



**New Zealand Expeditionary Force 1914-
1918: Recruiting 1916-1918**

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NEW ZEALAND EXPEDITIONARY FORCE.

1914 -- 1918.

RECRUITING

1916 -- 1918.

Report by the Director of Recruiting,
New Zealand Military Forces.

D.R./47/D.C.
Wellington,
31st March, 1919.

Chief A
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NEW ZEALAND EXPEDITIONARY FORCE.

REPORT ON THE PROVISION OF RECRUITS:

1. Voluntary Recruiting, 1914 -- 1916.

When the British Empire entered the Great War in support of liberty and the rights of small Nations, New Zealand's participation was characterized by the keenest competition among its men to secure a place in the New Zealand Expeditionary Force. The announcement that the Imperial Government had accepted, on the 12th August 1914, the New Zealand Government's offer of the Expeditionary Force, was greeted by such a rush of recruits that the Defence Department was faced with the greatest difficulty in allotting places to eager applicants. Not only was the establishment of the Main Body filled but, very shortly after the declaration of War, the Department had in view a supply of recruits sufficient for a considerable number of Reinforcements ahead. All that the Department's Officers had to do was to record the names and addresses of the applicants, arrange their medical examination and forward the fit men to Camp in accordance with the quota allotted to each Group in the Dominion. The result was that, from the commencement of the War up to October of 1915, little or no difficulty was experienced in providing recruits for all Arms of the Service.

Before the expiration of that period, however, recruiting was systematized in that each would-be recruit filled in a Registration Card, obtainable from any Defence or Post Office, and posted it to the local Defence Office. In this Registration Card men stated their age and occupation and the name of the Military Unit in which they were serving, or had served. Groups were allotted a quota by Arms and Group Commanders selected recruits from the applicants registered. According as medical Officers were available, these recruits were called up for medical examination, and if passed fit were given their orders for Camp. Drafts of recruits were sent into Camp at intervals of two months, and on a man being passed fit for service abroad it was ascertained from him for which draft he would be available to proceed to Camp. Men were allowed, in the beginning, to select drafts up to six months ahead and, where a draft going into Camp had been filled and fit recruits were ready and available, they were posted to the nearest draft whose numbers had not been completed. Men were posted to drafts according to their suitability. Members of the New Zealand Territorial Forces were given preference over those who had not had any previous military experience. Next in order of preference, came men who had had some previous military service either in the Imperial Regular Forces, Imperial Volunteer Forces, or in the New Zealand Volunteer Forces which existed prior to the introduction of the Defence Act 1909. Preference was also given to single men before married men without children and the latter before married men with one child and so on.

Recruits were examined either by Officers of the New Zealand Medical Corps or by medical practitioners who had been duly authorised by Medical Headquarters to examine recruits. On arrival in Camp these men were again medically examined and if once more found fit were duly attested by Camp Officers. It may here be mentioned that one of the causes leading up to the decision, in August 1916, to examine men by a Medical Board prior to entry into Camp, was the fact that a large proportion of the men sent forward to Camp as fit men were rejected by a Camp Medical Board immediately after arrival of the draft.

Each of the Groups in New Zealand (hereinafter more fully described) was allotted a quota for each Arm of the service for which men were required and men were selected for each Arm, firstly, according to their previous experience in Military Forces and, secondly, according to whether their civil occupations fitted them for the Arm in question. One result of this was the difficulty experienced, towards the end of 1915, in obtaining the Infantry quota. One of the factors contributing to this difficulty was the comparatively small numbers required for the Technical Arms of the Service. In addition to this many men, despite the fact that they were not eligible for the technical Arms of the Service, expressed great objection to serving in the Infantry and, eventually, the allotment of quotas for each Arm of the Service had to be abandoned. Groups were given a quota but every man had to agree to proceed to Camp for "General Service". Men were, however, allowed to express a preference for any particular Arm of the Service and this preference was, so far as was possible, observed by Selection Officers in Camp. No guarantee was given that those who expressed a preference for any Arm would be posted to that Arm.

As the War proceeded the supply of recruits naturally dwindled and, at the end of 1915, it became necessary to supplement the efforts of the Defence Officers by the voluntary assistance of local bodies, Patriotic Societies and others who were anxious to assist the Dominion in its hour of need. Voluntary Recruiting Offices were opened in all parts of the Dominion and, through the enthusiastic efforts of numerous voluntary helpers, recruiting was stimulated for a time. The same system of registration was adhered to. The voluntary helpers acted as "feeders" to local Defence Offices in the majority of cases. In the principal centres, however, where large and influential committees were set up, they practically did all the work of recruiting except that of calling up the men for the purpose of proceeding to Camp. In February 1916, the Recruiting Board, consisting of the Rt. Hon. the Prime Minister, the Hon. the Minister of Finance, the Hon. the Minister of Defence with J.D. Gray, Esq., as Secretary to the Board, was appointed for the purpose of co-ordinating the efforts of the local authorities throughout the Dominion. This, again, gave an impetus to recruiting but that impetus was short-lived --- the people of the Dominion realising that we were in for a long War and that the first call should rightly be answered by the men with little or no responsibilities.

It had been realised for some time that the majority of the recruits obtained were men that the Dominion could ill afford to spare while single men with fewer re-

sponsibilities were still available to fill the ranks of the Reinforcements. Complaints that single men were shirking their duty became numerous and there is little doubt that the people of New Zealand realised that a system of compulsory service (whereby men with the fewest responsibilities were called on to serve) was preferable to the then existing system which permitted men with large families to volunteer and brought no measure of compulsion to the single man who had not yet offered himself for service.

Unfortunately, these single men were not few and far between and, in some cases, consisted of all the single sons of the family, not one of whom had offered to serve the Empire in its struggle for liberty. When it was decided to introduce the Military Service Act provision was accordingly made to deal with these families of single men in an adequate manner.

Previous to the passage of the Military Service Act, 1916, the Dominion of New Zealand was, for military purposes, sub-divided as follows:-

(1) The Auckland Military District with Headquarters at Auckland comprised the land District of Auckland and was sub-divided into No.1 Group, with Headquarters at Auckland; No.2 Group, with Headquarters at Paeroa; No.3 Group, with Headquarters at Whangarei and No.4 Group with Headquarters at Hamilton.

(2) The Canterbury Military District with Headquarters at Christchurch comprised the land Districts of Canterbury, Nelson, Westland and Marlborough. It was sub-divided into No.9 Group, with Headquarters at Christchurch; No.10 Group with Headquarters at Timaru; No.11 Group, with Headquarters at Kaiapoi; No.11a Group, with Headquarters at Greymouth; No.12 Group, with Headquarters at Nelson.

(3) The Otago Military District with Headquarters at Dunedin comprised the land Districts of Otago and Southland. It was sub-divided into No.13 Group, with Headquarters at Dunedin; No.14 Group with Headquarters at Invercargill; No.15 Group, with Headquarters at Oamaru and No.16 Group, with Headquarters at Milton.

(4) The Wellington Military District with Headquarters at Palmerston North comprised the land Districts of Wellington, Taranaki and Hawke's Bay. It was sub-divided into No.5 Group, with Headquarters at Wellington; No.6 Group, with Headquarters at Palmerston North; No.7 Group, with Headquarters at Napier; No.7a Group, with Headquarters at Masterton and No.8 Group, with Headquarters at Hawera.

2. PREPARATION FOR THE APPLICATION OF COMPULSION.

As stated previously, the Government of New Zealand had foreseen that the application of compulsion in regard to recruiting for the New Zealand Expeditionary Force would have to come within the range of practical politics if the War continued for any length of time. Consequently, and in preparation for the introduction of the Military Service Act, the Parliament of New Zealand passed the National Registration Act

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on the 1st October, 1915. This Act provided for the compilation of a National Register of men between the ages of 17 and 60 years. It provided that men so registered might be classified with reference to age, locality of residence, occupation or number and condition of dependents, etc. In addition, men between the ages of 19 and 45 had to furnish to the Government Statistician information as to whether they had volunteered for military service beyond New Zealand as members of an Expeditionary Force in connection with the War; whether they had been accepted or rejected; whether, if they had not volunteered, they were willing to become members of the Force; if they had not volunteered or were not prepared to volunteer, whether they were willing to serve in any other capacity in connection with the War, and, in connection therewith, to state any circumstances or reason that prevented them from offering their services.

After the passage of the Military Service Act steps had to be taken to purge from the National Register of men, the names of all men who had proceeded abroad or were in an Expeditionary Force Camp. This was a necessary step before the Register could be used for the purposes of the Military Service Act. Furthermore, although the National Registration Act was intended to ensure the enrolment in the National Reserve of every natural-born male British subject of military age, it was known that the Register was not by any means complete, and the Government gave the men of New Zealand a further opportunity, in September 1916, of complying with their obligations under the Act.

While the machinery for the enforcement of the provisions of the National Registration Act was adequate for the purpose of registration, that for the purging of the rolls was faulty, in that men were enabled to enlist in the Expeditionary Force without the fact being necessarily communicated to the Government Statistician. It, therefore, became necessary to communicate to the Government Statistician for removal from the Register of the Reserve the name and necessary particulars of every man who had either (a) embarked with the New Zealand Expeditionary Force for active service abroad or (b) enlisted for service with the New Zealand Expeditionary Force and who was, at that time, serving in an Expeditionary Force Camp in New Zealand. This was no light task and had to be immediately undertaken by the Recruiting Branch.

In co-operation with the Chief of the General Staff, every man enlisted for service with the New Zealand Expeditionary Force under training in New Zealand and who was on Camp Pay Rolls on a certain date in September, 1916, was required to fill in a card, with such particulars as, it was hoped, would enable the Government Statistician to trace each man's National Registration schedule. It was obvious that, with the thousands of men under training in Expeditionary Force Camps in New Zealand, it would have taken too long to prepare the necessary cards from the information available from each man's attestation paper. It was considered that, as each man had himself filled in his National Registration schedule, he would, in all probability, fill in exactly similar particulars a second time. It was realised, however, that many men did not always, in official documents, give their full Christian names, nor were they always certain of such matters, for instance, as the correct date of their birth, and provision was accordingly

made for "doubtful" cards to be returned by the Government Statistician to the Recruiting Branch and referred to each man's file for confirmation.

In regard to men who had embarked for active service abroad, the Director of Base Records supplied the necessary cards. Here again the human element was found to have entered into the question. The progress of the Ballots showed that the particulars furnished by Reservists under the National Registration Act were in many instances different to those supplied by them on attestation and enlistment. They thus placed themselves in the "doubtful" category as far as the Government Statistician was concerned, and in accordance with the provisions of the Military Service Act, he was compelled to retain them in the Reserve and they were drawn in due course in the Ballot.

The purging of the Reserve necessarily took some time and it was not until the end of October, 1916, that the Government Statistician announced he was ready to draw the first Ballot.

3. MILITARY SERVICE ACT.

The Military Service Act, which provided for the compulsory military service of men of certain specific ages, was passed on 1st August, 1916. One of the first duties of the Recruiting Branch was to draft the necessary regulations under the Act for consideration by the Solicitor-General. Other preparatory work was necessarily undertaken in the drafting of forms, etc.

