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# FIELD SERVICE REGULATIONS.

## PART II.

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### ORGANIZATION AND ADMINISTRATION.

#### 1909.

*(Reprinted, with Amendments, 1913.)*

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GENERAL STAFF, WAR OFFICE.

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This Manual is issued by Command of the Army Council. It deals with the general principles which govern the war organization and administration of the Army. The war manuals and establishments of all arms, services, and departments are based on these regulations.

*EWD Ward*

WAR OFFICE,  
21st December, 1912.

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## LIST OF ABBREVIATIONS.

THE FOLLOWING ABBREVIATIONS ARE USED IN THESE  
REGULATIONS.

A.B. ...	...	Army Book.
A.F. ...	...	Army Form.
A.G. ...	...	Adjutant-General.
A.O.C....	...	Army Ordnance Corps.
A.P.C....	...	Army Pay Corps.
A.P.O.C.	...	Army Post Office Corps.
A.P.M.	...	Assistant Provost-Marshal.
A.S.C. ...	...	Army Service Corps.
A.V.C.	...	Army Veterinary Corps.
C.G.S. ...	...	Chief of the General Staff in the field.*
C.-in-C.	...	Commander-in-Chief.
D.R.T.	...	Director of Railway Transport.
I.G.C. ...	...	Inspector-General of Communications.
L. of C.	...	Line or Lines of Communication.
M.L.O.	...	Military Landing Officer.
D.S.T....	...	Director of Sea Transport.
M.P. ...	...	Military Police.
N.C.O....	...	Non-commissioned Officer.
O.H.M.S.	...	On His Majesty's Service.
P.M. ...	...	Provost-Marshal.
Q.M.G.	...	Quartermaster-General.
R.A. ...	...	Royal Artillery.
R.A.M.C.	...	Royal Army Medical Corps.
R.P. ...	...	Rules of Procedure.
R.T.O....	...	Railway Transport Officer.
R.E. ...	...	Royal Engineers.

---

\* When the Chief of the Imperial General Staff at the War Office is meant the title is written in full.

[Amendments of the previous edition, other than minor corrections, are denoted by a black line in the margin.]

## DEFINITIONS.

THESE DEFINITIONS EXPLAIN THE MEANING WITH WHICH THE FOLLOWING TERMS ARE USED IN THESE REGULATIONS.

*Military Authorities.*—The authorities responsible for the provision and maintenance of personnel and matériel, *e.g.*, the War Office\* in the case of the Expeditionary Force; the Military Authorities in India in the case of troops belonging to the army in India; the Military Authorities of the Self-governing Dominions in the case of troops belonging to them.

*General Headquarters.*—The headquarters of the Commander-in-Chief of the forces in the field.

*Army Headquarters.*—The headquarters of the commander of an army or group of divisions. If divisions are not grouped in separate armies (Sec. 7, para. 3), army headquarters and general headquarters become identical, and the term general headquarters will then be used.

*Forces in the Field.*—This term comprises the whole of the military forces mobilized in the theatre of operations under the supreme command of the C.-in-C. It includes the field army or armies, fortress, coast defence and garrison troops, and L. of C. units and defence troops.

\* For distribution of duties at the War Office see Appendix I.

*Field Army.*—Includes that portion of the forces in the field not allotted to fortresses, coast defences or garrisons.

*Field Units.*—Mobile units of the field army allotted to divisions, cavalry divisions, brigades, army troops or L. of C. defence troops.

*L. of C. Units.*—Units on the L. of C., and under the command of the I.G.C.

*L. of C. Defence Troops.*—That portion of the field army which from time to time is detailed for the defence of the L. of C., and placed under the orders of the commander of L. of C. defences.

*Fighting Troops.*—Infantry, mounted infantry, cavalry, artillery (including ammunition columns), flying corps, and engineer field units. The headquarters of commanders of fighting troops are fighting units.

*Administrative Troops.*—Troops, combatant or otherwise, belonging to the administrative services, including R.E. other than those of field units; A.S.C.; R.A.M.C.; A.O.C.; A.V.C.; A.P.C.; and A.P.O.C.

*Signal Units.*—Units employed on the service of intercommunication. They include signal squadrons and troops, airline, cable, wireless, divisional, and L. of C. signal companies, but do not include regimental signallers on the establishments of other units.

*The Staff.*—Staff officers appointed to the General Staff, to the A.G.'s and Q.M.G.'s branches of the staff, or as brigade-majors and staff captains, to assist certain commanders in the discharge of their duties.

*Commander.*—An officer vested with the command of a detachment, unit, or formation of fighting or administrative troops.

- Administrative Commander.*—An officer vested with the command of administrative troops only ; *e.g.*, administrative commandants, directors of administrative services and their representatives.
- Administrative Services.*—Signal, medical, supplies, transport, ordnance, railways, works, remounts, veterinary, postal.
- Administrative Departments.*—The departments of the Judge Advocate-General, Principal Chaplain, and Paymaster-in-Chief.
- Theatre of Operations.*—The whole area of land or sea in which fighting may be expected, or in which the movements of troops, &c., are liable to interruption or interference on the part of the enemy.
- The Lines of Communication.*—The systems of communication by rail, road, and navigable waterways between the army and its base or bases of operations inclusive, together with the district through which they pass, within such limits as the C.-in-C. may determine.
- L. of C. Defences.*—The defences of that portion of the L. of C. for the security of which the commander of L. of C. defences is made responsible by the C.-in-C., together with all fortifications and defences situated in that area.
- Base.*—A place where the L. of C. originates, where magazines of stores for the forces in the field are situated and maintained under direct military management and control, and where the principal business of supplying these forces is located and organized under the military authorities.
- Regulating Station.*—A place where railway trains are marshalled, and whence they are despatched to railheads.
- Advanced Base.*—The area within which may be situated the advanced depôts of ammunition, supplies, animals, and material from which issues are made to field units.

*Railhead.*—A locality on the railway where ammunition and supplies are transferred to road transport.

*Main Supply Dépôt.*—A dépôt situated at the advanced base or at a convenient point on the railway.

*Field Dépôt.*—A small temporary dépôt of supplies in the immediate vicinity of the field units.

*Rendezvous.*—Places where supply columns or ammunition parks are met by representatives of the headquarters concerned, and directed to refilling points.

*Refilling Points.*—Places at which trains or ammunition columns are refilled.

*Supplies.*—Food, forage, fuel, light, and disinfectants.

*Divisional Collecting Station.*—A place where slightly wounded men who are able to walk are collected.

*Dressing Station, or Advanced Dressing Station.*—A place where wounded are collected and attended by the personnel of a field ambulance.

# FIELD SERVICE REGULATIONS.

## PART II.

---

### ORGANIZATION AND ADMINISTRATION.

---

#### CHAPTER I.

---

#### PREPARATORY MEASURES.

##### 1. *Military Policy.*

1. War is the ultimate resource of policy, by which the nation seeks to impose its will on its enemies in defence of its honour, its interests, and its existence.

2. The armed forces of the Empire are the instruments by which in the last resource the national policy is supported and enforced.

3. The strength of the military forces to be maintained in peace or mobilized for war is therefore a matter of policy, for which His Majesty's Government, or the Government of the Self-governing Dominion concerned, are responsible.



## 2. *Declaration of War.*

1. At all times, and especially when hostilities appear imminent, His Majesty's Government will, at their discretion, keep their military advisers informed as to the political situation. The latter are responsible for advising the Government as to the military measures rendered advisable by the political situation, as far as the latter is within their knowledge.

2. A state of war is declared by Royal Proclamation.

3. In case of imminent national danger or of great emergency, either before or after a declaration of war, proclamations will be issued for the embodiment of such portions of the forces as may be necessary. Proclamations will also be issued, if necessary, delimiting the territory to be placed under martial law.

4. Such Orders in Council as the situation may warrant will be issued for the requisitioning of transport and control of railway traffic.

5. In the event of any overt act of war being committed by any foreign power in any part of His Majesty's Dominions previous to a declaration of war, it is the duty of the senior commander on the spot to take such action for the defence of his command and the national interests as the situation may require, and to report the action taken without delay to superior authority.

## 3. *Mobilization.*

1. Mobilization is the process by which an armed force passes from a peace to a war footing, that is to say its completion to war establishment in personnel, transport and animals, and the provision of its war outfit.

2. Mobilization may be either general or partial.

The detailed procedure to be adopted on mobilization is given in Mobilization Regulations. The prescribed military authorities are responsible that preparations are made in peace time in accordance with these regulations for either general or partial mobilization as may be ordered.

3. The war establishment of a unit will take effect, without further authority, from the first day of its mobilization, and unless otherwise ordered will be that laid down in War Establishments, which are issued annually.

4. On leaving its place of mobilization a mobilized unit will, unless otherwise ordered, come under the orders of the commander of the formation to which it is allotted.

5. The allotment of field and L. of C. units on mobilization for service is shown in special tables.

#### 4. *Appointment of Commander-in-Chief, Commanders, Staff Officers, &c.*

1. The C.-in-C. of the forces in the field is appointed by or subject to the approval of His Majesty's Government. Commanders, staff officers and heads of administrative services and departments will be nominated by the responsible military authorities. These appointments, together with that of the C.-in-C., will be promulgated with, or immediately after, the order to mobilize.

2. The C.-in-C. will assume command of the forces in the field and the military control of all territory placed under martial law from the date of his appointment, unless otherwise directed. In case of oversea operations his assumption of command may be deferred until the forces have arrived in the theatre of war.

### 5. *The Plan of Operations.*

1. The Chief of the Imperial General Staff is responsible to His Majesty's Government for advice as to the military defence of the Empire. He is charged with the duty of preparing in peace time plans of offensive and defensive operations, with estimates of the forces required for their execution, and with the collection of intelligence concerning the armed forces and military resources of foreign powers.

2. Seeing that naval, military, and political considerations are all involved, responsibility for the adoption, modification, or revision of a plan of operations rests with the Government, who, on approving a plan, assume responsibility in principle for the provision of the requisite forces. Responsibility for the execution of the approved plan lies with the C.-in-C. of the forces in the field, subject to such orders as he may from time to time receive from the Government concerned.

3. As soon as the C.-in-C. of the forces in the field is appointed, he will be furnished by the Chief of the Imperial General Staff with information as to the forces available and their state of mobilization, the theatre of war, the armed forces and military resources of hostile or allied powers, together with an appreciation of the military situation and any other information that may be of use to the C.-in-C.

## CHAPTER II.

## WAR ORGANIZATION.

*6. General Principles.*

1. The successful issue of military operations depends primarily upon combination and unity of effort directed with energy and determination towards a definite object.

Unity of control is essential to unity of effort. This condition can be ensured only by vesting the supreme authority in one man, the C.-in-C. of the forces in the field ; and by providing him with the means of exerting the required influence over the work and action of every individual. The main object of war organization is to provide these means.

2. A system of organization must be suitable to the character and armament of the forces and to the nature of the proposed operations. Convenience of command, facilities for transmission of orders, for combined action, and for maintenance are of the first importance ; mobility must be assured and the system must be sufficiently elastic to meet all the varying conditions which may arise, and which it is impossible to foresee.

In order to fulfil these conditions it is necessary for the number of subordinate officials with whom each authority is required to deal personally and directly to be limited.

Further, it is necessary to lay down general principles—not rules—which shall serve as guides, enabling subordinate officials to act in accordance with the views of the C.-in-C., in all ordinary circumstances, without the necessity of reference to him.

3. So diverse are the conditions in which the British Army may be called upon to take the field that it is impossible to design for it a system of organization applicable, without modification, to every campaign. But, although the strength and composition of the forces in the field must vary according to the enemy to be encountered, and the nature of the prospective theatre of operations, yet the general principles which govern their organization remain practically the same whether operations are conducted under civilized or uncivilized conditions, and whether a small force or a large one is employed. It is only the application of principles in detail which vary, and once the principles themselves are clearly understood, it is comparatively simple to adjust such details to any given case.

4. The essence of all efficient organization lies in due subdivision of labour and decentralization of responsibility among subordinates, each individual being given duties which he can perform adequately. At the same time central control and co-ordination of subordinate parts for the attainment of the common objective must be assured. The larger the organism the further the extent to which the subdivision of labour can be profitably carried, and the greater the necessity for specialization.

With a view therefore to the attainment of the maximum efficiency in their respective rôles military forces are primarily divided into two categories :—

- i. Fighting troops.
- ii. Administrative services and departments.

5. Success in war can be attained only by the defeat of the

enemy's mobile forces. The efforts of all parts of an army must be combined to that end.

The function of the fighting troops is to carry out the actual military operations, and all their energies should be concentrated on that duty.

The function of the administrative services and departments is to provide the fighting troops with the personnel, animals, and material required.

6. The command of military forces is exercised on the following principles:—The C.-in-C., aided by his Staff, exerts his authority over a limited number of subordinate commanders. These, aided by their staffs and assistants, convey his will to a limited number of subordinate commanders under them, each of whom carries it down still lower, until eventually all ranks are controlled by it.

This principle applies equally to services and departments who, like the field units, receive their instructions through the staff (Sec. 22).

### *7. Composition of the Forces in the Field.*

1. The fighting troops in the field are organized broadly in two portions. On the one hand are the troops allotted to fortresses, coast defences, garrisons, and the L. of C., which have a relatively limited degree of mobility, and whose duties partake of a defensive character. On the other hand are the fully mobile field units of the army constituting the offensive weapon in the hand of the C.-in-C., whose province it is to determine the relative proportions of these two parts in accordance with the existing situation.

2. The basis of the field army organization is the division. This is a self-contained formation comprising all arms and services in due proportion, complete in itself with every requisite for independent action.

3. When several divisions are mobilized they may be grouped in accordance with the particular conditions of the campaign in two or more armies, each under a separate commander, but all under the supreme command of the C.-in-C. To each army so formed is allotted a proportion of army troops comprising cavalry for protective duties, signal units, and the necessary administrative services for their maintenance.

4. The main force of cavalry will usually be organized as one or more cavalry divisions. The inclusion of horse artillery, engineers, signal units, and administrative services confers on a cavalry division the power of acting independently for a certain time, and of subdivision into self-contained brigades similarly constituted.

5. The normal composition of a division, cavalry division and army troops, together with the war establishments of their component parts, and of L. of C. units is given in War Establishments, which are subject to revision annually. Each formation is composed of fighting troops and administrative services in the necessary proportion.

6. War Establishments also give the organization of certain units, such as siege and survey troops, that do not normally form part of the forces in the field, but which may be required with them in certain circumstances.

7. When a force is to be mobilized for a campaign to be fought under special conditions, certain modifications of organization will become necessary and will be notified when the order to mobilize is issued.

8. The system of command and administration for the whole campaign is regulated by the war organization of the forces, as ordered at the time of mobilization, and can only be altered by the C.-in-C.

9. Should the C.-in-C. during the course of a campaign consider it necessary to modify the organization of any unit,

the amended war establishment of the unit, revised in accordance with his wishes, will be notified to all concerned.

10. In the event of a unit being improvised in the field, a fixed war establishment, with transport and load tables, must be drawn up and issued. Its name, abbreviated title, rates of pay and allowances, distinguishing mark or badge, and any subsequent change, must be similarly notified.

11. The authorized war establishment for every unit is the essential basis for calculation as regards its maintenance in the field. Commanders and heads of administrative services and departments are responsible that no individual, animal, or material accompanies the unit or formation under their command in the field in excess of the numbers and amount allowed in War Establishments and Field Service Manuals, or in such instructions as may be issued under paragraphs 7, 8, 9, and 10 of this section.

12. A naval contingent landed for service on shore comes under the command of the C.-in-C., is allotted by him as may be necessary, and is controlled and administered in the same way as any other military command.

13. Fortress, coast defence, or L. of C. defence troops are constituted by the C.-in-C. as may be required, and are composed of fighting troops and administrative services and departments in due proportion. They are organized in units, brigades, divisions, &c., in accordance with the situation.



## CHAPTER III.

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### GENERAL FUNCTIONS OF THE EXECUTIVE AND OF THE COMPONENT PARTS OF THE FORCES IN THE FIELD.

#### COMMANDERS.

##### 8. *The Commander-in-Chief.*

1. The authority of the C.-in-C. is supreme in all matters within the theatre of operations on land. He is responsible for the efficiency of the forces in the field, for the control and direction of their operations as a whole, and for the military government of all territory under martial law.

2. The C.-in-C. issues such orders on all matters connected with the efficiency and maintenance of the forces in the field as he considers necessary for the execution of his plan of operations, for the success or failure of which he is responsible. But it is a principle of war organization that the C.-in-C. is relieved of direct responsibility for the conduct of the business of providing the requirements of the forces in the field, unless he sees fit to interpose. (Sec. 22.)

In demanding the provision of personnel, animals, supplies, material, and money for the forces in the field, the C.-in-C. will see that due care and economy are exercised so far as the conditions of the operations may permit.

### 9. *Subordinate Commanders.*

1. Subject to such instructions as he may receive from a superior commander, a subordinate commander is responsible for the efficiency of his command, and for the control and direction of the duties allotted to him. The commander of a fortress, garrison, district, or post is, in addition, responsible for the military government of the fortress, district, or post placed under his command.

2. A subordinate commander issues orders on all matters connected with the efficiency and maintenance of his command for the execution of the duties allotted to him. When in command of a unit comprising fighting and administrative troops, such as an army, a division, a cavalry division, &c., he is relieved of direct responsibility for the conduct of the business of providing his command with all it may require, unless he sees fit to interpose in this matter by issuing such orders as he considers necessary. (Sec. 22.)

3. Subject to such instructions as he may receive from a superior commander, a subordinate commander will deal with and decide all matters relating to the efficiency and maintenance of his command. He will see that due care and economy are exercised in demanding the provision of such personnel, animals, supplies, material, and money as the successful execution of the duties allotted to him may require.

4. The C.-in-C. delegates to the commanders of portions of the army detached and acting at a distance such powers as circumstances may render advisable. In these cases, the powers entrusted to each commander, and his sphere of action, should be stated as clearly as possible by written instructions, when not defined by regulations.

5. A commander of a unit or larger body of troops, if called on to assume a higher command, will, failing instructions to the

contrary, at once hand over his former command to his next senior.

6. A commander who places an officer in command of any considerable body of troops will, at the same time, ensure that such officer is provided with a suitable headquarters. The personnel of the headquarters may be obtained either by detaching staff and other officers from the headquarters of the commander, or by drawing them from other units.

## ORGANIZATION OF THE EXECUTIVE ON THE LINES OF COMMUNICATION.

### 10. *Commanders of Lines of Communication Defences.*

1. Unless the L. of C. are very short (Sec. 11, para. 4), executive authority on them is usually organized in two separate branches :—

- i. Defence.
- ii. Administration and traffic control.

2. The commander of L. of C. defences is solely responsible to the C.-in-C. for the tactical security of the L. of C., including all personnel, animals, and material comprised in them, throughout the area for which he is made responsible by the C.-in-C., and of which the limits will be notified from time to time in orders. He is also responsible for the military government of that portion of the L. of C. which is under martial law. To this end he is allotted a staff and a proportion of L. of C. defence troops, who will not be removed without the authority of the C.-in-C. The strength of the L. of C. defence troops varies according to the length of the L. of C., and the military situation of the moment. They are equipped similarly to other field units.

3. The L. of C. will usually be divided for purposes of defence into sections, each under a subordinate L. of C. defences commander, who will be responsible to the commander of L. of C. defences for the security of his section. Each section may contain one or more posts. A base will usually be regarded as outside the sectional organization. Such L. of C. defence troops as are not allotted to commanders of sections or posts will be retained as mobile reserves at the immediate disposal of the commander of L. of C. defences, and stationed at the point or points on the L. of C. best suited to the needs of the military situation.

4. The commander of L. of C. defences should be at all times in direct telegraphic communication with the C.G.S., the I.G.C. and his own subordinates.

5. Every commander of section or post defences should have a map of the country as far as the two adjoining sections or posts, on which should be shown the positions of the changing and passing places of convoys, the positions of the piquets, the places for the relief of escorts, and the places where attacks are most likely.

6. A commander of L. of C. defences has normally no control over the movement along the L. of C. of personnel, animals, or material other than those of his own command, but should be advised of all arrangements which it is proposed to make. In the face of imminent danger from the enemy he is responsible that traffic is stopped until, in his opinion, it may safely be resumed or until orders from superior authority are received. The action taken will in all cases be telegraphed direct to the C.G.S. and to the I.G.C.

7. No troops or ammunition proceeding to the front are on any account to be diverted for the defence of the L. of C. unless in the opinion of the commander of the L. of C. defences, or his subordinate on the spot, the force at his disposal is insufficient to meet an impending attack by the enemy, in which case traffic

may be stopped as above mentioned, and the situation reported by telegraph to the C.G.S. and I.G.C. An officer will incur grave responsibility in taking such a step, which only extreme emergency can justify.

8. Should an officer senior in rank to a commander of L. of C. defences be temporarily detained at a post or section he will not interfere with the defences commander of the section or post, except in the event of actual attack by the enemy, in which case the senior officer of fighting troops on the spot will assume command.

### 11. *The Inspector-General of Communications.*

1. The selection of the base or bases and the general direction of the L. of C. is made when deciding on the plan of campaign. Responsibility for the control and co-ordination of all traffic on the L. of C. up to and including\* the rendezvous (Sec. 52), or to localities fixed by general (or army) headquarters, is vested in an officer styled the Inspector-General of Communications, who receives the C.-in-C.'s instructions through the General Staff, or the A.G.'s or Q.M.G.'s branch of the staff, according to the approved distribution of staff duties specified in Secs. 15, 16, and 17. The I.G.C. is the commander of all L. of C. units (exclusive of L. of C. defence troops), and regulates the working of the administrative services and departments on the L. of C. charged with transportation and with duties ancillary thereto. Subject to considerations of tactical security for which the commander of L. of C. defences is responsible, the duties of the I.G.C. include the selection, appropriation, and allotment of sites and buildings for depôts of all kinds, quarters, offices, hospitals, plant and material of every descrip-

\* When cavalry ammunition parks or supply columns move through the areas occupied by divisions the responsibility of the I.G.C. ceases when these areas are reached.

tion that may be required for the service of the L. of C. He is responsible for the disposition of all reinforcements, supplies, and stores on the L. of C., and for sending up to within reach of field units all such requirements as are communicated to him from time to time (Sec. 26). Similarly he arranges for the evacuation of all that is superfluous.

The I.G.C. also arranges for the supply and maintenance of garrisons and posts on the L. of C., and for the supply and accommodation of all troops halting or moving within the area of his jurisdiction.

2. The method of transport by which requirements are forwarded is for the I.G.C. to decide. Should more demands be made on him at any time than the means of transport at his disposal can meet, he will report the situation to general headquarters, and ask for a ruling as to the precedence to be given to conflicting demands.

3. The I.G.C. will keep the staff of the C.-in-C. informed as to the daily situation of all base and other depôts, and in regard to stocks of ammunition, supplies, stores, and material on the L. of C. The General Staff are responsible for bringing to the notice of the I.G.C. any changes in distribution rendered necessary by impending operations.

4. In a friendly country, and when a short line of communication is utilized, responsibility for the security of the line, and the area or district through which it passes, as well as the control of the traffic on the L. of C., may be vested in the I.G.C.

5. When two or more separate lines of communication are used which do not join one another, each will be given an I.G.C., and co-ordination of work between the two lines will if necessary be arranged by the Q.M.G. at general headquarters. When two or more lines are employed which converge before reaching the main army, the whole will be under one I.G.C., one or more

deputies being appointed, if required, to control the working of the subsidiary lines.

6. To assist the I.G.C. in performing his duties, he is allotted a suitable staff, and has under him subordinate commanders styled administrative commandants, and such directors of administrative services and departments, or their representatives, as may be ordered by the C.-in-C. (Sec. 22, para. 7).

7. The general functions of the staff, directors and their representatives are defined in Secs. 14–17 and 22. The functions of administrative commandants are given in the following section :—

### 12. *Administrative Commandants.*

1. For purposes of routine and administration the L. of C. are divided into sections and posts, the boundaries of which will usually be the same as those organized for defence. For each base, section, or post an administrative commandant is appointed who is responsible to the I.G.C. for the discipline, including guards on stores and disciplinary piquets, sanitation, interior economy, and policing of the area within his jurisdiction.

In the event of the situation being as described in Sec. 11, para. 4, the commandant of a section or post may be entrusted with both the defence and administration of his command.

2. An administrative commandant should be in direct telegraphic communication with the office of the commander of L. of C. defences and the latter's subordinates.

He transmits the orders of the I.G.C. for the movement of all personnel, animals, material, mails, &c., to the commanders of units or representatives of administrative services and departments concerned, and facilitates their despatch by the

railway transport establishment (Sec. 62), communicating particulars to the adjoining commandants, if any, as to the time and place of the next halt.

Except in urgent and unforeseen circumstances he will not, without the special authority of the I.G.C. or the commander of L. of C. defences, detain either personnel, animals, or material in transit. In all such cases the I.G.C. or his representative will be informed of the action taken.

3. An administrative commandant will detail such fatigue parties as the railway transport establishment may require for loading and unloading trains. Should he himself not dispose of sufficient troops for this purpose he may either apply to the defences commander of the section or post, who will furnish such fatigue parties as can be spared without prejudice to the safety of the command; or with the approval of the I.G.C., may obtain the necessary labour from civilian sources. Freight trains should be loaded or unloaded by civilian labour provided by the department or service concerned, unless military labour can be provided without interfering with the fighting efficiency of the troops.

4. An administrative commandant is responsible for the reception and accommodation of all personnel (including prisoners of war) and animals, on their way to or from the front. Any person arriving on his way to or from the front without proper authority will be detained and his case investigated.

5. No person, other than an officer or man officially borne on the strength of the forces in the field, is permitted to move on or in any way utilize a L. of C. without a written authority or pass signed by the I.G.C. or by one of his assistants.

6. In default of special instructions, a commandant includes within the limit of his command the area up to a line half-way to the two adjoining posts.



### 13. *Military Landing Officer.*

1. When a sea-base is used, a military landing officer and one or more assistant military landing officers are appointed to the headquarters of the base commandant to supervise the embarkation and disembarkation of all personnel, animals and material.\* The military landing officer works under the base commandant in communication with the I.G.C., and with the director of sea transport (Sec. 18, para. 1), or his representative, the naval transport officer. All details of embarkations and landings are arranged by the military landing officer in concert with this officer and the base commandant.

All communications with the naval transport authorities pass through him.

2. As soon as each ship sails from the United Kingdom, or elsewhere, for the theatre of operations, detailed information of its contents will be cabled to the I.G.C., so that the destinations of all personnel and material in her may be settled before she reaches a base. Similarly detailed information of the contents of each ship leaving a base will be cabled to her destination.

