the figures. When it counts as a word it is sent in a group by itself	General answer or with figures checked back
To separate the sender's number, date, and in reply to No. from the text of a message or instead of writing the word "stop" in the text	As a group of 3 letters	General answer

To face page 375.

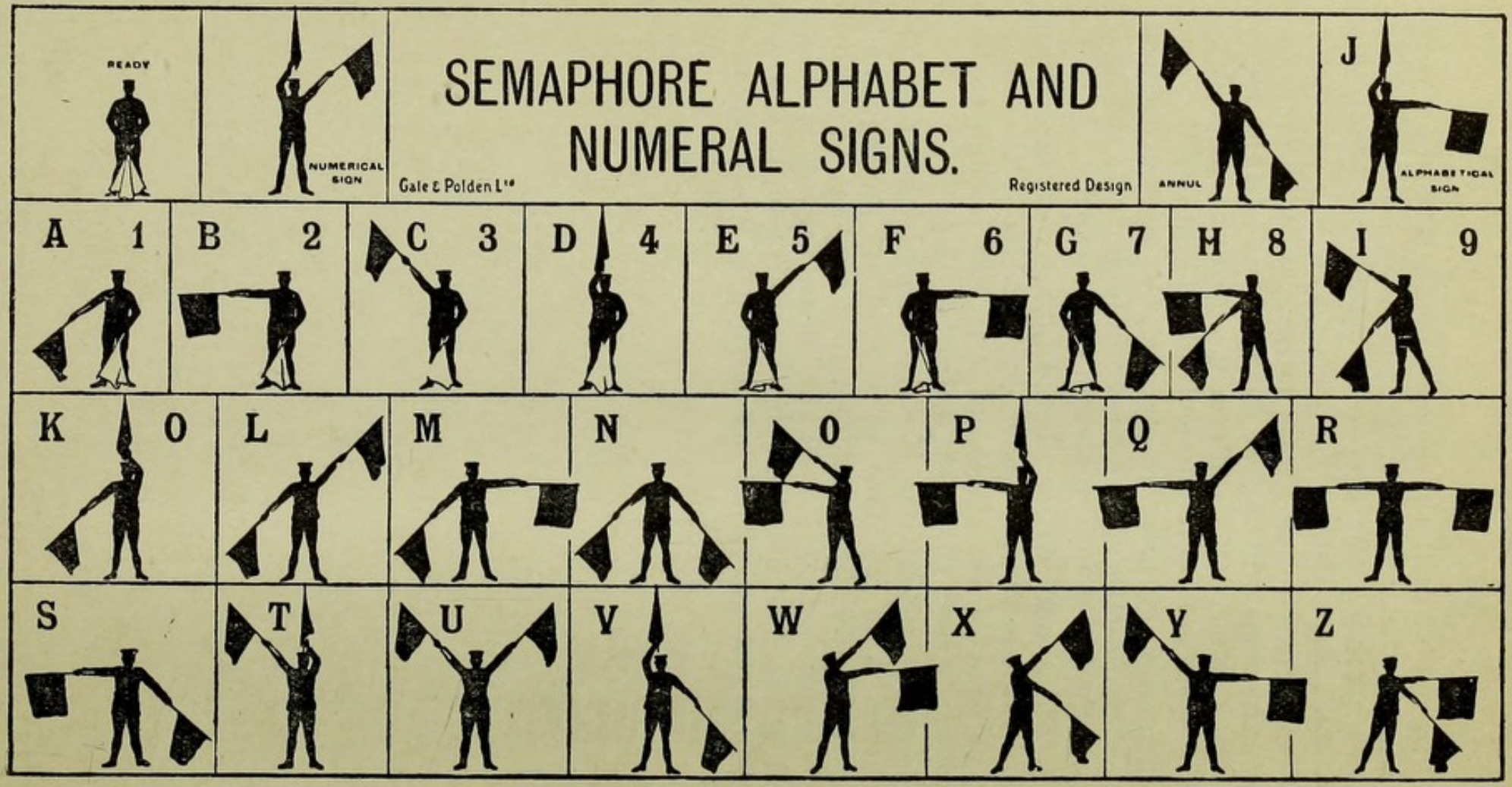
When not at drill the letters should be formed with the arms in the most convenient manner, but in making letters where only one arm is used, that arm should not be brought across the body.

When letters follow one another, as in a word or group, the flags will not be brought back to the ready after each letter, but if an arm is already in position to form or assist to form the next, it will be kept steady

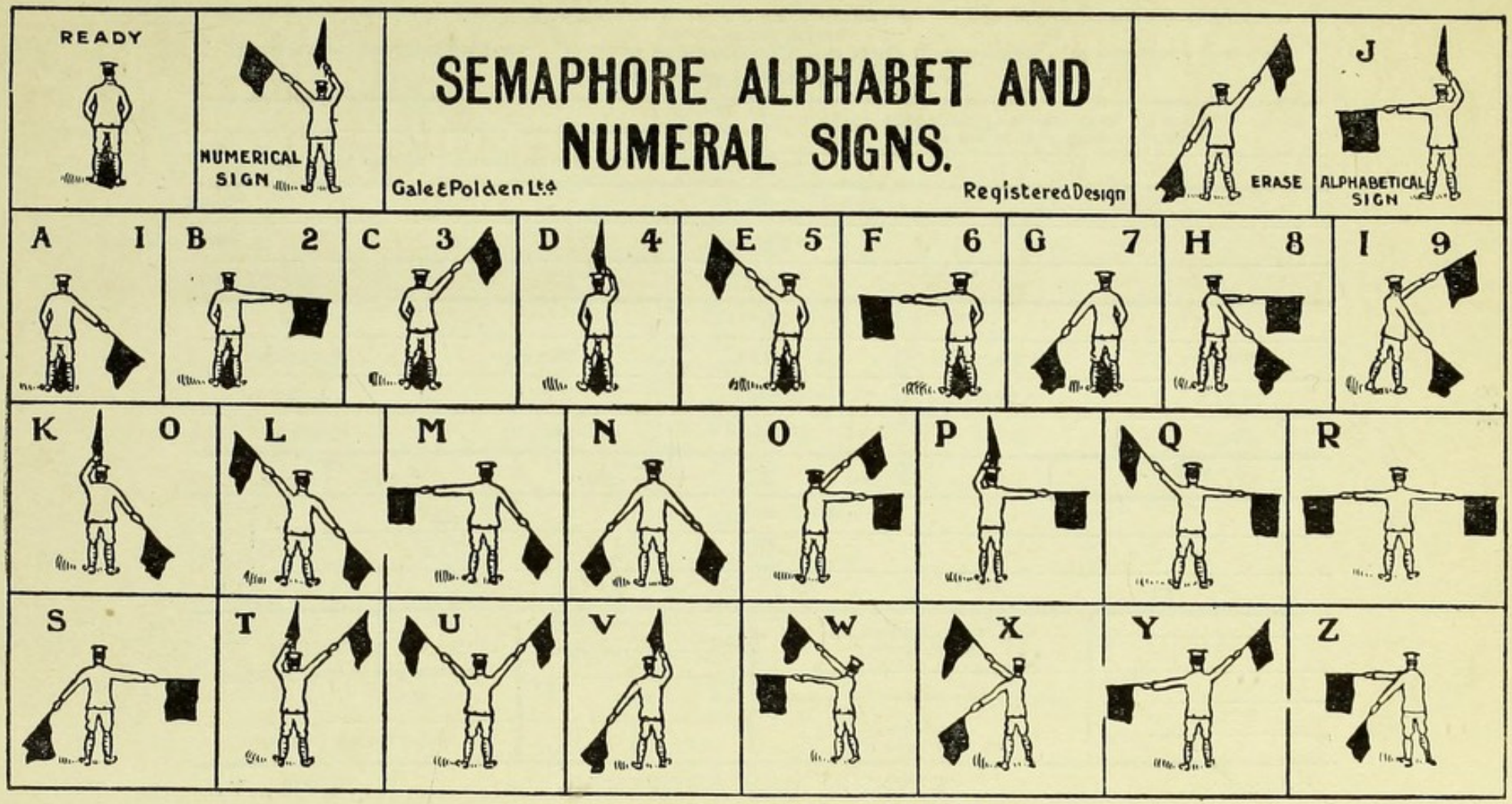
When sending words, groups, etc., the arms are moved from letter to letter and are both brought in to the non-signalling position on completion of the word.

The caller and writer should stand immediately in rear of the sender and reader respectively, so that they may be clear of the flags and yet close enough to be heard and to hear the latter distinctly.

The same signs are used for the numerals 1 to 0 as for the letters A to K (omitting J), but are distinguished from the latter by being preceded by the "numeral sign" (equivalent to F I on the Morse system) and followed by the "alphabetical sign" (equivalent to F F on the Morse system). They are checked by being repeated back.



