

## ACTION BY COMPANY, ETC., COMMANDERS.

9. Company, &c., commanders will compare the Personal and Duplicate Record-books and see that they are complete. They will retain the books pending the receipt of instructions (which will be issued in due course) as to the issue of arms, accoutrements, and uniform. Company, &c., commanders will be responsible that the oath is administered at the first parade which the soldier attends. They will complete the nominal rolls received from the Posting Officers under 8 (b) (2) by entering the address of every man against his name.

## ACTION BY STAFF OFFICER FOR SENIOR CADETS.

10. As soon as the action required under 8 (a) and (b) is completed in each group, a report to that effect will be sent to District Headquarters. The enrolment of the Senior Cadets will then commence, the services of Area Sergeant-majors being placed at the disposal of the Staff Officer for Senior Cadets for that purpose.

The Staff Officer for Senior Cadets will now issue to Area Sergeant-majors his instructions, which he should have prepared while the enrolment in the Territorial Force was proceeding. These instructions will include—

- (i.) The maps showing the postings to Senior Cadet companies in each area as finally approved:
- (ii.) The name and address of every Senior Cadet Company Commander in each area:
- (iii.) Any other necessary instructions.

## ACTION BY AREA SERGEANT-MAJORS.

11. On the receipt of these instructions each Area Sergeant-major will take for his own area the steps previously taken in the case of the Territorial Force by the responsible officers under 8 (a) and (b): *i.e.*, he will—

- (a.) Complete Form III of the Personal Record-books (except the oath), sign them, and forward them to the company commander.
- (b.) Notify each boy, on the post-card form supplied for the purpose, as to the company to which he is posted, and the name of his company commander.
- (c.) Furnish each commander with a nominal roll of those posted to his company.

## ACTION BY SENIOR CADET COMPANY COMMANDERS.

12. Same as action by Territorial Force company, &c., commanders under 9.

## SPECIAL INSTRUCTIONS FOR OFFICERS COMMANDING DISTRICTS.

13. The General Officer Commanding wishes to particularly impress upon District Commanders the importance of the posting and enrolment, and the necessity of seeing that it is methodically and carefully carried out. District Commanders should visit each area-group headquarters in their district at least once while the posting is in progress, and should use their Staffs for the same purpose.

These and previous instructions have been made as comprehensive as it is possible to make them for general application. But the strictly geographical nature of the organization necessitates decentralization, and calls for the exercise of judgment and initiative on the part of all concerned. The posting, enrolment, and equipment of the Forces must, from the present time until they are completed, take precedence over all else.

14. O.C. Districts will notify Headquarters (1) when the action required under 8 is completed in each area-group, and again (2) when the action required under 11 is completed in each area-group.

15. The General Officer Commanding wishes to express his entire satisfaction with the manner in which the officers of the New Zealand Staff Corps and the warrant and N.C.O.s of the Permanent Staff have carried out their difficult task up to the present time.

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Headquarters, N.Z. Military Forces,      Lieut.-Colonel, Imperial General Staff.  
Wellington, August, 1911.

## APPENDIX D.

## MEMORANDUM ON MUSKETRY TRAINING. (ISSUED BY THE DOMINION SECTION OF THE IMPERIAL GENERAL STAFF.)

THE "Memorandum on Training" already issued by the Director of Staff Duties and Military Training lays stress on the fact that all training must be progressive, and that the elementary portion is the bed-rock of efficiency. In musketry this is especially so, and if our recruits are ever to become accurate shots under service conditions it will only be brought about by a progressive course of training, with particular care being paid to the elementary portion—the recruits passing the standard tests in each stage before going on to more advanced instruction.

The elementary training of the recruit will be carried out by the permanent instructional staff, but it is expected that company officers and N.C.O.s will be able to assist when necessary. They must, therefore, neglect no opportunity, by attending classes, studying, &c., of acquiring the present simple and satisfactory methods of giving instruction, and remember the following always:—