On the arrival of a ship, the director of sea transport gives immediate notice to the military landing officer, who boards the ship as soon as possible to verify his information as to her contents. He at the same time hands to the commander of the troops on board such copies of local orders as may be necessary.

3. After verification, and under instructions from the base commandant, the M.L.O. informs the director of sea transport when and where it is most convenient, from the military point of view, to receive the contents of the vessel. In consultation

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\* For distribution of duties between naval and military authorities see Field Service Regulations Part I.

with the representatives of any services and departments concerned as to the disposal of the stores, &c., he then issues orders regarding the disembarkation of the contents of the ship and for forwarding them to their destination.

No men, animals, stores, or anything conveyed in any ship for the use of the army may be landed until the military landing officer has notified to the director of sea transport that he is ready to receive them.

4. Similar arrangements are made by the military landing officer and director of sea transport in connection with the re-embarkation of men, animals, and stores.

## THE STAFF.

### 14. *General Organization and Functions of the Staff.*

1. To the headquarters of the C.-in-C. and to those of certain other commanders are appointed one or more officers who are styled the "staff." The number of staff officers for each command is laid down in War Establishments.

2. An officer of the staff, as such, is vested with no military command, but he has a twofold responsibility; first, he assists a commander in the supervision and control of the operations and requirements of the troops, he transmits his orders and instructions and arranges details connected therewith; secondly, it is his duty to give to the troops every assistance in his power in carrying out the instructions issued to them.

Staff officers wear distinctive marks on their uniform by which they may be recognized, and which are not to be worn by any officer not appointed to the staff. Officers attached to or employed under the staff are not staff officers, and do not wear staff distinctions.

3. The staff is organized in three branches—
- i. The General Staff branch.
  - ii. The A.G.'s branch.
  - iii. The Q.M.G.'s branch.

For the efficient performance of staff duties all three branches must work in close co-operation. The power and responsibility of co-ordinating staff work at general headquarters is vested in the C.-in-C. ; but, since it is not desirable that the C.-in-C. should himself be burdened with this duty, he will delegate it to such extent as he may think fit to the C.G.S., who is his responsible adviser on all matters affecting military operations, through whom he exercises his functions of command, and by whom all orders issued to field units, except as hereinafter specified, will be signed. Although the C.G.S. will thus be charged with the general co-ordination of staff work, he is not concerned with the working of the A.G.'s and Q.M.G.'s branches in carrying out the duties allotted to them.

Other commanders to whose headquarters staff officers are allotted will exercise their functions of command on similar principles, and issue their orders through their senior general staff officer, to whom they will delegate to such extent as they may think fit the duty of co-ordinating the staff duties of their command.

#### 15. *Duties of the General Staff.*

1. The C.G.S. is responsible to the C.-in-C. for the working out of all arrangements, and for the drafting of detailed orders regarding :—

All military operations, including the general control, in co-operation with the navy, of embarkations and landings within the theatre of operations.

War organization and efficiency of the troops.

Selection of lines of operations.

All plans for the concentration, distribution and movement of troops and material by rail, road or inland waterways in the theatre of operations.

The general allotment of areas in which divisions and brigades are to be quartered ; security, marches, and battle.

Intercommunication in the field.

Special reconnaissances.

Policy connected with raising new units.

Provision of guides and interpreters.

Acquisition and distribution of information about the enemy, the country and its resources.

Questions of policy in connection with international and martial law, including, in the case of martial law, advice as to the necessity for and scope of its enforcement.

Flags of truce and correspondence with the enemy.

Censorship over communications, *i.e.*, the post, telegraphs, telephones and cables.

Control of the press and press correspondents.

Secret services, ciphers, care and disposal of captured documents.

Provision, distribution, and revision of maps. (Appendix II.)

Charge of foreign attachés.

Preparation of reports, despatches, and diaries relating to the above.

2. The General Staff are responsible that, with due regard to secrecy, constant and accurate information as to the situation and probable requirements of the troops is furnished to the A.G.'s and Q.M.G.'s branches of the staff in sufficient time to enable these requirements to be met. When the military

situation demands, it becomes the duty of the General Staff to advise the C.-in-C. or other commanders as to the position, movements, or disposal of all impedimenta, including supply columns and parks and other L. of C. units. The General Staff must therefore keep themselves constantly informed as to the distribution of all administrative units and the proposals of the other branches of the staff with regard to them.

16. *Duties of the Adjutant-General's Branch of the Staff.*

1. The duties of the A.G.'s branch include :—

Discipline.

Military law. Administration of martial law, and compilation of regulations relating thereto.

Executive duties connected with the appointment and promotion of officers.

Questions relating to the supply of military personnel to the army; interior economy, personal services, pay, promotion, honours and rewards, enlistments, and applications of all kinds concerning the fighting troops; spiritual welfare of the army.

Sanitation. Provision of medical equipment.

Casualties and invaliding.

Mobilization of improvised units.

Police measures.

Disposal of prisoners of war.

Burying parties and places.

Routine garrison or camp duties.

Ceremonial.

Preparation of reports, despatches, and diaries relative to the above.

2. The A.G.'s branch will draft all orders regarding their duties for insertion in orders issued over the signature of the C.G.S., or the senior general staff officer, as the case may be. All routine orders and instructions connected with the duties of the branch will be signed by the A.G. or his representative.

17. *Duties of the Quartermaster-General's Branch of the Staff.*

1. The duties of the Q.M.G.'s branch include :—

Embarkations and landings within and if necessary outside the theatre of operations, subject in the former case to the general control of the C.G.S. as prescribed in Section 15.

Distribution, in detail, of quarters, and buildings within the areas delimited by the General Staff.

Questions concerning :—

Supplies.

Ammunition, equipment (medical excepted), clothing and stores of all kinds.

Land and sea transport.

Railway administration.

Remounts.

Veterinary service.

Postal service.

Rendering of proper accounts for expenditure of an abnormal character.

Preparation of reports, despatches and diaries relative to the above.

2. Subject to strategical and tactical considerations, the limitations of which will be communicated by the General Staff, it is the duty of the Q.M.G.'s branch to co-ordinate all administrative arrangements between the I.G.C. and commanders of field

units or formations, so that any failure of adjustment between the L. of C. and the army may be obviated. With due regard to this principle, the I.G.C. will be allowed the widest possible discretion in the discharge of his duties.

3. The Q.M.G.'s branch will draft all orders regarding their duties for insertion in orders issued over the signature of the C.G.S., or the senior general staff officer, as the case may be. All routine orders and instructions connected with the duties of the branch will be signed by the Q.M.G. or his representative.

## OFFICERS HOLDING SPECIAL AND PERSONAL APPOINTMENTS.

### 18. *Special Appointments.*

1. *Director of Sea Transport.*—Controls the arrangements in connection with the provision of sea transport on behalf of the Admiralty. The requirements of the C.-in-C. as regards sea transport for evacuation by sea of sick, wounded, prisoners, &c., are communicated to the I.G.C. and are forwarded by him through the M.L.O. (Sec. 13).

2. *Provost Marshal.*—Commands the corps of military police and, with his assistants, is responsible for their organization, efficiency, and distribution as required (Sec. 108).

3. *Camp Commandant.*—He (or in the absence of such an appointment, an officer holding a personal appointment) is responsible for the immediate safety of a commander and his headquarters in quarters and on the march. He commands the headquarters escort and all details at headquarters, arranging for their quartering, subsistence, &c.

4. *Financial Adviser*.—In the event of a financial adviser being appointed, he will assist the directors and heads of administrative services and departments in controlling expenditure of funds to such extent and in such manner as circumstances may require. Cash and accounting duties and the audit of all cash and store accounts will be under his general control. He will also be consulted in regard to the financial and accounting arrangements for services of an abnormal character.

### 19. *Personal Appointment.*

1. *Aide-de-Camp or Orderly Officer*.—He acts as confidential secretary and arranges the personal requirements of a commander. An A.D.C. may also act as camp commandant, in the absence of such an appointment with the headquarters to which he belongs.

## TROOPS.

### 20. *Fighting Troops.*

1. The general functions and principles governing the action of fighting troops are given in Field Service Regulations, Part I. Commanders of fighting troops receive their instructions on these subjects through the General Staff.

### 21. *Administrative Troops.*

1. Commanders of administrative troops will receive instructions through the branch of the staff which deals with the service in question as defined in Sec. 22, para. 8.



## ADMINISTRATIVE SERVICES AND DEPARTMENTS.

22. *Duties of Directors and Heads of Administrative Services and Departments.*

1. The administrative services and departments are those parts of an army without which the fighting troops cannot be maintained in a state of efficiency.

2. The head of each administrative service is styled a director. This officer advises on all technical matters connected with his service, and, subject to the instructions of the C.-in-C. (or of the I.G.C., Sec. 11) conveyed to him by the branch of the staff concerned (para. 8), controls all arrangements in connection with it. He administers the personnel of the service in question, for the distribution of which he is responsible.

3. The responsibility for the methods employed in providing the requirements of the forces in the field rests with the directors of administrative services, subject, according to circumstances, to the general supervision and control of the three principal staff officers, through whom the instructions of the C.-in-C., are issued, or of the I.G.C. When important questions are referred by the directors for the decision of the C.-in-C. or the I.G.C., or should the C.-in-C. or I.G.C. see fit to interpose in matters not so referred to them, the responsibility is his.

4. Every officer who is empowered to incur expenditure, either on his own initiative or by order of superior authority, is bound to see that the expenditure is conducted honestly, economically, and in accordance with the regulations of the service so far as circumstances permit. In the event of failure in these respects, the responsibility will rest upon the officer incurring the expenditure, unless he can show that in incurring the expenditure, or in the method of doing so, his advice as regards economy and regulation was overruled by the express orders of superior authority.

5. The limits within which representatives of directors of administrative services have power to incur expenditure without the sanction of superior authority will be fixed by the directors concerned, according to circumstances.

6. Directors and heads of administrative services and departments are represented in subordinate commands by one or more assistants. The number and designation of these assistants are given in War Establishments, and where no assistant is shown with the headquarters unit, the senior officer of the service or department in the command is the representative of the director.

The functions and responsibilities of a representative are similar to and differ only in degree from those of a director or head of a service or department, who communicates directly with his representatives on all matters of technical detail connected with his service.

7. The offices of directors and heads of administrative services and departments will be located as directed, from time to time, by the C.-in-C.

When a director accompanies general headquarters a deputy will usually be on the L. of C., and *vice versa*.

8. The responsibility of the staff for the issue of instructions to directors or representatives of administrative services and departments is defined as follows :—

- General Staff branch deals with questions relating to
  - Army Signals.
  - Medical Services in regard to tactical dispositions.
- A.G.'s branch deals with questions relating to
  - Medical Services, so far as sanitation, discipline, and personnel are concerned.
  - Deputy Judge Advocate-General's Department.
  - Chaplain's Department.

Q.M.G.'s branch deals with questions relating to  
 Supplies.  
 Ordnance Services.  
 \*Transport.  
 Railway Transport.  
 Works.  
 Remounts.  
 Veterinary Services.  
 Paymaster-in-Chief's Department.  
 Postal Services.

### 23. *Distribution of Duties among Administrative Services and Departments.*

1. The duties of directors and heads of administrative services and departments are as follows :—

*Director of Army Signals.*—Organization and maintenance of all means of intercommunication, including visual, electrical, and mechanical, and despatch riders throughout the theatre of operations. He is responsible for the administration and distribution of the signal troops, and for the employment of those not allotted to subordinate commands, in accordance with the orders issued by the C.-in.-C.

His representative at the headquarters of the I.G.C. is responsible to the director of army signals for the administration of the signal troops allotted to the L. of C., and to the I.G.C. for their distribution and employment.

*Director of Supplies.*—Provision of all food, forage, fuel, light and disinfectants ; administration of personnel engaged in this service.

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\* Other than technical vehicles of artillery, engineer, flying and medical units. See also Sec. 90 (13) regarding arrangements for evacuation of wounded.

*Director of Ordnance Services.*—Provision of ammunition, equipment, clothing, and stores of all kinds other than medical and veterinary stores. Provision of technical vehicles of artillery and engineer units, and of workshops on L. of C. for repair of damaged material of all kinds. Administration of personnel engaged in these services.

*Director of Transport.*—Provision and distribution of all transport, excluding railway and sea transport, but including inland water transport. Administration of transport personnel. If inland water transport is used on a large scale, a separate director for this service may be appointed.

*Director of Railway Transport.*—Provision of railway transport, and administration of railway transport personnel. Control, construction, working, and maintenance of all railways. Provision of telegraph operators for railway circuits. Control and working of telephones and telegraphs allotted to the railway service. For the erection and maintenance of all telegraph circuits on railways which are worked by the troops, a representative of the director of army signals will be attached to his headquarters and the necessary signal troops allotted to him as may be ordered by the I.G.C.

*Director of Works.*—Provision, construction, and maintenance of buildings, offices, stores, camping grounds, roads, &c., on the L. of C. Provision of water supply, gas, electric lighting, or other technical plant required for military purposes on the L. of C., and not provided by other services.

*Director of Remounts.*—Provision, training, and distribution of all animals; administration of remount personnel.

*Director of Veterinary Services.*—Care of sick animals. Provision and administration of veterinary hospitals and advice as to their distribution. Provision of veterinary stores. Inspections and recommendations with reference to the health and efficiency of the animals of the forces.

*Director of Medical Services.*—Care of the sick and wounded. Provision and administration of hospitals and convalescent depôts. Provision of medical equipment. Recommendations regarding precautionary and remedial measures relating to billets, camps, garrisons, hospitals, transports, dress, duties, &c., conducive to the preservation of health, and to the mitigation or prevention of disease in the army and civil population. Subject to sea transport arrangements, control of hospital ships as far as their medical equipment and readiness for the reception of invalids is concerned.

*Director of Postal Services.*—Provision and administration of all postal communications. (The directions of the Postmaster-General in matters of a technical postal nature are observed.)

*Deputy Judge Advocate-General.*—Is the representative of the Judge Advocate-General, and advises a commander on matters of military, martial and international law.

*Principal Chaplain.*—Is responsible for the spiritual administration and welfare of the army.

*Paymaster-in-Chief.*—Is charged with the general supervision of the pay and cash accounting services. Supervises and controls the personnel and organization of all pay and cashiers' offices. Is responsible that moneys payable and receivable on public service are promptly brought to account.

## CHAPTER IV.

GENERAL PRINCIPLES OF MAINTENANCE OF  
THE FORCES IN THE FIELD.

## THE STRATEGICAL CONCENTRATION.

(See also *Field Service Regulations, Part I, Section 22.*)

24. *Preliminary Arrangements.*

1. The strategical concentration of the field army, the selection of the base or bases, and the general direction of the L. of C. are determined by the plan of operations. The order and rapidity with which the concentration of the troops and the organization of the L. of C. can be effected, exercise a great influence on the course of the subsequent campaign. Any failure or miscalculation in the preliminary work of transporting or maintaining the troops can rarely, if ever, be redeemed, because loss of time at this juncture is likely to result in loss of the initiative.

2. Arrangements for the initial concentration should be elaborated in peace time, details being, if necessary, adjusted when hostilities are imminent by the staff of general headquarters and that of the headquarters of the I.G.C., in the most intimate co-operation with the representatives of the administrative services and departments.

25. *Strategical Concentration for an Oversea Campaign.*

1. An oversea campaign may be considered under two heads :—

i. When sea communications and disembarkation are liable to interference by the enemy.

In this case the campaign becomes a joint naval and military operation.

ii. When sea transport and disembarkation are conducted under conditions when hostile intervention is not anticipated.

It is this case which is considered in the present chapter.

2. In planning an oversea concentration, the following points will first of all be decided :—

i. The order in which troops shall arrive at the base.\*

ii. Arrangements for the security of the base, L. of C. and concentration area.

iii. The order of arrival of troops in the concentration area, and their distribution therein.\*

iv. The general system of subsistence during concentration.\*

3. The department of the Q.M.G. at the War Office is charged with the duty of notifying to the responsible naval authorities the amount and description of sea transport required for troops drawn from the United Kingdom, the shipping being provided and the ports of embarkation selected by the naval authorities. Arrangements for transporting mobilized units to the ports and for their embarkation, in accordance with the requirements of i. of para. 2, are also made by the Q.M.G.'s department at the War Office.

When the despatch by sea of forces from the Self-governing Dominions and from India is in question, a similar procedure

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\* See also Sec. 41, para. 3.

as between the Q.M.G.'s department, or branch, and the naval authorities should be followed so far as local conditions permit.

4. The following officers and troops should precede the army to the theatre of war, in order to make the necessary preparatory arrangements for its reception at the base.

Such general staff and other officers of his own staff as the C.-in-C. may direct.

The headquarters of the commander of L. of C. defences and a proportion of L. of C. defence troops.

The headquarters of the I.G.C.

The headquarters of the base commandant.

Directors or representatives of all administrative services and departments.

The necessary proportion of L. of C. units.

5. Measures will be taken by the commander of L. of C. defences to secure the base and the L. of C. in accordance with the procedure given in para. 2.

6. The preparatory arrangements to be made at the base under the general direction of the I.G.C. include :—

Allotment of quays, wharves, and docks, in conjunction with the director of sea transport.

Time tables for disembarkation and orders for movement of troops to quarters.

Selection of quarters, base depôts, supply and ordnance depôts, offices for the staff and administrative services and departments.

Appropriation and allotment of any buildings, stores, railway stations and material, cable or telegraph stations, waterworks, gas, or electric light installations, bakeries, cold storage depôts, printing plant and factories, that may be required for military purposes.

Collection of supplies of food and forage.



Purchase or hire of animals and transport vehicles.

Organization of auxiliary transport and labour corps.

7. The general staff officers detailed by the C.-in-C. for the purpose will make arrangements for establishing relations with the civil authorities and, if necessary, for assuming control of the population. In collaboration with the I.G.C., the director of railway transport and the civil railway authorities, they will complete railway time tables and tables of marches for the movement of the troops from the base to the concentration area in accordance with the procedure detailed in para. 2 of this section. They will also organize such intelligence personnel as may be required and take all necessary steps with regard to censorship.

8. Directors and heads of the administrative services and departments or their representatives will make arrangements for the subsistence of the army during concentration in accordance with the instructions of the C.-in-C. conveyed by the General Staff.

9. When the remainder of the forces begin to arrive, each vessel will be met by the military landing officer or his assistants, who will convey the orders received by the base commandant from the I.G.C. for the disembarkation and movement of troops and stores to quarters or entraining stations.

10. The movement of troops from the base to the area of concentration will be carried out by the I.G.C. in accordance with the time tables prepared as described in para. 7.

## MAINTENANCE OF THE FORCES IN THE FIELD.

### 26. *General Principles.*

1. Apart from the personal characteristics of the troops and the nature of their equipment, transport, &c., the mobility

of an army depends directly on the efficiency of the organization by which its daily requirements are supplied. This organization must provide not only for the immediate replacement of deficiencies in personnel, animals, supplies, and material of all kinds, but for the prompt removal of everything that is no longer required at the front, such as sick, wounded, and prisoners. The system adopted must turn to the fullest account the resources of the theatre of operations so as to reduce to a minimum the demands that have to be made on the L. of C., and must provide such facilities for the transport of personnel, supplies, stores, and munitions from and to the rear, as will make the army independent of local resources.

2. The essence of successful organization consists in the elasticity of the system of maintenance, and the ease with which it can be adapted to the character and resources of the country in question. To economize fighting force the ordinary machinery of civil administration, the methods and material of industrial life must be pressed into the military service, in order to set free the troops for the highly specialized business of military operations. The more limited the supply of trained soldiers, the more necessary it is that such portions of the requirements of the army as can be met from civilian sources should be provided by those means.

3. Every field unit, whether of fighting troops or administrative services, must be in all respects a purely military body, trained and disciplined to the highest pitch of efficiency. For L. of C. units, however, a lesser degree of military efficiency may be permissible in proportion as the likelihood of contact with the enemy diminishes, and as the work of the unit on service approximates more or less closely to the ordinary civil avocation of its component parts in peace time. This principle applies particularly to the working of railways, telegraphs,

telephones, and mechanical transport, and to the organization of civilian labour with the assistance of the local municipal or industrial administrative authorities.

4. Directors and heads of administrative services and departments are responsible that the necessary steps are taken to maintain suitable stocks of requirements in the theatre of operations. For this purpose, subject to the limitations mentioned in Sec. 22, they will notify to the proper authorities the requirements that cannot be met locally, far enough in advance to permit of the necessary items arriving at the base in sufficient time.

5. The military authorities concerned are responsible for the provision and despatch to the base of the requirements notified by directors or the staff of the C.-in-C.

They are also responsible that future expenditure is foreseen in sufficient time for such funds to be provided as are necessary for the due prosecution of the campaign.

6. The I.G.C. is responsible for sending up from the base to within reach of field units all such requirements as are communicated to him from time to time; he similarly arranges for the evacuation of all that is superfluous in the contrary direction.

7. The Q.M.G.'s branch of the staff is responsible for co-ordinating the arrangements between the I.G.C. and commanders of field units with regard to the delivery and receipt of all requirements in accordance with the relative urgency of the several demands, which will be decided in consultation with the General Staff.

8. The system of notifying and replacing casualties and deficiencies of all kinds will be governed by the following principles. Normal routine requirements, which are moderate in extent and can be foreseen with reasonable accuracy, will be replaced as far as possible automatically. With this object

demands will be made by commanders of units, through divisional representatives of administrative services and departments, to the most convenient depôt on the L. of C. allotted for the service of the division or formation in question. Depôts will be so allotted by the Q.M.G.'s branch of the staff in consultation with the I.G.C., and issues from these depôts will be automatically replaced by the latter.

9. The directors and heads of administrative services and departments in the field, and their representatives with subordinate commands, are responsible that, as far as the situation allows, the demands made through them by commanders are duly examined with a view to prevention of waste and the exercise of all possible economy.

10. In the case of abnormal demands of serious extent, such as may occur immediately before, during or after an action, the automatic replenishment of deficiencies must be regulated by superior authority, in order to avoid congestion and to ensure that units or formations are completed in the order most appropriate to the intentions of the C.-in-C. In such cases, therefore, demands will be rendered simultaneously to general headquarters and to depôts on the L. of C.

## CHAPTER V.

## PROVISION AND MAINTENANCE OF PERSONNEL.

*27. First Reinforcements.*

1. The units which mobilize with a proportion of personnel in excess of their own establishment are shown in War Establishments. This additional personnel is known as "first reinforcement," and in the case of oversea expeditions, proceeds with the unit to the oversea base unless otherwise ordered.

2. First reinforcements are calculated at 10 per cent. of the rank and file of the unit, except in the case of siege artillery brigades, where a special scale is allowed. One officer is included in the first reinforcement if the number is over 40. The numbers of first reinforcements, and other details left at the base for each unit are shown in War Establishments.

*28. Subsequent Reinforcements.*

1. Subsequent reinforcements will be despatched under the orders of the Government concerned in accordance with and if possible in anticipation of the requirements of the C.-in-C., as notified by the D.A.G. in charge of the A.G.'s office at the base (Sec. 130), who will be supplied by the I.G.C. with information as to the daily situation of all base depôts.

2. The percentage of drafts required will vary with every campaign, but for the purpose of providing adequate machinery in peace time to organize and train the necessary reinforcements, the following principles have been adopted:—

i. In the first year of a war, the following percentages of the troops in the field will be required in order to keep them up to war establishment:—

80	per cent.	for infantry.
70	„	„ cavalry and mounted infantry.
60	„	„ artillery.
40	„	„ engineers.
30	„	„ headquarters, administrative services and departments.
20	„	„ headquarters, administrative services and departments on the L. of C.

The above percentages include first reinforcements.

- ii. Drafts amounting to from 10 to 20 per cent. of the army in the field should be available in the theatre of operations within six weeks of the outbreak of war.
- iii. Drafts to replace subsequent casualties should follow in each month from the time the war commences, with an additional increase about the sixth month, and should arrive at the base before, and not after, the losses occur.
- iv. Drafts required during the first six months must practically be mobilized with or immediately after the field army. They must therefore consist, as far as possible, of men who are fully trained and fit to meet an enemy in the field. After the first six months, men who were not fully trained previous to the outbreak of war, together with a proportion of men invalided and since recovered, will be fit to go to the front.

### 29. *Replacement of Casualties.*

1. The rapidity with which casualties can be replaced, and the certainty with which units can be maintained at war establishment, depends greatly on the efficiency of the system by which casualties are notified to the necessary authority.

2. It is, however, necessary to distinguish between information required by commanders and staffs regarding the fighting strength of units or formations, and that which is requisite for the purpose of adjusting accounts, and notifying casualties to relatives and to the public. In the former case the principle to be observed is that sufficient information should be forthcoming with the least possible delay; in the latter, accuracy and completeness of detail are the most important considerations. The former class of information is furnished by means of states, the latter by means of returns. These documents are rendered by units in accordance with the instructions given in Chapter XVI, Secs. 131 and 132.

3. It is the duty of the A.G.'s branch of the staff of every command to obtain and collate all information as to the current strength of units in the command, and to furnish commanders, together with other branches of the staff and the administrative services, with all necessary details on the subject. Subordinate commanders are responsible that important alterations in the strength of their commands are notified, as soon as practicable, to their superiors.

4. In accordance with the principle stated in Sec. 26, small deficiencies in personnel, due to normal wastage from sickness, &c., will be communicated by divisional headquarters direct to the I.G.C., and also for purposes of record to the A.G.'s office at the base, and replaced by the I.G.C. at the earliest opportunity. When heavy casualties have occurred the I.G.C. will receive

instructions from general headquarters as to the order in, and extent to which, units are to be completed. These instructions are communicated by I.G.C. to the A.G.'s office at the base.

5. The I.G.C. is responsible in all cases that the necessary transport by rail or otherwise is provided with as little delay as possible, and makes arrangements accordingly.

6. The I.G.C. issues the orders and time tables for each move to the commanders of the base depôts concerned, through the administrative commandant of the base or section in whose command the base depôt is located. The commander of the base depôt will warn the necessary personnel and be responsible that they are ready to entrain, embark, or march, at the time ordered.

7. All drafts will be sent to the front fully clothed, armed, and equipped, and, except when proceeding by march route, will take with them sufficient rations to last till arrival at their destination.

8. Instructions as to meals during the journey will be included by the I.G.C. in the time table of moves. Arrangements for preparing such meals will be made by the railway transport establishment.

### 30. *Base Depôts.*

1. First reinforcements and subsequent drafts will, on arrival in the theatre of operations, be taken on the strength of base depôts.

Base depôts are provided in proportion to the size of the forces in the field, and are organized as detailed in War Establishments.