It was found that, as a result of the then existing 18 Groups in New Zealand having been set up without any regard to County or Borough Boundaries, the Government Statistician was unable to "place" men within the actual boundaries of Groups as then defined. It consequently became necessary to define new boundaries for Groups, to constitute three new Groups and, for the Government Statistician's purpose, to constitute corresponding Recruiting Districts. With this object in view, certain proposals were formulated and these were forwarded for the consideration of the Officers Commanding each of the four Military Districts and their Assistant Adjutants-General. A conference was subsequently held at General Headquarters and the new Groups constituted. The four Military Districts were retained with some slight alteration in boundaries and their Groups were defined as follows:-

- (1) Auckland Military District with Headquarters at Auckland was sub-divided into No.1 Group, with Headquarters at Auckland; No.2 Group with Headquarters at Paeroa; No.3 Group with Headquarters at Whangarei; No.4 Group, with Headquarters at Hamilton and No.17 Group with Headquarters at Rotorua.
- (2) Wellington Military District with Headquarters at Palmerston North was sub-divided into No.5 Group with Headquarters at Wellington; No.6 Group with Headquarters at Palmerston North; No.7 Group with Headquarters at Napier; No.8 Group with Headquarters at Hawera; No.18 Group with Headquarters at Masterton; No.19 Group with Headquarters at Gisborne and No.20 Group with Headquarters at Wanganui.
- (3) Canterbury Military District with Headquarters at Christchurch was sub-divided into No.9 Group with Headquarters at Christchurch; No.10 Group with Headquarters at Timaru; No.11 Group with Headquarters at Rangiora; No.12 Group with Headquarters at Nelson and No.21 Group with Headquarters at

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(4) Otago Military District with Headquarters at Dunedin was subdivided into No.13 Group with Headquarters at Dunedin; No.14 Group with Headquarters at Invercargill; No.15 Group with Headquarters at Oamaru and No.16 Group with Headquarters at Milton.

A difficulty which had faced Headquarters shortly after the outbreak of War was that of finding Staffs for the various Groups to fill the vacancies caused by the posting of a great number of the permanent Group and Area Officers and the Permanent Staff Instructors to the Expeditionary Force and Training Camps. Not only should these new staffs have consisted of men of ability as Instructors for the Territorial Force and Senior Cadets, but they also should have been men with considerable administrative ability and clerical experience. At the time of the creation of the three new Groups a very large number of the men previously available for temporary clerical appointments had left New Zealand with the Expeditionary Force. Employers, finding great difficulty in filling the vacancies on their clerical establishments caused by the enlistment of their "fit" clerks, offered greater remuneration than previously with the result that they secured a better selection than was obtainable by the Recruiting Branch under the rates of pay offered for temporary clerks by the Public Service Commissioner and the Defence Department. The men eventually obtained were of much poorer calibre than those who might have been obtained at the outbreak of War. There was no time in which to train either officers or men of Districts and Groups Staffs in the peculiarly complicated duties they had to perform under the Military Service Act. In reviewing the position it should be borne in mind that compulsory military service and the operation of the Ballot were without precedent in the military history of the Empire. Everything was new, with the consequent result that, at first, procedure laid down was necessarily tentative and subject to alteration. Only by experience could its wisdom and its faults and failings from a practical point of view be determined.

On recruiting being taken over from the Chief of the General Staff the Branch commenced operation with a deficit of close on 2,000 recruits. In view of the probable early introduction of the compulsory clauses of the Military Service Act, no new scheme of voluntary recruiting was taken into consideration. The existing shortage in recruits increased with the despatch of every draft to Camp, and it became apparent at an early date that the enforcement of the Compulsory clauses of the Act would have to be accelerated as much as possible.

As, under the system of registration which previously existed, large numbers of men were waiting to be called up for medical examination and despatch to Camp, orders were issued on the 19th September 1916 for the concentration in convenient batches at Area or Group Headquarters, as could most conveniently be arranged, of all those recruits who had then registered for the 22nd to the 26th Reinforcements inclusive. These concentrations were for the purpose of completing the new Attestation Forms and having each man attested by a duly authorised Attesting Officer. In cases where more than three months had elapsed since the recorded medical examination of the registered recruit, he was required to be medically and dentally re-examined. In all other cases the results of the previous examinations were copied on to the new Form.

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In order to ensure uniformity in completing the new Attestation paper, specimen replies to the 26 questions on the Form were issued for the guidance of Attesting Officers. As the Defence Act of 1909 provided that men between 18 and 25 years of age in New Zealand should serve in the Territorial Forces, care was taken to ensure that, where a Territorial was voluntarily attested or called up under the compulsory clauses of the Military Service Act, the fact of his attestation and information regarding his final disposal was communicated to his Territorial Unit. At the same time, and in order to bring voluntary enlistment into line with the Military Service Act, the strictest instructions were issued that no man under 20 years of age was to be accepted and attested either for Home Service or for Foreign Service with the New Zealand Expeditionary Force. No exceptions were permitted but the enthusiasm of the young New Zealander very often led him to conceal his true age and many lads, some as young as 16 but looking well over 20, succeeded in deceiving not only Attesting Officers but the Medical Examiners as well and eventually served at the Front. Some were, of course, found out; some were discovered before embarkation and were bundled out of Camp; others were discovered after they had embarked and were brought back to New Zealand; some were never discovered. One interesting case was heard in 1917 where a lad of 20 was drawn in the Ballot who had already served two years with the Expeditionary Force at the Front, had been wounded and returned to New Zealand and discharged.

The passage of the Military Service Act on the 1st August 1916, necessitated a considerable amount of spade work by the Recruiting Board, the Defence Department and the Government Statistician. Some of this spade work has already been referred to. The Act provided for the setting up of Boards of Appeal, called Military Service Boards and for Boards to examine recruits, which Boards were called District Medical Boards. Regulations for their guidance were prepared and, after approval by the Solicitor General, were duly gazetted. Prior to the introduction of the Military Service Act, attestation, as understood by the Army Act, was not in effect in New Zealand and the Military Service Act brought the New Zealand procedure into line with that of the Imperial Army. Attesting Officers had to be found and authorised and regulations provided.

The Military Service Act authorised the Government Statistician to make use of the Register compiled under the National Registration Act of 1915 and from that Register he selected, by lot, such number of men as the Hon. the Minister of Defence might authorise and require the Commandant of the Defence Forces to call up. An enormous amount of work had to be done by the Government Statistician but he was able to clear the whole of the First Division Register in time to permit the Defence Department drawing the First Ballot on the 23rd November 1916.

It will be understood that all the Defence Department's arrangements had to be completed before advantage could be taken of the compulsory clauses of the Military Service Act. The shortage of recruits for the Expeditionary Force which existed in October 1916 made it imperative that a Ballot should be taken as early as possible.

4. FORMATION OF A.G.(2) BRANCH.

This Branch, which is popularly known as the Recruiting

Branch or A.G.(2) Branch, was constituted in July 1916, for the purpose of handling all Recruiting questions, both on voluntary attestations and on compulsory service, which systems were to run concurrently, and was placed under the charge of Hon.Lieut. D.C.W.Cossgrove, N.Z.P.S., first as Deputy Assistant Adjutant General and latterly as Director of Recruiting with the rank of Captain (temp.).

Prior to July, 1916, recruiting was controlled by the Department of the Chief of the General Staff but, from July, it was gradually taken over by the Adjutant General's Department which assumed full control of recruiting services in September, 1916.

The Director of Recruiting was charged, under the direction of the Adjutant General, with the administration of Recruiting for the New Zealand Expeditionary Force under the following headings:-

- Recruiting: General administration and statistics; appointment of Recruiting Staff at Headquarters; supervision of recruiting in Districts and Groups; consideration of medical and other matters relating to the recruiting service; recruiting returns; Records and statistics and observations thereon; revision of recruiting regulations; issue of recruiting orders; circulars and memoranda; revision of recruiting literature; terms and conditions of service.
- Discharges: All questions regarding the discharge of soldiers of the New Zealand Expeditionary Forces during the period (a) Foreign Service -- from commencement of service until embarkation; (b) Home Service -- from commencement until termination of service except those of men discharged expressly on account of misconduct.
- Mobilisation: Mobilisation arrangements and orders. Mobilisation Regulations.
- Complaints: Complaints of Warrant Officers, Non-Commissioned Officers; and men of the Home Service Branch of the New Zealand Expeditionary Force.
- Military Service Act: All questions (except discipline) arising out of the Military Service Act, 1916.
- Staffs: Co-ordination of arrangements regarding Military Representatives, District Attesting Officers and Staffs of Military Service Boards and District Medical Boards.
- Appeals: Receipt of and recording Appeals and Determinations.
- Ballot: Preparation of Warrants and all military arrangements with Government Statistician;

Issue of notices to Reservists.

Quotas: Adjustment and allotment of quotas to Districts and Groups. Concentration orders.

Section 34: Issue of notices to men convicted under Section 33 of the Military Service Act. Subsequent procedure. All questions regarding men called up under Section 34 (except discipline).

Section 35: All questions (except discipline) regarding men called up under this Section of the Act.

Financial Assistance: Receipt and recording of applications for financial assistance and determinations thereon.

Defaulters: Record of absconding and defaulting Reservists for transmission to the Director of Personal Services.

Leave: All questions regarding leave of absence up to a rival of Reservists in Camp. Transmission to Military Service Boards of applications for leave from soldiers in Camps.

Permits: Approving authority on reference by the Department of Internal Affairs. Approving authority for engagement of Reservists as Seaman, etc., on H.M. Transports and over-sea vessels.

MAORIS: All questions (except discipline) regarding voluntary recruiting of Maoris. Ballot questions and arrangements therefor. Issue of Notices.

Home Service: Terms and conditions of service; attestation of men; authority for calling up of soldiers; Records; applications for military employment.

Volunteers: All questions (except discipline) regarding voluntary enlistment; arrangements for attestation; Records.

E.F. Form No. 2: Custody of Attestation papers (E.F. Form No. 2) up to time of embarkation. Defective attestations.

Badges: All questions regarding the issue and wearing of Kiaki Ara Badges.

National Efficiency Board: National Efficiency Board requirements in regard to O2 men for National Service.

The Director of Recruiting was assisted by a Deputy Director of Recruiting and an Assistant Director.

The Assistant Director of Recruiting was responsible

to the Director of Recruiting for the organization and control of the office. He selected, on behalf of the Director of Recruiting, those to be employed, and co-ordinated and supervised the work of the various sections. The Assistant Director kept himself familiar with policy matters and discussed the same with the Director whenever necessary, and co-operated with the Deputy Director in all matters where the Deputy Director was affected.

The Deputy Director of Recruiting was Officer Commanding, Home Service Company, A.G.(2) Branch and visited Groups and other offices on behalf of the Director when necessary. He, with the Assistant Director conferred with the Director on all policy and other matters whenever it was necessary. He co-operated with, but had no control or authority over, the Assistant Director who took his instructions direct from the Director. The Deputy Director conducted and was responsible for the correspondence of the Branch in the absence of the Director and while so acting conferred with the Assistant Director on all matters of policy.

