

(2) Transport of Wounded within the Ship: Use of the Neil Robertson stretcher in getting casualties up from boiler-rooms (caution to be exercised in the use of the air-lock) and engine-rooms, and down from bridges and superstructures.

(3) Transport of Wounded Ashore and to other Ships: Use of the Service cot. Use of torpedo or other davit for lowering into boat. Provision of check-lines.

(4) Methods of Decontamination and Treatment of Gas Casualties: Selection and preparation of decontamination chamber. Accessibility of bathrooms. Space for dressing and treating casualties. Treatment of contaminated clothing. Decontamination of areas exposed to gas. Care of food and water supplies. Inspection of suspects.

(5) Keeping and rendering of Accounts and Returns: Method of labelling casualties. Reports of death. Necessary forms for sending cases to hospital. Demand for stores. Statistical returns.

(6) The Victualling of the Sick: Method of formation of a sick-mess. Drawing of money from Paymaster. Forms for expenditure of money drawn.

(7) The General Hygiene of a Ship: Chlorination of water. Efficiency of the ventilation. Airing of bedding. Extermination of vermin, rats, cockroaches, &c.

(8) The General Welfare and Health of Officers and Men: Vaccination, inoculations, weights, and chest examination. Mustering and examination of messes in cases where scabies and pediculosis have been found. Prophylaxis and treatment of V.D.

V. SYLLABUS FOR INSTRUCTION OF ACCOUNTANT OFFICERS.

(New Zealand Naval Reserve Regulations (Officers), 1936, Article 141.)

The following is a syllabus for the instruction of Accountant Officers, R.N.V.R., appointed for naval training. It has been drawn up on broad general lines as a basis for instruction, to be modified as necessary to meet the needs of each officer according to his previous experience.

Syllabus.

(1) Cash Duties: Sources of supply of money, &c. Cash-book, routine vouchers, and monthly cash account and summary.

(2) Pay Office: Ledger, entries in and closing of. Transfer-lists. Reports of movements of personnel. Allotments, remittances. Stationery and forms.

(3) Victualling, Clothing, Mess-traps: Sources of supply of provisions, clothing, mess-traps. Standard ration and general mess systems of victualling. Visit galley, preparing-room, servery, and bakery. Provision, clothing, and mess-trap books and accounts. Issue of provisions, clothing, mess-traps, &c. Manual of victualling (B.R. 93).

(4) Naval Stores: Principles and practice of central storekeeping system with special reference to forms S. 156, loan-lists for permanent stores, and test musters of stores. Instructions relating to the supply of naval stores in H.M. Ships (B.R. 4).

(5) Captain's Office: Service correspondence, registration, filing, and despatch of Captain's request-book. Service certificates. Punishment warrants. Naval Secretariat Handbook (B.R. 49).

(6) Cyphering Instruction: All Accountant Officers are, after confirmation as Paymaster Sub-Lieutenant, to be given as much instruction as possible in the syllabus laid down for officers of the Cypher Staff, to enable them to carry out routine duties efficiently under supervision and to qualify them for inclusion in the Cypher Staff.

During training the necessity for observing the strictest reticence on all matters connected with the work of the Cypher Staff is to be impressed on these officers.

(7) General: Paymaster Lieutenant-Commanders and Paymaster Commanders when under training are to understudy the Accountant Officer of the ship, as they are eligible to be placed in sole charge on mobilization.

Newly entered officers should be instructed in the rudiments of naval etiquette, discipline, and general organization as soon as possible after joining.

An attempt should be made to give Probationary Paymaster Sub-Lieutenants and Probationary Paymaster Lieutenants a rudimentary knowledge of all the duties of an Accountant Officer. After confirmation, instructions should be confined to one or two definite sections of the syllabus.