2. Base depôts are located at the base or other points on the L. of C. as directed by the I.G.C. They are under the command of the local administrative commandant, who, subject to the provisions of Sec. 26, para. 8, will execute the I.G.C.'s instructions for the despatch of personnel required at the front.



3. Every unit, service or department which takes the field beyond the seas, or is raised during the campaign, will leave at the base depôt to which it is affiliated the personnel shown in War Establishments as left at the base, except the clerical details left at the A.G.'s office at the base. All baggage or material in excess of that laid down in Field Service Manuals to accompany units in the field will also be left at the base depôt.

4. The commander of a base depôt will be responsible for all regulation baggage left with the depôt, and will forward to the units, as opportunities occur, parcels or gifts received for distribution.

5. Individual officers, warrant officers, non-commissioned officers and men arriving at the base, except invalids, will report themselves to the commander of the base depôt to which their unit, service, or department, is affiliated.

6. For instructions as to invaliding, *see* Sec. 137.

## CHAPTER VI.

UTILIZATION OF THE LOCAL RESOURCES  
OF A COUNTRY.

NOTE.—These instructions are primarily for use by an army operating in an enemy's country, and they will not be acted upon in a foreign friendly country unless the consent of the Government of that country has been obtained, in which case all concerned will be duly notified of the fact.

They are not to be used in the United Kingdom or any British possession beyond the seas.

31. *General Principles.*

1. It is a principle that the mobility of an army may be prejudiced if absolute dependence for supplies, stores, animals, means of transport and shelter from weather is placed on what is carried with and belongs to the force, or can be obtained from the base. It is therefore of the first importance that on active service the resources of a country should be utilized as far as possible for the support of an army in the field.

2. The General Staff will collect information respecting the principal resources of probable theatres of war, and the distribution of those resources. This information, together with directions regarding the general policy to be adopted towards the inhabitants and the civil authorities through whom goods and services will generally be obtained, will be circulated on the outbreak of hostilities, and if possible before mobilization.

3. Local resources may be utilized by :—

- i. Requisitions of supplies, transport, stores, labour (such as that of drivers, mechanics, &c.), animals, &c.
- ii. Billeting.
- iii. Contributions of money.
- iv. Purchase by contract.
- v. Purchase in the open market.
- vi. Confiscation.

4. Subject to the general or specific orders of a superior authority, the officer in command in a locality will decide which of the methods referred to in para. 3 may be employed.

He is empowered to billet his men and levy requisitions, but only the C.-in-C., a general officer commanding an army, or a general officer commanding a less force if acting independently, can authorize the collection of money contributions.

He is also responsible that inhabitants are treated with every consideration compatible with the fulfilment of the requirements of the troops, and is equally responsible that acts of hostility are punished, and resistance on the part of the inhabitants promptly quelled. Leniency in such cases is likely to be misplaced.

5. Whether the army is operating in a hostile or friendly country, requisitions, demands for billets, contributions or purchases will be effected whenever possible through the local civil authorities, such as the mayor, magistrate, chief of police, or in their absence the principal inhabitant. Direct contact between the troops and inhabitants will be avoided.

6. When operations are to take place in a friendly country overseas, it may be assumed that communications will be made by the British Government to the government of that country, on or before the outbreak of hostilities, with the object of enabling a representative of the Q.M.G.'s branch of the staff to consult with the proper authorities regarding any modifications

necessary to bring these regulations into agreement with the regulations in force in the friendly country.

At the same time arrangements will ordinarily be made as to the areas to be allotted to the British forces for the utilization of local resources, the instructions to be issued to the civil authorities to meet our demands, and the prices to be paid.

7. Except by written order under authority emanating from or delegated by the C.-in-C., officers are forbidden to make promises, on behalf of the army or government, to any person as to compensation for property lost or destroyed during, or in consequence of military operations (*see* also Sec. 32, para. 11).

8. A supply of the army forms and books referred to in these instructions, printed in English, will be held in the war equipment stationery boxes of general and army headquarters, the headquarters of the I.G.C., headquarters of cavalry divisions, and divisions, and headquarters of cavalry and mounted brigades. A further supply, printed in the language of the country in which operations are to take place, will be issued by the central requisition office as soon as possible after the outbreak of hostilities.

### 32. *Requisitioning of Supplies, Transport, Stores, Labour, Animals, &c.*

1. Requisitions can only be made for the needs of the army. The demands are to be in proportion to the resources of a country, and of such a nature as not to involve the inhabitants in the obligation of taking part in military operations against their own country.

The quantity of food to be left in the possession of inhabitants must be decided by the commander ordering the requi-

sition, who will be guided by local conditions. (The usual practice is to leave at least three days' supply of food for a household, and rather more than that at outlying farms or villages.)

2. The details of the requisitioning service will be arranged under the direction of the Q.M.G. at the outbreak of hostilities, on information furnished by the General Staff.

In carrying out requisitioning services :—

- i. Economy and foresight should be exercised in order to utilize the resources of the country to the best advantage.
- ii. Strict discipline should be observed in enforcing requisitions.
- iii. Careful records should be kept, and speedy settlement made of all claims.

It should be remembered that the knowledge that early payment is to be made will tend to facilitate requisitioning.

3. Scales of prices of articles and services, carefully compiled according to local circumstances for the various districts in which operations are to be carried out, will be drawn up by the Q.M.G.'s branch, and published for the guidance of all concerned. As a general principle no increase in price by reason of the existence of military operations should be allowed.

4. On the outbreak of hostilities a central requisition office will be established, the duties of which will embrace the registration, investigation, and assessment for payment of all requisitioning services in the theatre of war (*see* Sec. 33, para. 12).

Sub-offices may be opened as found necessary.

5. Requisitions for the maintenance or formation of depôts will usually be made by officers of the administrative service concerned permanently posted in suitable districts, who will make themselves thoroughly acquainted with the local resources, and will be given necessary escorts.

6. Requisitions for current requirements will as a rule be

carried out under divisional arrangements by officers of the administrative service concerned, who will whenever possible precede units to localities where articles and services are to be obtained. Escorts will when necessary be provided under the orders of the divisional commander, but, in emergency, requisitioning officers may apply for protection to the nearest body of troops. The senior combatant officer will be responsible for the safety of the party and of the articles requisitioned, until the latter have been handed over to the proper authority.

7. As a general principle only officers of an administrative service detailed for the duty are authorized to requisition, but in cases of emergency, *e.g.*, when troops are on patrol duty or where no officer of a service or duly appointed requisitioning officer is available, requisitions may be carried out by the commander, the circumstances being reported without delay to superior authority.

Indiscriminate requisitioning and granting of requisition receipt notes are strictly forbidden.

8. Authority to requisition will not be delegated to any but a commissioned officer, and requisitioning on the part of warrant officers, non-commissioned officers, or men, will be treated as plundering under the Army Act, unless the case is one of extreme urgency and no commissioned officer is present.

9. Requisitions will generally be made by a demand on the form prescribed (A.F. F 780, *see* Appendix III), which may be altered to suit local conditions.

10. Personal services, such as those of mechanics, artisans, transport drivers, labourers, messengers, &c., may be requisitioned, subject to para. 1. If owners of transport are required as drivers or leaders, their personal services will be requisitioned.

A belligerent may not compel the inhabitants of the country with which war is in progress to furnish information regarding

the army or national defences—consequently the services of guides may not be requisitioned.\*

11. Rent is not payable for buildings necessarily occupied for military purposes during war, nor can compensation be claimed for damage to, or destruction of, property caused by the necessities of war. If however time allows, a note of the occupation or damage should be made and transmitted to the nearest requisition office, so that there may be evidence to assist the assessors in the event of funds being provided by either belligerent at the close of hostilities to compensate the inhabitants.

12. Under the terms of the Hague Convention :—

“All means employed on land, at sea, or in the air,  
 “for sending messages, for the carriage of persons or  
 “things, apart from cases governed by maritime law,  
 “depôts of arms, and generally, all kinds of war material,  
 “may be taken possession of, even though belonging to  
 “private persons, but they must be restored, and the  
 “compensation to be paid for them shall be arranged for  
 “on the conclusion of peace.”

It is, however, preferable to obtain transport, stores, &c., on requisition. If in special circumstances requisitioning is not resorted to, a note of the condition of the articles taken and their ordinary commercial value at the time will be made and immediately transmitted to the nearest requisition office.

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\* NOTE.—Germany, Russia, Japan and Montenegro do not subscribe to this prohibition, and a nation at war with those countries is therefore not bound by its provisions.

**33.** *Executive Duties of Requisitioning Officers and Requisition Offices.*

1. All officers ordered to requisition will, before proceeding on the duty, receive detailed instructions as to :—

- i. The resources of the neighbourhood in which the duties are to be carried out, and the attitude of the inhabitants.
- ii. The direction taken by other requisitioning parties.
- iii. The description and quality of the articles or services to be collected.
- iv. The transport, if any, to be taken.

Officers will be held responsible for providing themselves with the authorized requisition forms, and for ensuring that unnecessary expense shall not be incurred through irregular methods of requisitioning.

2. Except when payment is made on the spot, the requisitioning officer will give to each local civil authority a requisition receipt note on the form prescribed (A.B. 361, *see* Appendix IV) for all goods or services rendered.

When payment is made on the spot no acknowledgment for the goods or services will be given by the requisitioning officer, but a receipt for the amount paid will be obtained. Payment, whether immediate or deferred, will as a rule be made to the authority through whose agency the goods or services are obtained, and not to individual inhabitants.

3. When in exceptional circumstances requisitioning has to be carried out direct, *i.e.*, without the agency of the civil authorities, it will not be necessary to present a demand (A.F. F 780), but except when payment is made on the spot a requisition receipt note (A.B. 361) will be given to the owners for goods or services rendered.



4. Requisition receipt notes will in all cases be made out in triplicate, but the original note only will be given to the civil authority (or owner in the exceptional circumstances when requisitioning has to be carried out direct).

The duplicate note will be sent to the central requisition office by the representative of the administrative service or department concerned, or, if no representative is attached to the force, by the commander.

The triplicate note will be sent as soon as possible through the representative of the administrative service concerned to the officer in charge of the depôt from which supplies, &c., are next drawn, and will be the voucher for bringing the articles on charge in the depôt account.

5. The original requisition receipt note will in no circumstances show the rank, unit or force of the requisitioning officer, but this information will in all cases be inserted by that officer on the duplicate and triplicate of the note.

6. Unless special orders are issued to the contrary, face values will not be entered on requisition receipt notes, and it will be notified for the information of all concerned that a requisition receipt note is merely a record of the transaction shown thereon. The quality of the articles should be indicated in each case by one of the words, "Good," "Average," "Indifferent."

7. In the case of animals, &c., of exceptional value, such as pedigree stock, suggestions as to value may be made by requisitioning officers on the back of the duplicate of the requisition receipt note, but not on the original.

8. Transport will be requisitioned similarly to ordinary stores, but separate requisition receipt notes should be issued. When transport is taken for temporary use only, and its early return is anticipated, that fact should be clearly shown on the requisition receipt notes, and when returned to the civil authorities (or owners) fresh notes showing the period of hire, &c., will be

issued, the original notes being cancelled by the central requisition office.

9. If goods are taken for protection and not for the use of the troops, a statement to that effect will be written by the requisitioning officer on the duplicate and triplicate of the requisition receipt note.

10. All authorities or persons to whom requisition receipt notes are given will be directed to send them at the earliest possible date to the officer in command of the nearest British garrison. This officer will give an acknowledgment (A.F. F 781, *see* Appendix V), and will at once transmit the notes to the central requisition office.

11. Should requisition receipt notes be presented for payment, such payment will on no account be made until the notes have been forwarded to the central requisition office, and the authority of that office to pay obtained.

12. The detailed duties of the central requisition office will include :—

i. Registration—

(a) The registration and record of requisition receipt note books issued to troops in the field.

(b) The recording of all details in connection with claims sent in for settlement.

(c) The recording of requisition receipt notes notified as having been issued.

ii. Investigation, which should establish the genuineness of the claim.

iii. Subject to Sec. 32. para. 3.—Assessment, *i.e.*, fixing a fair and reasonable price for the goods and services requisitioned.

iv. Payment.—After investigation and assessment by the central requisition office, payment may be made either—

- (a) Direct to claimant by the central requisition office, or by an officer specially authorized by the officer in charge of the central requisition office, but all payments must be notified to the headquarters of the paymaster-in-chief; or
- (b) Through a pay office (Chapter XV).

13. Requisition sub-offices will report all claims to the central requisition office for registration, and, generally speaking, no payment will be made by a sub-office until the sanction of the central office has been obtained.

#### 34. *Billeting.\**

1. Billeting is a convenient method of utilizing local resources, for by this means not only shelter but food may be provided with the minimum of trouble.

2. The general principles to be observed in allotment of billets are stated in Field Service Regulations, Part I.

3. Billets are of three descriptions, viz.:—

- i. Billets with full subsistence.
- ii. Billets with partial subsistence.
- iii. Billets without subsistence.

When billets with subsistence are provided, officers and others must be satisfied with the usual fare of the householder on whom they are billeted, unless a special scale has been laid down by the military authorities.

Neither bedding nor furniture in billets can be demanded as a right, although such may be supplied through the goodwill of the householder.

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\* Instructions regarding the billeting of troops at their stations in the United Kingdom on mobilization will be found in the Mobilization Regulations.

All billets will include attendance, and—when required—the use of ordinary cooking utensils belonging to the inhabitants.

4. Demands for the provision of billets will be made as a rule on the local civil authorities on the form prescribed (A.F. 788 *see* Appendix VI), which may be altered to suit local conditions.

5. As a rule no payment will be made in respect of billets without subsistence. It may, however, be decided to make payment from funds provided at the close of hostilities, and the action referred to in Sec. 32, para. 11, should accordingly be taken when time allows.

6. The rates to be paid for subsistence in billets—para. 3 (i) and (ii) above—will be fixed by the Q.M.G.'s branch of the staff in accordance with Sec. 32, para. 3.

7. Except when payment is made on the spot, requisition receipt notes will be given for all subsistence received, and these notes will be dealt with under the regulations laid down in Sec. 32.

### 35. *Contributions of Money.*

1. Contributions of money can only be demanded in order to meet the needs of the army or of the administration of the occupied territory. The collection of such contributions will be effected, as far as is possible, in accordance with the legal basis and assessment of taxes in force at the time.

The collection will, when practicable, be made through the civil authorities usually responsible for the collection of taxes, and for every contribution a receipt will be given to the contributors.

2. No contribution will be collected except under an order in writing, and on the responsibility of the C.-in-C., a general officer commanding an army, or a general officer commanding a less force if acting independently.

3. Officers enforcing contributions will be held responsible that the moneys are brought to account, and that all contributions are reported to the paymaster-in-chief.

### 36. *Purchase by Contract.*

1. The employment of contractors in areas under military government will be restricted as far as possible, in view of the likelihood of threats being used by them towards the inhabitants of a country when carrying out the terms of the contracts.

2. In cases where it is necessary to enter into contracts after military government has been proclaimed (and such cases will usually occur only at the base and on the lines of communication) special care will be exercised in deciding on the terms and conditions of those contracts. A clause should be inserted in all cases specifically laying down that contractors are not allowed to requisition articles or services of any kind—all such requisitioning must be done by the military authorities.

### 37. *Purchase in the Open Market.*

1. Purchases in the open market are to be avoided, since high prices will be charged.

2. Purchases on a small scale may however be permitted in the case of isolated bodies, such as reconnoitring patrols, &c., and for this purpose money will be provided on imprest account. Those on a large scale will as a rule only be made to encourage the inhabitants to come forward with supplies and stores when other means of obtaining them have failed, or resort may be had to this system when it is desired to conciliate the people of the country.

### 38. *Confiscation.*

1. Private property cannot be confiscated.

2. The following regulations, which are based on the Hague Conference of 1907, govern the confiscation of public property :—

- i. Real property of a military character belonging to the State, such as forts, arsenals, dockyards, magazines, barracks, railways, canals, bridges, piers, and wharves, may in the interest of the military operations be damaged or destroyed, or may be seized and retained till the end of the war.
- ii. Real property belonging to the State which is essentially of a civil or non-military character, such as public buildings and offices, lands, forests, parks, farms, and mines, may not be damaged unless this is imperatively demanded by the exigencies of war. Such property may not be confiscated, but may be made use of until the conclusion of the war.
- iii. All State property directly susceptible of military use, such as means of transport, appliances for the communication of news, depôts of arms, stores and supplies, may be confiscated, as may also movable property belonging to the State, such as cash, specie, funds, and realizable securities which are strictly State property.
- iv. Movable property belonging to the State which is not directly susceptible of military use, such as crown jewels, pictures, collections of works of art and archives, cannot be confiscated, although papers in connection with the war can be seized even if forming a part of archives.

3. Details of all property confiscated will be reported immediately to general headquarters and to the central requisition office, and such property will be handed over to the representative of the administrative service concerned, who will as soon as possible report the details to the officer in charge of the depôt from which supplies, &c., are next drawn (*see* Sec. 33, para. 4).

## CHAPTER VII.

## SUPPLIES.

(For detailed regulations on this subject, see *Supply Manual*.  
*War.*)

**39.**—*Subsistence during Mobilization and on Board Ship.*

1. Troops will be subsisted during mobilization under peace arrangements. The regimental supplies carried by a unit are issued to all units of the field army on mobilization.

2. In the case of long voyages troops on board ship are normally rationed under naval transport arrangements, and when disembarking before the dinner hour are provided with rations for the day under naval arrangements.

3. Mobilized units will, on embarkation for service abroad, carry with them supplies as shown in War Establishments. The supply vehicles of the train should be placed on board fully loaded; if this is impossible, these supplies will be packed on board either in or close to the vehicles of the train (Sec. 44).

4. A ship conveying troops proceeding on active service will, unless orders are issued to the contrary, carry a reserve of not less than 15 days' rations for men and horses, available for issue on landing, in addition to the regimental supplies.

5. For short voyages rations and forage will not, as a rule, be provided by the naval authorities, but will be brought by the troops from their places of mobilization.

40.—*General Principles regarding Subsistence in the Theatre of Operations.*

1. The officers charged with administrative duties in connection with supplies are responsible both to their respective commanders and to heads of administrative services and departments for the collection and distribution of supplies to the forces in the field. This principle does not absolve the officer in command in a locality from taking all necessary steps to facilitate and ensure the subsistence of his command.

2. No hard and fast rule can be laid down as to the source from which supplies should be drawn in the theatre of operations. This must depend on the natural resources of the country, the attitude of the population, the proximity of the enemy, and the operations actually in progress or in contemplation.

It is therefore essential that the system of subsistence should, above all, be elastic and readily adaptable to every situation as it arises.

3. All troops must have with them a certain quantity of mobile supplies, carried either on the person or in transport allotted for the purpose.

4. As a general rule local resources should be drawn upon for supply purposes in the first instance. If these are inadequate, or for any reason not available, supplies should be obtained from the L. of C.

5. Economy in the use of local resources should always be exercised. Commanders are responsible that the movement of subsequent bodies of troops is not prejudiced owing to unnecessary and premature consumption of supplies by those who are in front.



41. *Subsistence during Strategical Concentration or Periods of Halt.*

1. When large bodies of troops are halted for any considerable time or are concentrated in a relatively small area, the resources of their immediate neighbourhood cannot be expected to support them. At such times they may be supplied from field depôts, established at convenient centres and filled with supplies brought from a distance. These supplies may, with advantage, be obtained either by purchase or requisition, and collected by hired or requisitioned transport. Supplies will usually be issued from field depôts by means of the train.

2. In certain circumstances special arrangements may have to be made for the subsistence of the civil population, especially if the railway system is fully occupied with military traffic. This applies more particularly to towns which are dependent on the railway for their food supplies.

3. The general system of subsistence during the strategical concentration is settled as laid down in Sec. 25, in accordance with information previously collected as to the character and resources of the theatre of operations. The system adopted affects, to a considerable extent, the order in which units must be despatched. Thus, if the enemy is at a distance, and the district in question is rich in supplies and well provided with transport, it may be possible to organize from local resources a sufficient number of field depôts to provide for the wants of the army during the period of concentration, and consequently to postpone the arrival of supply columns and reserve parks until after that of the fighting troops. If, on the other hand, local resources are inadequate, the above-mentioned administrative units must be sent forward at an early period in order to collect and distribute supplies to the remainder of the troops on arrival.

4. Units moving by rail to their place of concentration will, in addition to their regimental supplies, take with them rations and forage up to and for the day of their arrival. Supplies for one or more days, in addition to this amount, will be taken as ordered in the particular circumstances of the case.

5. In collecting supplies from the country for the formation of field depôts, the districts adjoining the immediate area which the troops are to occupy should be drawn upon first. Supplies in the actual area of concentration should be left, as far as possible, for the use of the inhabitants on whom troops are quartered.

The district in front of the concentration area, through which the army will pass on its forward march, should not be tapped without instructions from general headquarters.

#### 42. *Subsistence during an Advance.*

##### *Subsistence in Billets.*

1. By far the most advantageous method of subsistence during an advance is for the troops to be rationed by the inhabitants on whom they are billeted. This method utilizes the resources of the country to the fullest extent, and conduces both to the mobility of the army and the comfort of the soldier; it should therefore be employed whenever possible (Sec. 34).

2. The extent to which this system may be relied on depends on the density of the population, the character and fertility of the country, the yield of the previous harvest, and the time that has elapsed since it was gathered, also on the degree of concentration that it is necessary to maintain in the frontage and depth of the marching columns. It has been calculated that ordinary agricultural districts of Western Europe, not previously traversed by troops, will support a force of twice the

strength of the population for a maximum of one week. The capabilities of wine-growing or industrial districts are considerably less.

3. In countries that have to import a large proportion of their food supplies, large towns usually contain more breadstuffs and groceries in proportion to the number of inhabitants than are to be found in villages and country districts, for the latter usually draw the bulk of their requirements from the towns. In countries that are self-supporting as regards food, the reverse is the case, since the towns generally draw their supplies from the neighbouring country districts.

4. In most countries sufficient fuel, water, cattle, hay, and straw will usually be obtainable locally for an advancing force.

5. As a general guide it is not unreasonable to expect that in European districts of average population and fertility an army of five or six divisions can subsist on the country without undue dispersion, provided it does not halt for more than one day at a time.

6. In detailing units to quarters, it will be stated whether billets are to be with or without subsistence. If in any unit the degree of concentration is so great that full rations cannot be expected for the average number of men quartered on each house or family, billets for the whole unit should usually be detailed without subsistence, and arrangements made for it to draw rations from train supplies. The latter will then be replenished as explained in Sec. 51.

#### 43. *Supplies Obtained by Purchase or Requisition.*

1. Supplies obtained by purchase or requisition will be principally devoted to the replenishment of supply columns, reserve parks or depôts, but regimental requirements may be met by these methods if necessary.

2. Definite areas will be allotted to each division in operation orders for the purchase or requisitioning of supplies, and divisional commanders are responsible that the areas so allotted are utilized to the fullest extent.

3. Supplies purchased or requisitioned will usually be conveyed by hired or requisitioned transport to central points, whence they will be distributed to troops, columns, or reserve parks, as may be required. Such supplies as are not required for immediate use will be stored in field depôts under instructions from the director of supplies or his representatives.

4. Whenever possible, the senior supply officers of divisions, &c., or their representatives will be sent on with cavalry or mounted brigades to investigate the resources of the country ahead of the main body, and, if possible, to collect supplies at suitable points.

#### 44. *General Organization of the Supply Service.*

1. The service of supply is assured by means of :—
  - i. Supply depôts on the L. of C.
  - ii. Railway trains.
  - iii. Supply columns (Mechanical Transport).
  - iv. Trains.
  - v. Supplies carried by first line transport of units, and on the individual.
2. Reserve parks are also provided for use in emergency.

#### 45. *Supply Depôts.*

1. Supply depôts are known as—
  - i. Base supply depôts.
  - ii. Main supply depôts.
  - iii. Field depôts.

2. A base supply depôt is located at the base of operations. Its function is to receive supplies from oversea, or from the country outside the theatre of operations, and to accumulate reserves for the replenishment of other depôts.

Whenever the situation admits, base supply depôts will be formed in anticipation of the arrival of troops at the base. If this cannot be done the advance of the field army may be delayed until a sufficient reserve of supplies has been accumulated. The number of days' supply to be held at the base is determined by the C.-in-C.

3. As the army advances supply depôts are established on the L. of C. at selected posts. These depôts furnish supplies for troops on the L. of C., whether permanently located there or passing through. They also hold reserve supplies for field units.

Such depôts are replenished from base supply depôts and from such local resources as are available. They should not, as a rule, hold more than a month's supply for the garrison of the post in addition to the average amount required daily for feeding the troops passing through. It may become necessary to increase this amount in order to relieve congestion at the base or to create supplementary reserves for the army before an extended movement.

4. Main supply depôts are situated at an advanced base or at convenient positions on the railway. The stocks which are authorized for them are obtained from the base or are collected locally.

Supplies for field units to supplement those obtained from local sources are normally forwarded daily from the main supply depôt allotted for the service of each portion of the force.

5. The quantity of supplies to be held at a main supply depôt is directly dependent on the military situation of the moment and the C.-in-C.'s intentions.

The General Staff are responsible that all other staff officers

are sufficiently informed as to the C.-in-C.'s intentions to ensure that the necessary instructions may be issued in time to enable the I.G.C. and the heads or representatives of services and departments to make the required arrangements.

6. Field depôts are small temporary depôts of supplies established in the immediate neighbourhood of the troops for the purpose of issuing direct to units, or for storing local supplies surplus to the immediate needs of the army. Field depôts may eventually become permanent supply depôts on the L. of C.

7. The position of an advanced base will be determined by the C.-in-C., and notified periodically in orders. An advanced base should not be located so near the troops as to embarrass their movements, at the same time it must be near enough to facilitate the due replenishment of their supplies.

Field bakeries and butcheries will be established at the advanced base or at convenient points on the railway line other than the regulating station (Sec. 51). Butcheries may even be placed beyond the railheads.

8. In certain campaigns, where the natural difficulties in the way of supply are more formidable than the offensive powers of the enemy, depôts of supplies may be formed ahead of the army under an adequate guard. It will be for the C.-in-C. to determine whether the advantage to be gained is worth the risk involved.

9. Subject to tactical considerations, the following are desirable in selecting the sites for supply depôts :—

- i. Proximity to wharves, roads, or railways through which supplies are received or forwarded.
- ii. A dry site of sufficient area to permit of any probable expansion and level enough to allow roads or tramway lines to be laid to outlying parts.
- iii. Facilities for water supply and lighting.

iv. Shelter, in the shape of sheds, barns, or other suitable buildings.