Two Recruiting Inspecting Officers were attached to the Branch for special inspection work in Groups. One was allotted to the North, and one to the South Island. They made periodical inspections of all the Group Offices in their Circuits and co-ordinated the work of Group Ballot Clerks, and the Group Section Clerks in the Headquarters Office.

The introduction of the Military Service Act threw an immense amount of work on the Adjutant General's Department and a re-organization had to be made at the beginning of 1917.

When the Recruiting Branch was first formed its personnel comprised the Deputy Assistant Adjutant General, one Officer as an assistant, two soldier clerks and one shorthand-typiste. It eventually comprised the Director, assisted by a Deputy and an Assistant Director of Recruiting and a staff number over 230.

The typing staff first supplied to the Recruiting Branch was of the very poorest quality. Some twenty-one of them were school-girls learning typing and their work bristled with errors. This necessitated the careful checking of all their work and especially of the final proof of the Gazette with the typed notices, cards, etc., and as only the Director of Recruiting and some five or six of his assistants were sufficiently expert to carry out a complete check, the work of the latter during each of the first dozen ballots, usually commenced at 8 or 9 p.m. on a Friday, continued all night and did not finish until mid-day on Saturday. (In one case where a ballot of over 14,000 had been taken, the checking lasted throughout the following Saturday, and did not end until the Sunday night.)

Although, in order to make clear the difficulties with which the Branch had to contend, some hard things are said in this report regarding the staff, no officer could have had a more loyal and hard working staff than had the Director of Recruiting. The whole staff, on many occasions, worked for 36 hours with not more than an hour's break for meals, etc., and it was only by the intensity of their efforts that they enabled the Branch to weather the storm of the early months of the Ballot. It must be further remembered that the administration of the Military Service Act resulted in many highly complicated problems arising in individual

cases. The clerk of even average ability could not reasonably be expected to dispose of these cases, requiring as they did a wide experience and a thorough knowledge of the Act and Regulations. Thus, in the early life of the Branch, and in fact for a considerable time thereafter, considerable delay in issuing instructions in these cases arose by reason of the fact that the Director was compelled to give them his personal attention as occasion offered.

In addition to this, time proved the impossibility of procuring an adequate supply of assistants and clerks capable of dealing with the highly specialised work which had to be disposed of. If the Recruiting Branch had had the services of highly qualified assistants the staff could have been numerically reduced by dispensing with the service of less qualified clerks.

In order to give some idea of the material which comprised the Staff of the Branch, the following list shows the occupations of members of the staff prior to the War. This does not include typistes, orderlies and others whose work was more or less of a routine nature.

Accountants	5
Advertising Directory Manager	1
Architects	2
Blacksmith	1
Book-keepers	7
Cabinet Maker	1
Cashier	1
Clerks	45
Club Steward	1
Domestic Duties	17
Contractors	2
Driver	1
Ex. Stationmaster	1
Electrician	1
Farmers & Farm Assistants	4
Female Dental Assistant	1
Governess	1
Grocers	2
Indent Agent	1
Joiner & Turner	1
Journalist	1
Land Agents	3
Manageress Tea Rooms	1
Milliners	2
Painters	1
Permanent Civil Servants (over £250 p.a.)	3
Porter	1
Purser	1
School Teachers	8
Shop Assistants	10
Showman	1
Soldiers	3
Solicitor	1
Student	1
Surveyor	1
Tailors	3
Telegraphist	1

Theatrical Manager	1
Travellers	5
Typistes	2
Warehouseman	1
Watchmaker	1
Wool & Meat Buyer	1
Woolbroker	1

The Branch was subdivided into nine sections. The Sections were further subdivided into sub-sections. The Sections were controlled by Section Superintendents and the sub-sections by Sub-section Leaders. All the typistes were brigaded for ballot and other special work, and the whole of the female staff was controlled by the Typiste-in-charge.

SPECIAL RE-EXAMINATION BOARD ATTACHED.

The duties of the Board were to scrutinise the papers of all soldiers who had been classed "C2" or "D" by District Medical Boards in order to finally decide whether the men whose papers were scrutinised should or should not be called up for re-examination by the C2 Medical Board (referred to later).

PERSONAL ASSISTANT TO THE DIRECTOR OF RECRUITING.

All Ministerial letters, letters requiring Ministerial signature, correspondence from the Recruiting Board and Military Service Boards. Policy and important correspondence referred for rulings by Section Superintendents were referred to the Personal Assistant for draft replies, etc. The Personal Assistant also dealt with all medical re-examinations and applications for leave by or on behalf of men in Camp.

"A" Section:

This Section was sub-divided into six sub-sections whose duties were as follows:-

Control of Card Index system for every man drawn in the Ballot, called up under Sections 34 and 35 and Volunteers; checking attestation papers and determinations of Military Service Boards. Receipt of and compilation of returns from Daily Postal Reports from District Attesting Officers and Military Representatives; compilation of monthly returns from Card Index accounting for all recruits enlisted or called up for service. Reviewing appeals adjourned sine die, and preparing Statistical returns.

Sub-Section A1.

Had an organization corresponding to the 21 Groups in the Dominion. Controlled Index Cards for all recruits enlisted and called up. Supplied material for compilation of Monthly Return.

Sub-Section A2.

Kept Final Disposal Cards for men returned by A1 as

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"Gone to Camp", "C2" and "D" men, etc.

Sub-Section A3.

Compilation of Monthly Recruiting Returns from A1. Controlled and recorded transfers of soldiers from Group to Group and maintained due balance, between Groups, of men drawn in the Ballot. Compilation of weekly returns from Daily Reports from District Attesting Officers and Military Representatives. Acknowledgement and check of "dead" cards received from Groups.

Sub-Section A4.

Checked Attestation papers for defective Attestations. Noted, for A1, errors in Daily Reports. Checked receipts of Determinations with Daily Postal Reports from Military Representatives. Checked Determinations for errors and Daily Reports for same and advised A1. Kept trace of "B1" and "B2" medical cases and reminded Group Commanders when re-examination papers were overdue.

Sub-Section A5.

General Review of files including "sine die" appeals and over-age men/classed "C2".

Sub-Section A6.

Statistical. Compiled statistics of volunteers, balloted men, etc., in regard to (a) ages and heights; (b) ages and weights; (c) religions; (d) countries of birth and (e) occupations.

B. Section.

This Section was sub-divided into seven sub-sections whose duties were as follows:-

Preparation of Ballot notices to Reservists drawn in Ballots; of cards for A1 Sub-Section; of cards and file covers for Group Commanders; of file covers for Records ("D" Section); received and despatched to Military Service Boards appeals from men drawn in Ballots and from their employers; dealt with all routine correspondence from Camps, District Headquarters and Group Commanders and from Reservists and their employers regarding men drawn in Ballots, and advised Group Commanders, where necessary, of decisions of Military Service Boards on appeals. Railway Appeals and Disposal of Railwaymen drawn in Ballots or who volunteered. Issue of Leave Passes to Seamen, etc.

Sub-Sections B1, B2, B3, and B4 were organised to correspond with the four Military Districts in the Dominion. Each of these four Sub-Sections dealt with routine correspondence, and, during Ballot week, assisted with the check of the Ballot Gazette.

Sub-Section B5.

Railway Department's appeals and disposal of Railway-

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men drawn in the Ballot and voluntarily enlisted railwaymen. Also assisted with Seamen's passes and took miscellaneous correspondence required by the Deputy Director of Recruiting. Dealt with appeals by or on behalf of men in Camps.

Sub-Section B6.

Check and despatch of appeals to various Military Service Boards. Assisted with Ballot check during Ballot week.

Sub-Section B7.

This sub-section comprised all the Shorthand-typistes and ordinary typistes engaged in "B" Section in routine correspondence and in Ballot work during Ballot week.

When press of work in "D" or other Sections rendered it necessary, these typistes were detailed by the Typiste-in-charge accordingly. They not only assisted with miscellaneous typing but did clerical work on occasions.

C. Section.

This Section was sub-divided into four sub-sections whose duties were as follows:-

Dealt with all correspondence on Headquarters files referred to this Branch by the Adjutant General or Directors on Headquarters Staff; correspondence regarding volunteers; complaints; mobilisation orders and regulations; discharges; Forms; appointments of Recruiting Staffs; Section 34 cases; irregular attestation and missing attestation papers (Camp enquiries); Section 35 cases; Religious objectors; receipt and despatch to "D" Section of files for men sent out of Camps on leave without pay, etc.; re-posting discharged men to the Reserve; notification to Government Statistician of all volunteers attested; receipt and check of Nominal Rolls from Camps for men who reported on mobilisation of Drafts; miscellaneous correspondence.

Sub-Section C1.

Headquarters' files; religious objectors; special enlistments; irregular and missing attestation papers; aliens; miscellaneous correspondence.

Sub-Section C2.

Correspondence regarding leave of voluntary recruits; men called up under Sections 34 and 35 of the Military Service Act; appeals of religious objectors; privilege leave cases.

Sub-Section C3.

Receipt and disposal of ex-Camp files and notification of Government Statistician of names to be re-placed on the Reserve.

Sub-Section C4.

Preparation of files and cards for voluntary

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recruits; notification of Government Statistician of volunteers attested; receipt of Nominal Rolls from Camps and noting files concerned.

D. Section.

This Section dealt with the Records of men who had volunteered for service; who were called up under any Section of the Military Service Act; with the receipt and despatch of correspondence; with the supply of material for Statistical work as required; checked the Index Cards with the cards for men called up by Ballot on reference from the Government Statistician, and with the distribution and transit of all files between Sections and Sub-Sections of this Branch.

Attached to D. Section was a sub-section dealing with notices to "C2" men who had to be called up for medical re-examination by the Special C2 Medical Board. This sub-section also issued notices to "C2" men in whose cases the Special Re-examination Medical Board attached to this Branch had decided that they should not be called up for re-examination.

E. Section.

This Section dealt with enquiries from visitors to the Branch; ascertained the business of each; where necessary obtained file from Records, and, where interviews with the Director of Recruiting were required; arranged time, etc. In other cases, enquiries were answered or the visitor was referred to a responsible officer of the Branch Section who dealt with the enquiry.

F. Section.

This Section was responsible that every file sent to Records was complete in action before it was filed away; that all correspondence was answered; that correct action had been taken; marking files "action complete" or "bring up" as was necessary.

G. Section.

This Section dealt with all questions relating to the employment of men on Home Service; retained a record of every man so employed; prepared discharges or leave without pay certificates on request from Camps, Districts and Groups; for terms and conditions of Home Service; regulations for Home Service and issue of notices calling up men for Home Service duties. Recruiting Reports.

Pay Office.

This Section was charged with the preparation of Pay Rolls for Home Service and Civil Staff; control of stationery and preparation and checking of indents therefor; Issue of Forms to Districts and Groups; preparation of Discharges for Home Service men in A.G.(2) Branch; equipment of Home Service men in A.G.(2) Branch; Index cards for Seamen, etc., employed on H.M. Transports.

