

# THE CADET HANDBOOK

A CONCISE GUIDE TO APPOINTMENT AND PROMOTION

BY

LIEUT. R. STUPART

FOR USE OF OFFICERS & NON-COMMISSIONED OFFICERS

IN THE COMMONWEALTH CADET FORCES

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## SECTION ROLL

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COMMONWEALTH CADET FORCES

BY

LIEUTENANT R. STUPART

*Author of "Infantry Pocket Book," "Guard and Sentry Duties,"  
"Rifle Exercises and Musketry Instruction for Cadets," etc.*

SECOND EDITION

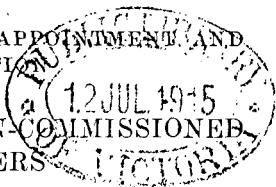
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# CADET HANDBOOK.

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## STATUTORY REQUIREMENTS.

All male inhabitants of Australia (excepting those who are exempted) who have resided therein for six months, and are British subjects, shall be liable to be trained, as prescribed, as follows:—

- (a) From 12 to 14 years of age, in the Junior Cadets;
- (b) From 14 to 18 years of age, in the Senior Cadets;
- (c) From 18 to 25 years of age, in the Citizen Forces;
- (d) From 25 to 26 years of age, in the Citizen Forces;

Provided that, except in time of imminent danger of war, service under (d) shall be limited to one registration or muster parade.

## REGISTRATION.

The training in the Senior Cadets shall begin on the first day of July in the year in which the persons liable reach the age of fourteen years, and shall continue for four years.

All persons liable to be trained shall attend at the prescribed times and places for inspection, and shall give such information as is prescribed, and shall submit to the prescribed medical examination.

Every person shall on his form of registration notify his address, and shall in the prescribed manner notify any change of address and the address so notified shall be deemed his place of abode for the purposes of the Defence Act..

Persons who change their address after making their

registration, or during their period of training, shall, within a period of thirty (30) days of such change, notify such change of address to the Area Officer concerned, or to the Area Officer of the new Training Area, if his new address is within any such Area.

All notices posted to a person's place of abode shall be deemed to have been delivered to him, and all printed notices exhibited at the post-office or prescribed place of the district in which his place of abode is, shall be deemed a notice to him.

### EXEMPTIONS FROM TRAINING.

The following shall be exempt from the training prescribed, so long as the employment, condition, or status on which the exemption is based is still continuing:—

- (a) Those who have been reported by the prescribed medical authorities as unfit for any naval or military service whatever.
- (b) Those who are not substantially of European origin or descent, of which the medical authorities appointed in that behalf under the regulations shall be the judges.

Provided that this exemption shall not extend to duties of a non-combatant nature.

- (c) School teachers who have qualified at a school of Naval or Military Instruction, or other prescribed course as Instructors or Officers of the Junior or Senior Cadets.
- (d) Members of the Permanent Naval or Military Forces.

Persons who are students at Theological Colleges as defined by the regulations, or theological students as prescribed, may, while they remain such students,



on application, be exempted by any prescribed authority from the prescribed training, but shall on ceasing to be such students undergo such equivalent training as prescribed, unless exempted by some provision of the Act.

The Governor-General may by proclamation grant a temporary exemption for a period not exceeding one year to—

- (a) Persons who reside outside the areas in which training is carried out;
- (b) Persons who reside at so great a distance from the places appointed for training that compulsory attendance at the training would involve great hardships.

For the present, persons who “are not substantially of European origin” may be trained in non-combatant duties as a separate squad—*i.e.*, they may be trained to perform duties of a clerical nature.

Uniforms will not be issued to them unless orders are given to that effect.

## ORGANISATION OF SENIOR CADETS.

All those liable to be trained as Senior Cadets shall be allotted to the Naval or Military Forces, and shall be trained in the elementary Naval or Military exercises, and in musketry on open ranges up to distances of 500 yards, and shall be organised in Naval or Military units.

Senior Cadets, not allotted to the Naval Forces, will be organised in battalions, each battalion being raised in a Battalion Area, and numbered according to the number of the Battalion Area in which it is raised.

Battalions will be divided into companies. Com-

panies, where necessary for training purposes, may be further divided into detachments.

The number of companies in a battalion will depend upon the number of Senior Cadets in a Battalion Area, and their local distribution.

The establishment of a company shall be—

1	Captain
2	Lieutenants
1	Colour-Sergeant
4	Sergeants
4	Corporals
4	Lance-Corporals
2	Buglers
102	Cadets

---

120 Total

Provided that where sufficient numbers are not available in one locality a company may consist of a less number, but the total for a company shall not be below 80; any less number shall be organised as a detachment.

## TRAINING.

The prescribed training shall be, in each year ending the thirtieth day of June, of the following duration:—

4	Whole-day drills
12	Half-day drills
24	Night drills.

Provided that the duration of a whole-day drill shall be not less than four hours, of a half-day drill not less than two hours, and of a night drill not less than one hour.