10. The organization of all supply depôts is on the same general lines. Each one consists, in proportion to its importance, of one or more depôt units of supply, details of which are given in War Establishments.

11. Civilian labour will be hired or requisitioned for unloading and stacking supplies whenever possible. Military labour will not be used for this service if civilian labour is available, or unless military labour can be provided without interfering with the fighting efficiency of the troops.

#### 46. *General Organization of the Mobile Supplies.*

1. The supply units serve two purposes. In the first place, they provide the means of collecting and distributing local resources that would otherwise be inaccessible to the troops; in the second place, they form the flexible links connecting the army with the railway and thus enable it to move in any direction within a certain radius of the railheads, even if local supplies are not available.

The mobility of the army is therefore directly dependent on the efficient organization of these units.

2. Mobile supplies are divided into four lines :—

- i. Regimental supplies.
- ii.\*Train supplies.
- iii. Column supplies.
- iv. Park supplies.

The quantity of food carried in each echelon and the scale of rations or equivalents is laid down in War Establishments.

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\* Special arrangements will be made as required for the supply of General and Army Headquarters.

The field service scale will take effect from the first day of mobilization inclusive.

#### 47. *Regimental Supplies.*

1. Regimental supplies are divided into two parts:—Those carried on the man or horse, and those carried in the travelling kitchens or vehicles for cooks allotted to units.

2. Supplies carried on the man are shown in War Establishments. The iron rations will never be touched unless no other rations of any kind are available, and then only by order of a commander.

#### 48. *Train Supplies.*

1. Supplies carried in the trains are given in War Establishments. Supply sections of the train are organized primarily with the object of facilitating the distribution to the troops of column supplies, the rations carried in these sections being normally issued in the evening for the next day's consumption.

#### 49. *Column Supplies, M.T.*

1. Column supplies consist of those carried in supply columns (*see* War Establishments), one of which is allotted to each of the following formations:—Cavalry division, division, and army troops.

2. The function of supply columns is to replenish the trains, filling up themselves usually at a railhead.

#### 50. *Park Supplies.*

Reserve parks (horse) are maintained for use in case of emergency. Their organization is defined in War Establishments.



51. \**General System of forwarding Supplies.*

1. When troops operating in a civilized theatre of war are not wholly subsisted in billets by the inhabitants, nor dependent upon supplies requisitioned either in advance or in their immediate neighbourhood (Sec. 40), they will normally be provided with supplies by rail and fast-moving mechanical transport, delivering daily to the trains, and thence to the troops.

2. Supplies, as required, are despatched by rail, in the charge of a railway supply detachment from the main supply depôts (Sec. 45) to a regulating station, or stations. Here railway trains are marshalled, and thence sent daily to railheads conveniently situated for the supply of the troops.

3. At the railheads the supplies are received by the supply columns (mechanical transport), and conveyed to rendezvous and refilling points, which should be so selected that the total distance covered by the time a supply column has returned to a railhead will not have exceeded 90 miles.

4. On arrival at the rendezvous, the supply columns will be ordered by representatives of the headquarters concerned to proceed to refilling points situated in localities most suitable to the circumstances. When troops are marching, such localities may, as is most convenient, either be near the front of the areas from which the divisions, &c., moved the same morning, or at suitable localities in advance of these areas, and on or near the routes followed by the troops; or, again, they may be in or near the areas where troops have gone into quarters at the conclusion of the day's march. Here the supply columns will hand over their loads to the supply sections of the trains, and return to the next day's railheads without delay.

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\* Special arrangements will be made as required for the supply of General and Army Headquarters.

5. When it is possible to do so, rendezvous may be fixed with advantage at the actual refilling points.

6. When troops are stationary, except during battle, it will usually be preferable to send the supply columns into brigade areas, where the refilling points will be placed, thus obviating the necessity for transferring supplies from the columns to the trains, and for working the horses of the trains.

7. During battle it may be necessary to send back the trains some distance to refill from the supply columns, in which case more than one refilling point will, if possible, be arranged for each division with the object of reducing to a minimum the movements of the supply sections.

### 52. *Working of the System of Supply.*

1. The foregoing system of supply will be controlled as follows :—

The supply columns (M.T.) are L. of C. units under the orders of the I.G.C., their tactical security subject to the reservations given below being confided to the commander of L. of C. defences. The sphere of command and responsibility of both I.G.C. and commander of L. of C. defences will usually extend to and include the rendezvous, but will be fixed by general (or army) headquarters when rendezvous are situated in areas where troops are operating or quartered, and where allotment of roads and arrangements for security are controlled by general (or army) headquarters.

When the responsibility of the I.G.C. and of the commander of L. of C. defences does not extend to the rendezvous, general (or army) headquarters will, if necessary, arrange for the guidance and protection of the columns in their subsequent movements to and from the rendezvous, until they again arrive in the area under the jurisdiction of the I.G.C.

2. The Q.M.G.'s branch of the staff at general (or army) headquarters will normally be responsible for keeping the I.G.C. informed as to the supplies required, and for fixing and informing the I.G.C., the commander of L. of C. defences, and divisional, &c. commanders as to the time and place of rendezvous for columns. The divisional and other commanders concerned are responsible that the columns are met and guided to refilling points, which will usually be located at their discretion but may be decided by general (or army) headquarters.

In certain circumstances, as, for example, when a division is some distance from the rest of the force, the selection of a rendezvous may be delegated to a divisional commander, who is then responsible for sending timely information to the I.G.C. and commander of L. of C. defences, and for notifying to general (or army) headquarters the arrangements made.

3. After the trains are refilled, supply columns will, under orders from the I.G.C., return to the railway line, being, however, if the C.-in-C. so decides, used for the evacuation of casualties and sick who will be handed over to representatives of clearing hospitals sent forward with the supply columns for the purpose. Arrangements to this end will be made between the representatives of the Q.M.G.'s branch of the staff and of the director of medical services (Sec. 90).

Supply columns may similarly be employed for the movement of arms, equipment, &c., which require to be sent to the rear (Sec. 76, para. 9).

### 53. *Security of Trains, Supply Columns, Parks, or Convoys.*

1. The Commander of L. of C. defences is responsible for the security of supply columns M.T., parks and convoys whose movements are regulated by the I.G.C. (see Secs. 51 and 52), and the latter will make the necessary demands to

him for escorts. Commanders of divisions, &c., are responsible for the security of all supply units whose movements they regulate, and will detail such escorts for them as the situation may demand. The senior combatant officer with the convoy will command both the transport and its escort. Should he be the senior officer with the escort, he should consult the senior transport officer on all matters which affect the welfare and convenience of the transport, and give effect to his wishes, unless by so doing the safety of the convoy would be endangered.

#### 54. *Indents for Supplies.*

1. Indents for supplies will be forwarded daily on Army Book 55 by all commanders of units and detachments to the supply officers of the train. The amount of notice to be given before supplies are required will be notified in standing orders, but will usually be not less than twenty-four hours.

2. Persons duly authorized to accompany the forces in the field have the privilege of obtaining on payment, supplies, &c., from military sources. The requirements of the public service are, however, of first importance, and the officer of the administrative service concerned will decide in each case whether private demands can be met.

3. Army Book 384 will be used by press correspondents and other civilians who may be permitted to accompany an army in the field. This book, which will be obtained on payment from the army paymaster at the base, will contain checks, in exchange for which field supply officers will issue rations of provisions and forage. The holder on surrendering any unexpended checks will be entitled to a refund of their value from the paymaster.

55. *Destruction of Supplies, Transport, Stores, Ammunition, &c.*

1. Supplies, &c., are not to be destroyed except by order of superior authority. As a rule this order is only to be given by the senior commander on the spot with the concurrence of the administrative officer concerned, but when there is danger of supplies, ammunition, stores, &c., falling into the hands of the enemy, the senior commander on the spot is responsible for deciding as to their destruction.

## CHAPTER VIII.

### TRANSPORT.

*(For detailed Regulations on this subject, see Transport and Railway Manuals. War.)*

#### 56. Sea Transport.

1. The control, provision and despatch of the sea transport of military forces is the duty of the naval authorities who are responsible for their protection while at sea and for their oversea communications.

The provision of sea transport is dealt with in Regulations for His Majesty's Transport Service.

2. The Quartermaster-General at the War Office is responsible for notifying to the Admiralty the amount of sea transport required for the despatch of troops from the United Kingdom in accordance with the requirements of the C.-in-C.

A similar procedure as between the Q.M.G.'s department, or branch, and the naval authorities should be adopted when the despatch by sea of forces from the Self-governing Dominions and from India is in question.

3. In the event of the C.-in-C. wishing to move any portion of his forces by sea from one part of the theatre of operations to another, his requirements will be communicated by the Q.M.G.'s branch of his staff to the director of sea transport.

The requirements of the army as regards the evacuation by sea of sick, wounded, prisoners, &c., from the theatre of operations, will be communicated to the director of sea transport by the I.G.C. through the military landing officer.

4. Conveyance is provided by :—

- i. Transports (ships wholly engaged for the Government service on time charter).
- ii. Freightships (ships in which conveyance is engaged for certain bodies of troops, but which are not wholly at the disposal of the Government).

5. Transports are classified :—

- i. For conveyance of units with or without animals, or drafts complete with their supplies, stores, &c.
- ii. As hospital ships.

6. Freightships are classified :—

- i. For conveyance of personnel as troop freightships.
- ii. For conveyance of animals and their attendants as remount or mule freightships.
- iii. For conveyance of stores as store freightships.

## TRANSPORT BY RAIL, ROAD, OR WATER ON THE L. OF C.

### 57. *Utilization of Transport.*

1. The transport\* allotted to the field army and to the L. of C. is available for all army purposes including the conveyance of engineer, medical, ordnance and veterinary stores from the railway to the troops. It will be apportioned by the C.-in-C. and the I.G.C. as circumstances may dictate.

\* Other than the technical vehicles of artillery, engineer, flying, and medical units.

58. *Co-ordination of the Various Means of Transport on the L. of C.*

1. Transport on the L. of C. comprises :—

- i. Railway transport.
- ii. Road transport.
- iii. Inland water transport.

2. The traffic arrangements under all three heads are co-ordinated by the I.G.C., who is responsible throughout the whole L. of C. for the punctual movement of the army's requirements, by whatever means are best adapted to the object in view, between the base and the rendezvous inclusive. Existing means of communication will be supplemented or extended under his directions.

3. In cases of doubt as to the precedence to be given to conflicting demands for transport, the I.G.C. will refer the question to general headquarters, where a ruling will be obtained by the Q.M.G.'s branch in consultation with the General Staff (Sec. 11, para. 2).

#### RAILWAY TRANSPORT.

59. *General Organization of the Military Railway Service.*

1. The administrative and executive control of railway transport is vested in the director of railway transport, who is responsible to the I.G.C. for the efficiency of everything connected with that service.

2. For the defence of a railway and of working parties on it the commander of L. of C. defences, or when none is appointed, the I.G.C. is solely responsible. In this matter the responsibility of the director of railway transport will be confined to bringing to notice such points on a railway as specially required protection.



3. When armoured trains are used, their crews will form part of the troops allotted to the L. of C. defences. They will come under the orders of the subordinate defences commanders of the sections over which they run. The commander of L. of C. defences and his subordinates are responsible that railway traffic is not dislocated by the use of armoured trains, except in the face of imminent danger from the enemy.

4. The personnel of the railway service controlled by the director of railway transport is divided into two branches :—

- i. Technical railway personnel, which deals with the construction, maintenance, working, and repair of all railways in the theatre of operations.
- ii. Railway transport establishments, which control the arrangements between the army and technical railway personnel for the transport of troops, &c., by rail.

#### 60. *Technical Railway Personnel.*

1. In a friendly country technical personnel will be provided by the civil railway companies and in a hostile country from military sources.

2. Military technical personnel is organized as shown in War Establishments.

#### 61. *Railway Telegraphs.*

1. For the efficient working of the railway system it is essential that certain wires should be told off for technical railway work. The necessary number will be allotted exclusively to the director of railway transport, under instructions from the I.G.C.

### 62. *Railway Transport Establishments.*

1. The personnel of the railway transport establishments is given in War Establishments.

2. In railway matters, the authority of each member of a railway transport establishment will be paramount on that portion of a railway system where he is posted for duty.

Railway technical officials will always receive the demands of the troops for railway transport through the railway transport establishment.

3. Except when fighting is imminent or in progress, a member of the railway transport establishment will receive orders from the director of railway transport only, or his representative.

4. An officer, or officers, of the railway transport establishment, recognized by a badge worn on the left arm marked R.T.O., will be posted for duty at each place where troops are constantly entraining, detraining, or halting *en route*. Their chief duties will be :—

- i. To facilitate the transport of troops, animals and material.
- ii. To act as a channel of communication between the military authorities and the technical railway personnel.
- iii. To advise the local military authorities as to the capacity and possibilities of the railway.
- iv. To bring to the notice of the director of railway transport any means by which the carrying power of the railway may, for military purposes, be increased.

5. All details as to the entraining and detraining of troops, and the loading and unloading of stores, will be arranged in conjunction with the technical officials by the railway transport establishment, who will meet all troops arriving to entrain, inform commanders of the times and places of entrainment, and

allot trucks and carriages to units in bulk. They will see that the necessary rolling stock is provided by the railway officials, that only the prescribed amount of baggage is loaded, and that no unauthorized person travels by rail. They will meet all troop trains, and see that troops and stores are detrained with the utmost despatch.

6. The railway transport establishment will make arrangements for the provision of meals for troops *en route* in accordance with instructions from the I.G.C., indenting on the supply officer of the post for the necessary rations and forage.

### 63. *General Principles of Railway Working.*

1. As the army advances, and successive sections of the line become available, the I.G.C. is responsible that the repair of railway stations, plant, and permanent way, is effected as rapidly as possible. This will be carried out by the engineer railway companies under the director of railway transport. If necessary, the engineer works companies, the signal companies, and other personnel may also be placed under his orders for this purpose.

2. All unskilled labour will be carried out by civilian personnel as far as practicable. If sufficient civilian labour cannot be hired or requisitioned, the commander of L. of C. defences may be called upon to furnish such working parties as are necessary, and can be spared by him without prejudice to the security of his command.

3. The I.G.C. determines the order in which demands for the transport by rail of personnel, animals, or material are to be met, and gives instructions to that effect to the director of railways.

In the event of the railway system being unequal to meeting all demands for transport, the I.G.C. will refer to general

headquarters, where a ruling will be obtained by the Q.M.G.'s branch in consultation with the General Staff, and communicated to the I.G.C.

4. A railway system is a highly sensitive machine, easily dislocated by unskilled treatment; it is at the same time an organism most vital to the maintenance of the army. Subject therefore to considerations of tactical security, for which the commander of the L. of C. defences is responsible, the convenience of individual bodies of troops must be subordinated to the efficient working of the line as a whole. Rapidity in entraining and detraining is imperative and rolling stock must be economized in every possible way.

5. It is a fundamental rule of railway working that wagons should, if possible, be unloaded immediately on arrival at their destinations, and that in no case should they be detained under load for more than twenty-four hours. This rule does not apply to such train loads of supplies or ammunition as the I.G.C. may direct to be kept ready at certain stations for immediate despatch to the troops in case of necessity. The amount so retained will be strictly limited, and should not exceed one day's supplies for the force served.

6. Railway transport will be used mainly for the conveyance of ammunition, supplies and stores to railheads, and for strategical concentrations of large bodies of troops. Short rail journeys for troops should be avoided. Troops should only be railed if they cannot reach their destination by march route in sufficient time without over fatigue, no matter what the distance may be. It is generally calculated that in the case of a division no time will be gained in moving it by rail, even on a double line, unless the distance is over 60 miles; on a single line the time taken to rail the troops will be increased by about 30 per cent.

7. In carrying out strategical concentrations, it will usually be better to detrain troops at large stations, where the existing

facilities are good, and which are within 40 miles of the point of concentration, than to make elaborate preparations at small wayside stations on the spot. This plan has the additional advantage of secrecy.

#### 64. *Method of Indenting for Railway Transport.*

1. A daily maximum accommodation for goods or troops will be allotted by the I.G.C. to those concerned to meet normal daily requirements in carriage of troops, supplies, stores, &c., and within these limits indents for railway transport will be addressed to the D.R.T. or his representative. Abnormal or unforeseen demands should, as a rule, be made through the headquarters of the I.G.C. In the case of unforeseen demands the I.G.C. may, however, permit arrangements for the conveyance of small bodies of troops, or small consignments of stores, to be made directly between those concerned, provided that such action is reported to his headquarters.

2. Indents for railway transport should reach the I.G.C., or when small quantities are in question the railway transport establishment, as early as possible, the number of officers, other ranks, followers, horses, guns, vehicles, and the approximate tonnage of material being detailed. Any subsequent change in the indent must be at once notified, but for traffic reasons, when once a programme is settled, changes should be avoided.

3. The authority consigning animals or material will be responsible for loading them up, detail attendants for the animals *en route*, provide forage for them, send with stores such conductors as may be required, and if necessary arrange for an escort. A waybill should always accompany material sent for dispatch. The railway transport establishment, who will always have on hand a stock of waybill forms, may refuse to allow material unaccompanied by a waybill to be loaded up. Special post office waybills will be used for the army mails.

## ROAD TRANSPORT ON THE L. OF C.

65. *General Organization of Road Transport on the L. of C.*

1. The representative of the director of transport at the headquarters of the I.G.C. is responsible for all road transport on the L. of C.

2. Road transport on the L. of C. is divided into three classes :—  
i. Parks and columns working between railheads and the field force, which form the connecting link between the railway and the ammunition columns and trains.

The transport of parks and of supply columns is organized to permit of each park or column being readily subdivided to meet the requirements of detached bodies.

ii. Transport to supplement the railway.

This transport should work between the base and railheads, or along such portion of the railway lines as may be decided by the I.G.C. On good roads mechanical transport would be specially suitable for this service. The transport may be worked on the direct, staging or meeting system.

iii. Transport for local work at the base or at posts on the L. of C.

66. *Transport Depôts.*

1. Transport depôts will be formed on the L. of C. as required. These depôts will be employed in organizing fresh transport to replace casualties in the transport of field and L. of C. units, or to provide additional transport units if necessary.

## INLAND WATER TRANSPORT.

67. *General Organization of Inland Water Transport.*

1. When suitably situated inland waterways such as navigable rivers or canals are used on a large scale, a separate

director may be appointed who will be directly responsible for this service to the I.G.C. If the extent to which water transport can be employed does not necessitate the appointment of a separate director, the organization of this service may be delegated to a representative of the director of transport.

2. Inland water transport is specially suitable for the conveyance of heavy or bulky stores such as hay, straw, timber, building material, &c., when time is not of the greatest importance. It is also well adapted for the evacuation of sick and wounded.

## TRANSPORT WITH FIELD UNITS.

### 68. *General Organization of Transport with Field Units.*

1. The director of transport is responsible that all the available transport with field units is allotted in the manner best calculated to further the C.-in-C.'s intentions. He is also responsible that material is available for the punctual replacement of all deficiencies in transport other than the technical vehicles of artillery, engineer, and flying units.

2. The transport with field units is divided into two classes :—

- i. The transport of fighting units, which is again divided into first line transport and trains.
- ii. The transport of administrative units, *i.e.*, field ambulances, cavalry field ambulances, which is not subdivided but marches with the unit as a whole.

3. First line transport is an integral part of the war organization of a fighting unit, without which it cannot perform its tactical functions, and by which it must be accompanied in action and at all times.

First line transport includes the following vehicles and animals:—Gun carriages; ammunition wagons; pack animals, limbered or G.S. wagons or carts carrying ammunition, tools, machine guns, technical stores or medical equipment; telephone wagons, water carts, and travelling kitchens or other vehicles for cooks.

4. Trains are allotted to fighting units for the conveyance of the baggage, stores, and supplies necessary for their subsistence. They are not usually required for tactical purposes in action, and should therefore, when battle is imminent, be kept well outside the area in which fighting is probable, so as to ensure the freedom of movement to the troops, and to the vehicles required when in action, which is essential for tactical purposes.

5. Commanders of units are responsible for the care and efficiency of the personnel, animals, vehicles and equipment of all the transport of their units. Indents to replace deficiencies (except technical artillery, engineer, and flying corps vehicles) will be forwarded direct to the representative of the director of transport at the headquarters of the division or other formation to which the unit belongs. Indents for technical artillery and engineer, &c., vehicles will be submitted as directed in Sec. 76.



## CHAPTER IX.

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### ORDNANCE SERVICES.

*(For detailed Regulations on this subject, see Ordnance Manual. War.)*

#### 69. Ordnance Depôts.

1. The Ordnance services on the L. of C. consist of ordnance depôts, the personnel for which is found from one or more ordnance companies. These depôts are distributed at the base, advanced base, and at other localities on the L. of C. Intermediate depôts are also established as may be necessary. Subject to the responsibility of the I.G.C. as defined in Sec. 11, the ordnance services are controlled by the director of ordnance services, who is responsible for the provision of arms, ammunition, &c., necessary to meet the requirements of the troops.

Ordnance depôts contain all the necessary reserves of arms, ammunition, equipment, clothing and stores, including technical artillery and engineer vehicles and stores, but exclusive of medical and veterinary stores. They receive all captured arms, ammunition, colours and trophies of all sorts (Sec. 118).

2. Arrangements as regards sites for ordnance depôts, civilian labour, &c., are generally similar to those for supply depôts given in Sec. 45. Ordnance depôts on the railway should

be provided with the necessary siding accommodation, so that the work of loading and unloading heavy ammunition and stores may proceed unhampered by traffic on the running line.

3. All units, drafts, detachments and individuals will proceed to the theatre of operations fully armed, equipped, and clothed in accordance with Mobilization Store Tables, and Clothing Regulations.

## AMMUNITION.

### 70. *General Principles of Ammunition Supply.*

1. The system of replacing ammunition differs somewhat from that by which supplies are replenished. In the first place, nothing is obtainable locally, and all reserves have to be forwarded from the base along the L. of C. to the front. In the second place, the requirements of the supply service are continuous and can be foretold with certainty, but the replenishment of ammunition is more or less spasmodic, and neither the precise quantities nor the times when they will be wanted can be exactly foreseen.

The work of replenishment is divided between :—

- i. Units working under the I.G.C.
- ii. Units with divisions, cavalry divisions and army troops.

### 71. *Ammunition Reserves held by Fighting Units.*

1. The reserves of ammunition held by fighting troops are divided into three lines, viz. :—

- i. Regimental reserves.
- ii. Artillery brigade ammunition column reserves.
- iii. Divisional ammunition column reserves (except in the cases of a cavalry division and army troops).

2. Regimental reserves are carried on the pack animals or in the 1st line transport vehicles of all arms, and replenish ammunition expended in the firing line.

They are in turn replenished by the artillery brigade, or heavy battery and mounted brigade, ammunition columns, which, with the exception of howitzer brigade and heavy battery ammunition columns, carry both small-arm and gun ammunition.

Except in the case of a cavalry division and army troops, brigade (or heavy battery) ammunition columns are replenished by the divisional ammunition columns, and these by the parks. The cavalry and army troops parks carry ammunition direct to the brigade columns, or to regiments, battalions, &c., as may be convenient.

The general system for replenishing ammunition in the field is detailed in Field Service Regulations, Part I, Chapter XII, and in the Training Manuals of the various arms.

The number of rounds carried in each line for the guns, howitzers, machine guns, rifles or pistols of the various arms is given in War Establishments.

### 72. *Ammunition Reserves on L. of C.*

1. The proportion of ammunition to be held at each ordnance depôt will be determined by the I.G.C. in accordance with such instructions as he may receive from general headquarters. Ordnance depôts will be replenished from the base in accordance with requirements, under arrangements made by the I.G.C.

### 73. *System of Replenishment from the L. of C.*

1. It is a fundamental principle that in the supply of ammunition troops in action should never have to turn their backs on

the enemy to fetch ammunition ; their requirements should be sent up to them on the initiative of the troops or services in rear.

For this reason the I.G.C., in accordance with instructions issued by general (or army) headquarters, is responsible that the ammunition reserves are pushed up by means of the railway and parks to within reach of the fighting troops.

#### 74. *Ammunition Parks.*

1. During an action the headquarters of ammunition parks will be located as directed by I.G.C. under instructions received from general headquarters. The parks will usually be placed within easy reach of the divisional ammunition columns, but sufficiently far behind the fighting troops to ensure that the freedom of movement of the latter is not curtailed. Sections or smaller portions will be sent forward to replenish divisional ammunition columns as required.

2. The location of cavalry and army troops ammunition parks will be arranged on similar principles.

3. Ammunition required to replenish ammunition parks will be demanded by their commanders through the headquarters of the I.G.C. The I.G.C. is responsible for arranging for the refilling of ammunition parks at convenient points on the railway.

4. The working of the system of ammunition supply from the L. of C. will be controlled as described in Section 52.

## ARMS, EQUIPMENT, STORES, AND CLOTHING.

*75. Basis of Calculation of Equipment, &c., carried with Troops.*

1. The amount, nature and distribution of arms, equipment, stores, and clothing drawn on mobilization, and carried in the field by units, are given in Mobilization Store Tables, Clothing Regulations and Field Service Manuals.

2. The considerations on which this amount is based are as follows :—

- i. The nature and communications of the country in which operations are most likely to take place.
- ii. That it will be possible to replenish stores from the L. of C. at intervals of about a fortnight. Therefore only a fortnight's supply of spare stores, materials for repair and general requisites will be carried with the troops.
- iii. Whether troops will normally be accommodated in billets, under canvas, or in bivouacs.

3. No special system of transport has been organized for the supply of equipment and clothing from the advanced base to the fighting troops, but arrangements will be made, under the instructions of the I.G.C., to provide transport at intervals of about a fortnight (or oftener if necessary) to convey equipment and clothing to the front.

The following may be considered an approximate estimate of the weight of stores to be carried, the quantities would vary according to circumstances ;—

Clothing and general stores of a consumable nature	... ..	Per Division, 36 tons.
Medical equipment	... ..	Per Division, 400 lbs.
Veterinary stores	... ..	Per Division, 1 ton.
		Per Field Troop, 12 $\frac{1}{4}$ cwt.
		Per Field Company, 32 $\frac{1}{2}$ cwt.
		Per Signal Company with Division, 5 cwt.
Tools, material, explosives and technical stores	... ..	Per Signal Company (Cable), 20 $\frac{1}{4}$ cwt.
		Per Signal Company (Airline), 71 $\frac{3}{4}$ cwt.
		Per Bridging Train, 135 $\frac{3}{4}$ cwt.

