

Damage or Loss.

676. If damage to or loss of either Government or private property is caused on trains, mechanical transport, or steamers, full inquiry will be made, if circumstances permit, before the troops detrain, debus, disembark, or disperse. The amount of damage or loss will be assessed, charged against, and collected from or debited against the persons responsible; otherwise the officer or non-commissioned officer in command of the detachment concerned may be held responsible for the amount involved.

677. In every case of damage or loss a full report is to be submitted through the proper channel by the officer commanding troops. In no case must the cost of any such damage or loss be debited or permitted to fall as a charge against the public. In regard to damage or loss of railway property, the railway regulations in respect to such must be complied with, and the Railway authorities concerned notified as to the responsibility for such damage or loss. In cases where members of the Forces are in any way implicated, even if the damage has not been actually caused by them, the circumstances must be reported to the guard immediately.

Requisitions for Transport.

678. Requisitions for any special railway requirements—*i.e.*, additional accommodation in ordinary trains, special trains, &c.—should be submitted as soon as possible to the headquarters responsible for provision. In cases of emergency not less than twenty-four hours' notice should be given, to enable the Railway authorities to provide the requisite facilities.

679. Shipping companies should be notified as early as possible of requirements in respect to the despatch of parties of troops by ordinary steamer services. Special steamers or charters will not be arranged except with the authority of General Headquarters.

Journey Report.

680. On completion of the journey, officers commanding will render to the authority by whom the order to travel was issued a full report covering the journey, and in relation to the discipline, &c., of the troops under their charge during such journey.

B.—MOVEMENTS BY RAIL.**Orders.**

681. The following will be included in the orders for the despatch of troops by rail:—

- (a.) Date, place of entraining, destination, and railway route to be followed;
- (b.) Time of departure of the train, hour at which the troops are to reach the entraining-place, and, if necessary, the road they are to use;
- (c.) Arrangements for feeding troops and watering animals *en route*; and
- (d.) Places of assembly near entraining and detraining stations.

Duties of Officers Commanding Troops.

682. When orders have been received for the movement of troops by rail, the officer detailed to command the troops on the train will make himself fully acquainted with all matters affecting the movement of the troops placed under his command—*viz.*, the time the train is to depart, the arrangements to be made for the baggage, baggage-guard, &c., whether the troops are to be supplied with rations, the arrangements for meals on the journey, and any special instructions affecting the journey or requirements in respect thereto.

683. The officer or non-commissioned officer in charge of the troops on the train will, prior to the train starting, make an inspection with the guard of the train of the carriages occupied by the troops, ascertain on arrival at destination if any damage has been done to the train, and, if so, who was responsible, and forward a "train report" to command headquarters giving full particulars and names of the offenders.

Entraining and Detraining.

684. Before entraining the compartments provided should be numbered and lettered with chalk to facilitate the entraining of squadrons, companies, or sections, and the men should be told off into sections corresponding to the capacity of the compartments.

685. The operations of entraining and detraining must be carried out systematically, each separate step being conducted under the orders of the commander. Quietness and rapidity are essential.

686. Formed bodies of troops are not to remain at an entraining or a detraining station, or on the approach to it, a moment longer than necessary. On detraining, troops will at once march clear of the station.

687. When the train is ready to proceed, "Fall in" will be sounded. Silence must be maintained until the train moves off.

688. Departures of trains should be telegraphed by the officer superintending the entraining to the place where the troops are to halt for refreshment, and also to the place of final destination.

Horses.

689. Horses should usually be entrained with saddlery and harness on, except when the journey will exceed six hours, in which case harness and saddlery will be removed after arrival at the station and loaded into covered goods-trucks.

Halts.

690. On arrival at the place appointed for the train to halt the officers will alight and proceed to the carriages of which they are in charge. Sentries will be posted if necessary. The "Dismiss" will then be sounded, and the men may get out of the train, leaving their arms in the carriages.

Feeding en Route.

691. When it is necessary *en route* that the troops be fed or the horses watered, previous preparations should be made regimentally, an officer with one or more non-commissioned officers being, if necessary, sent forward to make arrangements.

692. When it is intended to water and feed horses during a halt, "Water," followed by "Feed," will be sounded, and the men will proceed to water their horses from buckets. After being watered, the horses will be fed from nose-bags. No hay or straw is to be left among the horses, and any forage conveyed should be kept in closed or tarpaulin-covered wagons.

693. When it is time to proceed, the "Fall-in" will be sounded. The men will return to their carriages; the officers will see that all are present, and will report to the Commanding Officer. Any sentries that have been posted will then be withdrawn. Lastly, the officers will get in, and the Commanding Officer will then give directions that the train may proceed.

Train Guard.

694. When necessary, a guard should be detailed for a troop-train, to take charge of prisoners, &c., and to find sentries, as required, at entraining and detraining stations, and at stations *en route*.

Discipline.

695. Troops are not to occupy railway buildings or use the water-supply without authority from a Railway Transport Officer. They are on no account to appropriate to their own use or interfere with railway property.

696. No man is to leave his carriage except on the order of or by the permission of his officers.

697. On no account must intoxicating liquors be allowed on troop-trains.

Accidents.

698. In case of accident to the train, the officers will proceed at once to the carriages of which they are in charge, and the men will retain their places until ordered to descend. Directions given by Railway Officials must be promptly obeyed.

C.—MOVEMENTS BY COASTAL STEAMER.**Orders.**

699. The orders for a move will include detailed instructions regarding embarkation:—

- (a.) Date, port of embarkation, destination;
- (b.) Hour of sailing, hour at which embarkation is to commence;
- (c.) Place of assembly at port of embarkation.

Duties of Officers Commanding Troops.

700. Where there is no embarkation staff officer, the officer commanding troops embarking will make his own arrangements to avoid disorder and confusion.

701. The officer commanding troops will also—

- (a.) Take such steps as he considers advisable to prevent troops obtaining liquor prior to embarkation, and, if necessary (in conjunction with the master), prohibit the sale or supply of liquor to troops on board;
- (b.) Issue any necessary special orders for routine, &c., during the passage;
- (c.) Detail any officers, non-commissioned officers, or men for special duty, as may be necessary;
- (d.) In the case of troops not travelling under the control of their own officers he will organize them in suitable numbers under available officers, non-commissioned officers, or senior men;
- (e.) Ensure that any requirements by the master, or responsible ship's officers acting on his behalf, in respect to the order, comfort, &c., of the troops, are duly carried out, and that all military officers render full assistance, on the request of the ship's officers, in maintaining order, &c.

Discipline.

702. Troops shall not be permitted to encroach on accommodation which has not been allotted for their use in accordance with passage arrangements, nor shall they be permitted to enter the crew's quarters.