Provided also that the number and duration of

half-day and night drills may be varied by the substitution of other drills as prescribed of a total duration of not less than forty-eight hours.

This, with the sixteen hours from the prescribed four whole-day drills, make a total of sixty-four hours' training for the year.

## EFFICIENCY.

In order to be classified as efficient, a Senior Cadet is required to attend all compulsory drills called for the year, provided that a Senior Cadet who obtains leave of absence from a compulsory drill may attend an alternative parade of equal duration in lieu thereof and such attendance shall count for efficiency in the same manner as attendance at a compulsory drill.

A Senior Cadet who absents himself without leave from any compulsory drill shall (in addition to any pecuniary penalty to which he is liable) in order to become efficient, be required to attend two alternative parades of equal duration in lieu of each compulsory drill missed.

In addition to the attendance required in these regulations a Senior Cadet shall be required to attain a sufficient standard of proficiency before being classified as efficient.

Leave of absence may be granted by Commanding Officers but only in special cases. Such leave will be recorded on the authorised form. (The term "Commanding Officer" shall mean the officer commanding a battalion or detached company or detachment of Senior Cadets.)

Leave will be granted to Senior Cadets who are students at Technical Colleges and other Educational

Institutions when the time for conducting examinations draw near.

Those who attend Continuation or Night Schools will also if necessary be attached to a company which holds its parades on nights other than those on which they attend classes.

At the termination of each annual training in the Senior Cadets, each Cadet shall be classified by the officer appointed in that behalf as "efficient," or "non-efficient."

Those who are classified as "non-efficient," either for failure to attend during the prescribed period, or because they have not attained a sufficient standard of efficiency, shall be required to attend an equivalent additional training for each year in which they are "non-efficient."

### NON-ATTENDANCE.

No employer shall prevent, or attempt to prevent, any employé who is serving or liable to serve in the Cadets or Citizen Forces, and no parent or guardian shall prevent any son or ward who is serving, or is liable to serve, from rendering the personal service required of him, or from attending any camp of instruction appointed to be held by the Headquarters of the Commonwealth or any Military District, and no employer shall in any way penalize or prejudice in his employment, or attempt to penalize or prejudice in his employment, any employé for rendering or being liable to render such personal service, or for attending such camp, either by reducing his wages or dismissing him from his employment or in any other manner:

Provided that this section shall not be construed to require an employer to pay an employé for any time

when he is absent from employment for the purpose of training.

Penalty: One hundred pounds.

In any proceedings for any contravention of this section, it shall lie upon the employer to show that any employé, proved to have been dismissed or to have been penalized or prejudiced in his employment, or to have suffered a reduction of wages, was so dismissed, penalized, or prejudiced in his employment or reduced for some reason other than for having rendered or being liable to render the personal service required of him or for attending the camp.

Every person, who in any year without lawful excuse evades or fails to render the personal service required by the Defence Act, shall be guilty of an offence, and shall, in addition to the liability to be classified as "non-efficient," be liable to a penalty not exceeding One Hundred Pounds.

Every person who, being a person liable to training under the Defence Act:

- (a) Fails, without lawful excuse, to attend a compulsory drill; or
- (b) Commits a breach of discipline while on parade,

shall be guilty of an offence, and shall, in addition to the liability to be classified as "non-efficient," be liable to a penalty not exceeding Five Pounds.

Any penalty under this section may be recovered summarily on the information or complaint of a prescribed officer. In addition to any penalty imposed, or (where the Court is of opinion that the imposition of a penalty would involve undue hardship), in lieu of must pass at either of such examinations, or the one next following, which, however, must exceed a

imposing any penalty, the Court may, if it thinks fit, commit the offender to confinement in the custody of any prescribed authority for such time not exceeding twenty days, as it thinks fit, or for a time corresponding in duration to the time which, in the opinion of the Court, would be taken up in rendering the personal service required.

Any person committed to the custody of a prescribed authority, in pursuance of this authority, may be detained by that authority at any prescribed institution or place, and while so detained shall be subject to the regulations governing that institution or place, and to training and discipline as prescribed.

It shall not be necessary for the confinement to be continuous; but the person having the custody of the offender may (subject to the regulations) release him for such periods, and call upon him to return to custody at such times, as he thinks fit; to the intent that he may follow his occupation, and that the times and periods of his confinement may correspond, as nearly as practicable, with the times and periods which he ought to have occupied in rendering personal service.

Any person detained in any prescribed institution or place in pursuance of this section who escapes therefrom, or who being released from custody fails to return thereto, may be arrested without warrant by any prescribed person, and taken back to the institution or place, and may on the application of any prescribed officer be ordered by any Court of summary jurisdiction to be detained for such additional period not exceeding twenty days as the Court thinks fit to order.