FRONT VIEW OF SENDER.



BACK VIEW OF SENDER.

(*Example.*

Army Form C 2121.

"A" Form. **MESSAGES AND SIGNALS.** No. of Message.

Prefix XM Code DP m.	Words. 86. | Charge.	*This message is on a/c of;* _____ *Service.*	Recd. at _____ m.
Office of Origin and Service Instructions. HL	Sent. At _____ m. To _____ By _____	(Signature of "Franking Officer.")	Date _____ From _____ By _____

To		CMDG	1/2
	BN	M	I
	ASH	(or forward)	

*Sender's Number. X 7	*Day of Month* Fourth	*In reply to Number* Z 9	AAA

XVHGE	LQDIKO	RSOQC	FJLTZ	YFJM
TBHP	VEW	CMRNDA	OUXY	ZTQAI
KSFMPB	UWCIA	VENBGH	XWRJ	LNYDGK
PSUZ				

From LT.-COL.	WYNNE	
Place	HALE	
Time	3.15	p.m.

The above may be forwarded as now corrected. _____ *Censor.*	(Z) _____ Signature of Addressor or person authorised to telegraph in his name.

* This line should be erased if not required.

Messages for Classification Tests. 40 Morse Whole Messages. 40 Morse Half Messages, 20 Semaphore Messages. Price—Two Shillings.

50 Semaphore Messages for Classification Tests for Territorial Force. Price 1/6. Published by Gale & Polden, Ltd

PART V.

HINTS FOR YOUNG N.C.O.'s ON CLERICAL AND OTHER DUTIES IN A MILITARY HOSPITAL.

APPENDIX A.

HOW TO TAKE OVER CHARGE OF A MILITARY HOSPITAL.

References to Regulations.

Appendix No. 4, Standing Orders, R.A.M.C.

Paras. 174-7, Regulations, Army Medical Services.

HOW TO TAKE OVER CHARGE OF A MILITARY HOSPITAL.

Request the attendance of R.E. and A.S.C. representatives.

This comprises the checking of—

1. All equipment held on charge from the Army Service Corps.
2. All fixtures held on charge from the Royal Engineers.
3. All stores.
4. Dispensary.
5. Office.
6. Other articles on charge to the hospital.

EQUIPMENT.

1. Check the equipment of each ward, accessory building and barrack room with the inventory boards, the equipment having been laid out for the purpose.
2. Note any article which is deficient, unserviceable, or not in accordance with the "Barrack and Hospital Schedule."
3. Compare Inventory Boards with the "Long Roll" (Army Book 126D). These should agree.

ENGINEERS' FIXTURES.

Check these from the "Inventory of Fixtures" which is fixed in each ward, accessory building, barrack room, etc.

Note damages, deficiencies, etc., if any.

LINEN, BEDDING AND UTENSIL STORE.

A.F. I. 1227, stock-taking report should be used.

1. Count and check articles in store.
2. Count and check articles in the foul linen store.

3. Count and check articles in wards:

(*a*) Those in charge of Ward Master by Bedding Book (A.B. 54).

(*b*) Those in charge of patients or orderly for patients by Army Book 42.

(*c*) Those on loan to Ward Master by manuscript receipts.

4. Add list of articles with Officer i/c Barracks for exchange as checked by Army Forms F 702 and F 762.

5. Add Personal charges as checked by Personal Charge Book (A.B. 51).

The total of the above 5 counts ought to agree with the numbers as shown on Inventory. Now check the Inventory with the "Long Roll" A.B. 126 D. These should agree.

PROVISION STORE.

1. Count the remains in Store.
2. Check Receipts from Requisition Book.
3. See that the Remains carried forward last month from A.F. F 736 agree with those shewn in the current month's A.F. F 735.
4. Check the total issues as shewn in A.F. F 735 with the Allowance Regulations and the "Hospital Ready Reckoner" (A.B. No. 9).
5. Now add the Receipts to Remains carried forward last month, and from the total of these subtract the Total Issues. The result should equal the present Remains in Stores.

PACK STORE.

See that the Kits in Store agree with entries made in Army Book 182 in every respect, and that the number of kits in store agree with the number of patients in hospitals.

Articles at the wash should be entered in the book kept for the purpose.

See that this book is signed by the person receiving the articles for the wash.

DISPENSARY.

1. Check instruments and appliances with last half-yearly return (I. 1214) and invoices since received.

See that A.F. I. 1230 has been completed for each article broken since the last return was rendered.

Note if serviceable and in good condition.

2. Check the medicines, etc., remaining from the last half-yearly return (I. 1214) and invoices since received.

OFFICE.

1. Check official books and records from manuscript list and last transfer certificate.

2. Check stationery from last requisition A.F. L 1355 and L 1378.

3. See that the statistical book for annual returns of sick is completed up to date.

Note that all books are amended up to date.

FUEL.

Check Requisition Book (A.B. 30) with Daily Issue Book and Remains in Store. Compare with last Monthly Return A.F. F 727.

See that a weekly record of strength for allowances of fuel has been kept up in detail since the last fuel period (see para. 222, Allowance Regulations).

A ton of coal screened and recently stacked occupies a space of about 42 cubic feet, and coke about twice the space of coal.

CLEANING ARTICLES.

Check Requisition Book (A.B. 49) with Issues and Remains in Store.

ARTICLES ON CHARGE TO HOSPITAL FUND.

Check from Manuscript list.

APPENDIX B.

DAILY ROUTINE CLERICAL DUTIES CARRIED OUT BY N.C.O. IN CHARGE AT A SMALL HOSPITAL.

References to Regulations.

Sections 7, 8, 9, and 12, Standing Orders, R.A.M.C.

DAILY ROUTINE CLERICAL DUTIES CARRIED OUT BY N.C.O. IN CHARGE AT A SMALL HOSPITAL.

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1. Prepare Morning State of Sick and any other return due for signature that day.

2. Prepare requisitions as far as possible.

3. Collect morning sick reports and enter names of Non-Commissioned Officers and men reporting sick in "Morning Sick Book."

4. March the sick before the Medical Officer, and enter Medical Officer's instructions regarding each in "Morning Sick Book."

5. Complete "Morning State" and despatch it.

6. Hand correspondence by morning post to the Medical Officer, and dispose of morning sick as follows:

(*a*) Men ordered "Medicine and duty" or to "Attend":—Give treatment, and enter names, etc., in A. and D. Book for "Attending" cases.

(*b*) Men "Detained"—Hand over written instructions to orderly in charge Detained Ward, with written instructions as to treatment, etc.

(*c*) Men "Admitted":—Make out Army Book 42; enter names, etc., in Admission and Discharge Book. Prepare Diet Sheets.

7. Accompany the Medical Officer in his morning rounds, and note all instructions and orders.

8. Check Diet Summaries, complete the "Cook's Ticket" and the requisitions.

9. Take in for Commanding Officer's signature the requisitions, returns and correspondence.

10. Deal with that morning's correspondence.

(1) Enter up in register.

(2) Reply, forward, or take such action as instructed by Commanding Officer.

(3) Despatch, local correspondence being sent out in the "Despatch Book" for that purpose and signed for by the receiver; letters, etc., for post being entered up in "Postage Book."

11. In the afternoon the morning's work is cleared up—

(1) Circulars and orders "put away" in Guard Books.

(2) Register completed and indexed.

(3) Correspondence for retention "put away" in their respective files.

(4) Returns due for signature next day prepared as far as possible.

(5) "Annual Statistic Book" made up.

DIET ACCOUNTS.

1. Check Diet Summaries (F. 734) with Diet Sheets.

2. Fill in the columns of A.F. I 1218 from summaries, and complete it as to quantities and ingredients required. The quantities and ingredients allowed for the various diets and extras will be found in the allowance regulations, and the totals required for any given number of diets, etc., will be obtained by referring to that number in the "Hospital Ready Reckoner" (A.B., No. 9).

3. Enter up daily in A.F. F 735 each day's receipts from the counterfoils of the requisitions, and each day's issues from I 1218.

At the end of the month the totals of the issues on A.F. F 735 should agree with the sum totals on the Diet and Extra Diet Sheets (I 1202 and I 1205).

NOTE.—See paras. 270-1, Standing Orders, R.A.M.C.

APPENDIX C.

OFFICIAL CORRESPONDENCE.

References to Regulations.
Paras. 1841-56, King's Regulations.
Section XII., Standing Orders, R.A.M.C.

OFFICIAL CORRESPONDENCE.

Official correspondence is conducted in the form of
Letters,
Memoranda, and
Minutes.

LETTERS.—Generally speaking letter form is used when:—

1. The subject necessitates the communication being sent to Headquarters or War Office.
2. When opening up an entirely new subject.
3. When submitting an application, recommendation, or complaint to Headquarters.

Official letters are written on foolscap paper with quarter margin. The prescribed form is as follows:—

⅓ margin.

