

- (b.) They will attend to the billeting of the men and the laying-out of camp :
- (c.) They will superintend the loading and conveyance of the baggage of their unit when on the march :
- (d.) They will receive all rations, forage, and stores of every description, and issue and account for them according to regulations :
- (e.) They will be responsible for the proper keeping of the quartermaster's books.

59. The appointment of a quartermaster is one of great importance to the comfort and health of the soldier : Commanding Officers should therefore be most careful in their selection.

MISCELLANEOUS DUTIES.

INSPECTIONS.

60. With a view to testing not only the efficiency and capacity for command of the Commanding Officer, but also the readiness of the unit for war, including mobilization arrangements, each unit will be inspected and reported upon annually by the O.C. Command. The inspection will be divided into two parts :—

- (a.) In the field (to be held during the annual training in camp if possible)—for the purpose of ascertaining whether the unit is efficient in training and discipline.
- (b.) Administrative inspection (to be held at any convenient time during the year)—in order to ascertain that the whole of the ordnance, arms, ammunition, explosives, saddlery, vehicles, harness, pack-saddlery, equipment, and clothing authorized to be held on peace charge of units are in possession and maintained in a serviceable condition, and that the books and records are properly kept.

61. The inspection of a company, &c., in the field will be directed towards testing the capacity of individual officers, section-leaders, and non-commissioned officers to act as instructors and leaders, as well as the efficiency attained by the rank and file.

62. The annual inspection reports of an O.C. Command will be divided into two parts : (a) concerning the unit, (b) concerning officers and other ranks. Part (b) of this report will be confidential. The reports will be rendered so as to reach General Headquarters by the 1st June.

63. If an officer or soldier desires to bring any grievance to the notice of an inspecting officer he is to be afforded an opportunity of doing so.

64. Whenever an officer inspecting troops under his own command has occasion to mention in his report any defects or irregularities he will also state the orders given with a view to their rectification, and, if the occasion so requires, he will direct such orders to be embodied in the order-book of the unit. He will also state in his report in what manner and with what effect any orders issued at the previous inspection have been obeyed. In cases where it may be necessary to report or call attention to any orders previously given, full particulars relating thereto will form part of his report.

65. An inspecting officer, not being O.C. Command, or Staff Officer acting on his behalf, is not to interfere either with orders or regulations laid down in the command, or with the immediate control and supervision of the O.C. Command.

66. Inspections will also be carried out by officers from General Headquarters as may be ordered.

DUTIES OF INSPECTING OFFICERS.

67. An Inspecting Officer from General Headquarters will report direct to the General Officer Commanding, at the same time forwarding a copy of his report to the O.C. Command concerned. He will see that the methods of training make for uniformity. He will satisfy himself that the instructions in the training-manuals are adhered to, and will point out any deficiencies, errors, or omissions in these works.

68. The inspection will be divided into three parts—

- (a.) In the field (to be held during the annual training)—for the purpose of ascertaining whether the unit is efficient in training and discipline :
- (b.) Administrative inspection (to be held at any convenient time during the year)—in order to ascertain that the arms, clothing, and equipment are sufficient and in good order, and that the books and records are properly kept.
- (c.) In special subjects—*i.e.*, subjects not common to all arms (to be held when convenient).

69. The inspection in (a) and (c) of para. 68 will include the following subjects, as far as applicable to the branch of the service to which the unit belongs : Drills ; fire discipline ; physical training ; sword exercises ; revolver practice ; machine-gun drill ; signalling ; range-finding ; musketry efficiency ; field firing ; judging distance, or other musketry practice ; field manœuvres ; and the subjects prescribed in the annual course of training.

70. An inspecting officer will record his opinion on the technical efficiency of the officers, warrant officers, and non-commissioned officers of a unit, and on the capacity of the officers, section leaders,

and non-commissioned officers generally to act as instructors and leaders of their men. This part of the report will be confidential. He will also record his opinion upon the handling of recruits, the class of recruits, the standard and system of training, &c.