Every person who, without lawful excuse, evades or

fails to render the personal service required, shall, unless and until he has performed equivalent personal service as prescribed, be and remain ineligible for employment of any kind in the public service in the Commonwealth.

Any member may be dealt with by his Commanding Officer for absence from even a single parade, under the disciplinary clauses of the Acts and Regulations, if it should appear to him that the circumstances of the absence constitute a breach of discipline.

## UNIFORM.

Senior Cadets shall wear such uniform as is prescribed.

Uniform will be issued free, and will be given out as follows:—

	At commencement of 1st Year of Service.	3rd Year of Service.
Military Shirt, Khaki woollen	1	1
Boots, ankle, brown, pairs	1	1
Breeches, Cord, woollen, pairs	1	1
Hat, with band and strap ..	1	1
Putties, pairs .. ..	1	1

Uniform will be worn at all parades and drills.

The wearing of uniform except when on military duty or when proceeding to or from parade is prohibited.

Badges and chevrons of rank will be prescribed for similar ranks in the Citizen Forces, and will be in accordance with patterns approved by the Military Board.

**Belts, Pouches and Numerals** will be issued to Cadets for use only in the Area in which they

train; on removing to another Area these must be at once returned to the Area Office from which the Cadet obtained them.

**Belts.**—Must not be darkened with stain.

When properly put on the end without the buckle should point to the left.

**Shirts.**—All pockets should be buttoned up, also front of shirt.

**Putties.**—These must be carefully put on and not turned down at the top.

**Pouches.**—Must always be worn when in uniform.

**Hats.**—The left side may be hooked up or not as may be ordered.

The crown is not to be indented.

**Numerals.**—To be affixed in the centre of the front of the hat; the bottom edge of the numeral is to be one inch above the top edge of the band.

Buckle, numeral and stud on pouch to be kept bright and clean.

## DISCIPLINE.

Members of the Senior Cadet units shall, at all times when on duty or in uniform, be subject to military law.

For purposes of discipline a member of a Senior Cadet unit shall be considered to have been on duty although not in uniform, in respect to any act done, or omitted to be done, by him in a military capacity, or with intentional reference on his part to his military capacity.

The regulations dealing with military offences and scale of punishments prescribed for the Citizen Forces shall, as far as they may be applicable, be applied to



members of Senior Cadet units, provided that no such member shall be discharged for a military offence or be subject to trial by court-martial, but in lieu of court-martial shall be liable to be brought before a Court of Summary Jurisdiction.

It shall be an offence for a Senior Cadet to have in his possession any intoxicating liquor, cigarettes, or material for making same, when in uniform, on duty, or on parade, or in any place used for military purposes; nor shall any Senior Cadet be permitted under the like circumstances to use tobacco in any form, or have it in his possession, unless the parent or guardian of such Senior Cadet has notified his consent in writing to the Commanding Officer.

It shall be a punishable offence for any person or persons who shall in any way supply a Senior Cadet whilst in uniform with intoxicating liquor.

## PROMOTION.

Promotion to the rank of non-commissioned officer and 2nd Lieutenant shall ordinarily be from those who are serving in the ranks of the Senior Cadets, and the appointments and promotions allotted to those in the next lower grade who are the most successful in competitive examinations.

Candidates with less than two years' service in the Senior Cadets shall not be promoted to corporal, or to sergeant and 2nd Lieutenant with less than three years' service.

Officers commanding battalions will appoint Boards consisting of not less than three officers, of whom one shall be the Area Officer, to conduct the competitive examination of candidates for promotion up to the rank of 2nd Lieutenant.

Non-commissioned officers will be appointed by Officers commanding battalions.

No non-commissioned officer shall be appointed or promoted until he has passed such competitive examination as may be from time to time authorised, provided that in cases of necessity appointments or promotions may be made temporarily, pending the holding of the examination.

## OFFICERS.

In the event of there not being a sufficient number of qualified candidates for the rank of 2nd Lieutenant, and in the case of all higher ranks, the following regulations for appointment shall apply.

Applications for first appointment to first commissions in the Senior Cadets should be made by candidates on Form A 22 to the Commanding Officer of the Battalion to which appointment is sought, the Commanding Officer will forward same with his recommendation to the District Commandant for submission to the Military Board.

First appointments will, as a rule, be made to the rank of Lieutenant.

Officers shall not be usually appointed to the Senior Cadets until they have passed the prescribed examination, but persons who have not passed that examination may be appointed "provisionally" as an officer of that rank.

Officers provisionally appointed must present themselves for examination at the first or second half-yearly examination subsequent to their provisional appointment, except under special circumstances approved by the Military Board, or where a less period is prescribed in these regulations. They

period of eighteen months from date of provisional appointment. If successful, and if satisfactorily reported upon by their respective Commanding Officers, the provisional appointments may then be recommended for confirmation.

