

*Action by Officers Commanding Districts during Third Stage.*

1. Sort out the rolls of serving Volunteers and distribute them to Officers in Charge Area-groups, so that the necessary data may be at the latter's disposal for medical examination and posting when ordered.

2. Inform Officers in Charge Area-groups as to the total numbers of men for the different arms of the Territorial Force (including serving Volunteers) which their groups will probably have to supply—i.e., for Mounted Rifles, Field Artillery, Garrison Artillery, Engineers, Infantry, Signal Companies, and Medical Corps. Men will not be enrolled for the A.S.C. or other Departmental Corps at present.

*Action by Officers in Charge of Area-groups and Area Sergeants-Major.*

During third stage will be the same as during the second stage.

**FOURTH STAGE.—FROM 3RD JUNE ONWARDS.**

At 7 p.m. on 2nd June registration ceases.

1. Area Sergeants-Major will now complete their registration roll-books. From these rolls they will make out (in triplicate) Form M.T. 7, which will show,—

- (i.) The number of those who have registered but have been exempted as obviously unfit :
- (ii.) The number of those who are reported by the police as not being eligible to serve :
- (iii.) The number registered for enrolment in the Senior Cadets, it being understood that boys who, though over fourteen years of age, are still at a primary school—i.e., a State school at which primary instruction is given—and are still receiving primary education are not liable to be enrolled in the Senior Cadets until they leave that school or cease to receive primary education :
- (iv.) The number (exclusive of serving Volunteers) registered for enrolment in the Territorial Force, subdivided into,—
  - (a.) Those who have a horse, and are willing to serve in the Mounted Rifles :
  - (b.) Those who have no horse, and so must be posted to some other arm :
  - (c.) Those specially qualified or desirous to serve in the Artillery, Engineers, Signal Companies or Medical Corps :
  - (d.) Railway (excluding Railway Workshops) and Post Office employees (the enrolment of these men will be governed by special instructions).

These forms (M.T. 7) must be in the hands of Officers in Charge Area-groups by 15th June.

2. The Officers in Charge Area-groups will then go through these forms (M.T. 7) and the rolls of serving Volunteers with the Medical Officer referred to above, who will make his final arrangements for the medical examinations to be carried out. The forms (M.T. 7) will be returned to the Area Sergeants-Major, together with the rolls of those serving Volunteers who are willing to continue to serve in the Territorial Force. The arrangements for the medical examinations in each area, with the names of the officers who will conduct them, will then be communicated to each Area Sergeant-Major, who will, in his turn, send out the post-card form (M.T. 3), together with a personal record-book, to each person who has registered (including serving Volunteers), and a duplicate record-book in respect of each such person to the Medical Officer or practitioner who is to examine him. In the case of serving Volunteers who were over twenty-one years of age on 2nd November, 1910, the duplicate record-books will be sent direct to the Officer in Charge Area-group.

In the case of schools or other organizations where boys are collected together from time to time under a recognized head, a single notice may be sent to the headmaster or such other recognized head, stating when and where the boys under his charge may be medically examined ; but a record-book must be sent in respect of every boy.

3. The medical examination will then be carried out and the necessary entries made in the record-books in accordance with the Regulations. The examination should be completed and the duplicate record-books again in the hands of the Area Sergeants-Major by 30th June.

4. The Area Sergeants-Major will then complete their registration roll-books (in which the names of all serving Volunteers will appear) by entering the result of the medical examinations against each name, and by allotting to each individual a registration number. Form M.T. 7 will then be completed by entering against each total the number of those included in that total who have been passed (a) as fit, (b) as unfit, (c) as unfit for the current year. Forms M.T. 7 thus completed will then be returned to the Officer in Charge Area-group, together with the duplicate record-books of all those who have registered and of serving Volunteers who have been medically examined. The Volunteer rolls will also be returned, with the result of the medical examination, and the allotted registration number, entered against each name.

5. The Officer in Charge of the Area-group now has in his possession—

- (a.) The rolls of Volunteers willing to serve in the Territorial Force and passed fit for service :
- (b.) The forms (M.T. 7) showing the number of those registered who have been passed fit for service in the Senior Cadets and Territorial Force :
- (c.) The duplicate record-books of all those who have registered in his group.

From these data he will prepare two statements,—

- (1.) A statement showing the numbers accepted for service in the Senior Cadets in his group, arranged by localities.