(Name of Subject.)

From THE OFFICER COMMANDING,
No.——COMPANY, R.A.M.C.

To THE OFFICER COMMANDING,
R.A.M.C.——DISTRICT (or COMMAND).

(Name of Station) Date

SIR,

I have the honour to submit, &c., &c.

or

SIR,

With reference to your letter, No. date I have the honour, &c., &c. ;

or

SIR,

In continuation of my communication No. date
I have the honour, &c., &c.

The letter is concluded thus :—

I have the honour to be,
Sir,
Your obedient Servant,

....*(Signature).*

..... *(Rank),*
O.C. No. Coy. R.A.M.C.

4 (Signifies No. of Enclosures.)

A full sheet of foolscap (that is double) should be used when the communication is so long as to necessitate writing on the second page. Also when "enclosures" accompany the letter.

Otherwise if the letter is a short one a half (single) sheet of foolscap may be used.

The quarter-margin will not be written on except for the purpose of inserting the subject of the letter, noting the number of the enclosures, giving the number and name of a soldier, address of an applicant, &c.

When a communication has reference to a previous correspondence, the registered number and date of the former letter will be quoted (see example).

MINUTES.—Further correspondence, such as replies, remarks, or queries arising out of an original letter or memorandum, is carried on in the form of "Minutes." The first minute is to follow where the original letter or memorandum ends, and is numbered "No. 2," the original letter becoming "No. 1." Each succeeding minute will be numbered in sequence and will immediately follow the preceding minute.

A minute is written thus:—

No. 2.

The Officer Commanding

.....(*Regiment, Corps, &c., &c.*).

Noted (*or*) *Forwarded, &c., &c.*

.....(*Station*). .....(*Name*).

.....(*Date*). .....(*Rank*).

.....(*Command*)

MEMORANDA.—Communications of a routine nature between officers commanding units within the command are written usually in the form of memoranda.

The heading of a memorandum is the same as that of a letter, but the subject is at once entered into, the expression "Sir, I have the honour," is not used, nor, in concluding it, will the expression "I have the honour to be," &c., be used—for example:—

"*From Officer i/c Military Hospital,*

To Officer Commanding

.....*Battn.*

.....(*Station*). .....(*Date*).

Please detail the undermentioned men to attend at the Hospital at 11 a.m. on Tuesday next, 12th inst., for inspection.

.....(*Signature*).

.....(*Rank*).

M.O. i/c Military Hospital."

In memorandum writing, abruptness and a too peremptory and over-bearing style should be avoided. Nothing is lost by being polite and courteous in official correspondence and the good feeling between units may be thus promoted.

Such expressions as the following will be found to be useful in memo. writing:—"It is requested," "please," "for favour of," "will you kindly," "it is noted," "I beg," "I would," &c.

Further correspondence on a subject opened by memorandum is carried on by minutes which are conducted as already described.

Addressing Envelopes.—Envelopes should be addressed to the "appointment" and not to the individual, except when the communication is intended for the person individually:—*e.g.*, a communication dealing with the allotment of quarters will be addressed to "Officer in charge of Barracks, Army Service Corps," and not to the officer by name.

In addressing envelopes, words will be written in full as above and not abbreviated; thus:—"O. i/c. Bks., A.S.C." should not be used.

CONFIDENTIAL CORRESPONDENCE.—Confidential communications are usually in the handwriting of an officer. The communication should be enclosed in an addressed envelope which is marked "Confidential" in red ink and if necessary sealed.

This envelope is enclosed in another envelope, which is addressed in the ordinary manner, but which will *not* be marked confidential.

Letters not on public service are not to be enclosed under official covers.

A document or map marked "Confidential" is of a privileged nature. The contents are only to be disclosed to authorized persons, or in the interests of the public service.

The information contained in a document or map marked "For official use only" is not to be communicated to the press nor to any person not holding an official position in His Majesty's Service.

Documents and maps classed as "Secret," "Confidential," or "For official use only" are not to be referred to in any catalogue or publication which is not itself a document marked "Secret, Confidential," or "For official use only," as the case may be. The only legitimate use an officer or soldier may make of documents or information of which he becomes possessed in his official capacity is for the furtherance of the public service in the performance of his duty. Publishing official documents or information or using them for personal controversy, or for any private purpose, without due authority, will be treated as a breach of official trust under the Official Secrets Act, 1911.

Enter confidential correspondence in Confidential Register.

APPENDIX D.

REGISTERING, INDEXING, AND RECORDING CORRESPONDENCE.

References to Regulations.

Appendix 8, Standing Orders, R.A.M.C.

General instructions for the Registration and Conduct of Correspondence in Military Offices, issued with Army Order, 1/6/1912.

REGISTERING CORRESPONDENCE.

Correspondence is registered in Army Books 121 and 193 ; the former is used in District Offices and in Offices of very large hospitals only.

All letters received into or sent out from the office will be entered consecutively in the Register. Sufficient space will be left between each entry ; the amount of space will be governed by the subject of the correspondence, for instance—a man is recommended for sick furlough, five or six lines will be ample for such an entry ; but when a question such as Defective Sanitary Arrangements is dealt with a whole page will not be too much to allow.

Each original entry (that is, when the subject is entered for the first time) will be given a number, and this number will be retained until the file is completed.

Every letter bearing on a particular subject will not be given a new number, but will come under the original entry number of that subject. (See entry 25).

If the space allowed for a subject should prove insufficient the correspondence will be continued further on in the Register and will be given a new number for register reference only ; the file of correspondence will retain its original number. The *original* number will be entered in red ink above the new number and in the "reference column" the former or subsequent number will be noted. (See entry 46).

Correspondence returning to the office and which has been previously registered in the office will be shewn at the top of each day's entries (see specimen) thus :— Under the date 10th January, 1906, are entered the following numbers in *red* ink (for the first time) :— $\frac{426}{05}$ ✓ p.a. $\frac{429}{05}$ ✓ $\frac{4}{06}$; these numbers refer to correspondence

which has been registered in the office at a previous date and concerning each of which a communication was received on the 10th January, 1906.

Regarding $\frac{426}{05}$ ✓ p.a. :—426 indicates the number in the register; 05 indicates that this particular correspondence was registered in the year 1905; the tick ✓ indicates that the matter was dealt with, and the p.a. (meaning "put away") that the correspondence was finally disposed of and "filed" on the 10th January, 1906.

No. $\frac{429}{05}$ ✓ refers to a correspondence which was registered in the office in 1905 under the number 429, a communication concerning which has been received on 10th January, 1906. The tick ✓ indicates that it has been answered on 10th January, 1906, and that it is not yet finally disposed of, but that correspondence on the subject is still going on (as it is not marked p.a.).

No. $\frac{4}{06}$ refers to a correspondence registered in the office in 1906 under the number 4. It is not ticked, which means that it was not answered on the 10th January, 1906, but was "held over." In this case the number will be carried forward each day until dealt with. It will be seen that it was answered on the 11th January, 1906, and finally disposed of on the 28th February, 1906, on referring to Register (see specimens).

When a correspondence is finally disposed of it will be noted as "p.a." in the column "Action taken," (see No. 26). In the case of Circulars which are filed in guard books the number each received in the guard book should be quoted in the register after the p.a., thus:—"P.A. No. 103, Guard Book."

The remarks made in the columns "Subject" and "Action Taken" should be clear and concise, so that they may not only form a record but serve also as a guide to be followed in again dealing with a similar case. (See No. 25).

INDEXING.—The index of a register must be attended to with great care and kept up daily. Every entry

must be indexed under two or more headings—at least two, thus:—Referring to No. 24.—"Capt. Brown is granted leave," this will be indexed under "B" and "L" as follows:—

"06. 24.—"Brown, Capt., leave." B.

"06. 24.—"Leave, Capt. Brown." L.

The year and register number will be entered in two columns on the left hand side of each page.

In the case of No. 25, "A child of Col.-Sergt. Smith has enteric fever, and is removed to a local Infectious Diseases Hospital." It would be proper to index this case under four headings, thus:—

Under E.—Enteric, case of child Smith.

Under H.—Hospital, local Infect., admission of child Smith.

Under I.—Infectious Dis. Hospital, admission of child Smith.

Under S.—Smith, child of Col.-Sergt., case of enteric.

The year and register number being entered in columns on left hand side of each index page.

Indexing is a very important matter, and on the manner in which it is carried out will depend the facility with which important documents can be referred to with readiness. This important duty should not be delegated to another person.

Indexing Guard Books in which correspondence is kept should be carried out in the same manner.

Recording.—A record of all letters will be kept in the office, copies being made and "put away" under their register numbers.

The advisability of retaining copies of correspondence coming from other branches of the service will depend on their importance and the necessity of having to subsequently refer to them.

Letters will be "put away" in the order of their register numbers in files of 100 each, thus:—

SPECIMENS OF ENTRIES IN A REGISTER.