71. An inspecting officer will also report on the horses of a unit and quality of remounts ; on the condition of the armament and arms ; the suitability, condition, and completeness of equipment, especially the technical equipment ; the condition and suitability of clothing ; the regimental books and system of book-keeping ; the mobilization arrangements ; and generally all that affects the readiness of the unit for war.

72. He will report upon any matter into which the General Officer Commanding instructs him to inquire. He will take note of and encourage suggestions for the improvement of training and for the promotion of efficiency, bringing to the notice of the General Officer Commanding any matters he may consider worthy of attention.

73. The inspecting officer of mounted regiments will forward a further report on the riding of officers and men, the condition and suitability of saddlery and harness, the horsemastership and system of stable-management, and such matters of interior economy as are peculiar to the mounted services.

74. The officer who inspects Light and Medium Artillery will also report upon ammunition columns and Artillery practice camps, and particularly upon the conduct and result of the annual gun practice. He will report whether the harness, saddlery equipment, and ammunition are complete ; whether important changes in material have been carried out ; whether artificers are properly trained and efficient ; and whether the equipment is uniform throughout. He will report upon the riding of officers and men, their horsemastership, the system of stable-management, and those matters of interior economy in which the Artillery as a mounted corps differs from the Infantry. His report on units will embrace the standard of efficiency attained in gunnery and fire discipline, range-finding, driving, and signalling (including telegraphy).

He will report upon the officers' knowledge of Artillery tactics and of the principles of co-operation with aircraft, and, in the case of Medium Artillery, the general principles as to counter-battery work and co-operation with observation groups and sound-ranging stations.

In the case of units equipped with mechanical transport, he will report on its condition and the efficiency of the mechanical-transport drivers.

75. The officer who inspects Coast Artillery will inspect all Coast Artillery units in their special duties. He will test their efficiency in Artillery tactics, gunnery, signalling, range-finding, electricity, use of the telephone, mechanism, &c. He will test officers, non-commissioned officers, and men as to their acquaintance with the part assigned to them in the local defence scheme, and, in the case of officers and non-commissioned officers, their ability to instruct their subordinates.

He will direct special attention to the accurate and rapid handling of guns and ammunition. He will, as far as possible, personally witness all Coast Artillery gun practice, and will add his remarks on the practice reports even in cases where he has not witnessed the practice. He will report generally on the results of the practice of each Coast Artillery battery.

He will report on the supply of armament and the efficient working of guns, mountings, and material, including movable armament, position-finding and other instruments, also the proper distribution and delegation of Artillery control.

He will inquire into the arrangements at each defended port for liaison with the Navy, and the procedure for regulating the maritime traffic at defended ports in time of war, and will see the regulations practised by day and night at his inspection. In conjunction with the Inspector of Engineers he will satisfy himself as to the efficient working of Defence electric lights.

76. The inspecting officer of Engineers will inspect all Engineer units in regard to their technical efficiency. In conjunction with the Inspector of Coast Artillery he will satisfy himself as to the efficiency of coast-defence works and electric lighting.

He will test the knowledge of officers, warrant officers, and non-commissioned officers of the Electric Light Section of Coast Artillery as to the part assigned to them in the local defence scheme, and their ability to instruct their subordinates, and will report whether the training of young officers is satisfactory.

He will report as to the condition and suitability of all Engineer warlike material. He will report as to the class of men in the ranks of Engineer units, especially as regards physique, education, and trade qualifications ; also whether the proper proportion of the various trades is being maintained ; and whether the tests for trade qualifications are uniform and sufficient.

77. The officer detailed to carry out the inspection of the N.Z. Corps of Signals will inspect the several units of the corps, and report upon the technical efficiency of the officers, warrant officers, non-commissioned officers, and men in their special duties ; the condition and completeness of all signal stores and technical equipment ; the system and uniformity of training throughout the several units ; and generally upon the standard of efficiency attained and readiness for war of the Signal Service.