This estimate makes no provision for the replacement, in large quantities, of harness, packsaddlery, intrenching tools, &c. Issues of these articles would be made at intervals as opportunities occurred.

*76. Replenishment and Disposal of Stores, &c., when in the Field.*

1. Artillery, engineer, and flying corps technical vehicles and all equipment, clothing and stores, other than medical and veterinary stores and maps, will be replenished by indenting, when practicable, through a deputy assistant director of ordnance services on the ordnance officer in command of the depôt which supplies the unit in question. Indents from the army troops will be sent to the nearest ordnance depôt. Indents for maps will be sent to the General Staff (Appendix II).

Indents for books of regulations, army forms and books, and stationery will be sent direct to the base stationery depôt which will usually be attached to the ordnance depôt at the base. From the base stationery depôt supplies will be forwarded direct to the unit.

2. When indenting for stores, equipment, clothing and necessaries, commanders will certify on the indent that the articles are required to replace others worn out or expended on field service. Clothing and necessaries should not be included in the same indents as other ordnance stores.

3. Except as provided below, clothing will be issued to soldiers free on field service. Necessaries will be replaced free when lost or prematurely unserviceable, on the certificate of the commander that they have become so through the exigencies of the campaign, and that replacement is necessary. Money compensation will not, in any case, be paid for loss of clothing or necessaries, all authorized articles being replaced in kind.

4. Public and personal clothing and necessaries lost or rendered unserviceable through wilfulness or neglect will be replaced at the expense of the individual. A notification will be sent to the paymaster, through the A.G.'s office at the base (Sec. 128), showing the amounts due from the men.

5. Clothing and stores condemned as unserviceable will be disposed of under the instructions of the commander of the division, brigade, or formation concerned.

6. The general arrangements under which clothing and stores will be drawn, consigned, and distributed, will be made by the deputy assistant director of ordnance services with the division, but, ordinarily, stores sent from depôts will be addressed to the unit or service direct, and notice of their despatch will be sent to the commander concerned.

7. Commanders, on receipt of their packages, will at once sign the way-bills, noting any discrepancies, and return them to the service or department concerned.

8. For large consignments of stores drawn direct from a depôt a receipt must be given by an officer. For small consignments, other than arms and ammunition, the signature of a responsible non-commissioned officer will suffice.

9. Arms, accoutrements, saddlery, or other equipment which may become surplus to requirements of units will be returned as opportunities occur (Sec. 52) to L. of C. in the empty wagons of supply columns and parks returning to refill.

10. Except in the case of hospital ships, equipment and clothing accounts will not be kept by units. Store accounts will be kept at all ordnance depôts (*see also* Appendix VII).

### 77. *Inspection of Guns, Ammunition and Vehicles.*

1. Inspection of guns, ammunition and vehicles will be carried out by ordnance officers detailed by the director of ordnance services as may be necessary.

### 78. *Repair Workshops.*

The director of ordnance services is responsible for the provision of workshops for repairs to damaged material which cannot be undertaken by the artificers included in the war establishments of units for the execution of minor repairs. Such material will be sent back to the L. of C as opportunities occur.



## CHAPTER X.

## REMOUNTS AND VETERINARY SERVICES.

(For detailed Regulations on these subjects, see *Remount and Veterinary Manuals.\* War.*)

79. *Remounts.*

1. On mobilization, each unit, service and department will be provided with its full complement of animals in accordance with War Establishments.

2. Remount depôts for the reception, training and distribution of all public animals purchased or requisitioned will be formed on the L. of C. as base remount depôts, or advanced remount depôts, located at a base and at an advanced base respectively.

The military personnel for remount depôts is given in War Establishments ; additional civilian personnel may be hired if necessary.

3. In addition to casualties caused by wounds or sickness, a proportion of horses will become unfit through debility from hard work. It is important that these should be replaced by remounts before they lose condition to such an extent that recuperation will be unlikely.

4. Except in the circumstances mentioned in Sec. 26 para. 10 indents for animals to replace casualties in field units will be

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\* In course of preparation.

sent by commanders of units to the commander of the nearest remount depôt serving the division or formation to which the unit belongs, issues being made direct from the depôt. A duplicate indent will be rendered at the same time to divisional headquarters (*see also* Sec. 117).

Commanders of advanced remount depôts must be prepared, if required, to send forward in charge of field sections remounts for field units.

### 80. *Veterinary Services.*

1. The veterinary service is organized with the view of securing the efficiency of the animals of the forces in the field :—

- i. By preventing the introduction and spread of contagious disease ;
- ii. By reducing wastage amongst animals by means of prompt application of first aid ;
- iii. By relieving the field army of the care of sick and inefficient animals, the presence of which hampers mobility.

To carry out the duties specified in (i) and (ii), veterinary officers are detailed for duty with the various portions of the field army. To these officers is confided the veterinary supervision and care of animals, and it is their duty to bring to the notice of commanders any measures necessary for the health and condition of the animals under their professional care. Should a commander in such a case elect to act contrary to the advice of the veterinary officer, a report will be made in writing to superior authority.

2. To insure that field units may be relieved with as little delay as possible of sick and injured animals, the staff should arrange for their early conveyance to a railhead. Here they will be taken over by a detachment from a conveniently situated veterinary hospital to which they will be conveyed by rail.

At this hospital the animals will be sorted and despatched for treatment, as required, to the various hospitals on the L. of C.

3. All animals, as soon as they are fit for duty, will be transferred from the veterinary hospitals to the nearest remount depôts.

4. Animals on the strength of veterinary hospitals which are not likely to become serviceable again will either be destroyed or disposed of under the orders of the I.G.C.

5. All animals, including slaughter cattle, before being utilized by the troops, will be examined by a veterinary officer as to freedom from contagious disease. A similar examination will be held before any animal is removed from the theatre of operations.

6. Any suspected cases of infectious or contagious disease among animals that may occur in the theatre of operations will at once be reported, by telegraph if possible, to the nearest veterinary officer. The destruction of such animals will be carried out forthwith if its necessity is certified by a veterinary officer

### 81. *Shoeing.*

1. Commanders are responsible that all animals in their charge which require it are properly shod. Cold shoeing will be invariably adopted in the field. Units which have no shoeing smiths or forges will be attached to other units for farriery purposes. No charge is admissible for shoeing a public animal.

## CHAPTER XI.

### THE MEDICAL SERVICE.

*(For detailed Regulations on this subject, see R.A.M.C. Training.)*

#### 82. *General Functions of the Medical Service.*

The personnel of the medical service of the forces in the field has four distinct functions :—the preservation of the health of the troops ; the professional treatment and care of sick and wounded ; the replenishing of medical and surgical equipment ; and the collection and evacuation of sick and wounded from the theatre of operations. All these functions are of equal importance, because no one of them can be performed efficiently without the others. The first and last are the concern not only of the medical service but of staff and the regimental officers and men of all units.

The general principles of sanitation, whereby casualties from disease are prevented, and of evacuation of sick and wounded from the front, must therefore be known to all ranks.

#### SANITATION.

#### 83. *General Organization.*

1. A knowledge of sanitation and of the best means of preserving health is incumbent on every officer and soldier. The importance of sanitary measures, whereby health is preserved,

and the effective strength of the army maintained, cannot be overestimated.

2. The commander of every unit and formation is responsible for the sanitary condition of the quarters or localities occupied by his command, and for taking all measures necessary for the preservation of the health of those under him. He is also responsible for seeing that each officer and soldier observes all sanitary orders, and for the good order and cleanliness of that portion of a quarter or locality under his charge, irrespective of the period for which it may be occupied.

3. The director of medical services is the responsible adviser of the C.-in-C. on all medical and sanitary matters. His representatives are similarly the advisers of the commanders to whose headquarters they are allotted.

4. Subject to such other instructions as they may receive, sanitary officers will :—

- i. Exercise general supervision over the sanitary condition of all places occupied by the troops of the command to which they are attached.
- ii. Watch the health conditions of billets, camps, bivouacs and posts, and at once investigate the cause of any unusual prevalence of disease among the troops or the inhabitants.
- iii. Advise on the measures which should, in their opinion, be taken to protect the health of the troops, and report on the adequacy of the arrangements already made for that purpose.
- iv. Advise on the selection, from a sanitary point of view, of sites for camps and bivouacs, and on questions relating to the sanitary condition of towns, villages or buildings about to be occupied. To this end they should accompany the staff officers charged with the selection of camps, billets or bivouacs.

- v. Advise regarding the purification and distribution of water for drinking purposes ; also in respect of latrines and urinals, burial of the dead, and disposal of refuse and carcasses of animals, &c.
  - vi. Impress on commanders of units and on medical officers in charge of troops the imperative necessity of attaining the highest possible sanitary standard, both in camp and on the line of march, and bring to the notice of superior authority any neglect of sanitary measures possible under existing circumstances.
5. The personnel of the sanitary service comprises :—
- i. The regimental sanitary organization of field units.
  - ii. The sanitary organization on the L. of C.
  - iii. The sanitary inspection committee, when formed.

#### 84. *Regimental Sanitary Organization of Field Units.*

1. The sanitary service of field units is organized upon the principle that every unit, through its commander, is responsible for its own sanitation and for the sanitary condition of any area which it may occupy. For this purpose each unit is provided with a regimental sanitary detachment, as shown in War Establishments.

2. The medical officer of a unit is responsible to its commander for the efficient performance of the work of the regimental sanitary detachment. The commander is responsible that all ranks render a loyal and intelligent assistance to the medical officer in the performance of his sanitary duties, and that the efficiency of the unit is not impaired through neglect of or non-compliance with sanitary rules.

3. The duties of the water supply personnel of the detachment are :—

- i. The daily supervision of water supply, and its purification for drinking purposes by boiling, filtration or the addition of chemicals, as may be directed.
- ii. To take charge of all apparatus and stores connected with the water supply of the unit.

4. The duties of the sanitary personnel of the detachment are, generally, to act as sanitary police in order to prevent soil pollution, and in detail, to supervise :—

- i. The preparation and care of latrines and urinals, including the filling in of the same, and marking of old sites.
- ii. The systematic collection, removal and disposal of refuse, by burning or other method.
- iii. The construction of ablution places and the disposal of waste water.
- iv. The sanitation of cooking places, horse and mule lines, and slaughtering places in the area occupied by the unit.

### 85. *Sanitary Organization on the L. of C.*

1. The sanitary service on the L. of C. is organized on a wider basis than that for field units, and comprises sanitary officers, sections and squads. The personnel of sanitary sections and squads is shown in War Establishments. This personnel is supplemented by such hired civilian labour as can be procured.

2. For purposes of sanitary administration the L. of C. is divided into sanitary districts and posts. As a rule the base and any specially important part will constitute a separate sanitary district.

3. A specialist sanitary officer is appointed to each district and a sanitary section allotted thereto to form the nucleus of a sanitary establishment. To each post a sanitary squad is allotted, the establishment being increased or reduced from time to time as local circumstances may demand.

4. The duties of a sanitary officer in charge of a district are analogous to those of a medical officer of health, and include the supervision of food and water supply, the disposal of sewage and refuse, disinfection, and all measures necessary to prevent the introduction and spread of infectious disease.

5. The responsibilities of the administrative commandant of a section or post with respect to sanitation are analogous to those of a commander of a unit.

6. The duties of a sanitary squad are as follows :—

- i. To execute skilled work in connection with disinfection, provision of pure water, including its collection, distribution and storage, and construction of incinerators, &c.
- ii. One or more of the men will be specially detailed to supervise the work of permanent fatigue parties employed for conservancy or other work in connection with sanitation.
- iii. To act as sanitary police. For this purpose the non-commissioned officers and men of the squad are invested with the authority of military police, and wear a badge.
- iv. If there is a railway station under military control within a post, the squad exercises sanitary supervision over the water supply, and over the conservancy arrangements for the troops passing through.

7. The sanitary service at the base is in charge of a specialist sanitary officer, who may, especially if the base is at a large



seaport, be aided by one or more assistant sanitary officers. In these circumstances he will be entrusted with the duties of port sanitary officer, with a view to preventing the introduction of infectious disease from transports; and will arrange for the segregation of cases of infectious disease, and of "contacts" when considered necessary.

### 86. *Sanitary Inspection Committee.*

When circumstances render it desirable a sanitary inspection committee may be formed to advise the responsible military authorities in the field as to any special sanitary measures to be taken to maintain the health of the army. Such committee, when considered necessary, would normally be composed of a senior combatant officer as president, with two or three specially selected medical experts, military or civilian, as members.

## SICK AND WOUNDED.

### 87. *General Organization.*

1. The medical service in the field is based on the principle of rapid evacuation of sick and wounded. The efficiency with which this system is organized and administered greatly affects the mobility and moral of the army.

2. The medical service will deal with the discipline, pay, clothing, and disposal of all sick and wounded from the time they come under medical care until they are discharged to duty. All ranks so discharged will be sent to their own units, if possible, or will be disposed of under general instructions from the A.G.'s branch of the staff.

3. The medical organization is theoretically divided into three zones, namely :—

- i. The collecting zone, corresponding with the area occupied by the field units.
- ii. The evacuating zone, corresponding with the L. of C.
- iii. The distributing zone, including a portion of the L. of C and territory outside the theatre of operations.

In practice all three zones must overlap to a certain extent, owing to the connection necessarily maintained between the various medical units, which are distributed as follows :—

In the collecting zone—	{	The medical establishments with units. Field ambulances and cavalry field ambulances.
In the evacuating zone—	{	Clearing hospitals.   Ambulance trains.
In the distributing zone—	{	Stationary hospitals.   General hospitals.   Convalescent depôts.   Hospital ships.   Military hospitals outside the theatre of operations.

### 88. *Medical Establishments with Units.*

1. To every large unit, *e.g.*, a cavalry regiment, artillery brigade, or infantry battalion, a medical officer is attached, who is provided with medical equipment carried on a maltese cart.

2. When an action begins, the regimental stretcher bearers, without their arms, will be placed under the medical officer's orders. Stretchers and stretcher bearers' armlets (to be worn on the left arm in lieu of the Red Cross brassard) form part of the medical equipment.

3. The duties of the regimental medical establishments in action are :—

- i. To afford first aid to the wounded.
- ii. To carry cases not able to walk to the nearest and most suitable cover.
- iii. To throw up some sort of cover to protect serious cases that cannot be moved.
- iv. To assist the medical units after an action, if required and available.

4. The medical arrangements for units for whom no medical officer is provided are given in War Establishments.

### 89. *Field Ambulances and Cavalry Field Ambulances.*

1. The establishment, organization and allotment of ambulances are given in War Establishments.

2. The organization of an ambulance is very elastic, each section or subdivision being self-contained and detachable for work independently of other sections.

3. When a brigade or smaller formation is detached, a field ambulance, or as many sections as may be necessary, may be allotted temporarily to it, and will march with it. A section or other subdivision, according to the size of the detachment, is normally sufficient for the service of a temporary detachment such as an advanced guard.

4. The duty of the bearers is to collect wounded from the field or from the regimental medical service and bring them to the ambulance wagons or to a dressing station.

5. One or more dressing stations will be formed by the tent divisions, according to the progress of the action. In them the wounded are collected and cared for pending removal to or by the clearing hospitals.

### 90. *General System of Dealing with Casualties in Action.*

1. Every officer and man will carry on a string round his neck an identity disc showing his name, number if any, unit and religion. He will also carry a first field dressing in the right hand skirt pocket of his coat. Both disc and dressing should be frequently inspected.

2. In action against a civilized enemy, no one other than a stretcher bearer is to carry a wounded man to the rear, unless ordered to do so.

3. Ammunition will, when practicable, be taken from wounded men before they are sent to the rear, and will be disposed of under the order of the divisional commander. Otherwise arms, ammunition, accoutrements, and personal kit of sick and wounded men will be taken to hospital along with the men. Arms, &c., not required for patients, will be periodically handed over by hospitals to ordnance depôts.

4. Wounded men will be attended to in the first instance by the medical establishment of the unit, and will afterwards be removed by the field ambulances.

5. The first field dressing applied as a protection against dirt and to stop hæmorrhage, with the addition of some support to a broken limb, before removal of the patient, is all that is needed on the field itself. After this first aid a wounded man should be left where he lies, under as good cover as possible, unless the nature of the ground, a pause in the fighting, or the approach of darkness allows systematic collection and removal.

6. The field ambulances of a division will operate over the areas allotted to them according to the arrangements made by the assistant director of medical services of the division. Their first duty is to establish touch by means of their bearer divisions with the regimental medical service of the units in the area assigned to them, to observe the position of casualties,

and to obtain information regarding the places where wounded have been left under cover. The ambulance wagons are then brought as far forward as possible, and the stretcher squads carry the wounded to them.

7. Cases able to walk will be directed to the divisional collecting station, which is a well-defined spot previously selected for the purpose and notified to the medical personnel concerned by the assistant director of medical services of the division.

8. A tent sub-division may be sent forward with sufficient equipment to form an advanced dressing station, where the more seriously wounded are brought to the ambulance wagons by stretcher squads. The rest of the tent divisions will remain in rear, and open there as a link between the advanced dressing station and the clearing hospital, or they may be sent forward to expand the advanced dressing station, according to circumstances.

Only the most urgent operations will be performed at a dressing station, which, if possible, will be formed where there is a good water supply and suitable buildings.

9. In order that as many sections as possible may be in hand to meet developments, the principle should be observed of not opening more sections of ambulances than are absolutely necessary, until the locality is known where the number of casualties is greatest. One section at least should be held in reserve to the last to provide for a counter attack.

10. The work of removing wounded during actual fighting must be left to the initiative of commanders of the field ambulances, and to the medical service with regimental units. The assistant director of medical services is mainly concerned in issuing orders relative to the opening or closing of the ambulances and in maintaining connection between them and the clearing hospitals; for this purpose he will indicate to all

concerned the place to which the dressing stations of the tent divisions should send back the wounded. If a detachment from a clearing hospital is not available one or more tent subdivisions of a field ambulance should be detailed to this spot. From the ambulances all except very slight cases, for discharge to duty within two days, will be sent to clearing hospitals as soon as possible.

11. It is of great importance that information regarding the situation, as affecting the number of the casualties and the area where they are occurring, should constantly be transmitted between brigade and divisional headquarters in order to enable the assistant directors of medical services with divisions to regulate the movements of the field ambulances.

12. The main work of clearing the area of operations of the wounded takes place after a battle. Under the orders of the commander, arrangements are made by the A.G.'s branch of the staff, after consultation with that of the Q.M.G. and with the General Staff, for the collection of the wounded whom the regimental medical service and bearer divisions of the ambulances were unable to bring in during the progress of the battle. It may be found necessary to detail special detachments of fighting troops to aid in this work, while, whenever it is possible without interfering with military operations, all units in the vicinity of a battlefield should, after an action, search the ground in their neighbourhood for wounded, and render such assistance as may be in their power. One or more central points, usually where dressing stations have been placed, should be selected for collection of wounded, and systematic search made of the whole area, a portion being allotted to each search party, which should be accompanied by a medical officer, a proportion of stretcher squads and one or more ambulance wagons.

13. Arrangements for the evacuation of the wounded to the

L. of C. are the duty of the Q.M.G.'s branch of the staff, the A.G.'s branch being informed of the dispositions made for this purpose.

### 91. *Clearing Hospitals.*

1. Clearing hospitals are L. of C. units. One clearing hospital, the organization of which is given in War Establishments, is mobilized for each division of the field army. The I.G.C. is responsible for providing transport for the clearing hospitals.

2. Clearing hospitals are intended for the temporary reception and care of sick and wounded pending and during evacuation from the front. Their functions are similar to those of the tent division of a field ambulance but on a larger scale. They form the central point upon which the collecting zone converges and from which the evacuating and distributing zones diverge, and are the pivot upon which the whole system of evacuating sick and wounded turns.

3. Normally located at an advanced base, they should be pushed up thence to within reach of the field ambulances when the evacuation of large numbers of wounded is likely to be required. The personnel with a small proportion only of the material should usually be sent on at once, leaving the bulk of the material to follow in charge of sufficient personnel.

4. When the army advances rapidly from the battlefield, as in pursuit of a beaten enemy, the personnel and some material of the clearing hospitals should be sent right up to the field ambulances to take over wounded on the spot.

5. Having relieved the field ambulances, the clearing hospitals pass patients on to the stationary hospitals on the L. of C. so that they themselves may not be clogged.

6. When operations are taking place at a distance from rail-head it may be necessary to form a series of intermediate

resting places, a day's march or less apart, between the army and the advanced base or the railway.

7. The necessary transport for conveying the sick and wounded to the stationary hospitals or to the railway will be provided under arrangements made by the I.G.C., co-ordinated, if necessary, by the Q.M.G.'s branch of the staff at general headquarters. The empty wagons of supply columns and ammunition parks returning to replenish at the rail-heads may be utilized for this purpose, sufficient personnel from the clearing hospitals being sent forward with the supply columns, &c., to take over the sick and wounded (Sec. 52).

8. Transport in addition to these vehicles will probably be necessary, especially after an action, and will be provided by hire or requisition, or specially organized sick and wounded convoy sections may be attached to the clearing hospitals.

9. The temporary fitting up of the supply wagons or country carts allotted for the conveyance of sick and wounded will be carried out under arrangements made by the director of medical services.

10. As a general guide to the amount of transport likely to be required, it may be assumed :—

- i. That the ambulance wagons of field ambulances or cavalry field ambulances must never be detached to such a distance as would prevent them rejoining their unit the same day.
- ii. That during periods of marching or halting without serious fighting, a steady inflow to the field ambulances of about 0·3 per cent. occurs daily, and that consequently a similar outflow from the field ambulances to the clearing hospitals, and thence to the stationary hospitals must be anticipated.
- iii. After a general engagement the number of wounded to be dealt with is not likely to be more than 20 nor less than 5 per cent. of the troops engaged.



### 92. *Stationary and General Hospitals.*

1. The organization of stationary and general hospitals is given in War Establishments. Stationary hospitals are located on the L. of C. under the directions of the I.G.C. They should be placed at selected points where general hospitals are not required; one or more should, however, be kept at or in front of the advanced base for cases that are likely to be fit to return to the ranks after a short period of treatment. General hospitals are located at the base, or where especially required for the reception and treatment of the more serious and prolonged cases.

2. The difference between a stationary and a general hospital is mainly one of size; the equipment of a general hospital is more complete and approaches more nearly the conditions found in the best hospitals in time of peace.

3. At general hospitals supplies of clothing, necessaries, and equipment will be maintained for issue to patients as required.

### 93. *Convalescent Depôts.*

1. Convalescent depôts, organized as shown in War Establishments, will be formed on the L. of C. in accordance with the requirements of the director of medical services.

2. They will normally be in the vicinity of the hospitals established on the L. of C., but will, in their organization, be quite distinct from these units.

3. Their principal function is to relieve the pressure on the hospitals, so that adequate accommodation may be always available for serious cases coming from the front.

4. Convalescent depôts are intended for officers and men who require no further active medical or surgical treatment, and who, although not yet fit for duty, are likely to become so in a reasonable time. They are under the protection of the Geneva Convention.

#### 94. *Ambulance Railway Trains.*

1. The personnel of an ambulance railway train is laid down in War Establishments. One ambulance train is mobilized for each division.

2. As far as possible ambulance trains or special trains for sick and wounded that need not travel lying down will be timed to leave railheads daily at fixed hours.

3. In anticipation of an engagement rolling stock should be collected by the director of railway transport at convenient points, and specially prepared for the reception of patients as may be required.

4. Rest and refreshment stations should be organized at all stations where sick and wounded are entrained or detrained under instructions issued by the I.G.C.

5. Water transport is well adapted for the removal of serious cases. Every use will be made of this form of transport throughout the evacuating zone when suitable waterways exist and the necessary boats or barges can be obtained.

#### 95. *Hospital Ships.*

1. The personnel of a hospital ship is given in War Establishments. For an oversea campaign one hospital ship will be mobilized for each division of the field army. These ships form the link between the base and the military hospitals outside the theatre of operations, to which serious cases and invalids are sent.

*96. Depôts of Medical Stores and Laboratories.*

1. Base depôts or advanced depôts of medical stores, as laid down in War Establishments, will be formed at the base and advanced base, under the representative of the director of medical services on the L. of C.

2. Laboratories will be formed at the base and advanced base. No special personnel is provided for these in War Establishments, but will be detailed by the representative of the director of medical services on the L. of C. from the sanitary sections, as required.

*97. Voluntary Assistance to the Sick and Wounded.*

1. All voluntary offers of assistance in aid of the sick and wounded made in the United Kingdom on the outbreak of war or during the progress of hostilities, other than those coming from the Ambulance Departments of the Order of St. John and the St. Andrew's Ambulance Association for the provision of personnel, must be submitted, in the first instance, to the British Red Cross Society, who will communicate them to the Army Council if they are likely to be of practical value.

2. Voluntary organizations for assisting the sick and wounded in war will, if accepted, be divided into two classes :—

i. Those willing to provide suitable gifts to the troops, or to receive convalescents in private houses, &c.

ii. Those willing to provide complete medical units, such as hospitals, rest and refreshment stations, units for road and water transport of sick and wounded, hospital ships and ambulance trains.

3. Voluntary organizations coming under Class i should collect and forward all gifts, accompanied by full particulars,

to a central depôt to be organized by the British Red Cross Society, the name and address of which will be published in the press on the outbreak of war. The receipt of all parcels so forwarded will be acknowledged, and the articles distributed to the hospitals in the field as expeditiously as the exigencies of the service may permit.

Persons willing to receive convalescents (officers or soldiers) on their arrival at home should communicate on the outbreak of war with the Secretary, British Red Cross Society, 9 Victoria Street, London, S.W.

4. Voluntary associations coming under Class ii should, on the outbreak of war, submit their proposals with full particulars in writing to the Secretary, British Red Cross Society, 9 Victoria Street, London, S.W.

Voluntary medical units will be required to adhere to the service regulations governing the constitution, personnel and equipment for war of corresponding units in the army. They will, when accepted, come under the orders of the military authorities, and be incorporated with the medical units of the army in such a manner and for such purposes as the C.-in-C. may determine. They will as a rule be utilized on the L. of C., and their employment with field units or formations will not be permitted unless specially authorized by the C.-in-C. No person who is not a British subject will be permitted to belong to a voluntary medical unit.

5. The Army Council reserve their right to accept or reject any or all offers of voluntary aid in time of war. Such aid as is accepted on behalf of the sick and wounded will be subject to the authority of the C.-in-C., whether organized in time of peace by the British Red Cross Society or other voluntary aid organizations, or accepted in time of war through the British Red Cross Society as noted under the preceding paragraphs.

6. No civilian will be allowed to visit any hospital unless duly provided with a pass signed by the medical authorities and countersigned by the General Staff.