ARMY BOOK 193.

REGISTER OF DOCUMENTS RECEIVED IN OR EMANATING FROM THE OFFICE OF

Office No.	Date of Letter.	From whom received or if emanating from the Office, by whom sent.	Sender's No.	SUBJECT.	No. of Enclosures.	Action taken.	On what Date.	References to former or subsequent Nos.
				10th January, 1906.				
				*$\frac{426}{05}$ ✓ P.A. $\frac{429}{05}$ ✓ $\frac{4}{06}$				
24	10 : 1 : 06	Capt. Brown.		Leave application for 15/1 to 26/1/06. Address c/o Holt & Co., London.	1	To A.M.O. Forwarded and Recommended duties will be arranged locally.	10 : 1 : 06	
	14 : 1 : 06	A.M.O.	A.M.O.B D., F. 2/64/06	Approved.		To A.M.O. Departure Report.	15 : 1 : 06	
	27 : 1 : 06	Capt. Brown.		Arrival Report.		To A.M.O. Forwarded.	27 : 1 : 06	
25	10 : 1 : 06	O. i/c.	Original.	Enteric: child of C.-Sgt. Smith, 1st York. Regt.		Matron Infec. Dis. Hospital (Telegram) "Can you take case."	10 : 1 : 06	
						O.C. 1st York. Regt. Reporting Case.	10 : 1 : 06	
						Instructions *re* segregation and disinfection.		
						A.F.B. 247 for Signature of C.O.		
						To A.M.O. Reporting Case.	10 : 1 : 06	
	11 : 1 : 06	O.C. 1st York. Regt.	$\frac{104}{06}$	B 247 Signed and Returned.	4	To A.M.O A.F. A. 35 in triplicate.	11 : 1 : 06	

	11 : 1 : 06	O.C. 1st York. Regt.	$\frac{154}{06}$	B 247 Signed and Returned.		in triplicate.		
						A.F.B.247 for covering authority for admission to Infec. Dis. Hospital.		
	13 : 1 : 06	A.M.O.	A.M.O.B.D. F. 4/20/05	Admission to Hospital Approved authority No. ——		P.A. Temporarily.		
	15 : 1 : 06	O.C. 1st York. Regt.		K 1306 for Certificate *re* Whitewashing, etc., quarters.	1	To O.C. 1st Yorks. Certif. herewith.	15 : 1 : 06	
	17 : 1 : 06	Do.		Asking when other Children of family may return to School.		To O.C. 1st Yorks. Will see family on 19th.	17 : 1 : 06	To No. 46*
26	10 : 1 : 06	O.i.c.		Pte. Jones, 1st Yorks. Syphilis case transferred to Longford		To Comdt. M.I. School. I 1239. To O. i/c. Mil. Hospital. Longford. I. 1238, I. 1239 & B. 178. P.A.	10 : 1 : 06	
	11 : 1 : 06	M.O. Longford.		Received. **11th January, 1906.** *$\frac{4}{06}$ ✓ $\frac{25}{06}$ ✓ $\frac{26}{06}$ P.A.				
——	——	——		—— ——	—	—— ——	——	——
				28th February, 1906. *$\frac{25}{06}$ ✓ $\frac{4}{06}$ ✓ P.A.				
45	28 : 2 : 06	O.C. No.—— Coy.	$\frac{154}{06}$	Laboratory course asking for Names of Volunteers.		O.C. No.—Coy. None.	28 : 2 : 06	
†$\frac{25}{46}$	28 : 2 : 06	Supt. Infec. Dis. Hospl.		Bill for child Smith from 10/1/6 to 24/2/06.		To A.M.O. forwarded P. 1922 and original authority.	28 : 2 : 06	From No. 25

* To be in red ink. † 25 only in red ink.

A letter bearing the registered number $\frac{426}{05}$ will be placed in the file $\frac{400 \text{ to } 499}{05}$ after No. $\frac{425}{05}$.

No. $\frac{4}{06}$ will be found in the file $\frac{1 \text{ to } 100}{06}$ and so on.

Each set of a 100 will be tied up separately, and so indicated and arranged as to be available for easy reference.

"Circulars" and "Orders" will be filed in guard books, and will be numbered seriatim as they are entered.

Card System of Registration.

The following instructions are laid down in carrying out the card system:—

To ensure that a system of card registration is as accurate as possible, and for easy reference and discovery of required papers, the greatest care must be taken in the method of grouping by subject the entries on the cards.

With a view to avoiding congestion in index headings, a Guide Index is attached. The tendency to use stock words such as "Commissions," "Contracts," "Clothing," "Pay," "Barracks," etc., defeats the idea of a card system of registration, and the use of such words as "main subject index headings" would quickly cause a congestion under these words in the card records. To avoid this, every heading which is in frequent use should be subdivided by the additions of a sub-heading, as "Commissions, Regulars," "Commissions, Special Reserve," etc., and these sub-headings should always be kept in their exact alphabetical order.

The Guide Index should be carefully watched, and when it is found that a quick reference cannot be obtained owing to a too large accumulation of cards under one heading, a fresh splitting up of that heading under words in general use should be considered, and the necessary alteration made.

The cards are filed alphabetically by subjects in the boxes; and when replacing a card which has been taken out for reference, care must be exercised in putting it back in its proper place.

The method of actual entry on a card requires very little explanation. Specimen cards are attached to show how the entry should be made. It is well to draw attention here to the confusion which would doubtless occur in the registry if any laxity is shown in cross-indexing entries. A method of selecting an easy word so as to get rid of correspondence should be avoided, the main principle being to select words which are in general use and which anyone would look at for reference.

When a card is filled up, and another card is required for the subject under reference, the corner of the completed card should be cut off where indicated by a black line, and numbered (1); the second card should be placed either in front or behind it and numbered (2). Precisely similar action should be taken when a third card is required.

In the Guide Index the subject-heading of a card on which "How disposed of" is to be recorded is printed in HEAVY TYPE; and "Cross index" headings are shown in small type.

To ensure uniformity and easy reference, great care should be exercised in recording "How disposed of" only on the cards which are selected for précis entry purposes. Only one entry as regards the date, etc., of a letter and the shortest possible index of its contents is necessary for reference; and there is no need to make a second entry on a "Cross-index" card.

Subject index words, other than NOUNS, are to be avoided.

The designation given in the Army List in the "Alphabetical List of Regiments, by the titles directed to be used in official correspondence," should be employed in the headings of the unit cards, except that the word "Royal" may be omitted.

STATION cards should be posted up for reference. In some instances, such as Engineer subjects, they should be used for précis purposes.

For full details of this system reference should be made to "General instructions for the Registration and Conduct of Correspondence in Military Offices," issued with Army Order of 1/6/12.

Specimen Card referred to in Para. 4 of Appendix 11, General Instructions for the Registration and conduct of correspondence in Military Offices

First Registered under Primary Subject Heading.

Army Form A. 2006

Subject POSTINGS.

C.R. No. and Sub. No.	Date of Registry.	Sender's No.	Date of Letter.	From whom, etc.	Precis.	How disposed of.
25,1	1/4/09	112/Infy./ 5864	31/3/09	W.O.	Captain T. Adams and Lieut. J. Smith, Royal Fusiliers, to 1st Battalion.	A/1/4/09

Cross Reference on Unit Card.

Army Form A. 2006.

Subject ROYAL FUSILIERS, 1st BN.

C. R. No. and Sub. No.	Date of Registry.	Sender's No.	Date of Letter.	From whom, etc.	Precis.	How disposed of.
				Re	Captain T. Adams and Lieut. J. Smith, *see* "Postings," and No. 25/1.	

Cross Reference on Name Card.

Army Form A. 2006

Subject ADAMS, CAPT. T., ROYAL FUSILIERS

C.R. No. and Sub. No.	Date of Registry.	Sender's No.	Date of Letter.	From whom, etc.	Precis.	How disposed of.
				Re	Posting of. *See* "Postings" and No. 25/1	

A similar cross reference to be made on the name card of Lieut. J. Smith,

APPENDIX E.

LIST OF RETURNS TO BE RENDERED AT A MILITARY HOSPITAL.

A list of returns to be rendered should be hung up in a conspicuous place near the office table in front of the clerk's seat. It should be referred to every morning.

REFERENCES TO REGULATIONS.

Appendix 9, Standing Orders, R.A.M.C.

Paras. 1865-70, King's Regulations.

Army Medical Service Regulations. (*See* index under "Returns.")