Officers who fail to qualify as above shall be recommended by District Commandants to be retired, having failed to qualify under Section 15 DA.

## SYLLABUS OF EXAMINATION.

### **For Appointment and Promotion of Officers and Non-commissioned Officers.**

#### **I.—Examination up to the Rank of Second Lieutenant.**

1. Boards will be appointed as directed in U.T. Regulation 33.

2. Examination will be practical and oral only.

3. At the conclusion of the examination the Board will forward to the Battalion Commander the result of the same, showing the names of all the candidates in the order in which they passed for each rank.

4. The results of the candidates who pass will be published in Battalion Orders.

5. In recommending successful candidates for Commissions as 2nd Lieutenants, Battalion Commanders will certify on the C.M. Form A 22 that the provisions of Universal Training Regulation 33 have been complied with.

6. The subjects of the examination for the various ranks and the maximum marks allotted to each will be—

- (a) Regimental Duties (50 marks) for ranks of Colour-Sergeant and 2nd Lieutenant.
- (b) Drill (100 marks) for all ranks up to 2nd Lieutenant.

**(a) REGIMENTAL DUTIES.****For Rank of Colour-Sergeant.**

SUBJECT.	TEXT BOOKS.
Organization and training of Senior Cadets; appointment and promotion of Senior Cadets to be non-commissioned officers and officers; discipline	U.T. Regulations, Part III., 25-33, 44-48.

**For Rank of Second Lieutenant.**

Registrations; inspection and medical examination; exemption; organization and training of Senior Cadets; appointment and promotion to be non-commissioned officers and officers; officers generally; discipline; uniform and equipment; allowances; competitions	U.T. Regulations, Part II. and III.
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**(b) DRILL.****For Rank of Corporal.**

Squad Drill without arms ...	Infantry Training, 1911, Secs. 15-49.
" " with arms ...	* Rifle Exercises and Musketry Instruction for Cadets Chap. II.
Firing Instruction ...	Rifle Exercises and Musketry Instruction for Cadets, Chap. IV.
Care of Arms ...	Rifle Exercises and Musketry Instruction for Cadets. Chap. II.
Section Drill ...	Infantry Training, 1911, Secs. 82-92.

\*Rifle Exercises and Musketry Instruction for Cadets, Price, 6d.

**For Rank of Sergeant.**

As for Corporal, and—

SUBJECT.	TEXT BOOKS.
Musketry Exercises ... ..	Rifle Exercises and Musketry Instruction for Cadets. Chap. III.
Musketry Course, Senior Cadets	Rifle Exercises and Musketry Instruction for Cadets. Chap. III.
Acting as Section and Half-company Commander in Company drill... ..	Infantry Training, 1911, Secs. 93-99.

**For Rank of Colour-Sergeant.**

As for Sergeant, but of a higher standard.

**For Rank of Second Lieutenant.**

As for Colour-Sergeant, and—

Company Drill ... ..	Infantry Training, 1911, Secs. 93-99.
Guard and Sentry Duties ...	* Guard and Sentry Duties.

**II.—Examinations for the Rank of Lieutenant, Captain, and Major.**

1. The examination will be practical and oral.
2. The Boards appointed by the District Commandant will be composed of one or more officers of the Permanent Forces and an Area Officer.
3. Examinations will usually be held twice in each year in the various localities.
4. When there is more than one candidate at any locality, arrangements will be made so that, while the examination in the oral test is being conducted,

\* Guard and Sentry Duties. By Lieut. R. Stupart. Price, 9d.

candidates will be unable to communicate the nature of the questions to one another.

5. The names of the officers who pass the examination, the rank for which they were examined, together with the marks obtained in each subject and the aggregate, will be published in District Orders.

6. To pass, officers will be required to obtain not less than 50 per cent. of the maximum marks for each subject. To obtain "Special Mention" an officer must pass in each subject at one examination and obtain not less than .8 marks on the aggregate.

7. The subjects of the examination will be—

- (a) Regimental Duties.
- (b) Drill and Field Training.
- (c) Map Reading.

8. The maximum marks allotted for each subject will be 100.

9. The following certificates will be accepted in lieu of examination in the subjects for which the certificates were given, for the ranks of Lieutenant, Captain, and Major:—

Drill.—A "good" certificate obtained within two years of the date of examination at a School of Instruction for Infantry in lieu of the examination in "Drill."

Map Reading.—A "good" certificate obtained within five years of the date of the examination at a School of Instruction in Map Reading and Field Sketching, in lieu of examination in "Map Reading."

**(a) REGIMENTAL DUTIES.**

**For Ranks of Lieutenant, Captain, and Major.**

**Defence Acts and Regulations.**—An examination in knowledge of the Defence Act, as far as it relates to the training and efficiency of Senior Cadets, and the Regulations for the organisation and training of Senior Cadets, to consist of oral questions and answers. The questions will be prepared for each examination by the President of the Board, on Parts V., XII., XIII., XIV., and XV. of the Defence Act, and the Regulations and Instructions contained in Parts I., II., and III. of Regulations for Universal Training.