### 98. *The Red Cross.*

1. Persons employed *exclusively* in the collection, transport and treatment of the wounded and sick, as well as in the administration of the medical services, and also chaplains attached to armies, are, if subject to military law, in all circumstances entitled to protection under the terms of the Geneva Convention.

2. The distinctive flag of the Geneva Convention (a red cross on a white ground) flying alongside the national flag of the belligerent to whom the personnel belongs or is affiliated, will be flown by hospitals, ambulances and sick convoys.

3. An armlet bearing a red cross on white ground will be issued by the director of medical services to individuals protected. Such armlets must bear the official stamp of the medical service, and with them will be furnished an identity certificate for such persons as do not wear a military uniform, bearing a number and date corresponding with the stamp on the armlet and entry in the register of issues.

4. All material of the medical service, in order to share the privileges of the Geneva Convention, should be marked with the red cross.

## CHAPTER XII.

## THE ARMY POSTAL SERVICE.

(For detailed Regulations on this subject see *Army Postal Manual. War.*)

99. *General Organization.*

1. In a friendly country, the army postal service, although quite distinct from and independent of the civil postal system, may work in co-operation with the latter, if considered desirable by the C.-in-C.

2. In a hostile country, and in districts where martial law is in force, the civil postal service is wholly controlled by and in charge of the director of postal services, who is charged with the provision of the necessary personnel.

3. A base post office is established at a suitable place where the director of postal services takes over charge of all letters, newspapers, and postal parcels addressed to the army.

4. Under normal conditions field post offices are attached to the headquarters of each train, and branch field post offices to general headquarters, and to the headquarters of each army division, brigade, or equivalent command; advanced base and stationary post offices are established on the L. of C. as required.

5. Mail bags for the forces in the field must not be opened or intercepted in transit by anyone who is not connected with the postal service.

6. Mail bags for units and services not in the vicinity of a field post office will be forwarded under arrangements to be made by local commanders.

7. All letters and articles sent by post are despatched at the sender's risk, the postal authorities giving no guarantee of delivery.

8. Letters, &c., sent on the public service, if marked O.H.M.S., and certified by an officer, or by a non-commissioned officer specially authorized, do not require to be prepaid. Such letters can be registered free (provided they are certified as above), but only when they contain articles or documents of value.

### 100. *Private Postal Correspondence.*

1. Private postal correspondence of officers, soldiers, foreign attachés, and civilians employed by or accompanying the army is permitted by means of :—

- i. Printed post cards (A.F. A 2042, *see* Appendix VIII).
- ii. Ordinary post cards.
- iii. Letters (registered or unregistered).
- iv. Urgent letters, enclosed in special envelopes.
- v. Parcels, including photographs and sketches, or private diaries.

All such correspondence must be posted in boxes or offices controlled by the army postal service.

2. Correspondence carried out under para. 1. ii, iii, and v is liable to serious delay in transmission owing to the necessity for censorship (Sec. 121). All ranks should therefore in their

own interests preferably carry on correspondence by means of the printed post cards.

3. Post offices may issue on payment, postage stamps, post cards, envelopes and note paper. Postal orders are issued and paid when possible, and registered letters and parcels received.

4. Private letters, &c., should be prepaid. If no stamps are available, it should be so stated on the cover. Those posted unpaid or insufficiently prepaid will be taxed on delivery.

5. Urgent letters may be sent in circumstances when immediate action is required in respect of some family or financial matter, and are not subject to delay, or to censorship, except as mentioned below (*see* Sec. 121). Such letters will be confined strictly to the business in question, and will, before despatch, be submitted to the C.O. (or officer in charge) of the sender, who, if he approves of their contents, will place them in the special envelopes (A.F. A 2043) provided for the purpose, which will be closed in his presence and countersigned by him, no reference being made either to rank or unit.

6. In no circumstances is specific reference to be made on post cards, in letters, on matter posted in parcels, or in private diaries sent from the theatre of operations, to the place from which they are written or despatched; to plans of future operations whether rumoured, surmised, or known; to organization, numbers, and movements of troops; to the armament of troops or fortresses; to defensive works; to the moral or physical condition of the troops; to casualties previous to the publication of official lists; to the service of maintenance; or in case the writer is one of the garrison of a besieged fortress, to the effects of hostile fire.

Criticism of operations is forbidden, as are statements calculated to bring the army or individuals into disrepute.

All correspondence must be in "clear." The rank and unit of the writer will not be added to his signature.



### 101. *Delivery of Letters.*

1. Correspondence and parcels are delivered to orderlies furnished by units and administrative services. These orderlies will usually march with the train. No letter carriers are employed by the field post office.

2. Every post orderly is to be provided with a book in which will be entered the names of officers and men for whom he receives registered letters or registered parcels from a field post office. This book will be signed by the addressees as a receipt.

3. Correspondence and parcels which cannot be delivered by post orderlies to the proper addresses, or accurately re-addressed, should be returned at once to the field post office from which they were received, the reason for non-delivery being stated in writing on each letter or parcel. The official in charge of the field post office will sign the orderly's book for registered letters so returned.

4. Letters and parcels that cannot be delivered will be sent back to the base post office, to await application or to be returned to the sender.

### 102. *Addressing and Re-addressing Letters, &c.*

1. Correspondence for the forces in the field must be addressed with the addressee's number (if any), rank, name, squadron, battery, company, regiment, battalion, service, or appointment. The title of the Expeditionary Force and name of the country in which operations are taking place should be added, but *no town should be mentioned in the address.*

2. Officers and men who are detached from their unit will send a card to—

“The Officer i/c Base Post Office,”

notifying the unit or place to which their correspondence from home is to be sent. In doing so they should write names in block letters. Such cards may be sent free of charge.

Correspondence for officers, non-commissioned officers and men who may be attached to a unit or administrative service, should be addressed to the unit or administrative service to which they are so attached.

3. Commanders and heads of administrative services and departments are responsible that all correspondence received for absent addressees is either re-addressed without delay, or is sent to the base depôt concerned.

4. Commanders of base depôts and the officer in charge of the A.G.'s office at the base will do all in their power to enable the military post to deliver correspondence direct to addressees, by furnishing the base post office with lists of men detached from their unit or service, in hospital, non-effective, or sent home.

5. The various general and stationary hospitals should supply to the base post office a weekly list of all patients in hospital.

## CHAPTER XIII.\*

### MILITARY GOVERNMENT AND DISCIPLINE.

#### 103. *Military Government.*†

1. When the forces in the field are in military occupation of an enemy's country, the regular civil government is supplanted or supplemented by military government exercised under the authority of the C.-in-C.

2. The administration of martial law will normally be carried out under the Commander of L. of C. defences, or when none has been appointed under the I.G.C., military governors with suitable establishments being appointed to all important places and districts which are not actually within the zone of active operations.

#### 104. *Courts-Martial.*

1. A field general court-martial is convened on active service for the trial of offenders whom it is not practicable, with due

\* This chapter has been framed with the object of providing in a handy form the more important regulations on these subjects, but this does not relieve officers of the responsibility of referring to the Manual of Military Law, or other authorized publication, when it may be necessary to do so.

† For information concerning international law with reference to the administration of occupied territory, and the control of prisoners of war, see Manual of Military Law, Chapter XIV. This chapter has also been issued as a separate pamphlet under the title of "Land Warfare."

regard to the public service, to try by an ordinary general court-martial.

2. Prisoners sentenced to terms of penal servitude or imprisonment should be relegated to the L. of C. under arrangements to be made by the A.G.'s branch of the staff, but officers confirming courts-martial should fully exercise their powers of commutation, so that the effective strength of the troops may be reduced as little as possible.

3. When a soldier already under sentence of court-martial is charged with an offence for which it is necessary to arraign him before a court-martial, the trial should take place at once.

#### 105. *Proceedings of Courts-Martial.*

1. The proceedings of courts-martial requiring the C.-in-C.'s confirmation will be forwarded through the A.G.'s branch of the staff to the deputy judge-advocate general who will submit them through the A.G., at the same time expressing his opinion as to their legality.

2. All proceedings of general, field general, and district courts-martial, and of military courts held under military law, will be forwarded by the A.G.'s branch of the staff to the deputy judge-advocate general, after promulgation.

#### 106. *Powers of a Commanding Officer.*

1. A commanding officer with troops on active service may, without reference to superior authority, dispose summarily of, or try by regimental court-martial, a charge against a soldier for the following offences :—

Striking or using or offering violence to any person, whether subject to military law or not, in whose custody he is placed, and whether he is or is not his superior officer. (Army Act, Sec. 10)

Resisting an escort.

Breaking out of barracks, camp, or quarters.

Neglecting to obey any general, garrison, or other orders—such as standing orders.

Assisting a person subject to military law to desert, or when cognizant of any desertion or intended desertion does not inform his commander, or take steps for the apprehension of the deserter or intending deserter.

Absenting himself without leave.

Failing to appear at the place of parade.

Being found out of bounds.

Malingering, feigning, or producing disease or infirmity.

Wilfully misconducting himself, or wilfully disobeying any order by means of which misconduct or disobedience he produces or aggravates disease or infirmity, or delays its cure.

Drunkenness, whether on or off duty.

Releasing, or allowing to escape, a person committed to his charge, &c., when the act is not wilful.

Unnecessarily detaining a person in arrest or confinement.

Failing to deliver in writing a charge against a soldier whom he has placed in confinement.

Being in command of a guard, does not give in writing to the officer to whom he may be ordered to report, an accused's name and offence.

Escaping or attempting to escape from arrest or confinement.

Making away with, losing by neglect, or wilfully injuring or destroying arms, ammunition, equipment, &c., or any military decoration granted to him.

Illtreating a public horse.

Wilfully making a false statement in respect of the prolongation of furlough.

False answer on attestation (except enlisting from the Army Reserve).

Being concerned in the enlistment in the regular forces of any man who he knows is not eligible to enlist.

Wilfully contravening any enactments or regulations relating to enlistment or attestation of soldiers.

Conduct to the prejudice of good order and military discipline.

2. A commanding officer may, subject to the soldier's right to elect, previous to the award, to be tried by district court-martial,\* inflict the following summary punishments on a private soldier:—

- i. Detention not exceeding 28 days, except that in cases of absence without leave not exceeding 7 days, detention can only be awarded up to 7 days, but if the absence exceeds 7 days the award of detention may be extended to the same number of days as the days of absence, not exceeding 28 days in the whole.
- ii. Field punishment not exceeding 28 days.
- iii. Forfeiture of all ordinary pay, under section 46 (2) (d) of the Army Act, for a period commencing on the date of award and not exceeding 28 days.
- iv. In the case of drunkenness, a fine not exceeding ten shillings.
- v. Any deduction from ordinary pay allowed to be made by a commanding officer under section 138 (4) and (6) of the Army Act.

A commanding officer may also inflict the following minor

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\* Unless there are reasons against the adoption of such a course, a soldier shall, on the following day, be given an opportunity of re-considering his decision to be tried by court-martial.

punishments on a N.C.O. or private soldier, the offender having no right to elect trial by court-martial :—

- vi. Confinement to quarters or barracks.
- vii. Extra guards or piquets ; as punishment for minor offences or irregularities when on, or parading for, those duties.
- viii. Reprimand or severe reprimand.
- ix. Admonition.

viii. and ix. are applicable to N.C.O.s, and vi., vii., and ix. to private soldiers.

3. The punishments referred to in ii. and iii. of the foregoing paragraph may be awarded severally or conjointly, but a conjoint award will only be necessary when the period of forfeiture of pay exceeds the period of field punishment.\* Of the other punishments referred to in the foregoing para., i., iii., iv., v., vi., and vii. may be awarded severally or conjointly, subject to the following provisions :—

- i. When detention exceeding seven days is awarded, a minor punishment must not be given in addition.
- ii. Any award of detention, up to seven days inclusive, will be in hours ; if exceeding seven days, in days. The detention will commence as prescribed by the Rules of Procedure.
- iii. When an award includes detention and a minor punishment, the latter will take effect at the termination of the detention.

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\* Forfeiture of pay commences as from the day of award. When, therefore, it is desired to order forfeiture of pay for a period in excess of the field punishment awarded, *e.g.*, 10 days' field punishment and an additional forfeiture of 14 days' ordinary pay, it will be necessary to award the offender 10 days' field punishment with forfeiture of 24 days' pay, since pay is forfeited for the period of field punishment awarded.

iv. A soldier undergoing detention or confinement to quarters or barracks may, for a fresh offence, be awarded further detention or a minor punishment or both. The commencing dates of the fresh awards will be as detailed below :—

(a) Detention...	Awarded to a soldier already undergoing confinement to quarters or barracks.	If awarded in days—from date of award. If awarded in hours—from the hour at which the soldier is received into the detention barrack or branch detention barrack, or, if not sooner received into one of those institutions, from the day after the date of award at the hour fixed for the commitment of soldiers under sentence.
(b) Detention...	Awarded to a soldier already undergoing detention.	If awarded in days—from date of award. If awarded in hours—from the hour at which soldiers are usually received into the detention barrack or branch detention barrack on the day of award, provided he is re-committed that day, or, if not re-committed on the day of award, then from the day after the day of award at the hour fixed for the commitment of soldiers under sentence.



(c) Detention and a minor punishment.	Awarded to a soldier already undergoing a minor punishment.	The detention—as in (a) above. The minor punishment from termination of previous award of confinement to quarters or barracks ( <i>see</i> sub-para. v.), or of the termination of detention ( <i>see</i> (a) above) whichever shall last occur.
(d) A minor punishment.	Awarded to a soldier already undergoing such a punishment.	From the termination of the previous award—Provided that no soldier shall be awarded detention by summary award for more than 28 consecutive days, and that the whole extent of consecutive punishment, including detention and confinement to quarters or barracks, shall not exceed 42 days in the aggregate.

v. A defaulter is not required to undergo any punishment drill or confinement to quarters or barracks which may have lapsed by reason of being in hospital or in a detention barrack or employed on duty.

4. In the case of absence without leave the commanding officer will make no award of forfeiture of pay, since all ordinary pay for every day of absence without leave is, under the provisions of the Pay Warrant, &c., forfeited without award, but he will inform the soldier of the number of days' pay he forfeits under that warrant.

This forfeiture applies also to W.O.s and N.C.O.s of all ranks, and in all cases involving such forfeiture a soldier has the right under the Army Act to elect trial by district court-martial.

5. In cases ordinarily punishable by detention or field punishment, a commanding officer will have regard to the difficulties likely to arise on active service in securing due commitment to a detention barrack, and should, as a general rule, unless the offence is one essentially calling for the infliction of a term of detention, make an award of field punishment.

6. N.C.O.s, including acting N.C.O.s, are not to be subjected to summary or minor punishments, except as provided in para. 2, or punished by being placed in any lower position on the list of their rank. Acting and lance N.C.O.s may be ordered by a commanding officer to revert to their permanent grade, but are not liable to a summary or minor punishment in addition.

7. A soldier who has committed an offence under the Army Act forfeits the whole of his pay while in hospital on account of any illness certified by the medical officer to have been caused by such offence. Where there are grounds for believing that a soldier has been admitted to hospital for disability in consequence of an offence under the Army Act, the commanding officer will make a preliminary enquiry into the case, and acquaint the medical officer of the result, in order that the latter may give or refuse the certificate on the soldier's discharge from hospital. The medical officer must attend the investigation of the offence, whether before a court-martial or the commanding officer, and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient.

107. *Rules for Field Punishment made under Sec. 44 of the Army Act.*

1. A court-martial or a commanding officer may award field punishment for any offence committed on active service, and may sentence an offender for a period not exceeding, in the case of a

court-martial, three months, and in the case of a commanding officer 28 days, to one of the following field punishments, namely :—

- i. Field punishment No. 1 ; or
- ii. Field punishment No. 2.

2. Where an offender is sentenced to field punishment No. 1, he may, during the continuance of his sentence, unless the court-martial or the commanding officer otherwise directs, be punished as follows :—

- i. He may be kept in irons, *i.e.*, in fetters or handcuffs, or both fetters and handcuffs ; and may be secured so as to prevent his escape ;
  - ii. When in irons he may be attached for a period or periods not exceeding two hours in any one day to a fixed object, but he must not be so attached during more than three out of any four consecutive days, nor during more than 21 days in all ;
  - iii. Straps or ropes may be used for the purpose of these rules in lieu of irons ;
  - iv. He may be subjected to the like labour, employment, and restraint, and dealt with in like manner as if he were under a sentence of imprisonment with hard labour.
3. When an offender is sentenced to field punishment No. 2, the punishments authorized for field punishment No. 1 shall apply to him, except that he shall not be liable to be attached to a fixed object as provided by para. 2. ii.
4. Every portion of a field punishment shall be inflicted in such a manner as is calculated not to cause injury or to leave any permanent mark on the offender ; and a portion of a field punishment must be discontinued upon a report by a responsible medical officer that the continuance of that portion would be prejudicial to the offender's health.

5. Field punishment will be carried out regimentally when the unit to which the offender belongs or is attached is actually on the move, but when the unit is halted at any place where there is a provost-marshal, or an assistant provost-marshal, the punishment will be carried out under that officer.

6. When the unit to which the offender belongs or is attached is actually on the move, an offender awarded field punishment No. 1 shall be exempt from the operation of the restriction described in para. 2. ii., but all offenders awarded field punishment shall march with their unit, carry their arms and accoutrements, perform all their military duties as well as extra fatigue duties, and be treated as defaulters.

The foregoing rules are to be observed by the Royal Marine Forces when subject to the Army Act, until further rules are made in pursuance of Sec. 44 of the said Act.

#### 108. *Provost-Marshals and Military Police.*

1. The provost-marshal, under instructions from the A.G., will generally supervise the police duties of the forces in the field, and will ensure that the military police are distributed to the best advantage.

2. Assistant provost-marshals will receive their instructions through an officer of the A.G.'s branch of the staff of the force to which they are attached.

3. The establishment of P.M.s, A.P.M.s and M.P. is laid down in War Establishments.

4. Provost-marshals and assistant provost-marshals wear a badge marked "P.M." or "A.P.M." on the left arm.

Military policemen wear a badge marked "M.P." on the left arm.

5. It is the duty of P.M.s and A.P.M.s to keep such written records of the proceedings of all field general courts-martial as

may be practicable (see R.P., 107B), and also a register of all punishments inflicted by them or their assistants which will show how the offenders were disposed of after punishment.

6. The M.P. (mounted and dismounted) are under the general supervision of the P.M., but each detachment is under the immediate orders of the A.P.M. of the division or formation to which it is attached. Where there is no A.P.M. the police are under the orders of a staff officer of the A.G.'s branch.

7. Their duties are to see that the usual police regulations of the force are observed, and they are responsible for arranging for the arrest of persons found without passes within the lines, or plundering, marauding, making unlawful requisitions or committing offences of any kind.

They also assist in collecting stragglers and conducting them to the nearest units, and in guarding against spies, etc.

8. In cases of emergency the military police may call on any troops to assist them by supplying guards, sentries, or patrols, &c.

All persons belonging to, or employed with the forces in the field, are required to give every assistance to the military police in the execution of their duties.

#### 109. *Powers of Arrest and Punishment.*

1. A provost marshal or his assistants may at any time arrest and detain for trial persons subject to military law committing offences, and will also carry into execution any punishment to be inflicted in pursuance of the sentence of a court-martial, but are not permitted to inflict any punishment on their own authority, except under the powers referred to in the succeeding paragraph.

2. By virtue of the proviso to Sec. 74 of the Army Act introduced by the Army Annual Act of 1907, a P.M. or A.P.M.,

has the powers of a Governor of a Military Prison in respect of soldiers in his custody undergoing field punishment.

3. A committal warrant is not required for a sentence of field punishment.

Field punishment cannot be undergone in a military prison.

4. When an offender is handed over to the P.M. or A.P.M. for execution of sentence of field punishment or otherwise, a return is to be rendered by the officer by whom he is handed over showing the name and description of the offender, the offence, the date of award of punishment, the punishment awarded and name of awarding officer. Similar details will be furnished in the case of an offender under sentence of court-martial.

### 110. *Charge Reports.*

1. A charge report duly signed will be furnished to the unit concerned with each person confined by the M.P., and a duplicate thereof will be given to the senior N.C.O. of the M.P. detachment on returning off duty, and by him to the A.P.M., or to the responsible officer of the A.G.'s branch if no A.P.M. is appointed.

2. In serious cases a short statement of the facts is to be inserted at the back of the charge report when the man is confined. It is particularly necessary that the names of all civilians whom the M.P. may have to give into custody, or call as witnesses, should be carefully noted at the time, and also the places where they may be found.

3. All charge reports signed by the M.P. will be accepted as evidence by C.Os. unless the accused denies the charge, in which case the attendance of the police will be required.

111. *Special Police Duties in Relation to Civilians.*

1. Due facilities for stating and proving their case are to be given to civilians bringing complaints against British soldiers, and the M.P. will be especially vigilant in repressing plunder and protecting the inhabitants of the country from ill-treatment by soldiers; but it is primarily the duty of C.Os. to prevent these occurrences.

2. All passes issued to civilians (other than press correspondents and their servants, and the servants of foreign military attachés\*) will be registered in a book kept by the P.M. or A.P.M. of the force.

The form of pass is laid down in Sec. 142.

In case of traders, sutlers, &c., the P.M. or A.P.M. will sign the pass.

When the holder of a pass has been dealt with for an offence the fact will be noted on the back of the pass.

112. *Special Police Duties on the Line of March.*

1. Stray horses and mules, if identified, are to be returned at once to their units. If not identified, they must be sent to the nearest mounted unit.

2. The police authorities of any town should be communicated with, and their services should be utilized when possible.

3. No liquor shops or public-houses are allowed to sell direct to troops without the authority of the commander.

113. *Military Prisons in the Field.*

1. The establishment of a military prison in the field is laid down in War Establishments.

2. The powers of the governor of a military prison and

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\* See Regulations for press correspondents and for military attachés.

the system with regard to the treatment of soldiers and others under sentence of imprisonment in the field are laid down in the Rules for Military Prisons in the Field.

3. The governor of a military prison in the field is not a P.M. by virtue of his appointment as governor.

4. A person sentenced to detention or field punishment cannot be committed to a military prison in the field. Where detention has been awarded by a court-martial, it is necessary that the sentence should be commuted to field punishment, unless it is the intention that the man should be transferred home or to a military detention barrack in the country in which operations are taking place.

5. The object of establishing a military prison in the field is to provide a means whereby those sentenced to imprisonment on active service may by a rigorous course of instruction be rendered fit as soon as possible to return to duty with their units without leaving the theatre of war.

6. In accordance with section 172 of the Army Act, every person committed to a military prison in the field to serve a sentence of imprisonment must be accompanied by a committal warrant on A.F. C 385. This form may be in manuscript.

7. A person sentenced to penal servitude, or imprisonment which is not to be undergone in the field, may be committed temporarily to a military prison in the field, but, if so, must be accompanied by a committal warrant on A.F. C 384 or C 386, as the case may be. These forms may be in manuscript. While so temporarily committed, the person under sentence will be subject in all respects to the Rules for Military Prisons in the Field and to the routine therein laid down.

#### 114. *Punishment of Prisoners of War.*

Regulations on this subject have been prepared and will be issued as required to all concerned.



## CHAPTER XIV.

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### PRISONERS OF WAR, ENEMY'S DEAD, CAPTURES, SPIES, FLAGS OF TRUCE, CENSORSHIP, PRESS CORRESPONDENTS.

#### 115. *Prisoners of War and Enemy's Dead.*

1. The capture of prisoners of war will be reported to superior authority at once. The body of troops which takes them will arrange for their custody and subsistence until instructions are received for their disposal.

2. The general principle to be observed is that the A.G.'s branch of the Staff is responsible, in consultation with the General Staff, for the arrangements for the collection, safe custody, and disposal of prisoners of war, and for the burying of the dead (*see also* Sec. 135).

3. The A.G.'s Branch will arrange for the searching of unwounded prisoners and of the dead, and for the collection of identity discs and personal and other effects.

Receipts should be given to prisoners of war for all sums of money taken from them. Military papers will be forwarded as soon as possible, with short descriptive rolls showing from whom they are taken, to the General Staff, an intimation being sent at the same time as to where the prisoners may be found for examination.

4. Personal effects of prisoners and of the dead are to be strictly preserved. Those of prisoners and wounded should usually accompany them to the place of internment or hospital. Those of the dead should be sent to the A.G.'s Office at the base.

5. Should no identity disc be found, such information will be recorded as will assist in the identification of the man, viz., the number on the clothing, equipment, &c., corps and distinctive marks.

6. Unwounded prisoners will be formed into suitable batches, and the escorts furnished under arrangements made by the A.G.'s Branch in consultation with the General Staff.

On the march, during halts, and especially in the event of an attack by the enemy, prisoners of war should be kept concentrated as much as possible.

7. As a rule an officer will be placed in charge of each batch of prisoners, and will be responsible for their safe custody and for their personal effects until handed over to the commandant, prisoners of war, at the place of internment, where a receipt will be obtained for them.

He should personally warn them that anyone resisting the escort or attempting to escape will be fired on.

8. Wounded prisoners will be collected and treated under the same arrangements as are made for our own wounded.

9. The medical service will collect all military papers from wounded prisoners and transmit them with a nominal roll to the General Staff. A.F. B 103A (Appendix X) in duplicate will be forwarded to the A.G.'s Branch for officers and men separately.

10. The enemy's dead will be collected and buried by fatigue parties under an officer detailed for the purpose. This duty will be supervised by an officer of the A.G.'s Branch.

11. If the General Staff require to search a battlefield, the actual interment of bodies will, if practicable, be delayed until

the General Staff have had an opportunity of examining the dead.

12. The officer in charge of a burial party will cause the identity disc, as well as all papers, &c., to be taken from each body, and will enter on A.F. B 103B (Appendix XI) the information recorded on each disc, as well as the nature of the papers and effects found on the body, and the place of burial.

13. The officer of the A.G.'s Branch will collect A.F. B 103B and the identity discs and effects from the officers in charge of burying parties, and will take such further action as is necessary.

#### 116. *Duties at Places of Internment and Hospitals.*

1. Every commandant of a place of internment, or medical officer in charge of a hospital containing prisoners of war, will keep the following books :—

- i. A register of prisoners of war under his command or charge on A.F. B 103A.
- ii. A register of identity discs and effects (other than clothing) belonging to officers and men of the enemy who have died in the place of internment or in hospital.

Separate books will be kept for officers and men.

2. As soon as possible after the arrival of prisoners of war in a place of internment or hospital a report on A.F. B 103A will be made to the A.G.'s office at the base, when a serial number will be assigned to each prisoner of war. This number is not to be altered after it has once been assigned. Reports regarding deaths will similarly be made on A.F. B 103B.