ARMY FORM.	NATURE OF RETURN.	WHEN RENDERED.	TO WHOM SENT.	REMARKS.
	DAILY.			
A. 27	Morning State of Sick	10 a.m.	O.C. Troops	Para. 207, Regls. for A.M.S.
	WEEKLY.			
	Weekly Duty State	Saturday	O.C. Records direct	
B. 230	Church Parade State	Monday	O.C. Troops	
	Return of Casualties in Detachment, R.A.M.C.	Friday	O.C. Coy. R.A.M.C.	For Part II. Orders
	MONTHLY.			
A. 31	Return of Sick in Hospital	2nd month	direct to D.G.	
A. 31 A.	Return of Sick treated in Barracks	Ditto	D.D.M.S. District 1 D.D.M.S. Command	
M.S.	Nominal Roll of Detachment, R.A.M.C., shewing detail of duties and qualifications	Last day of month	O.C. Coy. R.A.M.C.	To complete Corps Form I. for Coy.
B. 157	Monthly Distribution Return, R.A.M.C.	1st of each month	1 to War Office 1 to officer i/c Records 1 to D.D.M.S. District	
Corps Form No. 1	Monthly Return of R.A.M.C.	3rd of each month	1 to officer i/c Records 1 to D.D.M.S. District	
B. 101	Barrack Occupation and Lodging Allowance Return	1st month	Officer i/c Barracks, A.S.C.	
B. 293	Return of Equipment, Clothing, &c., Company or Detachment, R.A.M.C.	Before 3rd of month	Quartermaster	
F. 736	Hospital Diet Account	4th month	Officer i/c Supplies	
F. 776	Rations received Return	Last day of month	O. i/c Supplies	
F. 727	Fuel, Light, &c., Account	Last day of month	O. i/c Barracks	
O. 1643	Account of Hospital Stoppages	Last day of month	O.C.'s. Corps	
P. 1940	Postal Account	1st month	Company Officer	
P. 1941	Return of Hospital Stoppages	4th month	O. i/c Supplies	

ARMY FORM.	NATURE OF RETURN.	WHEN RENDERED.	TO WHOM SENT.	REMARKS.
M.S.	Report on Free Patients	28th month	D.D.M.S. District	See W.O. letter 24/Gen. No./1010 (A.M.D. D2/7.10.05
M.S.	Washing Bill (Patient's personal linen)	1st month	District Paymaster	
O. 1679	Charge Pay	26th month	D.D.M.S.	
O. 1679	Additional Pay	26th month		
P. 1934	Lodging, Fuel and Light Allowance	26th month		
	HALF-YEARLY.			
I. 1214	Return of Medicines	1st April, 1st October	D.D.M.S. District	See para. 474 Regls., A.M.S.
I. 1213	Requisition for Medicines, &c.	1st January and 1st July	D.D.M.S.	See paras. 453, &c., Regls. A.M.Services
I. 1214 B.	Requisition for Lab. Equipment			
I. 1214 C.	Requisition for X Ray Equipment			
I. 1219	Requisition for Surgical Materials, &c.			
I. 1209	Intermediate requisition for Medical Materials	Ditto	D.D.M.S. District	See paras. 413, 428 & 429 Regls. A.M.S.
I. 1219	Intermediate requisition for Surgical Materials		D.D.M.S. District	
I. 1230	Report of deficient or damaged Medical and Surgical Stores		D.D.M.S. District	See para. 444, Regls. A.M S.
	ANNUALLY.			
A. 33	Annual Return of Sick	31st January	D.D.M.S. District	
A. 30	Annual Return of Sick treated in Barracks	31st January		
O. 1802	Married Roll	1st April	1 to O.C. Records. 1 to Regtl. Paymaster 1 to O.C. Barracks.	See Appendix 9, S.O. R.A.M.C. See para. 100, Allce. Regls.
M.S.	Amendments to next of kin	6th January	D.D.M.S. District	

ARMY FORM.	NATURE OF RETURN.	WHEN RENDERED.	TO WHOM SENT.	REMARKS.
M.S.	Report on Vaccination	1st April	D.D.M.S. District	
L. 1355	Requisition for Army Forms	1st November	War Office	See paras. 577 & 578 Allowance Regls.
L. 1378	Requisition for Stationery	1st November	War Office	
B. 215	Return of Recruits	1st October	D.D.M.S. District	
B. 215 A.	Return of Recruits discharged under 3 months' service	5th July, 5th October	D.D.M.S. District	To accompany B. 215
C. 338	Confidential Reports, Officers	When called for by G.O.C.	D.D.M.S.	See para. 1864 King's Regls., also paras. 11 and 14 Regls. for A.M. Service
C. 339	Confidential Report, Matron	When called for by G.O.C., &c.	D.D.M.S.	See para. 1864 King's Regls., also paras. 11 and 343 Regls. for A.M.S.
C. 339 A.	Confidential Reports, Sisters and Staff Nurses			
P. 1939	Office Cleaning Allowance	1st May	O.C. Barracks for signature, then to Regtl. Paymaster.	See para. 486 A.M. Regls.
	MISCELLANEOUS.			
A. 35	Infectious Disease Notification	As necessary	D.D.M.S.	See para. 144 Regls. for the A.M.S.
A. 2021	Notification from men discharged from the Service with Tubercle of the Lungs.	As necessary.	M.O. of Health at man's home.	On Man's discharge from Hospital.

APPENDIX F.

HOW TO COMPILE RETURNS.

References to Regulations.

Paras. 191-194, Standing Orders, R.A.M.C.
Paras. 377-385 and 408-460, Regulations, A.M.S.
Section 7, Allowance Regulations.
Appendix 2, Clothing Regulations.

HOW TO COMPILE RETURNS.

MORNING STATE OF SICK (ARMY FORM A 27).

This return should show the number of sick in hospital by Corps at the time of rendering.

In Table 1 the column "Remained" must agree with the column "Remaining" of the previous day. The column "Admitted" should show the number admitted that day plus all after-admissions on the previous day. The column "Discharged" should show those discharged the previous day; the column "Remaining" will then show the actual number under treatment on that day.

This return is rendered to the D.D.M.S. at a headquarter station, and to the Officer Commanding Troops at an out-station.

ARMY FORM A. 27.

MORNING STATE OF SICK.

Date.....19.....

..... Hospital at .....

Corps.	Remained.	Since admitted.	Discharged.	Died.	Remaining.
...					
...					
...					
...					
...					
...					
...					

SICK OFFICERS.

Rank, Name and Corps.	Admitted.	Discharged	Remarks.

REMARKS.

REPORT OF DEATH.—All deaths are *at once* to be specially reported to the Officer Commanding the Corps and to the Officer Commanding the Station on this portion of the Form, which is also to be used for all communications regarding a death or burial.

Regtl. No.	Rank.	Name and Corps.	Age.	Religion.	Disease.	Time and Place of Death.	Period after which interment may take place.

To..... .....

.....

.....

Medical Officer in charge

(This portion of the Form can be used for any purpose where a Nominal Roll is necessary to communicate between the Station Hospital and the Corps.)

Corps.	Regtl. No.	Rank.	Names.	Age.	Disease.	Date of		Remarks.
						Admission.	Discharge.	

.....Medical Officer.

A.M.D. 2. Army Form A. 31.

Station _____

MONTHLY RETURN of Admissions and Deaths of Officers, Warrant Officers, N.-C. Officers and Men of His Majesty's Regular Troops for the month of *May*, 19 *09*.

This Return will be transmitted from each Hospital, direct to the Director-General, Army Medical Service. The Return will be posted not later than the second day of the following month from stations in the United Kingdom, and by the next mail which leaves after it falls due from stations abroad.

NUMBER OF BEDS EQUIPPED *20*.

TABLE I.

DISEASE.	W.O.'s, N.C.O.'s and Men.				Officers.		Women.		Children.	
	Admitted.	Transferred from other Hospitals.	Transferred to other Hospitals.	Remaining.	Admitted.	Remaining.	Admitted.	Remaining.	Admitted.	Remaining.
Group A. Diphtheria										
Enteric Fever										
Influenza	3			1	1				1	
Measles									6	4
Scarlet Fever	1		1							
Small Pox										
*Other Diseases	1									
Group B. Dysentery										
Malta Fever										
*Other Diseases	1			1						
Group C. Malaria										
Sandfly Fever										
*Other Diseases										
Group D. Pyrexia of uncertain origin										
Group E. *Major Septic Diseases										
*Minor do. do.										
Group F. Rabies										
*Other Diseases										
Endocarditis, Infective										
Group G. Pneumonia	1			1						
Rheumatic Fever		1		1						
Sore Throat							1	1		
Tonsilitis						1				
Group H. Tubercle of Lung		3		3						
Other Tubercular Diseases	1			1						
Group I. Gonorrhœa	1			1						
Syphilis	1			1						
Chancre										
Scabies										
Other Parasitic Diseases										
Debility										
Other General Diseases										
Nervous System. Nervous										
Mental										
Eye										
Other Organs of Special Sense										
Valvular Disease of Heart										
Disordered Action of Heart										
Other Circulatory Diseases										
Respiratory										
Hernia										
Inflammation of Liver										
Other Digestive Diseases (except Sore Throat and Tonsilitis)										
Lymphatic (except those included in Minor Septic Diseases)										
Urinary										
Generative (except Soft Chancre)										
Myalgia										
Other Diseases—Organs of Locomotion										
Connective Tissue							3			
Skin (except those included in Minor Septic Diseases)										
Injuries. Sunstroke										
Other General										
Local										
In Action										
Poisons										
Not yet diagnosed	4			4						
No appreciable Disease										
TOTALS	14	4	1	14	1	1	4	1	7	4

TABLE II.