**(b) DRILL AND FIELD TRAINING.**

**For Rank of Lieutenant.**

SUBJECT.	TEXT BOOKS.
Squad Drill without arms ...	Infantry Training, 1911, Secs. 15-49.
Squad Drill with arms ...	Rifle Exercises and Musketry Instruction for Cadets. Chap. I.
Section Drill ...	Infantry Training, 1911, Secs. 82-92.
Company Drill ...	Infantry Training, 1911, Secs. 93-99.
Care of Arms, Musketry Instruction and Rifle Exercises	Rifle Exercises and Musketry Instruction for Cadets. Chap. II., III., and IV.
Theory of Rifle Fire and its practical application, Visual Training and Ranging ...	Musketry Regulations, 1912, Part I., Secs. 17-35, 65-68.
Ceremonial ...	Manual of Ceremonial. Sections 67, 69, 127, 131, 133.

## SYLLABUS OF EXAMINATION.

**For Rank of Captain.**

As for Lieutenant, and in addition—

SUBJECT.	TEXT BOOKS.
Battalion Drill ... ..	Infantry Training, 1911, Secs. 100-113.
Training in Field Operations ...	Infantry Training, 1911, Secs. 170-177.

**For Rank of Major.**

As for Captain, but of a higher standard.

**(c) MAP READING.****For Rank of Lieutenant.**

The examination will include a few simple practical tests in—

- Setting a map,
- Definition of terms used,
- Conventional signs,
- Recognition of hill features,
- Identifying observer's position on a map,
- Measuring distances.

**For Ranks of Captain and Major.**

As for Lieutenant, but of higher standard.

**SYLLABUS OF TRAINING.**

The following syllabus of training for Senior Cadets is published for the guidance of all concerned and will be adhered to as closely as local conditions permit.

In order that the syllabus may be followed, it will be necessary to train the different quotas separately as far as possible in companies or sections.

This may not be practicable in many small training localities, and in these cases Brigade Majors and Area Officers will see that the instruction is carried out on progressive lines and as far as possible in accordance with the syllabus.



This syllabus covers the time available at compulsory parades only. The syllabus for voluntary parades should be arranged by the Area Officer and cover the same work for each quarter as is laid down in this syllabus.

The programme of parades (C.M. Form M.14) will be made out to show under different headings the time allotted to each subject.

### SENIOR CADETS.

#### First Year of Service.

Nature of Training.	Hours allotted	Remarks.
Physical Training ...	13	Manual of Physical Training, 1908. 20 minutes each drill.
Squad Drill, without arms and semaphore signalling	12	Infantry Training, 1911, Secs. 15-49.
Squad Drill, with arms and care of arms	14	*Semaphore Made Easy. Rifle Exercises and Musketry Instruction for Cadets. Chap. I. and II.
Section Drill ... ..	10	Infantry Training, 1911, Secs. 82-92.
Musketry Instruction and exercises	15	Theoretical instruction in accordance with Musketry Regulations, 1909, Part I., Secs. 36-60 and 65-69; Rifle Exercises and Musketry Instruction for Cadets, and Tests of Elementary Training laid down in M.R., 1912, Part I., Secs. 64, as applicable to .310" rifle.
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\* Semaphore Made Easy. Price, 9d.

**Second Year of Service.**

Physical Training ...	13	Manual of Physical Training, 1908, 20 minutes each drill.
Squad Drill without arms and semaphore signalling	8	Infantry Training, 1911, Secs. 15-49.
Squad Drill with arms ...	8	Rifle Exercises and Musketry Instruction for Cadets.
Section Drill ... ..	8	Infantry Training, 1911, Secs. 82-92.
Company Drill ... ..	12	Infantry Training, 1911, Secs. 93-99.
Musketry Instruction ...	15	Theoretical Instruction in accordance with Musketry Regulations, 1909, Part I., Secs. 36-60 and 65-69; Rifle Exercises and Musketry Instruction for Cadets, and Tests of Elementary Training laid down in M.R., 1909, Part I., Secs. 64, as far as applicable to .310" rifle.

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**Third and Fourth Year of Service.**

Physical Training ...	13	Manual of Physical Training, 1908. 20 minutes each drill.
Squad Drill without arms and semaphore signalling	8	Infantry Training, 1911, Secs. 15-49.
Squad Drill with arms...	5	Semaphore Made Easy. Rifle Exercises and Musketry Instruction for Cadets.
Section Drill ... ..	8	Infantry Training, 1911, Secs. 82-92.
Company Drill .. ..	12	Infantry Training, 1911, Secs. 93-99.
Musketry Instruction ...	10	Musketry Regulations, 1909, Part I, Secs. 36-60 and 65-69, as far as applicable to .310" rifle; Rifle Exercises and Musketry Instruction for Cadets, and Tests of Elementary Training laid down in Musketry Regulations, Part I, Sec. 64, as far as applicable to .310" rifle.
Range Practice ... ..	8	Musketry Course, Senior Cadets

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## DUTIES.