3. When a prisoner of war is discharged from hospital to a place of internment, or removed from one place of internment to another, a certified extract on A.F. B 103A will be sent to the officer under whose charge the prisoner of war comes

who, after entering the necessary particulars in his register, will forward the extract to the A.G.'s office at the base with information as to the date on which the prisoner came under his charge.

4. Medical officers under whose care prisoners of war may be, will report periodically, as may be required, information as to how wounded prisoners are progressing (*see also* Sec. 135).

### 117. *Captured Animals.*

1. All riding, draught, or pack animals taken in action, brought in by deserters, or otherwise obtained, will, if serviceable, and after being certified by a veterinary officer as free from contagious disease, be handed over to the nearest unit requiring them, the commander of which will report the transaction to the nearest remount depôt. The commander of the latter will take them on the strength of his depôt and strike them off as issued to the unit or units concerned. Similarly, all captured stock (cattle, sheep, pigs, &c.) will be handed over to the nearest representative of the director of supplies. If practicable, a receipt showing descriptive numbers, &c., will be obtained by the person handing over captured animals. If unserviceable, captured animals will be destroyed.

### 118. *Captured Supplies and Material.*

1. It is the duty of the commander of troops who have captured supplies to take steps for their removal, or if this is impossible to ensure that they are destroyed.

2. Captured supplies, after having been brought into British lines, will be handed over to, and if possible a receipt obtained from, the nearest representative of the director of supplies. A similar procedure will be adopted as regards captured trophies, guns, arms, ammunition, equipment, stores, and

vehicles, which if not destroyed will be handed over to the nearest ordnance or transport officer, as the case may be. The final disposal of trophies, guns, &c., will be dealt with by the military authorities concerned.

### 119. *Spies.*

1. Spies cannot claim to be treated as prisoners of war, but an individual can only be considered a spy if, acting clandestinely, or on false pretences, he obtains, or seeks to obtain, information in the theatre of operations of the army, with the intention of communicating it to the enemy.

2. Thus, soldiers not in disguise who have penetrated into an enemy's country to obtain information are not considered spies. Similarly, the following are not considered spies:—Soldiers or civilians, carrying out their mission openly, charged with the delivery of despatches intended either for their own army or or that of the enemy. To this class belong, likewise, individuals sent in balloons, airships, and aeroplanes to deliver despatches, and generally to maintain communications between the various parts of the forces in the field or a territory.

3. A spy taken in the act cannot be punished without previous trial.

4. A spy who, after rejoining the army to which he belongs, is subsequently captured by the enemy, must be treated as a prisoner of war, and incurs no responsibility for his previous acts of espionage.

### 120. *Flags of Truce.*

1. Non-hostile communications between belligerents must be conducted with scrupulous good faith. They are usually commenced by means of a flag of truce.

2. An individual is considered as being the bearer of a flag of truce who is authorized by one of the belligerents to enter into communication with the other, and who comes with a white flag. He has a right to inviolability, as have also the trumpeter, bugler, or drummer, the flag-bearer and the interpreter who may accompany him.

3. The commander to whom a bearer of a flag of truce is sent is not obliged to receive him in all circumstances. He can take all steps necessary to prevent the bearer of the flag of truce from taking advantage of his mission to obtain information. The bearer of a flag of truce, also the trumpeter, bugler, or drummer, the flag-bearer and the interpreter, may, for instance, be blindfolded. The commander has the right to detain temporarily an envoy who attempts to abuse his position. The bearer of a flag of truce loses his rights of inviolability if it is proved beyond doubt that he has taken advantage of his privileged position to instigate or commit an act of treachery.

4. The recognition of a white flag in an enemy's position or lines is not obligatory on a commander. It should be disregarded in cases where movements of troops or material are carried out under its protection, and when there is reason to believe that it has been displayed without the authority of the responsible commander.

### 121. *Censorship.*

1. Censorship within the theatre of operations defined by the C.-in-C. includes :—

- i. Censorship over private communications.
- ii. Censorship over press publications and communications.

2. Under the orders of the C.-in-C. a General Staff officer is appointed to act as Chief Field Censor. This officer controls all censorship within the theatre of operations, he countersigns all licenses issued to press correspondents by the War Office or the military authorities in India and in the self-governing Dominions, as the case may be, he keeps a register of all licences so granted, and he signs all passes issued to the servants of press correspondents. Press correspondents are directly under his control, he is their sole channel of communication with general headquarters, and is assisted in his duties towards them by an officer termed the press officer. Should the chief field censor require assistance in regard to censorship, an officer is appointed to act as censor with each army, division, or other portion of the forces in the field as may be necessary, and at the base. He takes his orders from the chief censor.

In addition the C.-in-C. may delegate to subordinate commanders such duties in regard to censorship as may be considered expedient.

3. All private communications (post cards, letters, parcels, telegrams, &c.) of officers, soldiers, foreign attachés, civilians (whether employed by or accompanying the army), or private individuals, despatched from the theatre of operations are liable to censorship, and to such delay in transmission as may be deemed necessary by the military authorities. The special printed post cards and urgent letters referred to in Sec. 100 will, however, not, as a general rule, be liable to delay. A censor is authorized to suppress any statement which might be of value to the enemy or prejudicial to the welfare of the forces in the field.

4. In an enemy's country, or in any locality in which martial law is in force, all newspapers and journals which may be permitted to be published are subject to censorship.

5. All press communications received within or despatched from the theatre of operations are censored, but a censor is not responsible for their accuracy.

### 122. *Press Correspondents.*

1. Press correspondents authorized by the C.-in-C. to accompany the forces in the field must be furnished with a licence, signed or countersigned by the chief field censor or his representative. On this licence will be stated the publication or news-agency for which the correspondent is authorized to act. All correspondents will be required to produce this licence when called upon to do so.

2. Officers, retired or on the active list, if employed as correspondents, will not use their military titles in their communications to the press.

3. Each correspondent is allowed one servant, for whom he will obtain a pass in accordance with the regulations for press correspondents, and his name will be noted on the correspondent's licence.

4. The employment of runners or despatch riders by press correspondents is forbidden.



## CHAPTER XV.

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### MONEY AND ACCOUNTS.

#### 123. *General Organization.*

1. In large operations a paymaster-in-chief will be charged with the general supervision of pay and cash accounting services for the forces in the field. A chief paymaster or paymaster will be appointed for command services at the base (or bases). A chief paymaster will be put in charge of the regimental pay offices, if these are established at the base. In smaller operations pay and cash accounting services will be placed under a paymaster for command services, as in peace.

2. Pay offices will be established at the base (or bases) and at such other places as may be decided by the C.-in-C. under instructions from the Government concerned.

3. A paymaster will be stationed at the base (or bases) to act as cashier. He will be assisted by field cashiers for duty on the L. of C. and at the front. The command paymaster will exercise direct supervision over the cashier, as in peace.

4. The paymaster-in-chief, or paymaster, as the case may be, will be responsible that expenditure and receipts at the base and elsewhere are brought to account at the earliest practicable date. He will take adequate measures to secure the prompt

receipt of accounts from officers to whom imprests have been issued, or by whom moneys due to the public may have been received, reporting to the general or other officer commanding any cases in which proper attention is not paid to his representations.

#### 124. *Supply of Funds.*

1. Funds will be supplied to the base cashier under arrangements made by the government concerned, or through the treasury chest, according to circumstances.

2. A field cashier will draw from the base cashier such sums as he may require for field services, and will render to the cashier monthly, or as may be specially arranged, an account of his receipts and disbursements. He will keep a cash book, in which he will record all his transactions as they occur. The cash book will be balanced daily.

3. Cashiers and paymasters will apply to the general or other officer commanding for such military guard or escort as may be required to ensure the safety of public money and valuables.

4. Funds required for all services will be drawn on imprest from the base cashier, or a field cashier, indents being made only for such amounts as are required for immediate use. Officers receiving imprests will be held responsible for all money so advanced to them until it has been satisfactorily accounted for.

5. No officer will be exempted from receiving an imprest of public money for the purpose of making a payment which cannot conveniently be made through another channel.

### 125. *Payment of Troops.*

1. The duty of making cash payments to the individual soldier will devolve upon the company, &c., commander. All such payments will at once be entered on the acquittance roll (A.F. N 1513) and in the soldier's pay book (A.B. 64). The acquittance roll will, immediately after payments have been made, be forwarded to the pay office at the base through the A.G.'s office at the base. A copy of the acquittance roll will be retained by the company, &c., commander concerned.

2. Issues of pay to the individual soldier will be based upon the net rate of pay shown in his pay book (A.B. 64), and will not be made more often than is necessary. If the pay book be lost, a new book will be issued, but no cash issues will be made in respect of any period prior to the date on which the loss was reported by the soldier; pay ultimately found to be due for any such period will be issued on final settlement with the soldier.

3. Temporary additional emoluments claimed by a soldier will not be issued until a notification is received from the paymaster showing that the sum claimed has been placed to the credit of the soldier's pay account. All terminal claims, such as for war gratuities, will be paid by the paymaster, and a company, &c., commander will not make cash advances in respect of them. In the case of men dying on active service any pay, gratuity, or deferred pay, will be assessed and dealt with by the War Office or the government paying the units to which the men belonged.

4. If a soldier dies either on active service or before he has handed in his pay book on the conclusion of a term of active service, any will contained in the book will be cut out and sent to the proper authorities concerned with A.F. B 2090A. The book will then be sent to the paymaster compiling the man's

accounts. It will be retained for three years with the accounts, and may then be destroyed.

5. On a soldier giving up his pay book, either at the conclusion of a term of active service, or on the book becoming full, any will contained therein will be cut out and handed to the soldier, for retention or disposal as he may think fit. The book will be retained with the accounts for three years, and may then be destroyed. A fresh pay book will be prepared by the officer concerned when the old one is handed in.

### 126. *Payment of Bills and Claims.*

1. Payment of bills and claims will usually be made by the cashier of the force concerned, after examination of the bills and claims in a pay office. When this method of payment is not practicable, any necessary disbursements will be made by heads of services and departments and, on their authority, by officers serving under their orders, funds for the purpose being drawn on imprest from the cashier or field cashier, but field cashiers will not ordinarily pay bills or claims. (*See also* Sec. 33, para. 12.)

2. Claims for pay, &c., of civilian subordinates should be supported by full particulars of the conditions under which they are employed, and by a copy of the authority for the rates of pay, &c., where such authority exists. Where the rates are unsupported by superior authority, a certificate should be furnished that the rates are those customarily paid in the locality, or are fair and reasonable as far as can be ascertained.

3. If animals, supplies, or stores are purchased by other than a duly authorized officer of the service or department concerned, or if purchases of an exceptional nature are made, a statement of the authority or necessity for the transactions should be attached to the bills.

4. When expenditure is necessarily incurred for secret service, the claim in respect thereof will be supported by the personal certificate of the C.-in-C. or officer deputed by him, that the expenditure was incurred under his orders, was strictly for secret service, and did not include pay given to any officer or soldier of the force.

5. Bills and claims generally will be dealt with in accordance with the (peace) instructions laid down in Section IV, Financial Instructions, subject to any modifications which may be rendered necessary by the conditions of active service.

#### 127. *Sales, Issues on Payment, &c.*

1. The material particulars of sales of stores, supplies, animals, &c., and of issues of stores and supplies on payment, will be furnished by the responsible officers to the paymaster concerned, who will secure prompt payment of moneys due to the public and credit the amounts to army funds. Care will be taken to obtain prepayment of the value of all issues, unless repayment is expressly sanctioned by regulations.

2. Financial provisions relating to the disposal by sale of stores, supplies, or animals are laid down in the regulations of the service or department concerned.

#### 128. *Pay and other Accounts.*

1. The pay accounts of soldiers on active service in the field will, as may be decided by the C.-in-C. under instructions from the government concerned, be compiled by the paymaster for regimental services at the base, or the paymaster at the station at which the records of their units are kept.

2. The accounts of men proceeding abroad on active service will be closed on the day preceding that of embarkation. From the date of embarkation, inclusive, issues of pay will be recorded in the acquittance roll and soldier's pay book and charged by

the paymaster responsible for the compilation of the war pay accounts.

3. If the soldier's pay accounts are compiled at the base, the paymaster for regimental services at the base will debit their accounts with the amounts of the cash payments made to them by company, &c., commanders. If the pay accounts are compiled at the record office stations of units, he will transmit the acquittance rolls to the paymasters concerned for the necessary action. In the latter case, adjustment between the paymaster for regimental services at the base and the paymasters compiling the men's accounts will be effected by means of paymasters' advances.

4. The paymaster keeping a soldier's pay account will render a last pay certificate, or statement of accounts, when required. If he has reason to think the account is incomplete, *e.g.*, if he has had no acquittance rolls from the company, &c., for a considerable time, he will call for the soldier's pay book for comparison with the entries in the soldier's account, and make any further adjustments which may be necessary.

5. Officers holding imprests from a paymaster will usually account for the same on A.F. N 1531A, which will be rendered monthly, or as may be arranged, to the regimental or other paymaster. Informal accounts, if unavoidable owing to the conditions of active service, will, however, be accepted; but, in such case, the source and date of each receipt and particulars and date of each payment must be clearly shown.

6. A company, &c., commander will take special care to ensure that the total expenditure charged in his accounts in respect of issues of pay to the individual soldier is in agreement with the amounts shown by him on the acquittance rolls forwarded to the regimental paymaster.

7. The ordinary (peace) instructions relating to the preparation and compilation of accounts and other duties will be followed by paymasters as far as practicable.

## CHAPTER XVI.

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### OFFICE WORK, CASUALTIES, INVALIDING, DESPATCHES, DIARIES, CODE AND CIPHER.

#### 129. *General Rules for Office Work.*

1. Office work in the field is to be restricted to what is absolutely indispensable; no office work will be transacted with a unit or service in the field that can possibly be dealt with at a stationary office.

Equipment accounts will not be kept by units.

2. Papers, other than those required for local reference, will either be sent, with the least possible delay, from units in the field to the A.G.'s office at the base, or destroyed. To ensure this being done, all documents which it is necessary to keep will be marked "K" (Keep), or "R" (Record), those marked "K" being kept with the unit, those marked "R" being sent to the A.G.'s office at the base. The "K" file will be periodically reviewed, any paper in it that is no longer required with the unit being either destroyed or sent to the A.G.'s office at the base.

3. War diaries (Sec. 140) and documents, which contain anything of a nature likely to prove useful when the history of the campaign is written, will, when no longer required, be sent to the A.G.'s office at the base.

4. The books, army forms and stationery which a unit takes with it into the field are given in the Table of Books, Army Forms, and Stationery required on Mobilization, copies of which are held in stationery boxes.

5. The documents relating to personnel taken by a unit or administrative service into the field, and those left at the A.G.'s office at the base are shown in Appendix IX.

6. The difference between the respective uses of states and returns in the field must be clearly understood.

A *state* is a report whereby a commander is kept informed as to the fighting condition of his command. States may be sent in manuscript, by telegram, or even verbally. In rendering a state promptness is usually of greater importance than extreme accuracy. (Sec. 131.)

A *return* is a document which is prepared for statistical purposes, or is used to show, more accurately than is possible by means of a state, the condition of the forces in the field. Returns are usually rendered periodically, *i.e.*, weekly, monthly, &c., and accuracy in their compilation is essential. Returns will be furnished as shown in Section 132 and Appendix XII.

7. An officer responsible for the custody of secret or confidential books, documents, &c., will take precautions to ensure their destruction, concealment, or removal, should there be any likelihood of their falling into the enemy's hands. The care and disposal of confidential and secret documents will be dealt with in accordance with the King's Regulations.

8. Indents and receipts for all articles and services should be written in ink or indelible pencil.

### 130. *A.G.'s Office at the Base.*

1. A portion of the A.G.'s branch of the staff of general headquarters will be located at the base or other convenient place under a D.A.G.



2. This officer receives instructions from and corresponds directly with the A.G.'s branch of the staff at general headquarters in regard to all duties with which he is charged, except those of local discipline and interior economy. He also communicates directly with the I.G.C. on matters in regard to which the interests of each are affected. He is responsible for :—

- i. Notification to the military authorities concerned of the prospective or immediate requirements of the forces in the field as regards personnel.
- ii. Compilation of returns as regards personnel.
- iii. Verification and communication to the military authorities concerned of casualties in the field (including officers and civilians authorized to be with or enrolled in the forces in the field).
- iv. Notification to the military authorities concerned of requirements in the way of officers for improvised cadres or appointments.
- v. Personal services, postings, transfers; promotion of N.C.O.s above the rank of serjeant; provisional promotion of officers.
- vi. Registration of prisoners of war, and the custody of personal effects of the enemy's dead; supply to the War Office (or military authorities concerned) of the necessary information required by the Hague and Geneva Conventions as regards prisoners of war and the enemy's dead.
- vii. Opinions and remarks on all cases which may be referred regarding military and martial law; discipline, confidential reports, resignations and retirements; custody of courts-martial.
- viii. Custody and transmission of war diaries and other documents of an historical nature; and custody of regimental documents.

### 131. *States.*

1. States will be furnished by subordinate commanders to their superiors daily or as often as may be ordered.

States will show the general fighting condition of units, *i.e.*, their strength in officers and men, horses, guns, and the amount of ammunition in possession. Army Form B 231 will be used unless otherwise ordered.

2. After an action, or during a prolonged operation, in order that commanders may immediately be made acquainted with the condition of their commands, states showing the losses, as far as they are known, in killed, wounded and missing, giving the names and units of officers, will be forwarded through the usual channels with the least possible delay. Any special considerations affecting the fighting efficiency of the force will be reported at the same time.

3. A summary of the casualties reported in the states rendered after an action will be compiled at general headquarters, and telegraphed to the military authorities concerned and to the I.G.C. (Sec. 29.)

### 132. *Returns.*

1. A commander of a unit or a detachment will furnish weekly, on Sunday, to the A.G.'s office at the base a return (A.F. B 213) for all persons and animals rationed by him on the previous Saturday.

A nominal roll, supplementary to the state mentioned in Sec. 131, para. 2, will be entered on the reverse of this return showing:—

- i. All casualties which have occurred since the last return to officers, soldiers, and civilians (Sec. 142) rationed by the unit.

- ii. All alterations since the last return in the ration strength of the unit due to arrivals or departures.
- iii. Information required for the compilation of Part II Orders (A.F. O 1810).

2. In addition to A.F. B 213 for the personnel of his unit, a commander of a medical unit will forward on A.F. A 36, weekly, on Sunday, to the A.G.'s office at the base, a nominal roll of patients rationed by him during the previous week, and a list, by ranks, of patients rationed on the previous Saturday.

3. On receipt of A.F. B 213, A.F. A 36, or information from other sources, the officer in charge of the A.G.'s office at the base will complete two consolidated returns on the front of A.F. B 213 :—

- i. For troops employed on the L. of C., by stations ;
- ii. For other troops by divisions, or other formations as ordered from general headquarters.

4. The officer in charge of the A.G.'s office at the base will prepare monthly a return showing the strength of each unit comprised in the forces in the field.

5. The returns referred to in paras. 3 and 4 will be distributed confidentially under orders from general headquarters ; copies will be sent to the military authorities concerned.

6. The officer in charge of the A.G.'s office at the base will forward weekly to the officer in charge of records at home, and to the paymaster at the base more frequently if possible, a copy of Part II Orders (A.F. O 1810) for each unit comprised in the forces in the field.

7. The officer in charge of the A.G.'s office at the base will cause to be entered on A.F. B 103 all particulars obtained from reports in A.F. B 213, A.F. A 36, or from other sources, regarding each soldier, or civilian employed with the forces in

the field (Sec. 144). This form, then, will constitute a permanent record of the services of each individual during the campaign, and in the case of a soldier will subsequently be filed with his original attestation.

### 133. *Casualty Reports.*

1. Reports of deaths will be made to the A.G.'s office at the base as they occur. The deaths of personnel in medical charge will be notified by the commander of the medical unit concerned. Deaths of personnel not in medical charge will be reported by the commander of the unit to which the individual in question belongs or is attached.

2. Commanders of medical units will, as soon as possible after an action, furnish to the A.G.'s office at the base (or as specially ordered from general headquarters) on A.F. A 36 a nominal roll of officers and men who have been taken over by the medical authorities in consequence of wounds or injuries received, specifying the nature of the wound or injury, and the degree of severity.

3. Anyone concerned in burying a soldier, or finding a body after an action, will remove the identity disc and pay book, or, if a civilian, his pass, and will note the number of the equipment and rifle, or anything else likely to assist in identification.

4. Such person is responsible that this information is sent, with the least possible delay, to the nearest commander for transmission to the A.G.'s office at the base (or as specially ordered from general headquarters).

5. Any person who may obtain information of importance affecting the officers and men of any unit of which presumably that unit is not in possession, *e.g.*, regarding men killed in action, wounded men not in a military hospital, stragglers,

prisoners of war, &c., will at once pass the information to the unit concerned, or if this is impossible, will send it to the nearest commander for transmission to the A.G.'s office at the base.

6. After verification the officer in charge of the A.G.'s office at the base will telegraph to the government concerned with the least possible delay the names of all officers and men who have been reported to him as dead, wounded, or missing.

Particulars will then be entered on A.F. B 103.

As soon as confirmation of the death of a soldier has been received, either from reports on A.F. A 36, A.F. B 213, or from other sources, a report on A.F. B 2090A will be rendered to the proper authorities, with which will be forwarded the will of the deceased, if obtainable. In the absence of a will, any information available will be submitted as to whether the deceased made a will, its disposal, and contents. Should the will subsequently be received, it must be forwarded at once by the officer in charge of the A.G.'s office at the base to the proper authorities.

7. Detailed instructions as to the rendering of progress reports on the condition of sick and wounded will be published in standing orders.

8. The death of an individual enlisted locally, or of a civilian employed with the force, whose next-of-kin are known to be residing in the theatre of operations, will be notified through the A.G.'s office at the base both to the next-of-kin directly and to the military authorities concerned.

#### 134. *Disposal of Effects of Deceased.*

1. The pay book and identity disc of a deceased soldier, and any personal effects which may have a sentimental value, will be sent with the least possible delay, by the officer under

whose immediate command he was when he became non-effective, to the A.G.'s office at the base. The officer in charge of the A.G.'s office at the base is responsible that the pay book, small book, if any, and all available documents and effects are searched for a copy of the will left by the deceased; that the pay book, after the withdrawal of the will, is sent to the paymaster; and that the will and all documents of value are sent with the small book, if any, to the military authorities concerned. The other effects will be forwarded to the officer in charge of records concerned. The kit of the soldier, and any personal property which it is not desirable to send away, will be sold or otherwise disposed of. The amount realized by the sale will be entered in the man's pay book, or should his pay book not be forthcoming, the officer who sells the kit will make out a certificate of sale. The pay book or certificate of sale will be transmitted to the paymaster. The amount realized by the sale will be sent to the paymaster or will be credited in the imprest account of the officer who sold the kit.

### 135. *Notification of an Enemy's Casualties.*

1. The A.G.'s branch of the staff is responsible that the terms of the Hague and Geneva Conventions in connection with an enemy's dead and prisoners of war are observed.

2. In accordance with these conventions a prisoners' information office will be established at the base, for the record and transmission of information regarding the enemy's casualties, in a manner similar to that described in sections 133 and 134. This office will, as a rule, form part of the A.G.'s office at the base. The officer in charge will keep an accurate record of all prisoners of war and will forward periodically to the War Office, or other military authorities concerned, for transmission to the authorities of the country in question the badges of

identification and personal effects of the enemy's dead, together with a nominal roll of sick and wounded prisoners, stating their condition (see also Chapter XIV).

3. All badges of identification, personal effects, valuables, private letters, &c., found on battlefields, or left by prisoners who have died in hospital will, after examination by the General Staff, be forwarded to the officer in charge of the A.G.'s office at the base, who will deal with them as described in the preceding paragraph.

4. Commanders of medical units will keep the officer in charge of the A.G.'s office at the base informed as to the condition of any sick or wounded prisoners of war in their charge.

*136. Courts of Inquiry on Prisoners and on Missing Officers and Soldiers.*

1. Whenever officers or soldiers are taken prisoners by an enemy, a court of inquiry, under Rule of Procedure 124, will be assembled under local arrangements to inquire into the conduct of the senior officer or soldier of the party, and, if the C.-in-C. considers it desirable, into the conduct of any other officers or soldiers of the party.

The court of inquiry will be held as soon as possible after the return of the prisoners.

When in consequence of the evidence adduced before a court of inquiry an opinion adverse to the character or military reputation of any officer or soldier is formed by the officer who determines the case so inquired into, the adverse opinion shall be communicated to the officer or soldier against whom it has been given. The proceedings will be forwarded through the officer who assembled the court to general headquarters.

2. When an officer or soldier is reported to be missing and cannot satisfactorily be accounted for, a court of inquiry will be

assembled to collect all evidence of the case, and will record an opinion as to whether it is reasonable to suppose that the officer or soldier is dead.

The court will be convened after such time as the commanding officer may consider necessary to allow of the circumstances of the casualty being cleared up, but, if not previously held, the court will be convened in any case at the end of six months.

The proceedings will be forwarded through the A.G.'s office at the base as follows :—

- i. In the case of officers, to the military authorities concerned.
- ii. In the case of soldiers, to the officer in charge of records.

When the officer or soldier is declared by the court to be dead, the same procedure will be adopted as if he had been killed in action;

### 137. *Invaliding.*

1. The representative of the director of medical services on the L. of C. concerned will notify his probable requirements to the military landing officer. Similarly the military landing officer will keep the representative of the director of medical services on the L. of C. informed as to the accommodation in ships available for invalids.

2. When invalids have to be sent home, the commander of a medical unit will prepare a nominal roll of those proposed for embarkation, on A.F. A 36, showing against each man's name whether he is to be accommodated in a hammock, cot, &c. He will forward this roll to the representative of the director of medical services on the L. of C. concerned, who will transmit a copy to the A.G.'s office at the base and to the military landing officer respectively, so as to reach them at least 48 hours before



the departure of the ship. Changes in this roll will be notified by the commander of a medical unit, by telegram direct to the A.G.'s office at the base and the military landing officer.

He will, in addition, furnish the medical officer in charge of a party of invalids with a duplicate nominal roll of those actually despatched; one copy for the military landing officer at the port of embarkation, the other for the commander of the troops on board.

3. The military landing officer will keep a nominal roll of all invalids embarked. He will forward to the A.G.'s office at the base a copy of this roll, in order that the documents of the invalids embarked may be completed and sent home by the following post.

4. He will make out the embarkation return (A.F. B 126) in duplicate, one copy for the War Office, or military authorities concerned, the other for the director of sea transport.