Nominal Roll of all Deaths (Officers, Warrant Officers, N. C. Officers and Men, Women and Children) during the Month.

Regiment or Corps.	Regtl. No.	Rank and Name.	Date of Death.	Cause of Death.	Remarks.

TABLE III.

CORPS.	Average Strength for the Month.*				Officers.		Men.			Women.		Children.	
	Officers.	Men.	Women.	Children.	Admitted.	Died.	Admitted.	Died.	Average Daily Sick.*	Admitted.	Died.	Admitted.	Died.
2nd Bl. Sussex	20	740	60	180	1		14		12	1		7	
Garris'n Staff (and Sig. Department)	4	40	20	40						3			
TOTALS	24	780	80	220	1		14		12	4		7	

Decimals not to be given.

*OTHER DISEASES TO INCLUDE.

Group A.	Group B.	Group C.	Group E.		Group F.
			MAJOR include:—	*MINOR* include:—	
Cerebro Spinal Fever.	Beri Beri.	Blackwater Fever.	Erysipelas.	Inflammation and suppuration of Lymphatic Glands.	Actinomycosis.
Chicken Pox.	Cholera.	Kala Azar.	Gangrene.	Inflammation and Suppuration of Lymphatic Vessels.	Anthrax.
Cow Pox.	Dengue.	Relapsing Fever.	Osteomyelitis.	Boils.	Foot and Mouth Disease.
Enteritis Infective.	Leprosy.	Sleeping Sickness.	Phagedæna.	Carbuncles.	Glanders.
German Measles.	Plague.	Yellow Fever.	Pyæmia.	Ulcers.	Madura Disease.
Mumps.	Verruga.		Septicæmia.	Whitlow and other conditions due to Septic Absorption.	Tetanus.
Typhus.	Yaws.				
Whooping Cough.					
Paratyphoid Fever A.					
Paratyphoid Fever B.					

To face page 418.

TABLE IV.

Strength and number of W.O's., N.C.O's and Men in Hospital during the Month.

Date.	Strength (This must agree with average strength on p. 1).	Number of Men in Hospital.
1st	780	10
2nd	780	11
3rd	780	12
4th	764	12
5th	765	12
6th	765	12
7th	765	9
8th	770	10
9th	770	10
10th	770	11
11th	775	12
12th	775	12
13th	775	12
14th	775	12
15th	780	13
16th	780	14
17th	780	13
18th	790	14
19th	790	13
20th	790	14
21st	790	14
22nd	788	11
23rd	788	10
24th	790	11
25th	790	12
26th	792	12
27th	792	12
28th	790	13
29th	792	13
30th	784	13
31st	780	12
Total	24,195	371
Average	780	12

The number of men in Hospital on last day of the month must agree with remaining column on page 1.

1. Brief Sanitary Notes as to the probable causes, &c., of the diseases included in this Return.

2 Prevalence of any of the diseases enumerated overleaf in any particular Corps.

3. Names of Officers and lady members of the Q.A.I.M.N.S. when first placed on the sick list denoting the disease in the former but not in the latter.

4. In connection with the occurrence of infectious disease the name of the barracks or place at which the disease was contracted should be stated. The number, Corps, and date of admission of enteric fever, and paratyphoid fever patients should be given, and, in the former case, a statement made as to whether they were inoculated.

5. Transfers from and to other Hospitals should be noted here.

6. In connection with venereal, when cases remain undiagnosed at the end of the month, a note will be made as follows :—Of the N.Y.D. cases.....are venereal. In the succeeding Monthly Return the following note will be made:—Of the venereal N.Y.D. cases remaining last month.....are now shown as syphilis.....as soft chancre, and.....remain N.Y.D. venereal.

To be filled in by Officer in Charge of the Hospital.

TABLE V.

*AVERAGE CONSTANTLY SICK.—W.O.'s, N.C.O.'s, and Men.

ENTERIC FEVER.	MALARIAL FEVERS.	ENTERITIS INFECTIVE, DYSENTERY, AND LIVER DISEASES AS THE RESULT OF DYSENTERY AND DIARRHŒA.	TUBERCULAR DISEASES.	SEPTIC DISEASES COMPRISING THE DISEASES ENUMERATED IN GROUP "E."	VENEREAL DISEASES.
✓	✓	✓	2·23	✓	1·58

* To be shown to 2 places of decimals.

TABLE VI.

Return of all Men not belonging to His Majesty's Regular Troops (*i.e.*, Special Reserve, Territorial Force, *Free Patients, Pensioners, Labourers, etc., and also Royal Marines and Seamen, and others not on the strength of the Regular Army) who are not included in the foregoing, but have been under treatment during the month in Hospital.

CORPS.	STRENGTH.	RANK.	NAME.	DISEASE.	DATE OF BEING PLACED ON SICK LIST.	DATE OF BEING TAKEN OFF SICK LIST.	RESULT.	REMARKS
R.A.M.C. Special Reserve.	82	Private	Atkins, T.	Influenza	1-6-09	20-6-09	Recovered	To Duty.

Should more than a strength of 30 men be present, or 5 sick men belonging to either of the above be under treatment, a separate Return on Army Form A. 31, in which the words "Regular Troops" are altered in M.S., must be furnished for them.

*The term "Free Patient" applies to an invalid whose discharge has been carried out, but was too ill to leave the Hospital

Number of Vacant Beds.

Ordinary 14

Infectious 2

_____ Hospital.

ON HIS MAJESTY'S SERVICE

The Secretary,
War Office,
Whitehall,
London, S.W.

This Return must *not* be enclosed in an envelope or wrapper.

MONTHLY RETURN OF SICK (ARMY FORM A 31).

This return is compiled from the Admission and Discharge Book. Care must be taken that the diagnoses in the A. and D. Book are strictly in accordance with the "Nomenclature of Diseases."

TABLE 1.—In the column "Admitted" all cases admitted during the month are to be shown, whether diagnosed or not; those cases which remain N.Y.D. in the previous return, if now diagnosed, must also be shown in the column "Admitted."

"Transfers" from other hospitals are not to be included with the "Admissions."

TABLE 3, PAGE 1.—In the columns "Admitted" only the number taken into hospital during the month are to be shown. This table is not concerned with the N.Y.D. cases, consequently it sometimes happens that the columns "Admitted" in Tables 1 and 3 do not agree.

PAGE 2.—The "Daily Strength" is obtained by adding together the figures given in the various Army Forms, A 20, rendered by Officers Commanding Units.

"DAILY SICK."—This should be the number under treatment on each day, and if Army Form A 27 is compiled as already described the total "Remaining in hospital" is the number required for this column.

The "Number in hospital" on the last day of the month must agree with the number shown "Remaining" in Table 1, Page 1.

HALF-YEARLY RETURN OF MEDICINES, &c. (ARMY FORM I. 1214).

In Military hospitals a detailed account of all receipts and issues of medicines, instruments, materials and appliances will be kept on A.F. I 1214 in duplicate. One copy, duly certified, will be rendered half-yearly to the D.D.M.S., as follows :—

In commands abroad and in the Aldershot, Northern, Western, and Scottish Commands, on 1st January and 1st July; in other commands on 1st April and 1st October.

Into the column "Remained on"—are brought forward the figures shown in the "Remaining on"—column of the previous return.

In the column "Since received" are shown the quantities received from A.M. Stores, contractors, and local purchase—a separate column being allowed for each source of supply and where possible for each invoice. The sum total of these supplies added to the quantities in the "Remained" column gives the figures required for the column "Total receipts."

At this point stock is taken and the quantities actually in hand give the figures for the column "Remaining," and the difference between the quantities "remaining" and the quantities "received" show the quantities "expended":—thus the figures for the column "Expended during the period" are obtained.

The quantity "required" is based upon the amount expended in the previous half-year, taking into consideration the quantity remaining.

On the medicines returns and original requisition for medical and surgical stores the price of all articles demanded will be shown and totalled at back of forms. To the total cost of *medicines* and *medical materials*

add 10 per cent. for bottles and packing. The prices are obtained from the official "Priced list of Medical Stores, 1910."

Any article demanded that is not given in the price list an approximate price should be given.

The prices, etc., must be shown on the *original* requisition of all intermediate demands.

A statement of packages received and returned to contractors must accompany the medicine return as per specimen enclosed.