### Colour-Sergeant.

He is responsible to the officer commanding the company for discipline, and that none of the cadets appear on parade unless correctly dressed, until he has first reported the matter to his company commander.

He must report to him any neglect or disobedience of orders on the part of the non-commissioned officers and cadets.

He must perform any clerical duties that are allotted to him in connection with his company, such as keeping an attendance roll correctly entered up.

He must see that the section leaders are in possession of a roll having the name of every cadet in it who belongs to their section, and that the attendances are correctly marked therein.

He must himself have a roll of the company kept up to date and make a note of every change of address in it.

He must have markers fallen in and placed at the correct distances apart, ready for the company to fall in on at least five minutes before "fall in" sounds.

He must see that, unless otherwise ordered, the company falls in in four sections, and that each section is under a senior non-commissioned officer other than himself.

He should give any orders it may be necessary for him to give clearly and in such a way that they may at once be understood, and on no account allow or enter into any argument in connection therewith, but at once report any such matter to superior authority.

**Sergeants and other N.C.O.'s. '**

They should have in their possession a Roll Book containing a roll of their section entered and up to date, and be thoroughly conversant with its contents, as also any orders from their company or half-company commanders bearing on their duties; they will enforce obedience from those under their command, performing their own duties with firmness, tact and discretion, and at once report to higher authority when anything occurs which renders it necessary.

If section leaders when the "fall in" sounds they must see that the cadets of their section fall in quietly and smartly, call the roll, inspect the cadets and see that all are correctly dressed, reporting any who are not to their half-company commander or the colour-sergeant, number off the section, divide it into two squads when necessary, each under a non-commissioned officer if possible, prove the section smartly and have it ready to take its place in the company on parade without undue delay.

They must also make themselves specially acquainted with the cadets of their section, knowing their addresses and at once making a note of any change, learn their temperament, habits and ability.

They must do their utmost to encourage the habit of obedience to orders, punctuality on parade, and attention to duty amongst the cadets, by setting the example themselves, and being sure when they give any orders that they are distinctly heard and can be understood.

They must on no account permit or enter into any argument in regard to any order that may have been given by them in the performance of their duty.

## GUARDS AND SENTRIES.

### Guards.

When guards turn out they will fall-in with sloped arms. When the guard is commanded by an officer, he will be three paces in front of the centre of the guard, and other officers will take post as in line; when by a N.-C.O., he will fall-in on the right of the guard.

Guards, including reliefs, rounds and patrols, will march with sloped arms and bayonets fixed. In wet weather, arms will be carried at the "secure."

Guards, rounds and reliefs on the march meeting any persons entitled to a salute will pass on at "sloped arms," paying the compliment of "eyes right," or "eyes left" as required.

Guards turn out—

1. At the commencement of retreat, tattoo and reveille sounding, when they will be carefully inspected by their respective Commanders.

2. To their Commanding Officer, irrespective of rank, when in uniform, once a day, and present arms.

3. To armed parties approaching their post by day or night; if an armed corps,\* they present; to other armed parties they stand with sloped arms.

4. To all officers senior to their Commanding Officer, presenting arms.

5. At all times in case of "alarm."

6. To grand and visiting rounds when required.

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\* By the expression "armed corps" is meant a regiment of Light Horse, a battery of artillery with its guns, a brigade of artillery without guns, garrison artillery of not less than two companies, engineers of not less than four companies, a battalion of infantry with or without colours.

Guards do not pay compliments:—

1. Between the sounding of “retreat” and “reveille,” except to grand rounds, to whom they present arms.

2. To officers or parties passing in rear of the guard-room or tent, in which case the guard will turn out and stand with sloped arms facing the front.

When officers or persons entitled to a salute pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the Senior Commander.

### **Reliefs.**

When the ground admits, a new guard will advance in line towards the front of the old guard, and halt at fifteen paces distance, or six paces from the left of the old guard, facing in the same direction.

The old guard will then present arms, and the new guard return the compliment; both guards in succession will slope, order and stand at ease.

The guard is then told off, and the first relief sent out, accompanied by a corporal from the old guard, who marches at the head of the relief (if in file), or on the left (if in line), the corporal of the new guard marching on the right of the rear file or man (if in file), or on the right (if in line). As soon as all the sentries are relieved the corporals change places.

While the sentries are being relieved, the commander of the new guard will take over all Government property in charge of the guard, according to the list on the guard report.