The work of the Recruiting Branch did not only con-

sist of the handling of balloted men; it embraced also all voluntary recruiting. Voluntary recruiting had actually declined but during the earlier ballots some Groups found their full quota of voluntary recruits while others were either a few short or, on the other hand, had secured but a negligible number. Quotas had to be allotted to Groups every four weeks in proportion to the strength of the men of the First Division remaining in each Group; ballots were based upon the deficiency between the total of a Group's voluntary recruits and the total quota required from it; concentration orders and allotments of volunteers to the various arms of the service had to be made monthly. Progress Recruiting Reports had to be obtained from Groups and shortages, etc., assessed and steps had to be taken to deal with those men who failed to parade for the purpose of proceeding to Camp. Prior to recruiting being conducted by this Branch the recruit who failed to proceed to Camp when ordered was merely struck off the Group's roll and nobody bothered further about him. With the advent of compulsion it became necessary to ensure that the recruit carried out his portion of the bargain created by attestation. There was, however, the likelihood that unavoidable circumstances might have prevented the recruit from parading as ordered and, at first, the greatest care was exercised and control maintained to see that such a recruit was not harshly treated by being summarily arrested.

5. RECORDS.

In organising the Recruiting Branch, many difficulties had to be faced and expedients devised to meet the unprecedented conditions. The Records Office at General Headquarters was composed of an expert staff, but the War had already strained its capacity almost to breaking point when the First Ballot was drawn. The Recruiting Branch had been working night and day for seven days in the week on the major questions of the Ballot, and, when the necessities of the case demanded that a ballot should be drawn, it became obvious that Headquarters Records could not cope with the immense volume of correspondence which, even in October, 1916, had commenced to flow in. Enquiries from District and Group Commanders, Recruiting and Patriotic Committees, and from countless individuals caused such a strain that Headquarters Records decided that a separate Record Office for the Recruiting Branch must be established. Then came the question -- "Where are Record clerks to be found?" Records work is of a special nature and demands expert handling. Headquarters Records could spare one trained clerk only, and efforts had to be made to find a staff. The material obtained was disappointing to say the least of it. Delay in answering correspondence was very great and it was only by the Director and his more expert assistants working often for eighteen out of every twenty-four hours for days at a time, that correspondence was disposed of. The simplest possible record scheme was adopted, that of a general nominal index with files placed in cabinets in numerical sequence, but the untrained staff necessarily made many mistakes. In justice to that staff, it must be added that they had many good excuses. For instance, the members of the great "Smith" family, who had either made enquiries, been attested as volunteers or drawn in the Ballot, were a legion in

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themselves, and had an unfortunate habit of signing their communications as, say, "John Smith" when the full christian names and surname were "John Archibald Smith". This caused endless correspondence and loss of time.

With the announcement that a Ballot would be drawn in November 1916, there was an instant increase in voluntary recruiting. Attestation papers and nominal rolls flooded the Recruiting Branch daily. For every man attested, two cards had to be prepared. These contained the man's number, his surname and christian names in full, whether married or single, etc., his date and place of birth, occupation, religion, address and the Reinforcement draft for which he had volunteered. One card was sent to the Government Statistician to enable him to remove the man's name from the Register of the Reserve and the other was for the general index in the Director of Recruiting's records.

As many of these volunteers had questions to ask, requests to make for appointment as Non-Commissioned Officers, etc., etc., a file had to be prepared for each man and the work in Records grew by leaps and bounds. The clerks who drafted replies to these questions had an unenviable time. Most of them were untrained and the Director was so pressed with overwork that he had no time in which to train them, particularly in the direction they most required training, viz., that of elementary clerical work. For months the output of correspondence by the Branch ran into many hundreds of communications daily until eventually the daily progress of files through the "Transit Frame" in Records numbered over 4,000.

6. ACCOMMODATION.

As previously stated, it was in October 1916 that the condition of affairs demanded an early ballot to provide the necessary reinforcement for the Expeditionary Force at the Front. The First Ballot was for 4,000 men, and a large staff had to be got together at very short notice to prepare the necessary notices, etc. Accommodation for this large staff had to be found in an already much over-crowded Headquarters Office, and the conditions under which they worked during the first ballot were trying in the extreme. The work, however, was without precedent and there was nothing to assist the authorities in arriving at a correct estimate of the accommodation that would eventually be required.

Before the second ballot was drawn, new quarters had to be found for the Recruiting Branch. There being no suitable premises then procurable, the Garrison Hall in Buckle Street was first tried but the rooms available proving inadequate a second move had to be made to what had previously been large store rooms in the W.F.C.A. Buildings on Lambton Quay. Even these were found, eventually, to be too small and, with the addition of the Branch of the Director of Personal Services and that of a special Medical Board attached to the Recruiting Branch for the purpose of scrutinising the papers of "C2" men, new quarters had to be found. These were secured in Clarkson's Buildings, Courtenay Place.

7. PROCEDURE DURING A BALLOT.

A great deal had to be done before the First Ballot could be actually drawn so as to be effective in productive power and some indication of that work is given below in order to show the necessity for centralization of control.

The Recruiting Branch had no option but to take as much of the work as possible upon its own shoulders. Before any ballot could be published it was necessary to see that, as far as possible, men were not compulsorily called upon who were already voluntarily serving, and to do this every card required checking.

There was, however, another and more serious consideration, viz., that of getting into Camps with the least possible delay sufficient men to meet immediate demands and wipe out the shortage in October of, roughly, 2,000 men.

There is only one Government Statistician in New Zealand. His office is in Wellington and in that office are kept the National Registration schedules supplied by the men of New Zealand. It was these schedules on which the Government Statistician operated in the process of conducting a ballot. The method of conducting the ballot is set out in the Regulations under the Military Service Act, 1915. Ballot cards in triplicate were prepared from each man's schedule as it was drawn in the Ballot. One copy was retained by the Magistrate; one was sent to Base Records and thence to the Recruiting Branch for checking purposes as mentioned below and one was sent to the Government Printer for publication in the Gazette.

There is only one Base Records in New Zealand and the Director of Base Records has in his possession a file for every Officer, Warrant Officer, Non-Commissioned Officer and man who has left New Zealand for service with the Expeditionary Force. The cards drawn in every ballot were referred to the Director of Base Records for the purpose of checking with his files in order to ensure that as far as possible no man was drawn in the Ballot who was on active service. After being checked by the Director of Base Records, the cards were scrutinised by the Recruiting Branch to ensure that no man who had been drawn in the Ballot had been attested as a volunteer, thus entitling him to have his name removed from the Register of the Reserve.

It was realised that the population of New Zealand comprised a large number who, in the course of business, were constantly "on the move" i.e., changed their residence from town to town. It was also realised that, although the National Registration Act laid an obligation on every man to notify the Government Statistician of every change in his address yet that Act was more honoured in the breach than in the observance in this respect. The result was that a man drawn in one Recruiting District (according to the place from which he furnished his National Registration schedule) might have changed his address in the course of a

few months to several other Recruiting Districts in turn. Under the system of registration for service in the New Zealand Expeditionary Force which obtained previous to the establishment of this Branch, it was quite possible for a man to offer his services and, if he did not disclose the fact that he had been medically examined previously, to be examined in every one of the twenty-one Groups in New Zealand. When attestation by duly authorised Officers was provided for, ~~the~~ records centralised with the Director of Recruiting, the difficulty was, to a large extent, overcome, but there always remained the factor that very many men were attested in one District whilst, as far as the Government Statistician was concerned, they were still residents of some other District. It, therefore, became obvious that some central office had to be set up in which could be recorded not only the voluntary attestation of every volunteer but also the compulsory attestation of men called up under Sections 10, 34 and 35 of the Military Service Act. It would have been impossible for the Government Statistician to have supplied twenty-one copies of each schedule drawn, or to have printed the whole lot and supplied twenty-one copies to each of the twenty-one Group Commanders for checking purposes. Quite apart from the fact that the rapid production of recruits was of prime importance, the labour of supplying twenty-one copies of the cards would have been too great and would have been most expensive. In addition, the twenty-one Group Commanders would have had to carry out a check of, approximately, five thousand names per ballot with the attestation papers of the voluntary recruits in their possession. Had a published list been provided, it would have been a great undertaking to supply, by means of such published list, all the information given on the ballot cards by which alone a man may be identified. Therefore, it was decided that the information required should be recorded in a central office in New Zealand and that such central office should be the office of the Director of Recruiting.

Many men, in completing their National Registration Schedules, proved they were unable to properly describe their occupations. The following "occupations" are taken from the lists supplied for the First Ballot:- "Cattle raising"; "stone crushing"; "Rope Road worker"; "Puller"; "Post splitting"; "Schoolboy"; "Timber leader"; "Sheep farmer's cadet"; "Helping father"; "Skiddy"; "Lamb Buyer & Drafter"; "Milking cows"; "Clearing ground of Rabbits"; "Cowman"; "Shipping horses"; "In charge of Pedigree Cattle"; "Government"; "General Useful"; "Stable boy"; "Tree Topping"; "Sawing Timber"; "Labourer & Landowner"; "Night Printer"; "Studying for Clark"; "Preserver"; "Manure works"; "Timber closer"; "Cow puncher"; "Attending house property"; "Cow banging"; "Attending College"; "Tonsorial Artist"; "Light Labourer"; "Cow spanking". From the way they filled in their cards it even appeared that some did not know which were their Christian names and which their surname. The emergency typing staff first obtained by the Government Statistician faithfully copied the particulars given in each man's Schedule on to his ballot card, with the result that, during the proof-reading of the Gazette, the Government Statistician had to make so many alterations that several proofs had to be obtained before the Gazette could finally be passed as correct.

Corrected proofs were then supplied to the Recruiting Branch to enable the necessary alterations to be made in the notices issued to the men, to the file covers, cards, etc. These alterations imposed a severe strain on the Ballot Staff who had already had to work without adequate intervals for rest. The Staff was, of course, worn and jaded at the conclusion of the initial Ballot work, but they could not be given a rest.

8. Section 35, Military Service Act.

Prior to the taking of the first Ballot, however, Section 35 of the Military Service Act was put into operation. This Section, known throughout New Zealand as the "Family Shirker Clause", provided that, if the Minister of Defence were satisfied that two or more single brothers of military age in any family were not permanently unfit for military service, he might call upon them to show cause, before a Military Service Board, why they should not be called up for service with the Expeditionary Force. In applying this Section of the Act it was decided that the Section should apply only to those families none of whose sons of military age had volunteered for active service abroad. It was also decided that men who had volunteered, perhaps in the early stages of the War and who were rejected as permanently or temporarily medically unfit, or who had been precluded from service by the granting of exemption by the Hon. the Minister in Charge of Munitions and Supplies, should not be proceeded against under Section 35.

It will be obvious, even to the uninitiated, that the Defence and Police Departments were faced with some serious problems in giving effect to the provisions of this Section of the Act. A very wide-spread feeling existed throughout the Dominion that the sons of wealthy families were shirking their responsibilities and, in many cases, the wildest statements were made against such families by persons who had absolutely no knowledge of the men except that they were apparently fit for service and were not in Camp.