For instance :—

No._____ RETURN OF MEDICINES_____ HOSPITAL AT_____.

ARTICLES.	Remained 31st of March, 1905, as per last Return.		Since Received from: A.M. Stores, as per Invoice No. 69.		Clarke & Co., as per Invoice No. 74.		Clarke & Co., as per Invoice No. 104.		Agnew & Co., as per Invoice No Local purchase.		as per Invoice No.		TOTAL.		Expended during the period.		Remaining 30th of Sept., 19.5.		Required for the half-year ending 19 , as per accompanying Requisitions in duplicate.		Rate. Per	Rate. lb.	Amount. £	Amount. s.	Amount. d.	Number of wards over 10 beds ____ / Total number of beds ____
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.						
MEDICINES, &c.																										
Acaciæ Gummi	—	—	—	—	—	—	—	—					—	—	—	—	—	—	5	0	1/-	1	—	5	0	NOTES.
,, Pulvis	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
Acetanilidum	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	5 lb. Ac.: Carbol: is required in order that you may have as much in stock as was expended in last period.
Acid: Acetic:	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, ,, Glaciale	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Boricum... ...	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Carbolic: ...	—	8	2	0	2	0	1	0					5	8	5	4	—	4	5	0	—	—	—	—	—	
,, Citric:	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Gallic:	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Hydrochlor: ..	—	4	—	—	1	0	—	—					1	4	—	12	—	8	—	4	—	—	—	—	—	Only 4 ozs. Ac.: Hydroc: is required, as you have 8 ozs. in hand.
,, Hydrocyan: Dil.	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Nitric	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Phosphoric: Dil.	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Salicylic: ...	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Sulphuric: ...	1	2	—	—	—	—	—	—					1	2	—	6	—	12	—	—	—	—	—	—	—	Ac.: Sulph: None required, because there is more "remaining" than was "expended."
,, Sulphurosum ..	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Tannic:	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
,, Tartarici Pulvis	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	
Adeps Benzoat: ...	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	Add 10% on medicines, etc. Obtain price from priced list, A.M. Stores.
,, Lanæ Hydrosus	—	—	—	—	—	—	—	—					—	—	—	—	—	—	—	—	—	—	—	—	—	

The condition of all non-expendable articles must be shown in the column of "Remarks" as:— "Good," "Serviceable," or "Unserviceable."

Non-expendable articles which have become unserviceable must not be made away with without authority; they will be shown in the return as "Remaining," and noted as "Unserviceable" in the column of remarks. (See A in return.)

When articles have been returned to store they will be shown as "Expended," and remarked upon as at B.

Non-expendable articles which have become broken, &c., will be shown as "Expended," and noted in the column of remarks, thus "I 1230 attached." (See C.)

Where an article becomes unserviceable through fair wear and tear it will be shown as "Remaining" and not expended, and noted in the column of remarks, thus:— "Unserviceable, for exchange. Fair wear and tear certificate attached." (See A.)

Intermediate demands for surgical materials will be prepared on A.F. I 1219.

Intermediate demands for medicines and medical materials will be prepared on A.F. I 1209 if the number of medicines required is not large, otherwise A.F. I 1213 will be used.

The following documents will accompany the half-yearly return:—

Army Form I 1213, Requisitions for Medicine, &c., in duplicate.

Army Form I 1219, Requisitions for Surgical Materials in duplicate.

Army Form I 1209, Requisitions for Repairs of Instruments in duplicate.

Army Form I 1230, Certificates for Accidental Damages, &c.

Army Form O 1680, Paymaster's Receipt for Charges.

All invoices of supplies received during the period.

All receipts for stores, &c., returned to A.M. Stores or elsewhere.

All receipts for empties returned.

Certificates for all articles which had become unserviceable through fair wear and tear.

ARTICLES	Remained 31st of March, 1905, as per last Return.	Since Received from A.M. Stores, as per Invoice No. 68.	Since Received from Clarke & Co., as per Invoice No. 190.	Since Received from as per Invoice No.	Since Received from as per Invoice No.	Since Received from as per Invoice No.	TOTAL.	Expended during the period.	Remaining 30th of Sept., 1905.	Required for the half-year ending 19 , as per accompanying Requisitions in duplicate.	Rate.	Per	Amount. £	Amount. s.	Amount. d.	REMARKS, CONDITIONS, &c.
SURGICAL INSTRUMENTS, &C.																
Apparatus, enema, brass No.	—	—	—				—	—	—	—						
B. Basins, dressing, tin'd-copper ... ... ,,	3	2	—				5	2	3	—						[Stores. Good. 2 returned to A.M.
C. Baths, eye ... ... ,,	2	—	1				3	1	2	—						2 good. I. 1230. Attached.
,, vapour ... ... ,,	1	—	—				1	—	1	—						Good.
,, ,, cloaks for ,,	1	—	—				1	—	1	—						Good.
atheters, elastic gum ,,	12	3	—				15	3	12	4	9½	each.	—	3	2	8 good. 4 unserviceable. 3 returned to A.M. Stores unserviceable. For exchange. Fair wear and tear certificate attached.
A. Caustic holders ... ... ,,	1	—	—				1	—	1	1	10½	each.	—	—	10½	
Companion, medical and water bottle .. ... ,,	—	—	—				—	—	—	—						
Corkscrews ... ... ,,	—	—	—				—	—	—	—						
Enema, Higginson's ... ,	—	—	—				—	—	—	—						
Fracture box, field ,,	—	—	—				—	—	—	—	Total...		—	4	0½	

DIET ACCOUNTS.

Army Form F. 734.—Diet and Extra Sheet Summary.

The entries in the "Diet" Column and first "Extras" Column are for the following day.

The Wine and Spirit "Extras" are made out for the current day.

The summary should agree with the Diet Sheets.

Army Form I. 1218.—Provision Ticket.

The columns for numbers of "Diets" and "Extras" are filled in from the summaries A.F.'s 734.

To find out the quantities and ingredients for diets and extras for columns under "Articles for —— diets, —— drinks, —— extras," refer to the Allowance Regulations, and calculate the totals for any given number of diets, etc., by turning to that number in the Hospital Ready Reckoner (A.B. No. 9).

A.F. I. 1218 is made out in duplicate, one for the cook and the other for the steward, to the latter of which the A.F's. F. 734 are attached.

Army Form F. 735.—Hospital Diet Account.

The columns, pages 2 to 5, are completed daily from the totals on A.F's. I. 1218.

The columns for "Daily Receipts" are entered up from the counterfoils of the Requisitions (A.B. 188).

All supplies received and issued will be carefully entered daily on pages 6 to 28 under the detailed headings, and totalled at the end of the month.

This return will be retained in hospital and filed as an office record.

Army Form F. 736.

The columns are filled in from the totals on pages 6–28 of A.F. F. 735 on its completion at the end of the month.

The "Receipt" totals from contractors during the month are added to the "Remaining" totals from last month's account, and from the sum total of these two the "Issue" totals are taken. This result gives the "Remaining" totals for next month's account.

A.F. F. 736 is sent to the Officer i/c Supplies at the end of each month.

Army Form F. 727.—Fuel and Light Return.

To compile this return reference will be made to paras. 1 and 183–233 Allowance Regulations. On page 2 of the return, in column "Week Beginning," enter date beginning with the commencement of the fuel period. The columns on this page are filled in from the Scale of Issues laid down in para. 183 Allowance Regulations. These columns are completed for a fuel period, which is four months.

The totals of each of these columns are carried to the front page and entered in column "Total numbers from reverse." This is done on completion of the period.

Instructions as to the preparation of the account are printed on the form.

Army Form F. 776.—Ration Return.

The columns are completed generally three days in advance, and the numbers and quantities are approximate. It should be balanced at end of month. A margin of five rations is allowed either way, and should be adjusted in following account.

APPENDIX G.

INSPECTIONS HELD IN MILITARY HOSPITALS.

INSPECTIONS HELD IN MILITARY HOSPITALS.

Nature of Inspection.	By whom.	Regulation.
	DAILY.	
General	Orderly Officer ...	Reglns. A.M.S., paras. 242-249.
Barracks, etc., of Coy. R.A.M.C.	Quartermaster ...	S.O. R.A M.C., para. 113.
General	Ward Master ...	Paras. 118-126, S.O., R.A.M.C.
	WEEKLY.	
Ward Equipment and Bedding.	Ward Master... ...	S.O., para. 137.
	MONTHLY.	
All Equipment and Stores, Steward's Stores and Books.	M.O. in charge ...	Reglns. A.M.S., para. 189.
Kit Coy. or Detachment, R.A.M.C.	O.C.	S.O., para. 51.
	QUARTERLY.	
Buildings, Quarters. &c.	D.O.R.E.	Reglns. R.E., para. 333, S.O., p 201.
	ANNUAL.	
General (Hospital and Corps)	D.D.M.S.	Reglns. A.M.S., paras. 24-30. S.O., paras. 9-15.
Equipment, on charge from A.S.C.	O. i/c Barracks ...	Reglns. for Supply, Transport & Barrack Services, para. 338. S.O., p. 201.