When the reliefs have returned, and all the men of the old guard have fallen in, both guards will slope arms. The old guard will then move off, the new guard presenting arms. As soon as the ground is

clear the new guard marches on to that occupied by the old guard, the orders are read to them, and they are then dismissed to the guard room or tent. In severe weather, sentries who should be relieved every two hours may be relieved every hour.

### **Visiting Guards.**

Garrison and brigade guards are visited only by field officers detailed by the garrison or brigade.

Regimental guards (viz., a guard furnished by a regiment for the protection of its own property, etc.) are visited by the captain and subaltern of the day detailed by their own regiment.

### **Posting Sentries.**

Sentries, when moving, are to do so at the slope.

On the approach of the relief, the sentry, with sloped arms, will place himself in front of the sentry box.

The relief is halted at about two paces from the sentry, the new sentry moving out and placing himself on the left of the old sentry, facing in the same direction; the old sentry will give over his orders, the corporal seeing they are correctly given and understood.

The word "pass" will then be given, on which the old sentry moves to his place in the relief, the new sentry closing two paces to his right.

When all the sentries are relieved, the N.-C.O. will march the old relief to the guard and report to the Commander, who will inspect the men and dismiss them.

When a sentry is posted on a new post, he will be halted and turned in the required direction, the

corporal reading over to him his orders, and also point out the front and extent of beat, etc.

Sentries must not quit their arms, lounge or converse with anyone on any pretence.

### **Sentries Challenging.**

1. A sentry will only challenge a person or party approaching his post when it is necessary for his own safety, when he is doubtful as to whether the person or party approaching is authorised to pass, when it is ordered for a special reason, such as in the case of a sentry posted on a fortress or prison, or when there is a countersign to be delivered.

2. When challenging on the part of a sentry is necessary, it will be carried out as follows:—

- i. When a person or party approaches the post, the sentry will, as soon as the person or party is within speaking distance, call out, *Halt—Advance one*; or (*Halt—Advance one, and give the countersign*); at the same time coming to *On Guard*, but without drawing back the right foot; if the person or party approaching gives a satisfactory reply, the sentry will say *Pass friend, All's well*; remaining *On Guard* till the person or party has passed.
- ii. If in answer to the challenge the sentry receives the reply **GRAND** (or **VISITING**) **ROUNDS**, he will call out *Stand Grand* (or *Visiting*) *Rounds*; *Advance one* (or *Advance one and give the countersign*), the sentry remaining *on Guard* until he has identified the person approaching or until he has received the countersign. When satisfied the sentry will say *Pass Grand* (or *Visiting*) *Rounds*;



*All's well*; presenting arms as they pass in the case of grand rounds, sloping arms as they pass in the case of visiting rounds.

Where challenging is unnecessary grand or visiting rounds will inform the sentry as to their identity on approaching his post, the sentry presenting arms in the case of grand rounds and remaining at the slope in the case of visiting rounds.

### **Guards Turning out at Night.**

1. Where the sentry is not directed to challenge, grand or visiting rounds will inform the *sentry* as to their identity on approaching his post, the sentry will then call: *Guard—turn out*. The guard will fall in with bayonets fixed and arms sloped, and the commander will call out: *Advance, Grand (or visiting) Rounds, All's well*. To grand rounds he will present; to visiting rounds he will remain at the slope.

2. Where the sentry challenges and there is no countersign to be delivered the same procedure as above will be observed, the sentry turning out the guard on receiving the reply GRAND (*or VISITING*) ROUNDS to his challenge.

3. If there is a countersign to be given, a corporal or sergeant with a flank file of the guard will double out, and when about ten paces from the rounds will order the file to halt, bring them to *On Guard*, and will then give the challenge: *Who comes there?* The reply will again be, GRAND (*or VISITING*) ROUNDS; the non-commissioned officer calling: *Stand, Grand (or visiting) Rounds; Advance one and give the countersign*. Rounds will then in a low voice give the countersign, which the non-commissioned officer alone

will carry, in double time, for verification to the commander of the guard. If correct the commander of the guard will call out, *Advance, Grand (or visiting) Rounds; All's well.* The file will then double back to the guard, and rounds will advance to the guard, which will present arms to grand rounds.

### **Sentries Paying Compliments.**

On the approach of an officer, when he is at least fifteen paces distant, a sentry, if on the march, will halt, and turn to the front; if standing at ease, he will come to attention and "slope." To field officers and other officers of the Army and Navy entitled to the salute, he will present arms.

To all armed parties, whether they are commanded by an officer or not, a sentry will present arms, and the party will return the compliment by the command, "eyes right," or "eyes left." Parties with side arms are to be considered as armed parties.

To all unarmed parties a sentry will stand at the slope, unless they are commanded by field officers, in which case he will present; in return, the commander of the party will give the word, "eyes right," or "eyes left," as the case may be, and salute, and having passed him, "eyes front."