When it was announced that Section 35 of the Act would be put into operation, the Hon. the Minister of Defence and nearly every administrative officer of the Defence Department were flooded with names, etc., of alleged family shirkers.

Each of these was investigated and, out of the thousands of communications received, only a comparatively

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small number were eventually dealt with. Those in the best position to know expressed the opinion that if this Section of the Act could produce 500 fit men for Camp its inclusion in the Act would have been justified; as a matter of fact, 880 men were sent into Camp.

The procedure laid down by the Defence Department in dealing with the names brought to its notice of men alleged to come within Section 35 is laid down in Section 8 of Consolidated Circulars of 1st August 1918, (Appendix / hercof). As the information contained in the communications sent to the Department was of the most meagre description, the aid of the civil Police was invoked to investigate each case for the purpose of ascertaining whether the men concerned were brothers or half brothers; whether they belonged to the First Division of the Reserve and whether the brothers had had one or more of their number on active service during the War. Naturally, the information supplied in regard to the Christian names, ages, occupations and addresses of these alleged Section 35 men was most unreliable with the result that mistakes were made - as was inevitable - and men were called up who actually were not the subject of the communications received. The Police could not approach the men concerned as, had the men actually come within the provisions of Section 35 they, in all probability, would thereupon have rushed to the nearest Recruiting Office, have been attested as volunteers and would thus have escaped the odium of being called up under the famous "Family Shirker" Clause. Reviewing the position, now that the War is over, a word of praise is due to the Police Department for its assistance in putting into operation this Section of the Military Service Act.

Most men who were wrongly called up under this Section protested against the action taken but were sufficiently sporting to accept the Department's explanation. Many of those called up complained bitterly but the conclusion was formed that the more bitter the complaint, the more justified were we in the action taken.

Under the regulations and orders issued in connection with Section 35, as in the case of every man called up under the Military Service Act, every effort was made to safe-guard the rights of the individual. Where a man could reasonably be given the benefit of the doubt he was treated with leniency and given every opportunity to place his case before a Military Service Board. One of the orders issued, which exemplifies the foregoing, was in regard to requiring the man to attend for medical examination. The place selected by the Group Commander for the man to attend was to be that place most convenient to the man's residence. In regard to fixing the date, Group Commanders were impressed with the necessity of taking care that neither the man nor the State was put to unnecessary inconvenience. Instructions were issued that Group Commanders should not send their men to be examined at some place a great distance off, when, by giving the men a few days' leave, the latter could conveniently be examined at a place near their homes. In addition to this, the men were supplied with free transport and meal tickets from their homes to the place of medical examination. All cases were treated alike. Irrespective of whether the man was a son

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of rich parents or a son of the poorest, he was given second class return transport warrants. Men who, on medical examination, were passed by the District Medical Boards as fit for General Service Overseas and who either did not appeal or whose appeals were disallowed, were attested and where the date of concentration of the next reinforcement to go into Camp was more than fourteen days' off, the recruits were given leave without pay until the date of concentration when they were required to proceed to Camp. Where the date of concentration was less than fourteen days' off, the recruits were given fourteen days' leave and the orders of the Director of Recruiting were obtained as to the actual date the men should proceed to Camp. In some glaring cases men were sent in at the expiry of the fourteen days but ordinarily the men received a few extra days' extension. This was done in order to upset, as little as possible, Camp training and other arrangements.

Although the method of conducting the medical examination of these men was similar to that regarding volunteers and men drawn in the Ballot, further procedure differed materially from that laid down for men drawn in the Ballot. A man called up under Section 35 who did not appeal became a soldier automatically on the eleventh day after that on which he was served with the notice under this Section of the Act. He was required to answer the questions on the Attestation Paper and be medically examined but he need not take the Oath of all Allegiance. A separate form of attestation was adopted for recruits who refused to take the Oath of Allegiance and from this Form the Oath was omitted. In this connection it may be mentioned that all men called up under the compulsory clauses of the Military Service Act had a right to refuse to take the Oath of Allegiance. This, however, did not affect their status as soldiers as, by the Military Service Act, they were deemed to have become members of the Expeditionary Force. These men were (so to speak) made "soldiers" by an act of Parliament but their refusal to take the Oath was in no way allowed to prejudice their future careers in the New Zealand Expeditionary Force. The strictest instructions were issued that men compulsorily called up for service were in no way to be differently treated to those who had voluntarily enlisted. To return to Section 35 men. Here those men appealed they retained their status as Reservists (that is to say, civilians) until the day following that on which their appeals were disallowed by a Military Service Board. They were, however, deemed to come within the provisions of Section 27 of the Act in that the pendency of their appeals was not held to suspend their obligation of obedience to the Military Authorities. This was very necessary as it enabled the Department to carry out the medical examination of these men and thus save valuable time in dealing with their appeals by the Military Service Boards as men who were classed medically unfit for active service had their appeals allowed without the necessity of the Board going further into their cases.

It will be observed that, between the date of service of notice under Section 35 and the date on which these men became soldiers under the Military Service Act, a period

existed during which they were Reservists and were subject to the operations of the Ballot. This was a defect in the Act and it caused considerable complications in dealing with the men. Quite a number of those served with notices under Section 35 were drawn in the Ballot before either their ten days had expired or their appeals had been disallowed by Military Service Boards. The fact that they were drawn in a Ballot made them soldiers on the day following the publication of the Ballot Gazette in which their names appeared. Having thus been made soldiers under one Section of the Act, further procedure under Section 35 had to be dropped. We thus had the anomalous position of a Section 35 man's appeal being adjourned "sine die" (meaning that during the currency of such "sine die" adjournment the man remained a civilian) while under the Ballot his appeal had been dismissed, he had proceeded to Camp and had embarked for active service. It is little wonder, therefore, that in dealing with Section 35 cases not only the Staff of the Recruiting Branch but the Staffs in Districts and Groups sometimes became hopelessly tangled in regard to the status of the man served with a notice under Section 35 and drawn in the Ballot before he had been made a soldier under the "Family Shirker Clause".

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9. SECTION 10, MILITARY SERVICE ACT.

Section 10 of the Military Service Act provides that "the Minister of Defence shall publish in the New Zealand Gazette and in such other manner as he thinks fit a notice setting forth the names, etc., of the men who have been called up by ballot for service with the Expeditionary Force".

For the first time in the history of the English speaking peoples of the world the single men of military age of a British community found themselves subject to a lottery, the prizes in which might be anything from Home Service in New Zealand to death on the battle-field. Writing after the event, the most conspicuous feature of the ballot was the practically whole-hearted acceptance by the people of the justness of the measure. A few religious objectors were brought to light together with some conscientious and some defiant objectors. These are more fully dealt with later on in this Report.

The 23rd November, 1916, will, doubtless, be a notable date in modern history, in that on that day was published a New Zealand Gazette containing the names of the first 4,025 men of military age to be compulsorily called up by ballot for service in defence of the Empire. The publication of the Gazette was awaited with breathless interest by all, and with trepidation by some. Some who had been holding back, perhaps for the application of the compulsory principle, together with those who feared, and genuine volunteers, rushed the Recruiting Offices from the beginning of November 1916. Attestation papers, Nominal Rolls and telegrams very nearly swamped the Recruiting Branch at General Headquarters whose troubles at that date appeared almost over-whelming. The scene in the Recruiting Office at General Headquarters was one that will not easily be forgotten by those who participated in this first ballot. The first means adopted to type the Notices, etc., was for one clerk to read out to five typistes from the list supplied by the Government Statistician, the name, occupation, address and Recruiting District of each man called up. The following were typed:- (1) Notice and envelope to the man; (2) Appeal form with typed addressed envelope for return; (3) Order to parade; (4) file cover for the office and (5) Index card for the Index. The work was eventually simplified enormously and a combined notice, appeal form, etc., (see Appendix *γ* of this Report) was devised.

After the scrutiny of the list supplied by the Government Statistician to the Recruiting Branch for the removal therefrom of the names of men who had been attested as volunteers, the names and addresses of those who remained on the list were communicated by telegram to the Group Commander concerned. This was in order to ensure that the men should be notified at the earliest possible date after publication of the Gazette so as to safeguard their right of appeal within ten days after the publication of the Gazette. The Notices prepared by the Recruiting Branch were then sent out by registered post to the men's last known addresses. In the case of Coal-miners, the employers of the men were also notified by registered letter to enable the former to lodge employers' appeals in due time.

On receipt of the telegram giving the names of men called up by ballot, Group Commanders informed each man concerned either by urgent telegram or by any other rapid means of communication. Men in out-lying District where postal communication did not permit of their receiving the Notice and posting their appeals within ten days were informed that they might lodge appeals by notifying the Adjutant General, Wellington, by collect telegram of their intention to appeal. Group Commanders also communicated to the local newspapers the names of the men contained in the telegram from Headquarters.

This procedure was admittedly cumbersome and expensive. It was considerably simplified for the second ballot and it was eventually reduced until the Recruiting Branch and Districts and Group Staffs were able to handle ballots of from eight to fourteen thousand men at four-weekly intervals. (For procedure see Section 11, Consolidated Recruiting Circulars.)

The foregoing is merely an example of our early attempts to deal with a novel Act of Parliament. But a few days had elapsed after the 23rd November, 1916, when it was realized that the procedure must be simplified considerably. This was done and simplification was carried out almost from day to day according to the difficulties which became apparent through dealing with men under the very numerous categories disclosed in calling them up. Ministers of Religion, Medical Practitioners, Seamen, Slaughterers, Coal-miners, Policemen and Prison Warders, etc., had to be specially provided for, while the man from the back-blocks could not be treated with the same strictness as the city dweller. With the progress of the War, industrial conditions materially altered in New Zealand and it was only with the closest co-operation between the Recruiting Board and the Recruiting Branch that the balance was held even between the demand for men from the Expeditionary Force and the demand of the State for the carrying on of essential industries.

The first ballot and, in a less degree, every succeeding ballot brought a crop of protests and complaints regarding men who had been drawn and who should not have been drawn and who would not have been drawn if a correct Roll had existed.

When such men were drawn in a Ballot, the newspapers and the public of New Zealand naturally blamed the Recruiting Branch or the Government Statistician, and many bitter complaints were made to the Hon. the Minister of Defence, or were published broadcast throughout New Zealand in the Press mostly to the effect that the Defence Department, having the complete records of each soldier in its possession, should not have made what were sometimes described as "such ghastly blunders" as to draw these soldiers in the Ballot. It is admitted that a few instances occurred in which the Department erred on the wrong side, but from the point of view of the Recruiting Branch the Government Statistician's policy -- "when in doubt, leave the man's name in" -- was the correct one. All complaints made were, of course, investigated and in most instances it was proved that the reason for the retention of the man's name in the Reserve was because he had given information on his National Registration Schedule

sufficiently different from that given in his attestation paper to raise a reasonable doubt in the mind of the Government Statistician as to whether the Reservist in question actually was a soldier.