APPENDIX H.

INSTRUMENTS REQUIRED FOR EMERGENCY AND OTHER IMPORTANT OPERATIONS.

INSTRUMENTS REQUIRED FOR EMERGENCY AND OTHER IMPORTANT OPERATIONS.

Instruments required for Tying an Artery.

(1) Scalpel, (2) dissecting forceps, (3) wound hooks, (4) retractors, (5) long-toothed forceps, (6) pressure forceps, (7) aneurysm needle.

Instruments required for an Amputation.

(1) Tourniquet, (2) amputating knife, (3) amputating saw, (4) scalpel, (5) periosteal elevator, (6) metal retractors, (7) blunt hooks, (8) bone forceps, (9) lion forceps, (10) aneurysm needle, (11) pressure forceps, (12) artery forceps, (13) dissecting forceps, (14) scissors, (15) needles.

Instruments required for the Excision of Joints and Bones.

(1) Scalpels, (2) bistouries, (3) dissecting forceps, (4) artery forceps, (5) pressure forceps. (6) scissors, (7) bone forceps, (8) sequestrum forceps, (9) probes, (10) directors, (11) excision knives, (12) retractors, (13) lion forceps, (14) periosteal elevators, (15) saws, (16) chisels, (17) mallet, (18) gouges, (19) spatulas.

Instruments required for Tracheotomy.

(1) Scalpels, (2) dissecting forceps, (3) artery forceps, (4) toothed forceps, (5) sharp hook, (6) blunt hook, (7) scissors, (8) needles, (9) tracheotomy tubes and tapes, (10) introducer, (11) tongue forceps, (12) mouth gag, (13) retractors, (14) feathers for cleaning tube, (15) dilating forceps.

Instruments required for Opening the Abdominal Cavity.

(1) Scalpels, (2) dissecting forceps, (3) probe pointed bistoury, (4) pressure forceps, (5) large pressure forceps, (6) artery forceps, (7) straight needles, (8) needle holder, (9) two large blunt hooks, (10) retractors, (11) scissors, (12) glass drainage tubes.

Instruments required for the Operation of Hernia.

(1) Scalpels, (2) hernia knife, (3) dissecting forceps, (4) fine toothed forceps, (5) hernia directors, (6) blunt hooks, (7) needles, (8) scissors, (9) needle holder.

Instruments required for Operation on Hæmorrhoids.

(1) Clover's crutch, (2) pile forceps, (3) scissors, (4) pressure forceps, (5) artery forceps, (6) dissecting forceps, (7) needles, (8) needle holder, (9) pile clamp, (10) cautery iron.

Instruments required for Trephining the Skull.

(1) Trephine, (2) quill, (3) trephine brush, (4) Hey's saw, (5) bone cutting forceps, (6) chisel and mallet, (7) gouge forceps, (8) elevator, (9) periosteal rugine, (10) necrosis forceps, (11) scalpels, (12) dissecting forceps, (13) artery forceps, (14) scissors, (15) toothed forceps, (16) teneculum, (17) needles.

Instruments required for Excision of the Eye-ball.

(1) Eye speculum, (2) strabismus hook, (3) strabismus scissors, (4) toothed forceps, (5) blunt pointed scissors curved on the flat.

Instruments required for Operations upon the Spine.

(1) Trephine, (2) bone forceps, (3) elevator, (4) rugine, (5) necrosis forceps, (6) chisel and mallet, (7) retractors, (8) blunt hooks, (9) probe, (10) scalpels, (11) Volckmann's spoons, (12) sharp-pointed forceps, (13) scissors, (14) curved needles, (15) needle holder, (16) straight needles.

Instruments required for the Excision of the Tonsils.

(1) Tonsil guillotine, (2) Vulsellum forceps, (3) long straight gullet forceps.

Instruments required for Tapping Fluids.

(1) Aspirator or (2) particular form of trocar and cannula used for the part to be tapped with india-rubber tubing, (3) small scalpel, (4) scissors.

Instruments required for Retention of Urine.

(1) Flexible catheters ($\frac{1}{2}$ to 10), (2) filiform bougies, (1 to 4), (3) silver catheters, (4) prostatic catheters, (5) glass syringe, (6) tapes, (7) scissors, (8) aspirator.

Instruments to be in readiness for a Case of Poisoning.

(1) Stomach pump, (2) syphon stomach tubes, (3) hypodermic syringe, (4) tracheotomy instruments.

APPENDIX I.

DISINFECTANTS AND FUMIGATION.

DISINFECTANTS AND FUMIGATION.

The following standard strengths are prescribed :—

(*1*) *Chlorinated Limewash.*

Take of	Chlorinated Lime (B.P.) ...	2 ounces.
,,	Quicklime	½ gallon.
,,	Water to	1 ,,

(*2*) *Cresol Solution* (2½ per cent.).

Take of	Saponified Cresol (Liq. Cresoli Saponatus, Fortis.)	1½ ounces.
,,	Water to	1 gallon.

Mix.

(*3*) *Corrosive Sublimate Solution* (0·1 per cent.).

Take of	Corrosive Sublimate (mercuric chloride)	70 grains.
,,	Hydrochloric acid	3drachms.
,,	Water to	1 gallon.

Mix.

The solution should be tinted with a sufficiency of commercial aniline blue (about one grain to the gallon) to make it of a distinctive colour.

(*4*) *Formalin Solution.*

Take of	Formalin	8 ounces.
,,	Water to	1 gallon.

Mix.

One gallon should be used for every 400 square feet of surface to be disinfected.

Fumigation.

When it is considered necessary to disinfect a barrack or other quarter, the following method of disinfection will be utilized, viz :—

Spraying with formalin solution.

The process should be carried out in the most complete manner, inch by inch, over the entire surfaces it is intended to disinfect, in order that the disinfection may be efficient.

It is calculated that to efficiently spray 800 square feet of wall space with an " Equifex " spray, two hours at least are necessary.

Disinfection of Drains, Gullies, Receptacles, etc.

Complete disinfection of drains, gullies, traps, refuse receptacles, etc., is practically impossible ; the most that can be done is deodorisation. The mere fact that gullies, drains, etc., need deodorisation indicates the existence of faulty conditions. These should be looked into and corrected, and reliance placed upon free flushing with water to remove decomposing deposits rather than upon surface disinfection or deodorisation by chemical re-agents.

APPENDIX J.

URINE TESTING.

URINE TESTING.

Normal healthy urine has the following characteristics :— (1) it is a clear amber or straw-coloured liquid, (2) with a peculiar aromatic odour, (3) slightly acid in re-action, (4) specific gravity from 1015 to 1025, (5) slight deposit of mucus on standing, (6) about 50 ozs. are passed in the 24 hours. It contains no albumin, sugar, blood, bile, nor pus in health.

The sample for testing should be taken from that passed during the 24 hours and put in a conical glass marked with patient's name and date.

The testing will include the following : —Note the—

I. *Colour.*

II. *Odour.*

III. *Specific gravity.*—Fill the cylindrical glass with urine, place the urinometer in it, read off the mark on its stem at the lowest level of the surface of the urine.

IV. *Re-action.*—Dip blue and red litmus paper into the urine—acid urine turns blue litmus paper red, alkaline urine turns red litmus blue. Neutral urine does not alter blue nor red litmus.

Test for :—

V. *Albumin.*—*Before* testing for albumin see that (1) the urine is *clear* (filter if necessary), (2) the urine is *acid* (if not acid add a few drops of acetic acid until it becomes acid).

(1) Boil some urine in a test tube—a cloud or haziness indicates albumin.

(2) Put some strong nitric acid in a test tube, add urine slowly, holding the test tube in a slanting position, a cloudy ring forms at the junction of the two fluids if albumin is present.

VI. *Sugar.*— *Before* testing for sugar remove any albumin present—acidulate the urine with acetic acid, boil and filter.

To test for sugar boil some Fehling's solution in a test tube, add a few drops of urine and again heat, a reddish yellow precipitate forms if sugar is present.

VII. *Blood.*—Mix urine in a test tube with freshly prepared tincture of guaiacum. Pour in some ozonic ether, a blue colour indicates blood.

VIII. *Bile.*—Allow a few drops of urine and fuming nitric acid to come together on a white porcelain slab; a play of colours results—*green*, blue, violet, red, yellow—the *green* is characteristic of the presence of bile.

IX. *Pus.*—Add a strong solution of caustic soda to the urinary deposit, the deposit becomes ropy and gelatinous.

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Several Military Works are now omitted from our Lists, owing to their not being up to date.

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(For full list of "Official" Military Books see page 46).

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