Parties marching with arms at the secure, and parties with side arms, will pay and return compliments as unarmed parties.

Sentries will not present arms to any officer or armed party (except grand rounds) after sunset; but as long as they can discern an officer, they will come to their front on his approach, and stand steady with sloped arms till he has passed.

Sentries in their sentry-boxes will salute by coming smartly to attention.

Sentries on outpost duty pay no compliments.

N.-C. Officers in command of, or with, guards, will present arms with their guard.

## WHISTLE BLASTS.

**To draw attention to a signal about to be made.**—A short blast.

On this signal sounding every man will look towards his commander, and remain looking at him until he makes a signal, and then act at once.

**Close.**—When trees, bush, darkness or fog prevent a signal being seen, a succession of short blasts.

**Alarm or Turnout.**—A succession of alternate long and short blasts.

## SIGNALS.

**Advance or Forward.**—Swing the arm from rear to front below the shoulder.

**Turn about and move off in the new direction.**—Arm circled well above the head, hand open.

**Quick Time.**—Hand raised in line with the shoulder, elbow bent and close to the side.

**Double.**—The closed fist moved up and down between your shoulder and thigh. Upper part of arm close to body. Lower part at right angles to your side and pointing to right or left according to which arm is used.

**Halt.**—Arm raised to full extent above head. Hand to be open, palm to the front, fingers close together.

**Incline.**—Extend your arm in line with your shoulder and make a turn in the required direction with your body, bringing the arm with it.

**Wheel.**—Extend your arm as above and make a circular movement in the required direction, the arm to finish the signal by pointing in the required direction. When troops are in column this signal will mean “change direction.”

**Lie Down.**—Two or three movements of the open hand towards the ground, palm down, back of hand uppermost.

**Extend.**—From the centre: Arm raised to full extent over the head and waved a few times slowly from side to side, the hand to be open and to come down as low as the hips on both sides of the body.

To the right: Wave as above and finish by pointing to the right.

To the left: Wave as above and finish by pointing to the left.

The number of paces to which you will extend will be communicated to the nearest men by word of mouth and passed on by them to one another when in the field.

**Close.**—On the centre: Hand placed on the head, back of hand uppermost, elbow square to the right or left according to which hand is used.

On the right: As above and finish by pointing to the right.

On the left: As above and finish by pointing to the left.

**Reinforce.**—Arm swung from rear to front above the shoulder. (Reverse of advance.)

**No Enemy in Sight.**—Hold your rifle up at the full extent of the arm, gripping it at the small of the butt, muzzle uppermost.

**Enemy in Sight in Small Numbers.**—Weapon held up above, as if guarding the head.

**Enemy in Sight in Large Numbers.**—As above, but weapon raised and lowered frequently.

Signals should be made with whatever arm will show most clearly what is meant.

## SALUTING.

Cadets when in uniform or on duty will salute all officers whom they know to be such, whether the officers are in uniform or civilian attire.

When a cadet addresses an officer, he will halt two paces from him and salute. He will also salute before withdrawing.

When passing an officer a cadet will salute with the hand further from the officer; the hand being raised, and head and eyes turned towards him three paces before meeting him, and the hand lowered and head and eyes turned to the front three paces after passing him.

A cadet, if sitting when an officer approaches, will rise, stand to attention and salute. If two or more cadets be standing or sitting about, the senior N.-C.O. or oldest cadet will call the whole to attention and he alone will salute.

If two or more cadets are walking together, on passing an officer all will salute, taking the time from the cadet nearest the officer.

When appearing before an officer in a room, tent, or office, a cadet will salute without removing his head-dress.

A cadet carrying a cane or whip will place it smartly under the disengaged arm and salute.

A cadet without head-dress, or when carrying anything which prevents him from saluting properly, will, if halted, come to attention as an officer passes or addresses him. If walking, or on a bicycle, he will turn his head and eyes towards the officer in passing him.

Officers on all occasions salute with the right hand.

Officers will return all salutes; a salute made to two or more of them will be returned by the senior only.

Saluting with Arms.—When a cadet approaches an officer he will do so at the “slope,” halt two paces from him, at the same time striking the butt smartly below the small with the right hand, fingers and thumb extended and close together; after resting a pause of quick-time, he will cut the hand to the side. When passing an officer the hand to be raised as above, three paces from him (with the head and eyes directed towards the officer) and lowered three paces after passing him. If a cadet be “standing at ease,” he will come smartly to “attention” as an officer passes. A squad, or larger body, under a N.-C.O., if halted, will be called to “attention,” and the person in charge alone will salute. If marching, he will give the command “eyes right,” or “eyes left,” and he alone will salute.

Officers, N.C.O.’s and cadets in uniform will always salute the corpse when passing a funeral.

Officers and cadets passing a party carrying the “King’s colours” uncased, will salute the Commanding officer, if senior, as well as the colours.

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