From time to time instructions were issued as to action to be taken by Districts and Groups in regard to various phases of recruiting.

The progress of the ballot considerably altered the conditions governing essential industries, etc., and frequent changes of policy were necessary in consequence. It is little wonder, therefore, that, without a full knowledge of the conditions which necessitated changes of policy from time to time, District and Group Commanders were sometimes at a loss to understand what appeared to them to be contradictory orders. Had it been possible to make these officers acquainted with the matters of National Policy which daily affected the administration of the Military Service Act, they would have been better able to appreciate the position. The circulars sometimes repeated directions which had not been fully observed; cancellations were invariably made of directions made obsolete by change of policy. A consolidation of the Recruiting Circulars was put in hand early in 1918 and first issued in April, 1918. Further changes of policy necessitating further directions caused alterations to the Consolidated Circulars and these were re-printed on 1st August 1918.

In July 1917 it was found possible to drop a ballot and the month was utilised to clear up the outstanding Military Service work. It was realised that it would be most undesirable to call up the Second Division until the First Division had been exhausted. The dropping of the Ballot therefore deferred the calling up of the Second Division and gave an opportunity to ensure that all First Division men should be accounted for before Second Division men were called up. Action was taken by the Police Department to require Reservists to produce their enrolment certificates. The public had proved very neglectful in obtaining Enrolment Certificates from the Government Statistician, that is to say, where certificates had not been received owing to changes of address, etc., in notifying the Government Statistician, advising him of new addresses, etc., and receiving Certificates in acknowledgement.

It was also found that Medical Boards had such a great deal of work on hand and there were so many defaulters not traced and men not called up for medical examination that the month had to be utilised for the purpose of enabling Medical Boards to overtake arrears and in securing for medical examination later the large number of men that should have been available. For this purpose and for the purpose of assisting in clearing up the cases of defaulters, a special scheme put forward by Canterbury Military District was adopted. Group Commanders compiled Nominal Rolls of all missing men concerned. These Rolls were printed in the form of a District Roll and one copy of each District Roll was sent to every Group Commander.

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Group Commanders then utilised their Training and Administrative Staffs for the purpose of tracing the missing men and as soon as a man was located they called him up for medical examination. When a man belonging to another Group was traced telegraphic information was sent to his Group Commander. Orders to parade for medical examination were delivered by a Sergeant-Major of the Permanent Staff so that where the man failed to parade there was no necessity to issue a Warrant. The Military Police simply proceeded to the man's home, took him into custody and took him before the Medical Board.

Those concerned were impressed with the necessity for the exercise of care in utilising the services of the Military Police for the arrest of Defaulters. The officers using these Police were made responsible where wrongful arrest occurred.

Medical Boards sat continuously for some weeks at the principal centres so that, on missing men being obtained, no delay was experienced in having them medically examined.

The attention of employers was drawn to the provisions of Section 41 of the Military Service Act whereby if they employed or retained in their service any man who had deserted or was absent without leave from the Expeditionary Force they were deemed to have been guilty of an offence, punishable on summary conviction by imprisonment for any term not exceeding three months or by a fine of not less than £50 nor more than £100, unless they proved that they did not know that the man so employed or retained in their service was a deserter or absent without leave. As the result of the scheme the majority were satisfactorily accounted for and a fresh start was made with Ballot work in August.

10. APPEALS.

Under the Military Service Act, every man drawn in the Ballot had the right to appeal to a Military Service Board against being called up for service with the New Zealand Expeditionary Force. Originally four Military Service Boards were constituted to hear and determine these appeals, but, owing to the great number of appeals received, it was found necessary to increase the Boards until at one time nine were in operation. Later on, when the Ballot began to produce recruits in fairly large numbers, the necessity for heavy ballots disappeared and Military Service Boards were reduced in number. Great care was exercised in the constitution of these Boards. The Chairman of each Board was a Stipendiary Magistrate or a lawyer of considerable standing in the profession and he had associated with him two civilian members representative, as far as possible, of Labour and the main industries of the Dominion. The personnel of the Boards was selected by the Recruiting Board, approved by Cabinet and their appointments gazetted in due course. A paid Secretary was also appointed to each Board.

These Military Service Boards were not subject to any control by the Defence Department. They were independent bodies with the powers of a Royal Commission under the "Commissions of Enquiry Act, 1908". The Chairman of each Board fixed the Board's itinerary which was arranged, as far as possible, to enable the Board to sit in those localities most convenient or nearest to the homes of appellants. The itineraries of the Boards were communicated to Group Commanders together with the names of the appellants whose appeals would be heard at the various centres.

In order to relieve the Boards from dealing with expenses of appellants and witnesses, as far as possible, the machinery of the Defence Department was utilised to provide appellants with Railway or Steamer Warrants to the place where the sittings were to be held. As appellants were not attending Boards in their capacity as soldiers the Department did not feel called upon to pay them as soldiers but where they incurred other than normal expenses they were at liberty to claim such expenses, and if the Board approved the latter, it had power to grant them under their powers as a Commission.

A reference to the Military Service Act will show that Boards could either allow an appeal on certain grounds; could adjourn it temporarily; could adjourn it "sine die" or could dismiss it. Obviously, a Military Service Board viewed each appeal mainly from two points of view only, from the State's point of view and from the individual's point of view. It was, however, considered that the Defence Department should have a representative in attendance to voice the point of view of the Department and for this purpose a Military Representative was appointed to each Board. His duties were to utilise the evidence collected by Group Staffs or evidence placed at his disposal from other sources, and to cross-examine appellants so as to elicit, for the benefit of the Board, all the facts governing each case. It was also his duty on the dismissal of an appeal to give the appellant his orders for Camp. In addition, he kept the Military Service

Board advised of information supplied him by the Director of Recruiting of the state of Reinforcements Drafts, so that, where a draft was full or nearly so and the circumstances of the case warranted it, he could recommend that the appellant be granted leave until the date of concentration of the succeeding draft. On the other hand where a shortage existed he could press the Department's claims and in a doubtful case ensure that the man received his orders for Camp with the draft which was short of recruits. Although the function of the Military Service Board ceased with the dismissal of an appeal, it was realised that to act immediately an appeal was dismissed would result in practically all similar appeals in future merely being adjourned, thus losing to the Department the services of men who otherwise might earlier have been made available. Boards had the power to grant temporary exemption from Military service and the practicable way of doing so was found to be that of the Board dismissing an appeal with a recommendation that leave be granted to a suitable date according to the hardship or otherwise of each case. The Military Representative then acted on the Board's recommendation and gave the man his orders for Camp.

Members of the legal profession were selected for appointment as Military Representatives -- one of the qualifications demanded of them being that they should have had experience in Court work. In appointing these Military Representatives the principle governing the appointment of Medical Officers to District Medical Boards was adhered to, namely, that the officer appointed should be sent to a Board which would not operate in the District in which the Officer had carried on his private practice. Thus the Military Representative did not come in contact with men who formerly, perhaps, had been his clients and he thus could be expected to prosecute each appeal free from any criticism of bias against or in favour of an appellant.

While on the subject, the much discussed question of whether Group Commanders should or should not have been appointed as Military Representatives may be referred to. It should be remembered that the authorities had decided that Territorial and Senior Cadet training during the War should be carried on, as far as possible, as was done during peace time. The time of Group Commanders prior to the War was admittedly very fully occupied with Territorial and Senior Cadet training and examinations, Camps, Tactical exercises, classes of instruction, rifle range inspection and instruction, renting of Drill Hall buildings, etc., together with a considerable amount of correspondence referring to Territorial and Senior Cadet matters. After the outbreak of War, when most of the Permanent Officers had been appointed to the Expeditionary Force, their successors -- practically in every case a Territorial Officer with no experience of Staff work -- had to carry on pre-War work in addition to War work. This latter included multitudinous enquiries from relatives and others concerning men serving at the Front; advising Recruiting and Patriotic Societies on matters in which they were interested; dealing with, during the first couple of years, the sick and wounded returned from the Front; the attestation, medical examination and despatch of recruits to Camp and dealing with deserters from Camp and medical and other defaulters. It will thus be seen that Group Commanders were practically worked to the extreme of their physical limits. My

personal experience in another sphere showed that nearly every Group Commander with whom I came in contact was to be found at his office at every hour of the twenty-four. Telephonic communications have been received from them as late as 4 o'clock in the morning, while communications up to 2 a.m. were a frequent occurrence. All this was before the Military Service Act was introduced after which very much more work was placed on the shoulders of these much-tried and heavily over-worked Officers. Two other reasons influenced the Department in not appointing Group Commanders as Military Representatives. Principally, few, if any, of them had the legal training or knowledge which would have enabled them to elicit the facts necessary to a correct appreciation of each case. Secondly, by virtue of the fact that most of the Group Commanders lived among and knew, more or less intimately, the people within their commands, they would have been subjected to charges of favouritism, etc., and public confidence in the impartiality of the Military Service Boards would have been weakened. However, to satisfy the popular demand, Chairmen of Military Service Boards were communicated with in 1918 and asked whether they considered their Military Representatives could be relieved and their duties carried out by Group Commanders in their circuits. With one exception, replies were received that Group Commanders could not take the places of the Military Representatives.

A man who was drawn in the ballot lodged an appeal by forwarding to the Commandant of the Defence Forces at Wellington by registered letter the Form referred to in Appendix 4 hereto. The appeal was then copied in the Recruiting Branch. One was kept for file; one was sent to the Group Commander and one to the Military Representative. The original was then sent to the Military Service Board. At the same time the appeal was acknowledged in triplicate, -- original to the appellant, copy for file and the duplicate to the man's Group Commander. This kept everybody advised. It was possible eventually within fourteen days after publication of a Gazette to advise Chairmen of Military Service Boards that all appeals in a certain ballot had been received and despatched. Chairmen were then in a position to draw up their itineraries and Group Commanders similarly were in a position to know what appellants would be called up to attend at sittings.

With a few notable exceptions, appeals were adjourned "sine die" solely on individual claims. The notable exceptions were in the cases of such men as Roman Catholic Priests and Theological Students, Coal-miners and Gold-miners, Policemen and Prison-warders, Seamen, Shearers, Slaughterers, etc. In the case of Priests and Theological Students, a Regulation was made that on production of a Certificate to the effect that the Reservist was a Minister of the Church, the Military Service Board would accept the Certificate as a sufficient reason for a "sine die" adjournment of the appeal. This Regulation did not, of course, specifically refer to Roman Catholic Priests and other Clergy might have taken the benefit of it. However, the other Churches apparently viewed the matter differently and the Certificates were practically confined to Priests of the Roman Catholic Church. It was recognised that Roman Catholic Priests were compulsorily in the First Division by virtue of their vow of celibacy and there appeared to be a general opinion that Ministers of Religion

were of more use to the community at home than in fighting in the ranks as private soldiers of the Expeditionary Force. However, all Military Service Boards did not view the matter in this light and in some cases appeals by or on behalf of such Priests were dismissed. Although other Clergymen did not take advantage of the Regulation referred to, some of them appealed on personal grounds and some were appealed for by their Churches. Here again some of these appeals were dismissed. So far as was possible, the Defence Department met the situation by appointing such Clergymen as Chaplains to the Forces. As they could not all be absorbed immediately on the dismissal of their appeals, a waiting-list was established and Chaplains were selected according to requirements.

