

*B. Duties of District Commanders.*

4. Officers Commanding Districts will keep themselves informed as to the condition of armaments and equipments, and will satisfy themselves that the articles which would be issued to or taken into use by units on mobilization are at all times maintained in a serviceable and complete condition.

5. They are responsible for the custody and maintenance of the mobilization equipment which is held in their commands, both in regimental and Ordnance charge, and should take such steps as will ensure that where such mobilization equipment is incomplete the officer in immediate charge shall be able at any time to furnish a satisfactory and explicit reason.

Equipment stored for mobilization will be inspected approximately every six months alternately by the D. of E. & O.S. and by the Ordnance Officer.

6. The officer commanding a district or command will be responsible that equipment of all kinds is issued to the troops for service purposes in accordance with the authorized proportions, but in cases in which it is found necessary that these should be exceeded he will obtain authority in writing to provide for the requirements of the service according to circumstances.

7. All indents, demands, &c., on Ordnance Department will be dealt with by the A.Q.M.G., who will, if necessary, take orders of Officer Commanding District on the subject. He will satisfy himself before transmission to Ordnance Department that all demands are strictly in accordance with regulation, or, if the service has not been scheduled, that demands are essential, and will certify in body of indent accordingly.

For forms of indents see Appendices 1 and 1A.

8. In all cases where articles of equipment, clothing, games, and musical instruments are donated to the troops for use in camps, barracks, or on board ship the receipt will be acknowledged in garrison, camp, or ship orders of the day, a copy of which, with a covering letter, will be sent to the donor.

The articles will be taken on charge in the accounts of the unit by a certificate voucher, a copy of garrison, camp, or ship order being attached thereto.

9. In any instance in which stores or equipment, other than ammunition, are drawn in excess of the authorized proportions without the written authority required by paragraph 6 the case will be submitted without delay to the G.O.C., who will deal with it as a matter of discipline, and when consumable stores are concerned the excess issues should be treated as losses and dealt with under the King's Regulations.

*C. Duties of Commanders, Coast Defence.*

10. Commanders of Coast Defence Troops will be held directly responsible that the equipments on issue to the several units and detachments under their command are in a satisfactory condition, complete in all their details, and in the authorized proportions unless otherwise specially ordered. They will make frequent inspection of the whole of the equipments of the men and horses, and ensure that the equipment is accounted for as laid down in these regulations.

*D. Duties of Commanding Officers.*

11. Commanding Officers will be held directly responsible that their equipments are in a serviceable condition, in proper working-order, complete in all their details, and in the authorized proportions unless otherwise specially ordered; that the arms on issue to their units are kept clean and in thorough repair. Camp Commandants and Commandants of Schools of Instruction will be regarded as C.O.s for all purposes to which these regulations apply.

12. Alterations of articles of equipment involving any departure from the sealed patterns, either for experiment or any other purpose, are strictly forbidden without the previous sanction of the G.O.C.

13. On a change of command a Board will be assembled to take stock of the equipment and verify the ledger balance. Both the incoming and outgoing officers or their representatives will be present and sign the proceedings, which will be certified in the form laid down in Appendix 2, and will accompany the Regimental Equipment Ledger on transmission of the latter as laid down in that appendix.

14. In a case where the officer taking over command does not arrive until departure of outgoing C.O., the Board will assemble prior to the departure of the outgoing officer, and the senior officer remaining with the unit will take over and be responsible for the equipment until it is handed over by him to the officer assuming command.

15. Accountants will furnish with their periodical accounts a certificate that the list or catalogue alluded to in paragraph 103 has been verified and corrected to date, that the deficiencies through loss or otherwise have been reported to the D. of E. & O.S., and the authority for striking such deficiencies off the list has been noted thereon.

16. On changes of Heads of Departments, Staff Officers, or Commanding Officers, the officer assuming charge will verify the lists and report any deficiencies.

17. The stocktaking Board may be dispensed with if the officer taking over charge considers it unnecessary, but he will then be held responsible, and will himself sign the form of certificate in para. 5, Appendix 2, and dispose of it as therein directed.

18. In the case of a transfer of charge of the equipment in an Artillery subdistrict, the verification of the stores in connection with the armaments by a Board of officers need not be carried out unless at the request of either of the officers concerned. Should such a request be made by either of the officers handing over or the one taking over charge, the O.C. will appoint a Board of officers for the purpose.

Should no Board be assembled, the officer taking over charge will be held responsible for the correctness of the stores taken over by him, as shown by the balance on the 31st of the previous May, subject to the variations caused by subsequent duly vouchered store transactions.