5. He will forward to the War Office, or military authorities concerned, by telegram particulars of invalids who have embarked, *i.e.*, names of officers, number of sick lying down and convalescent.

6. The officer in charge of the A.G.'s office at the base will, on receipt of the nominal rolls, complete documents for despatch to the record offices.

7. The commanders of base depôts concerned will at the same time be informed of the names of invalids in order that their kits may be got ready.

8. On receipt of notification that a man has actually embarked, his documents will be forwarded to the officer in charge of records. The paymaster will at the same time be informed that the man's account will be closed and the transfer statement of accounts forwarded to the regimental paymaster.

9. The commander of a base depôt, on receiving notification that any man belonging to a unit or administrative service

affiliated to his base depôt is about to be invalided, will ensure that his kit is delivered to him on board the ship on which he embarks.

### 138. *Despatches.*

1. The C.-in-C. will address his despatches to the government under which he holds his appointment.

2. A despatch containing a concise description of every action or other specific military operation, irrespective of its magnitude, will invariably be written by the senior commander actually present on the occasion. To enable him to do this, reports describing the action taken by their respective commands will be furnished to him by subordinate commanders and by such other officers as he may specially call upon ; these reports will not accompany the despatch, the senior commander being alone responsible for rendering to the responsible military authorities an account of the operations. Reports by officers in command of detached forces will invariably be addressed to the C.-in-C. unless he otherwise directs.

3. In the event of the C.-in-C. being present during any operations carried out by a part of his force of which he has not in person assumed the direct command, he will, at his discretion, either himself describe the operations, or forward the report made to him by the officer in actual command, with a covering despatch expressing his own opinion of the manner in which they have been carried out.

4. In the case of minor operations which are not of sufficient importance to be made the subject of a despatch, the C.-in-C. will use his discretion as to the form in which such operations are reported.

5. In all the above cases it will rest with the responsible government, acting upon the advice of the C.-in-C., to

determine what reports or despatches are or are not to be made public, and the manner in which those to be published are to be made generally known.

### 139. *Reports on Actions by Subordinate Commanders.*

1. Reports on actions by subordinate commanders should, when possible, include information on the following points :—

- i. Situation and strength of both forces before the beginning of the action.
- ii. Disposition of the troops, and time when the action began.
- iii. Orders issued and received (written and verbal).
- iv. Circumstances of every important period of the fight.
- v. Movements of neighbouring units during the fight.
- vi. The nature and result of the engagement.
- vii. Names and commands of superior officers of the enemy engaged.
- ix. Plan of intended operations on the night or day following the action.
- x. List of casualties, captures, arms lost or damaged, and ammunition expended.
- xi. Gallant or meritorious actions of individuals or units.

Sketches should be attached to illustrate or amplify the report.

### 140. *War Diaries.*

1. War diaries are confidential documents ; their object is twofold, viz. :—

- i. To furnish an accurate record of the operations from which the history of the war can subsequently be prepared.

ii. To collect information for future reference with a view to effecting improvements in the organization, education, training, equipment and administration of the army for war.

2. A war diary will be kept in duplicate (by means of carbon paper) from the first day of mobilization or creation of the particular command or appointment, by :—

Each branch of the staff at general headquarters and at the headquarters of an army, and of all subordinate commands, including garrisons and posts ;

Commanders of permanent and provisional units, detachments from a unit, and base depôts and the officer in charge of A.G.'s office at the base ;

Directors and heads of administrative services and departments, and their representatives ; and

Officers holding special and personal appointments.

The original copy will be forwarded on the last day of each month, unless otherwise ordered, direct to the officer in charge of the A.G.'s office at the base, for transmission to the military authorities concerned.

3. A war diary (A.F. C 2118), should be entered up daily and initialled by the officer detailed to keep it. It must always be carefully safeguarded.

4. The cover will bear the following title :—

CONFIDENTIAL.

War Diary

of

from \_\_\_\_\_ to \_\_\_\_\_

(Volume .)

5. A war diary will include a concise and accurate record of all matters connected with the campaign in so far as they relate to the duties and experiences of a commander, branch of a staff, administrative service, unit or individual.

In so far as they apply to each case, the following points should be recorded when preparing a diary :—

- i. All important orders, despatches, instructions, reports and telegrams issued and received, and decisions taken.
- ii. Daily situation, *i.e.*, arrival at, departure from, or halt at a place; all movements and dispositions on the march, in camp, bivouac or billets. With large units a "Table of Marches" should be given. At places on the L. of C., arrivals and departures of officers and men, animals, stores, transports, &c., should be given.
- iii. All important matters relating to the duties of the staff under their respective headings.
- iv. All important matters relating to the administrative services and departments under their respective headings.
- v. Detailed account of all operations,\* noting connection with other units in the neighbourhood, formations adopted, ranges at which fire was opened, &c. The hour at which important occurrences took place should be entered with exactitude. The state of the weather, condition of the roads and ground, and general description of the locality should be recorded. Clear sketches should illustrate or

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\* In the case of important actions, of which a detailed account may cover much space, a short reference to the occurrence should be made in the body of the diary, and a complete report on the action added as an appendix.

amplify the account in order to show the position of troops at important phases.

- vi. Changes in establishment or strength. As regards casualties, the names and ranks of officers, and the number of other ranks and followers, and animals should be noted.
- vii. Nature and description of field works constructed or quarters occupied.
- viii. Meteorological notes.
- ix. Summary of information received and of all matters of importance, military or political, which may occur from day to day.
- x. In what respect organizations and regulations have stood the test of war.

6. In all diaries writing will be on one side of the page only. Handwriting must be distinct and the names of persons and places given in block capitals (*see* Field Service Regulations, Part I, regarding framing of orders, &c.). The spelling of places will be that on the latest maps issued to the army, and the map referred to will always be indicated.

7. References to appendices, such as orders, reports, telegrams, sketches, tabular statements, &c., will be made in the last column. Appendices will be numbered from 1 upwards, and each will have a brief heading stating the subject and naming the author.

#### 141. CODE AND CIPHER.

1. Code messages are messages condensed by the use of arbitrary words to express the sentences, or words of the original. They are coded and decoded by employing, at both sending and receiving offices, the books of the code adopted. The main object of employing codes is to ensure economy, rather than secrecy.

2. Cipher messages are messages expressed in arabic figures or in letters having a secret meaning. The sole object of employing cipher is to secure secrecy.

The *encipher* or cryptogram is the message as it appears in cipher; the *decipher*, the message translated from cipher into intelligible language.

3. The rules to be observed in the use of code and cipher messages and for protecting the cipher employed, are given in the respective code and cipher books which are issued on mobilization as may be considered necessary.

The number of copies of a cipher book to be issued to officers will be decided by the C.-in-C.

## CHAPTER XVII.

### CIVILIANS WITH AN ARMY.

#### 142. *General Rules.*

1. Civilians with the forces in the field may be grouped under two heads, viz. :—

- i. Civilian officials and employees.
- ii. Civilians permitted to accompany an army.

The only persons coming under the second head are press correspondents in possession of an official licence, as to which instructions are given in Chapter XIV, Sec. 122.

2. Commanders are responsible that the efficiency of the troops is not diminished by the employment of soldiers on work which can equally well be performed by civilians, who may be employed either as officials or in subordinate positions.

3. Every civilian with the forces in the field must be in possession of a pass or licence. He will otherwise be liable to be arrested.

4. All passes or licences issued to civilians are subject to inspection and cancellation. No person, other than a soldier on duty, will be allowed to pass through an outpost line, or enter a work of defence, unless in possession of a special pass given him for that purpose and signed by an officer of the General Staff.



5. All civilians who have been attested for service with the forces in the field should wear uniform. The C.-in-C. will decide whether other civilians accompanying or employed by the forces in the field are to wear uniform or distinguishing badges. Without his authority no civilian, European or native, will wear any part of the uniform of the troops. Except in warfare against savages, arms will not be issued to civilians.

6. No person employed by or accompanying the forces in the field in a civil capacity is entitled, by virtue of any military rank he may hold, to exercise military command, or to claim the privileges and advantages of his rank.

7. All passes issued to civilians, other than press correspondents, will be registered in a book kept by the assistant provost-marshal of the division, brigade, garrison or other command.

The form of pass for persons, other than press correspondents, will be as follows :—

Name ..... Approximate age.....

Nationality ..... Colour of hair .....

Country, town or village ... Colour of eyes .....

Occupation ..... Distinctive marks .....

Approximate height ..... Signature (if able to  
write) .....

Place.

Date.

Signature of Commander,  
Staff Officer, P.M. or A.P.M., or  
representative of Service or  
Department.:

In the case of traders, sutlers, &c., employed by a unit or administrative service, the assistant provost-marshal concerned will sign the pass.

8. When a holder of a pass has been dealt with for an offence, the fact will be noted on the back of the pass.

9. Claims by civilians for pensions and compensation will, as they arise, be dealt with by the government concerned.

### 143. *Grading of Civilians.*

1. The C.-in-C. will determine the grading and the rates of pay for the various classes of civilian employees locally engaged, these rates and any subsequent variations in them being promulgated with local army orders.

2. With a view of determining questions of rations, forage, tentage, followers, horses, &c., civilians employed in a public capacity within the theatre of operations should be graded as officers or soldiers, natives being given the ranks recognized in the local native forces.

3. Such grading will not carry with it any military title or power of command, nor will it give a civilian any disciplinary authority over soldiers, nor necessarily entitle him to wear military uniform.

### 144. *Civilians Employed for the duration of the War.*

1. Within the theatre of operations arrangements for the engagement of civilians will be co-ordinated by the I.G.C. who will cause to be established such employment offices and labour depôts as may be necessary. Subject to this limitation civilians will, as required, be engaged under the authority of the heads of administrative services or departments, either through a

contractor or by direct engagement through employment offices and labour depôts. This rule does not apply to persons employed by the General Staff, who are engaged under special arrangements to be made by the General Staff.

Native labour is usually obtained by negotiation with the tribal chiefs.

2. However obtained, unskilled labour will be organized in gangs, sections, and companies before leaving a labour depôt. A gang may suitably be formed of from 25 to 30 labourers or natives under a ganger or headman. Gangs should be numbered, and, once formed, should not be broken up, if it can be avoided.

3. In engaging civilians for employment of a permanent character A.B. 41 will be used. All necessary details regarding the owner, especially his personal description, should be filled in, on engagement, but the officer by whom a civilian is paid, will be held responsible that his book is complete in every respect (*see para. 10*).

4. In the case of natives, a cardboard ticket with the man's number, name, title, and the gang he belongs to inscribed on it, may be substituted for A.B. 41.

Natives must wear in some conspicuous position a metal disc with the initial letters of their unit or service, and their identity number stamped on it. Coloured badges, showing the branch of the service to which they are attached, will also be worn.

5. For purposes of pay, reporting casualties, &c., the employment office, or the labour depôt, where a civilian is engaged or to which he is affiliated, will be his base depôt. The provisions of Chapter XVI, laying down what returns and other information are to be rendered to depôts, apply to regularly employed civilians as well as to soldiers.

6. Civilians, if regularly engaged, must be made to understand the terms of their agreement, which should be signed by them,

the original being retained at the A.G.'s office at the base. No promises of recommendation for future increase of pay, extra grant or gratuity will, in any circumstances, be given.

7. Artificers, tradesmen, &c., should, before engagement, be tested and classified under the supervision of a qualified officer, and this requirement should be borne in mind when the localities of the employment offices and labour depôts are fixed.

8. Civilians should be further classified in each profession, trade, &c., according to their skill and the amount of responsibility that attaches to their position.

Their subsequent promotion, or the reverse, will be decided by the head of the administrative service or department which employs them, and will be reported to the A.G.'s office at the base.

9. In exceptional circumstances, civilians may be regularly engaged within the theatre of operations without recourse to a recognized employment office or labour depôt. Local rates of pay given to civilians so engaged will, as nearly as possible, be in accordance with the current rates, and all such engagements, with the rates of pay, will be at once reported to the head of the administrative service or department concerned, who will, if necessary, arrange for the attachment of the men to the A.G.'s office at the base for purposes of record.

10. Nominal rolls will be kept of all regularly engaged civilians. In these rolls subordinate native followers, if any, whether employed in a public or private capacity, will be numbered consecutively.

#### 145. *Civilians Temporarily Employed.*

1. Commanders, and officers of administrative services and departments, may temporarily engage civilians by the hour, day or week, when the military situation demands such a course.

The rates of pay given and other necessary particulars will be decided by the senior commander on the spot and published in local orders.

2. Civilians temporarily employed have no claim whatever to any grant, pension, or gratuity.

#### 146. *Private Followers.*

1. No soldier will be employed in any but a purely military capacity.

2. The C.-in-C. may authorize the employment of civilian and native servants, who may be engaged either publicly, as laid down in Sec. 144, or privately.

3. As far as possible, the number of servants laid down in War Establishments and the servant allowances authorized by regulation should be adhered to, but the C.-in-C. may vary both the number and allowances in accordance with local requirements.

## APPENDIX I.

*(Referred to in Definitions.)*

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## RESPONSIBILITY FOR PROVISION OF REQUIREMENTS ON MOBILIZATION OF THE EXPEDITIONARY FORCE.

1. The Adjutant-General to the Forces is responsible to the Army Council for the provision and maintenance of personnel ; for the co-ordination of mobilization arrangements and orders ; for the allotment of units on mobilization, and for the issue of mobilization regulations for the Regular Army, Special Reserve, and Territorial Force.

2. The Quartermaster-General to the Forces is responsible to the Army Council for providing and maintaining stocks of supplies, clothing, equipment, and general stores, and for providing horses and other animals ; he is also responsible for holding, distributing, and issuing supplies, clothing, and all ordnance stores, including the authorized reserves.

3. The Master General of the Ordnance is responsible to the Army Council for the provision of arms, ammunition, technical stores of R.A. and R.E. units, and vehicles, and for the construction and maintenance of fortifications and coast defences, including armament and all accessories.

## APPENDIX II.

(Referred to in Sections 15 and 76.)

## ISSUE OF MAPS ON MOBILIZATION.

1. On an army being mobilized for service beyond the seas, the General Staff officer at general headquarters who becomes responsible for all matters connected with the distribution of maps, will be informed of the arrangements which have been made in peace for their provision and issue.

The maps may, if convenient, be issued in sets of six adjoining sheets tied in small bundles or packets.

Maps issued to officers, and not required for immediate use, will be carried in the officers' personal luggage.

Maps issued to other ranks, and not required for immediate use, will be carried in the baggage sections of the train, or in case of certain units in 1st line transport.

Applications for the issue of maps to replace those lost or destroyed during the course of a campaign, will be made to the headquarters of the I.G.C. in accordance with the principles defined in section 26, paras. 8 and 10.

2. In the case of coast defences, coaling stations, or colonies garrisoned by imperial troops, the general or other officer commanding is responsible that an adequate supply of the best available maps of his command, and of any neighbouring territories in which military operations by the troops under his command are possible, is always kept ready for immediate issue. Such sets of maps are to be kept entirely separate from those used for instructional purposes, or for manœuvres and practices.

## APPENDIX III.

*(Referred to in Section 32.)*

## REQUISITION ON CIVIL AUTHORITIES.

As an Officer of the British Army, I, acting under powers conferred upon me, hereby direct the Local Authorities of \_\_\_\_\_ to supply for the requirements of the troops, the following :—

to be ready at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ precisely at \_\_\_\_\_ o'clock under the direction of an official appointed by the local civil authorities for this duty, who will make delivery to the troops in accordance with instructions which will be addressed to him by me.

\* The question of payment will be taken up on production of the requisition receipt notes, which must be transmitted to the officer in command of the nearest British garrison.

In case of any disobedience on the part of the inhabitants in complying with the demands, the local civil authorities will address the undersigned without loss of time in order that military force may be applied if necessary.

Place

Date

Signature of Officer

---

\* Alter as necessary if payment is to be made on the spot.



## APPENDIX IV.

(Referred to in Section 33.)

---

## REQUISITION RECEIPT NOTES.

Requisition receipt notes will be as on form A.B. 361, and will be issued in books.

The following instructions will be printed inside the cover of each requisition receipt note book :—

1. This book is for the use of all officers authorized to enforce requisitions.

2. Except when payment is made on the spot a requisition receipt note must be given to the local civil authority (or principal inhabitant) through whom the articles or services are requisitioned, whether such articles or services are taken for the use of the troops, or for protection.

3. The notes must not be given to inhabitants, except in the special circumstances when direct requisitioning has to be resorted to.

4. Requisition receipt notes will not be given for buildings occupied, or in respect of property damaged or destroyed through the necessities of war.

5. When goods are taken for protection, a statement to this effect should be written on the duplicate and triplicate requisition receipt notes.

6. When payment is made on the spot, no requisition receipt note whatever should be given, but a receipt for the amount paid will be obtained.

7. Requisition receipt notes, which will invariably be made out in triplicate (carbon paper is provided for the purpose), must be legibly filled in, and should bear the full title, &c., and address of the authority or person from whom the articles or services are requisitioned and the signature of the requisitioning officer. The rank, unit, or force of the requisitioning officer will *in no circumstances* be shown on the original requisition receipt note, but will be inserted by him on the duplicate and triplicate notes.

The articles requisitioned must be fully described, so as to give all information necessary for the guidance of the officer who will settle the claim. The weight of the goods taken must in all cases be estimated and inserted on the note; it is not sufficient merely to state the number of bags or cases.

8. No money value is to be quoted on the requisition receipt note.

9. The *original note only* will be given to the local civil authority (or owner in the very exceptional circumstances when requisitioning has to be carried out direct).

The *duplicate note* will be sent to the central requisitioning office by the representative of the administrative service or department concerned, or, if no representative is attached to the force, by the commander.

The *triplicate note* will be sent, as soon as possible, by the representative of the administrative service or department concerned to the officer in charge of the depôt from which supplies, &c., are next drawn.

Army Book 361.

## REQUISITION RECEIPT NOTE.

(NOT NEGOTIABLE.)

No. \_\_\_\_\_ Date \_\_\_\_\_

Requisitioned from (full name) \_\_\_\_\_

Address \_\_\_\_\_

Articles or Services requisitioned.	Quantity.	Quality (good, average, or indifferent).

Signature of Requisitioning Officer

## INSTRUCTIONS TO HOLDER.

The recipient of this note is required to deliver it up as soon as possible to the officer in command of the nearest British garrison, and at the very latest within one month from the date of receiving it. He will receive from that officer an acknowledgment for the note, which he can retain while the latter is passed on to the proper quarter as required by the British Army Regulations. Should he neglect to obtain this acknowledgment, which is intended to safeguard his interests in case of accident to the note, any consequences that may ensue will be his own fault. He is informed that this requisition receipt note will be examined and enquired into, and that he will receive a notice stating if and when payment for the articles or services requisitioned will be made. Should he not receive this notice within one month of handing in this requisition receipt note, he may apply again to the officer in command of the nearest British garrison, and request that the matter be enquired into.

No payment can be made under any circumstances whatever until this note has been handed in.

*This note is merely a record of the transaction shown thereon.*

# APPENDIX V.

*(Referred to in Section 33.)*

---

Army Form F 781.

**NOT NEGOTIABLE.**

*(No payment to be made on this form.)*

ACKNOWLEDGMENT FOR REQUISITION RECEIPT  
NOTES FOR GOODS AND SERVICES  
REQUISITIONED.

---

Received from (full title, name, &c.)

Address

Requisition Receipt Note No. \_\_\_\_\_ Dated \_\_\_\_\_

Date

Signature

Commanding Troops at

## APPENDIX VI.

*(Referred to in Section 34.)*

## BILLETING DEMAND ON CIVIL AUTHORITIES.

As an Officer of the British Army, I, acting under powers conferred upon me, hereby direct the Local Authorities of \_\_\_\_\_ to supply billets for :—

Officers.			Warrant Officers.	Staff Serjeants and Serjeants	Rank and File.	Horses, &c.	Subsistence required. (Insert number of meals per day, number of days, &c. If no subsistence is required insert the word "none.")
Generals.	Field Officers.	Captains and Lieutenants					

\*In the event of subsistence being demanded and provided the question of payment therefor will be taken up on production of the requisition receipt notes, which must be transmitted to the officer in command of the nearest British garrison.

In case of any disobedience on the part of the inhabitants in complying with the demands, the local civil authorities will address the undersigned without loss of time in order that military force may be applied if necessary.

Place

Date

Signature of Officer

---

\* Alter as necessary if payment is to be made on the spot.

## APPENDIX VII.

*(Referred to in Section 76.)*

## SYSTEM TO BE ADOPTED WITH REGARD TO ACCOUNTING FOR EQUIPMENT ON MOBILIZATION AND DEMOBILIZATION.

*Mobilization.*—Officers commanding units will transfer the equipment account to the officer in charge of details left behind at the peace station. The equipment taken into the field will be that shown in the "war" columns of the mobilization store table (A.F. G 1098 series) of the unit concerned. This will be written off charge in the equipment ledger by certificate voucher; the balance of the peace equipment and the ledger will then be formally taken over by the officer in charge of details.

If no officer remains with the details the commander in the locality will nominate an officer to carry out the duties.

Units formed on mobilization which do not exist in peace will not open equipment ledgers.

Any transactions which may be necessary after a unit has handed over its ledger, and before it leaves its station, will be carried out by the officer commanding details, who will receive certificates from the officer commanding the unit.

The procedure is described at length in the Equipment Regulations, Part I, and in the Clothing Regulations, Part III.

*Demobilization.*—At the earliest possible date after the termination of hostilities, or on the return of the unit to peace conditions, a regimental board will be assembled. This board will take stock in detail of all stores in possession of the unit, whether supplied, purchased, captured, or requisitioned, and this stock will become the balance of a new equipment account, to be kept in the customary manner.

For further details see the Equipment Regulations, Part I, and Clothing Regulations, Part III.



## APPENDIX VIII.

*(Referred to in Section 100.)*

Nothing is to be written on this except the date and signature of the sender.

Sentences not required may be erased.

*If anything else is added the post card will be destroyed.*

I am quite well.

I have been admitted into hospital.

Sick } and am going on well.

Wounded } and hope to be discharged soon.

I am being sent down to the base.

I have received your { letter.  
telegram.  
parcel.

Letter follows at first opportunity.

I have received no letter from you { lately.  
for a long time.

Signature

Date

## APPENDIX IX.

*(Referred to in Section 129.)*

## BOOKS AND DOCUMENTS RELATING TO PERSONNEL, WHICH WILL BE TAKEN TO THE THEATRE OF OPERATIONS.

To accompany the unit in the field :—

- i. Field Conduct Book.\*
- ii. Returns in book form.
- iii. Acquittance rolls in book form.
- iv. Cash accounts in book form.
- v. War Diary.
- vi. Register Book.

{ To be made up into one book into which a re-fill of any one can be placed.

To be left at the A.G.'s office at the base :—

- i. A.F. B 103.
- ii. Nominal rolls of squadrons, batteries, companies, &c.

---

\* When a soldier leaves his unit, his field conduct sheet will accompany him. If this is not practicable, his commander will send it for disposal to the officer in charge of the A.G.'s office at the base.





## APPEN

*(Referred to**Separate Forms are to be used for officers and for men.*

## Register of enemy's dead (whether the death takes

General Number (to be assigned by Officer in charge prisoners' infor- mation Office at the base).	Surname and Christian Names in full (if known).	*Information contained on identity disc (if the disc is found on the body).	If the identity disc is not found the word "NONE" should be entered in this column.

\* If no identity disc is found, a short description of the

## DIX XI.

*in Section 115.)*

Army Form B 103B.

place in the field, in hospital, or in a place of internment).

Any personal effects (other than arms, horses, and military papers) should be enumerated in this column.	Death.			Place of Internment.	Remarks
	Place.	Date.	Cause.		

body and of the uniform should be inserted in this column.

## APPEN

*(Referred to*

## RETURNS IN CONNECTION WITH

How often rendered.	Army Form.	Return.	By whom rendered.
Weekly ...	B 213 ...	Field return ...	Commanders... ..
Ditto ...	B 2069 ...	Offence report ...	Ditto... ..
Ditto ...	O 1810 ...	Part II, Regimental Orders.	... ..
Ditto ...	A 36 ...	Nominal roll of men in hospital.	Commanders of medical units.
Monthly ...	B 158 ...	Nominal roll of officers.	Commanders ... ..
Ditto ...	B 214 ...	Increase or decrease return.	... ..
Whennecessary	N 1531A ...	Cash account ...	Officers receiving money.
	N 1513 ...	Acquittance roll...	Officer making payments.

## DIX XII.

*in Section 129.)*

## A.G.'s OFFICE AT THE BASE.

Action taken in the A.G.'s office at the base.	To whom rendered.	Remarks.
<p>Filed.</p> <p>Ditto.</p> <p>Compiled from Army Form B 213 and other information (<i>see</i> Sec. 132)</p> <p>Filed.</p>	<p>Paymaster at the base, and record officer in the United Kingdom, or the military authorities in India and in the Oversea Dominions, as the case may be.</p>	
<p>Noted and passed ...</p>	<p>Record officer concerned.</p>	<p>For transmission to the proper authorities.</p>
<p>Compiled from Army Forms B 125, B 135, B 213, and O 1810</p> <p>Passed ... ..</p> <p>Ditto ... ..</p>	<p>Record officer concerned.</p> <p>Paymaster at the base.</p> <p>Ditto.</p>	



## Returns in connection with A.G.'s

How often rendered.	Army Form.	Return.	By whom rendered.
When necessary.	B 2090A (in duplicate.)	Death of a soldier	... ..
After an action.	B 213 (reverse).	Return of casualties.	Commanders... ..
Ditto	... A 36 ...	Nominal roll of men in hospital (Sec.130, 9).	Commanders of medical units.
When necessary.	B 103A ...	Register of enemy's prisoners of war, wounded or unwounded.	Commanders ... ..
Ditto	... B 103B ...	Register of enemy's dead.	Ditto ... ..
Ditto	...	Landing return.	Ditto ... ..

Office at the Base —*continued.*

Action taken in the A.G.'s office at the base.	To whom rendered.	Remarks.
(1) Original with will attached.	(1) War Office or other military authorities, as the case may be. Notification must also be sent by other military authorities to the War Office in the case of men serving in units paid from Imperial funds.	
(2) Duplicate with pay book, after removal of will, if any, attached.	(2) Paymaster at the base.	
Noted and passed ...	Ditto.	
Filed.		
Filed ... ..	<i>See</i> Sections 115, 116, 135.	For specimen <i>see</i> page 198.
Ditto ... ..	Ditto.	For specimen <i>see</i> page 200.
Ditto ... ..		A summary will if necessary be telegraphed to the military authorities concerned.

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