It was recognised by the Government that the transport of troops and food stuffs to Europe together with the maintenance of the essential industries of the Dominion should be safe-guarded. Military Service Boards were kept advised of the position in relation to each by the Recruiting Board and no doubt were largely guided thereby.

The work of re-fitting Transports, etc., in January, 1917, was considerably interfered with by the operation of the Ballot and by the men employed volunteering for service and proceeding to Camp despite the efforts to retain them for this very essential industry. Something had to be done to retain essential workers on these Transports otherwise the Service would have come to a stand-still and Reinforcements could not have been despatched up to time. Some of the men engaged in transport work had been called in the ballot and others were due to be called shortly after. The Firms concerned were asked to lodge appeals and the Military Representative was instructed to obtain adjournments temporarily until the position could be considered and the case, from the Department's point of view, laid before the Military Service Board. The Military Service Board accordingly adjourned consideration of these appeals until the whole question could be gone into and a report submitted by the National Efficiency Board as it was realised that the Military Service Board could only arrive at an adequate solution of the problem by the consideration of the whole question of the engineering services for essential shipping. A solution of the difficulty by forming a Transport Unit for the re-fitting of transports necessitating the retention in New Zealand of the services of men posted to that Unit was considered but was found impracticable. No other solution to the difficulty presented itself and eventually the Military Service Board concerned was left to decide whether these men should or should not be exempted from military service. In the end the majority of these cases were adjourned "sine die".

In the earlier days of the ballot, "sine die" adjournments were almost automatically granted in the case of Coal-miners, Shearers, Slaughtermen and Seamen, but as time went on a very large number of these appeals were reviewed with the result that when Class A of the Second Division was called up in the ballot, the "sine die"

adjournments had been cut down to a minimum. Mention should be made here of the fact that industrial trouble in the coal-mining industry caused a large number of appeals by or on behalf of Coal-miners to be dismissed. These men were thus liable to be sent forthwith into Camp but in order to keep up the supply of coal, they, together with other coal-miners whose appeals were adjourned "sine die", were permitted to remain on leave without pay until further orders upon condition that they continued in the coal-mining industry; that they did not strike nor did they indulge in a "go-slow" policy.

Appeals very often disclosed a most unusual state of affairs in regard to Reservists, and if the true facts could be made public, the Defence Department would be commended instead of, as happened, being blamed and held up to ridicule from one end of the Dominion to the other for its so-called "ghastly blunders". Not only on appeal have these matters been brought to light but confidential communications from or personal interviews obtained by the men concerned have enabled the Department so to act as neither to expose the unfortunate position of each case nor to inflict undue hardship on the men concerned. It is impossible to refer specifically to these cases without a serious breach of confidence but the men themselves and the Officers of the Department are well aware that the so-called "ghastly blunders" were the result of actions on the part of the men concerned which, to reasonable minded men, merited the consideration which the men received. The public should remember that, some families possess a "skeleton in the cupboard" whose existence has to be most carefully concealed!

Let us turn now to an entirely different type of appellant, namely, the conscientious objector who was not provided for under the Military Service Act. The Act made provision for the Religious objector but there were men who did not come within the definition of Religious objectors and who were conscientious objectors to military service. These men were unable to establish their claims to exemption and in a number of cases their appeals were dismissed by Military Service Boards. However, once again the Department met the situation and even the conscientious objector was shown a way out of his difficulties. He had to proceed to Camp and he was told that if he cheerfully and willingly obeyed orders and commenced his training he would be transferred to the Medical Services where his work would consist in saving life instead of in taking it. He could not claim this transfer as a right and was made to understand that it was a reward for cheerful and willing obedience. An appreciable number of such men were thus transferred to the Medical Services and, so far as is known, they have rendered good service to the Empire. Of course, there were conscientious objectors whose conscience prevented them from even saving life. One could only suppose that they had no conscience of any description and it is some consolation to know such probably was the case as their subsequent trials and tribulations merely affected their physical bodies and not their consciences.

The defiant objector naturally looked for trouble and as naturally got it. There is no need here to refer further to these two last mentioned classes of objectors as

they are already sufficiently notorious and the facts of their cases well known to the general public.

Every community is inflicted with "cranks" of one kind or another and New Zealand has its share of these much-to-be pitied people. So long as they obey the law and merely talk of what they will do, they can be ignored but when they set themselves up to defy the law -- well, the result is sure to be uncomfortable for them.

11. MEDICAL EXAMINATIONS.

Prior to the introduction of the Military Service Act, 1916, the medical examination of recruits for the New Zealand Expeditionary Force was carried out by individual medical officers. On their arrival in Camp the men were again examined by a Medical Board and, if once more passed as fit for Active Service abroad, were accepted and posted to a Reinforcements Draft. Obviously this system of medical examination had many disadvantages. The man who was eager to serve not only concealed his disabilities from the medical examiner but doubtless traded on the sympathies of the family Doctor who happened to be an official examiner and thus got into Camp. Many of these were rejected immediately on arrival, while others broke down after a very short period of training. One consequence of this was claims on the State for pensions on account of disabilities alleged to have been contracted in or aggravated by military service.

The other side of the picture has to be referred to as it also was one of the causes leading up to the decision to examine men on enlistment by Medical Boards. In order to stimulate recruiting, the Government had decided in 1915, to issue an Arm Badge to each man who had offered his services. This Arm Badge consisted of a red cloth Badge bearing a Crown in worsted, to be worn over the coat sleeve and signified that the man had returned from Active Service abroad. The second Badge was of a light blue color and signified that the man had offered his services and been rejected on medical grounds. The third Badge was khaki in color and signified that the man had enlisted, had been passed fit for service and was due to proceed to Camp with a Reinforcements draft. As the War proceeded single men of military age found it an advantage to be in possession of one of these Badges. Unfortunately, there were a number who had no desire to serve and who, to avoid adverse comment and the jeers of their more patriotic associates, presented themselves for enlistment but made the most of their disabilities or even invented disabilities so as to secure a place among "The Rejected". In view of the very heavy strain thrown on individual medical examiners through their endeavours to deal with the large number of recruits who presented themselves daily, the man who desired rejection often succeeded in his efforts to obtain it.

In order then, that men of military age in New Zealand when drawn in the Ballot should receive just and fair treatment and in order that the faint-hearted physically fit man might not escape his obligations, it was decided that the tribunals in whose hands would lie the power of despatching ^{to}

or withholding men from Camp should be as impartial as it was possible to make them. With this end in view District Medical Boards were constituted for the purpose of conducting the medical examinations of recruits under conditions, which, it was hoped, would sufficiently conceal each recruit's identity and thus enable him to be judged on his physical condition alone. Various safeguards to this end were provided, the Department going so far as to lay down that the recruit must not, if at all avoidable, be examined by a Board, one or other of whose officers was a medical practitioner within the limits of whose practice the recruit had previously been living.

At first it was decided to set up many District Medical Boards but owing to the number of medical men who had been despatched from New Zealand for service abroad with the Expeditionary Force and to the fact that only a limited number of medical men could be withdrawn from their private practices, the Defence Medical Authorities were unable to provide more than one or two Boards for each of the four Military Districts. With the progress of the Ballot, this unfortunately resulted in some men in outlying districts, drawn in an early ballot, not being medically examined until city men, drawn in the succeeding month's ballot, had been dealt with. One initial difficulty was that of obtaining the necessary staffs for these Medical Boards. Territorial training was demanding the services of Group and Area Staffs to the fullest extent and a very few members of the Permanent or Temporary Staff could be made available for appointment. As these Boards were set up only at the end of 1916, it is obvious that only Second Division men or unfit First Division men were available for appointment as clerks, etc. Their duties were novel and complicated and it is little wonder that at first the mistakes made were many and the men's papers were prepared in such a way as to cause voluminous correspondence between the checking staff in the Recruiting Branch and the staffs of the Medical Boards. Not only the clerical staff but the Medical Officers of the Boards, had, to a very large extent, to be trained in their respective duties and as time did not permit of extensive training and as the classification of recruits was new to Medical Officers they also made mistakes during the first few months. Later experience enabled the Medical Boards to definitely fix the limit of each classification. Their early inexperience rendered it necessary to review their C2 classifications before the exhaustion of the First Division of the Reserve. This review is referred to later on in this report.

The method of bringing a man to the colors after his name had been drawn in the ballot (excluding the operations of the Military Service Boards) was as follows:-

When a Ballot Gazette was issued the Assistant Director of Medical Services and the Assistant Adjutant General in each Military District prepared Medical Board Itineraries for their District Medical Boards. These itineraries were compiled according to the centre most convenient to the State and to the men as disclosed by their addresses given in the Ballot Gazette. The itineraries were then circulated to Medical Boards and Group Commanders and, on receipt, Group Commanders posted to each man (with certain exceptions) an order to parade for medical examination. At first, the men to be examined were divided into two categories, namely, those

who were appellants and those who were non-appellants. In the case of the former being passed fit for service they were given leave without pay until their appeals had been disposed of. This procedure was subsequently simplified and each fit man was given a definite order to parade.

In sending out the order to parade Group Commanders attached to the Notice, where necessary, return railway, coach or steamer warrants and meal tickets, as required, for the journey from the man's home to the place of medical examination and return to his home. The men were not ordered all to parade on one day but were called up in batches of 40 per diem as this was found to admit of a number of volunteers being called up for examination on the same day as the forty balloted men. The maximum number of men the Medical Board could examine was considered to be sixty per diem.

The Group Commander then prepared the Nominal Roll of the men who were to be medically examined at each day's sitting of the Board at centres within his command. This Nominal Roll was sent to the District Medical Board and each man's classification was entered thereon together with the draft for which the fit man had been ordered to concentrate.

On presenting himself at the place of medical examination the recruit was first attested by an officer designated the District Attesting Officer. This officer was the only combatant officer on the Board and was attached for the purpose of attending to the work of attestation, the issue of Pay Warrants, etc. It is relevant to refer here to "attestation" in view of the fact that their calling up under the provisions of the Military Service Act, made these men soldiers of the New Zealand Expeditionary Force as from the day following that on which their names appeared in a New Zealand Gazette. Every such man had the right to refuse to take the Oath of Allegiance. In order to cater for these men an Attestation Paper known as E.F. Form No. 2 (Compulsory) was adopted. It was the duty of the District Attesting Officer to first ascertain from each balloted man whether he would or would not take the Oath of Allegiance and to prepare the appropriate Attestation paper after receiving his reply.

