

- (f.) He will be a sub-accountant, and be responsible for the proper carrying-out of all regulations and instructions regarding the accounting for stores, in so far as they apply to him :
- (g.) He will assist in the care of all drill-halls, rifle-ranges, and Defence buildings in his sub-area, and carry out such other duties as may be allotted to him by the Area Officer.

Quartermaster-sergeants of Units and Areas.

50. The quartermaster-sergeant of an area will be under the orders of the Area Officer, and the quartermaster-sergeant of a unit under the orders of the Adjutant. They will carry out the following duties :—

- (a.) They will be responsible for the proper carrying-out of all regulations and instructions regarding the accounting for stores in so far as they apply to them :
- (b.) They will assist with training when ordered to do so :
- (c.) They will keep the unit state ledger, and prepare all forms connected with transfers :
- (d.) They will be responsible that the cards and filing systems are correctly kept :
- (e.) They will carry out such other duties as may be allotted to them.

51. Officers, warrant officers, and non-commissioned officers of the Permanent Forces will at all times keep in touch with the Civil authorities, and enlist their sympathy in the moral, social, and physical welfare of the Military Forces under their charge. They will organize games and competitions, and generally endeavour to make the training as interesting and instructive as possible. They will keep a diary showing the itinerary and the duties performed during the month.

B. OFFICERS OF THE TERRITORIAL FORCE.

Brigade Commander.

52. An Officer Commanding a Brigade of the Territorial Force will be responsible to the O.C. Command for the discipline, training, and administration of his brigade and units attached thereto.

Commanding Officer of a Unit.

53. A Commanding Officer will be responsible to the Brigade Commander, or to the O.C. Command when there is no Brigade Commander, for the following duties :—

- (a.) He will be responsible for the maintenance of discipline, efficiency, and administration of the unit under his command. He should possess a thorough practical knowledge of military law, and of all rules and military regulations, and should exact from officers and men implicit obedience to regulations. He is not only to enforce by command, but to encourage, by example, the energetic discharge of duty.
- (b.) He will pay particular attention to the preservation of the health of the troops. The responsibility for efficient supervision and for the remedy of sanitary defects rests upon Commanding Officers, and through them, upon the subordinate Commanders. Medical Officers are charged with advising all Commanding Officers on the subject, and the latter will incur grave responsibility if such advice is neglected without adequate reason.
- (c.) He will be responsible that the unit is properly clothed and equipped in accordance with authorized scales, that the equipment and other stores on issue to his unit are in a serviceable condition, and that all transactions in stores ordered by him are in accordance with regulations or instructions on the subject.
- (d.) He will, whenever armed parties are called out for the performance of any unusual duties, personally ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the service they may be called upon to perform :
- (e.) He will cause every order and circular issued for general information and guidance either to be republished in Regimental Orders or otherwise circulated throughout his unit. He will afford all officers under his command every facility for becoming acquainted with changes in the regulations and orders. He will make it known that ignorance of published orders cannot be admitted as an excuse for their non-observance. He will ensure that orders relating to soldiers' pay and accounts, or to any matter requiring special explanation, are read and explained to them immediately such orders are received, and that those of a more important nature are read to them on three successive parades. He will ensure that every circumstance which in any way affects a man's pay or service is to be published in Regimental Orders, Part II, immediately after its occurrence.
- (f.) He will be responsible for the proper application of and accounting for all regimental funds, and will supervise and control the committees formed for their management.

- (g.) He will be responsible that officers are thoroughly instructed in their duties, and prepared for examination and promotion.
- (h.) He will from time to time direct Field Officers and Captains to take command on parade, and to exercise the unit. He will encourage subaltern officers to qualify for the duty of Adjutant, and will afford them every facility for so doing.
- (i.) He will bring specially to the notice of an inspecting officer any officers who may be distinguished for proficiency in their duties ; he will also bring to notice those who, from incapacity or apathy, are deficient in the knowledge of their duties, or do not afford him that support which he has a right to expect, or who conduct themselves in a manner injurious to the efficiency or credit of the unit.

Officer in Temporary Command.

54. An officer in temporary command of a unit will not issue standing orders, nor alter those which are at the time in force, without reference to the Commanding Officer, nor authorize the application of regimental funds to any purpose other than the ordinary current expenditure. On the other hand, no orders will be issued by an officer while absent from and not in the exercise of command.

REGIMENTAL OFFICERS OTHER THAN COMMANDING OFFICERS.

Field Officers and Captains.

55. Field Officers and Captains will carry out the following duties :—

- (a.) They will make themselves thoroughly acquainted with the ability and attainments of all officers placed under their supervision.
- (b.) They will assist and support their Commanding Officers to the utmost in all matters relating to the efficiency and interior economy of their unit. In the absence of the Commanding Officer the senior regimental officer will act for him.
- (c.) They will keep nominal rolls, posted up to date, of their companies, &c., in which will be recorded all drills performed and all necessary information concerning the officers and other ranks under their command.
- (d.) They will, if commanding companies, &c., whether temporarily or otherwise,—
- (i.) Be charged with the care of equipment, ammunition, clothing, and public stores on issue thereto :
 - (ii.) Be responsible for proper provision of the men's messing and necessaries :
 - (iii.) Ensure the cleanliness of their men, and of their clothing, arms, accoutrements, barracks, and quarters :
 - (iv.) Be responsible for money received on account of their companies, &c., and ensure that such money is expended in conformity with regulations and with due regard to the interest of their men (NOTE : A non-commissioned officer is not to be subjected to the risk of loss by having public money placed in his charge) :
 - (v.) Hold kit-inspection when necessary :
 - (vi.) Before going into camp, instruct their men to provide themselves with a change of underclothing and socks, also with towel, comb, soap, shaving-gear, boot-laces, boot- and button-cleaning gear, &c., and suitable boots :
 - (vii.) On their own authority, assemble their men, as required, to attend a funeral of any officer or man belonging to the unit, or for drill or target practice, providing that no expense to the public is thereby incurred.

56. Subaltern officers will be under the orders of their Company, &c., Commander, and will carry out the following duties :—

- (a.) They will command and be responsible for the efficiency and care of the men under them, and that all orders affecting their men are read and explained to them :
- (b.) They will provide themselves with nominal rolls of their men, and make themselves thoroughly acquainted with all particulars regarding them :
- (c.) They will be periodically trained and instructed in the routine of the orderly-room and quartermaster's office.

Medical Officers.

57. The Medical Officer of a unit is responsible to the Commanding Officer for everything relating to the medical and sanitary service of the unit.

Quartermasters.

58. Quartermasters will be under the orders of the Commanding Officer, and will carry out the following duties :—

- (a.) They will be responsible for the cleanliness of the camp quarters, or barracks ;