

so that a refund of the value may be obtained. All recoveries from the Railway Department will be arranged by General Headquarters. (For action to be taken in the event of overclipping of twelve- and fifty-trip tickets see para. 744.)

Illegal Issue or Use, or Loss of Travelling-warrants and Tickets.

746. Any case of illegal issue or loss of travelling-warrants and loss of trip tickets, or of their use for other than the purpose for which they are issued and authorized, shall be promptly reported to General Headquarters, with particulars showing the action taken in the matter. For the purpose of this and the preceding paragraph, officers commanding camps, courses, rifle meetings, &c., shall cause issuing officers concerned to be immediately notified of any apparent instance of non-use or illegal use of travelling-warrants or tickets.

Monthly Return of Travelling-warrants.

747. Officers in commands who are authorized to sign and issue travelling-warrants will forward to command headquarters, at the end of each month, duplicates of all travelling-warrants (rail, steamer, and coach) issued by them during the month. The duplicates of warrants will be carefully scrutinized by command headquarters, and will be filed for comparison with original warrants if and when necessary.

748. Os.C. Commands will forward to General Headquarters, not later than the 15th of each month, a return showing the distribution of travelling-warrant forms (N.Z. 143 and 144) since the preceding month to officers authorized to sign and issue warrants under Headquarters jurisdiction. Such return will show—(a) rank, name, and appointment of issuing officer; (b) command series number; (c) numbers of respective warrant-forms issued to each officer (e.g., form N.Z. 143, 701 to 900); and (d) remarks (if any).

F. TRANSPORT OF STORES, BAGGAGE, ETC.

Supply and Transport Officers.

749. Except for baggage moving with individuals and small services by parcel-post, Officers i/c Supply and Transport will carry out all executive duties in connection with the conveyance of Defence Department stores and baggage.

750. At places where Supply and Transport Officers do not exist the duties will be performed by the officers concerned.

Road Transport.

751. Full use will be made of all Government road transport. Hired transport is not to be employed when the service can be carried out by Government transport.

Mode of Conveyance.

752. Stores, &c., will be transported by rail transport in preference to sea transport wherever possible. In cases where the quantity of stores involved is exceptionally large, and the sea freight is considerably cheaper than by rail, the matter is to be reported to General Headquarters prior to the despatch of the consignment, to enable an application to be made to the Railway Department for a special rate.

Demands for Transport.

753. Applications for the conveyance of stores will be forwarded to the Officer i/c Supply and Transport, where one exists.

Charges for Transport.

754. The consignor (*i.e.*, the person requisitioning transport) will certify on all railway consignment-notes and requisitions for sea freights that the consignments are chargeable to the Defence Department. Under no circumstances will transport by road, rail, or sea be demanded for the conveyance of stores where contractors or members of the N.Z. Military Forces are liable for the charges in connection therewith.

Transport of Horses.

755. When horses are to be transferred from one place to another, entailing both rail and sea journeys, every care will be taken by the Supply and Transport Officer at the consignor's station, or by the consignor where the former does not exist, to ensure that sea freight is arranged at the port of embarkation before the horses are despatched by rail, and thus avoid horses being detained at the port.

Goods by Passenger-train.

756. When it is necessary for goods to be sent by passenger-train the necessity for such will always be explained by the consignor when submitting his requisition and consignment-note. The conveyance of stores by passenger-train is to be resorted to only in exceptional cases.

Receipts to be obtained.

757. Consignors will obtain receipts for stores handed over to carriers direct, and the Army Service Corps or other Government transport representative will obtain receipts for stores handed over to the Railway Department or to shipping companies for conveyance. Should the representative of a carrier, the Railway Department, or shipping company decline to give a receipt, an endorsement to that effect will be made on the copy of the carriers' note or other document retained for office record.

Losses, Damages, Deficiencies.

758. The Railway Department's by-laws and regulations respecting the conveyance of stores, &c., as published in the New Zealand Government Railways Passenger Fares and Coaching and Goods Rate-book, as amended from time to time, should be carefully read and observed by all concerned. The responsibility of the Railway Department for loss or damage to stores delivered to them for conveyance is laid down in the above-mentioned regulations. No claims should, as a rule, be made when the total value of any damage or deficiency on any one consignment does not exceed 1s.

759. In all cases where consignments are received in a damaged condition from the Railway Department or shipping companies, or where deficiencies are apparent, an endorsement to that effect will be made when signing the receipt. When packages are received that cannot be opened at the time of delivery the carrier's note or book should be signed "Received—contents not examined." The packages should be opened in the presence of a witness at the earliest opportunity after receipt, and any deficiencies or breakages then discovered which are not due to faulty packing should be immediately reported to the railway or shipping company concerned, with a statement of their value and a claim for the amount due.

760. The value to be recovered for deficiencies or damages will be calculated on the full c.i.f. contract price of supplies.

761. If any goods are lost or damaged on rail the value of the cost of repairs or deficiencies should be recovered at the consignor's end by the Supply and Transport Officer. In the case of sea freight the Supply and Transport Officer at the consignee's end, or consignee, will make the necessary claim.

Measurement of Stores.

762. In connection with all stores for shipment, the consignor will state on his requisition for transport the correct measurement. Very careful measurements will be taken, and the tonnage inserted in the bill of lading. Light stores will be shipped by measurement, at 40 cubic feet per ton; heavy stores by weight, at 20 cwt. per ton. If shipment is made by special scale an explanatory note will be made on the bill of lading by the Supply and Transport Officer. Fractions of a ton "heavy" should be shown in feet. Light tonnage will be calculated according to the circumscribing rectangular measurement of each package.

Long and Bulky Stores.

763. Long and bulky articles should be specially brought to the notice of the Transport Officer when demanding transport.

Conveyance to Annual Camp.

764. Only such baggage and stores which are authorized, and the personal baggage of those proceeding on duty to attend annual camps and manoeuvres, according to the following scale, will be carried at the expense of the Defence Department, viz. :—

	Not exceeding
Officers of Headquarters, command, and brigade staffs, and Commanding Officers	150 lb.
Other mounted officers	100 lb.
Dismounted officers	70 lb.
Warrant officers	50 lb.
Other ranks	20 lb.

765. At manoeuvres, when personal baggage is to be carried by military or hired transport, the scale will be as authorized by the director of the manoeuvres, but not greater than that laid down in the Field Service Manuals.

SECTION X.—CEREMONIAL AND PRECEDENCE.

PRECEDENCE OF CORPS.

766. (a.) The following is the order of precedence of corps in the Military Forces of the Dominion :—

- (1.) The N.Z. Staff Corps and N.Z. Permanent Staff.
- (2.) The Royal N.Z. Artillery.
- (3.) The N.Z. Permanent Air Force.
- (4.) The N.Z. Permanent Army Service Corps.
- (5.) The N.Z. Army Medical Corps.
- (6.) The N.Z. Army Ordnance Corps.
- (7.) The N.Z. Army Pay Corps.
- (8.) The General Duty Section of the N.Z. Permanent Forces.