Having answered the questions on the first page of the Attestation Paper and signed the declaration, etc., the recruit was taken to an adjoining room where he was stripped. Putting on his coat only he next proceeded to the medical examination room and handed his papers to the Sergeant-Major detailed to enter thereon the particulars dictated by the medical examiners. These particulars were entered on the second page of the Attestation Paper and were signed by the medical members of the Board. As the man's name did not appear on the second page of his Attestation Paper the medical examiners were unaware of his name, occupation, address, etc. The man was advised of his medical classification but in the event of being classed "C2" or "D", was not informed of the reason of his classification. Throughout, the greatest care was exercised that men classified "C2" were not informed of the medical reasons for such classification. This was a necessary precaution as it is a well known fact that the knowledge of a physical disability often aggravates that disability through

the knowledge preying on the man's mind.

x Occasionally, when the work of Attestation had been commenced for an hour or more prior to the arrival of the Medical officers, it was possible to have men examined by the Dental Officer ~~fixed~~ attached to the Board. On other occasions these Dental examinations were carried out after the medical examination but latterly it was decided that the dental examination of fit men should be undertaken in Camp and not prior to their entry into Camp. In this connection it may be stated that experience showed it was better from the State's point of view to dentally examine and treat men after their arrival in Camp than to do it prior thereto as a large number of men passed fit for active service at their first medical examination, were, on subsequent re-examination, reclassified "C2", had their appeals allowed or adjourned "sine die" or by reason of their alien enemy parentage were not sent forward to Camp.

Medical examination having been completed the man then returned to the dressing room, reclothed himself and presented himself once more to the District Attesting Officer for further orders. The following were the medical classifications:-

- "A" -- Fit for active service beyond the seas.
- "B1" -- Fit for active service beyond the seas after operation in Camp or Public Hospital.
- "B2" -- Fit for active service beyond the seas after recovery at home.
- "C1" -- Likely to become fit for active service after special training.
- "C2" -- Unfit for active service beyond the seas but fit for service of some nature in New Zealand.
- "D" -- Wholly unfit for any service whatever.

If the man had been classed "A", "B1(Camp)" or "C1", the District Attesting Officer handed him an order to parade at a convenient centre for the purpose of proceeding to Camp on a stated date. This Order to parade caused considerable trouble at the outset as the majority of men apparently merely put their order paper in their pockets and did not attempt to read the instructions printed on the back of the paper. A copy of this Order to Parade is attached hereto. (Appendix 8). The effect of the instruction was, that if the man were an appellant, his order to parade would be non-operative should his appeal not have been dismissed when the time came (according to the Order) for him to parade for the purpose of proceeding to Camp. It is admitted that this system was somewhat complicated and caused trouble occasionally but experience proved that it was preferable to cause a little trouble in a few cases than to face risk of failure to convict deserters from concentration through the fact of their not having been given by a military officer a direct order to parade on a definite date.

In addition to the order to parade the District Attesting Officer gave the man one day's pay for every 24 hours or part of 24 hours occupied by the man in attending medical examination. To safeguard the State it was laid down that the 24 hours would commence from the due time of the man's departure from home up to the due time of his arrival. "Due time" was held to be that time and date when the recruit would leave his home to enable him to reach the place of concentration by the first train, coach or steamer (or if by road calculated at 4 miles per hour if on foot; 10 miles by horse or bicycle, or 20 miles by motor cycle or car) before 12 noon on any day. The due time of his return to his home was similarly calculated as the time and date the recruit could reach his home by the first train, etc., after medical examination. To obviate the necessity of Attesting Officers carrying a large sum of money with them a Form of Pay Warrant was introduced. This Pay Warrant bore the recruit's number and name and was signed by the District Attesting Officer. Arrangements were made whereby these Warrants could be cashed at any Post Office within 30 days of the date of their issue. The recruit had to sign receipt on the original and duplicate thus safeguarding their use. It is noteworthy that in the case of some Medical Boards a large number of men refused these Pay Warrants. As one of these men said, "The War is costing the Country enough without it having to pay the 'C2' man." However, the great majority of "C2" men thought, as is usual with some sections of the community, that the Government was "Fair game" and they strenuously insisted on their right to the 5/-. It may be asked, "Why should the Department have paid the unfit man?" The reply is, that the man was called up to be medically examined not in his own interests but in the interests of the State. It was therefore considered that the man had a legitimate claim on the State for his expenses and pay during the period he was under actual military control. That period was the time occupied in medical examination, etc., and the time occupied in proceeding to Camp. All men were treated alike and it made no difference whether the man was a member of Parliament, a member of the legal profession or an ordinary day labourer, he received but second-class accommodation for transport and a Private's pay for the days occupied.

Turning now to the men who were exempted from medical examination until their appeals were heard. When the first few ballots were drawn every man drawn was required to be medically examined. Later on, however, it was seen that it was needless expense to the State to medically examine men whose appeals were almost certain to be allowed or to be adjourned "sine die" by Military Service Boards. Such cases were those of Roman Catholic Priests, Theological Students, Coalminers, etc., etc., and in addition when class "A" of the Second Division was drawn, the men who appealed on the grounds that they belonged to Classes "B", "C", or "D", Second Division, were also exempted from medical examination until their appeals had been disposed of. A considerable saving was thus effected and a number of Second Division men were thus put to little or no inconvenience through being irregularly drawn -- even though that fact was the result of omissions on their part to notify the Government Statistician of births, etc.

Meanwhile, the medical examination of voluntary recruits was being carried out by individual medical practitioners

as well as by District Medical Boards. In 1918, however, medical examination by individual medical practitioners was abolished as it was found possible to cope with the small number of volunteers then coming forward.

There is one matter here that should deserve consideration in the event of compulsory military service being re-introduced in New Zealand on any future occasion. In Britain, recruits are given a hot bath before being medically examined. Every medical officer who has been engaged on Medical Board work will probably agree with the statement that their work would have been more agreeable had recruits been given a hot bath before being brought in front of them. It is a fact that, in country places, where accommodation was limited, the conditions were highly disagreeable not only to the medical examiners but to most of the men themselves. Considering the great pressure under which medical officers worked, it can well be realised that they scarcely relished working on a hot summer's day amid a crowd of undressed, over-heated recruits whose last bath had been taken days, at least, prior thereto! It is little wonder that some medical officers suffered in health and it is a matter for surprise that the others were able to carry on so long as they did.

13. MEDICAL RE-EXAMINATIONS.

The medical re-examination of recruits, both in and out of Camp, presented many difficulties which had not all been overcome by the end of 1918. As it was possible for a fit man to become unfit after he had been classed by a Medical Board he had to be given facilities for medical re-examination before proceeding to Camp. The facilities granted to the man whose case was genuine had to be extended to the man who did not want to go to Camp and to the man who considered he was not physically fit. The facilities first provided were of a generous nature, too generous in fact, as at one time some Medical Boards had as much re-examination work to carry out as they had original examinations to attend to on the same day. In other respects, the system was not working well and, in order to obtain control, re-examinations were refused unless on an order issued by the Director of Recruiting. This certainly prevented the recruits examined in one District, from going to another District and obtaining re-examinations there. Many cases were brought to light where the recruit concealed the fact that he had already been examined and, having some ideas on the subject, was actually able to deceive the examiners by posing as an original recruit and thus obtained a re-examination. If fortunate enough to be classified "C2" he relied on his Leave Pass to get him out of any trouble with his first Group Commander. Further confusion resulted from the fact that such a man often posed as a volunteer. He gave an address in the Group to which he had proceeded for re-examination and owing to the great amount of work on hand his new Group Commander did not trace him as a Balloted man but treated him as a volunteer. Duplication of records therefore resulted and a very great deal of time was wasted through correspondence between the Recruiting Branch and the two Group Commanders. The system whereby the authorisation of medical re-examinations was placed in the hands of the Director of Recruiting was, however, found to cause considerable

delay and inconvenience in genuine cases. The system eventually adopted was for the applicant for re-examination to apply through the Officer Commanding the Group in which he was originally examined or in which he resided if he had been properly transferred thereto. This application was then referred to the Assistant Director of Medical Services of the District to decide whether the recruit should, or should not, be re-examined. This Officer's decision was communicated to the Director of Recruiting and the man was re-examined accordingly. Where the Assistant Director of Medical Services was in doubt he referred the case to the Director for the purpose of the latter supplying him with any additional evidence available from the man's file. Recruits were permitted to hand to the medical re-examiners certificates from their own medical advisers.

The re-examination question gave us much trouble. Cases are known in which recruits not only succeeded in obtaining two or three re-examinations (only to find the original "A" classification confirmed) but used every artifice to secure further re-examination not only before going to Camp but during training in Camp prior to embarkation. "Malingering", always a difficult matter to deal with, was not exactly common but was certainly a noticeable feature of the monthly itinerary of each District Medical Board.

For some time after the introduction of the Military Service Act, the medical re-examination of men who had proceeded to Camp was carried out by the Camp Medical Officers. This was found to be unsatisfactory in many ways and a Special District Medical Board was set up in Wellington for the purpose of carrying out the medical examinations of recruits in Trentham and Featherston Camps. This acted very well and, in addition, removed the popular impression that the man passed fit by a District Medical Board had rather more than a fighting chance to "beat the Camp Board" during his period of training.

In March of 1917 the medical standard was slightly altered for the "A" classification. The return from District Medical Boards for the end of March and beginning of April showed a large increase in the percentage of men classed "C2". Although the position was met at the time by drawing, in the Ballot, a very much larger number of men yet it was realised that the new standard would result in a more rapid diminution of the First Division of the Reserve than was first anticipated. The whole position was reviewed when it was disclosed, through an examination of the files of a large number of men who had been classed "C2" that, apparently, grounds had not been disclosed as a sufficient reason for the "C2" classification of the men.

Although a "C1" classification had been provided, very few Medical Boards thus classified recruits. There were two reasons for this, namely, the absence of any machinery in Reinforcements Camps to provide "C1" men with a modified form of training and secondly, want of knowledge on the part of District Medical Boards as to what, exactly, should form a "C1" classification.

In view of the foregoing and in view of the fact that the exhaustion of the First Division of the Reserve was within measureable distance, the following scheme was adopted:-

(1). A Special Re-examination Medical Board was attached to the Branch of the Director of Recruiting to scrutinise the whole of the papers of "C1" and "C2" men thus classified by District Medical Boards. Where this Special Board confirmed the "C1" classification the men were called upon to enter Camp.

(2). In the case of men classified "C2" either originally or as a result of a re-examination by a District Medical Board, the men's papers were stamped, by the Special Board, "For re-examination" or "Not for re-examination", according to the decision arrived at in each case.

(3). Where a man's papers were stamped "Not for re-examination" he was advised to that effect and told that he would not be called up for re-examination by the C2 Board. This enabled the "C2" "Not for re-examination" man to settle down to his civilian work without the uncertainty which had hitherto existed regarding his final disposal by the Military Authorities.

(4). In the case of the man whose papers were stamped "For re-examination" he was advised to that effect and told that he would be called upon to submit himself for re-examination by the Special C2 Medical Board set up for that purpose. He was advised that if this Special C2 Board re-classified him "A", "B" or "C1", his right of appeal under the Military Service Act would be restored to him.

Arrangements to this end were made accordingly with Military Service Boards to hear and determine the appeals of men so re-classified. Men originally classed "C1" also had this right restored to them. Although all such men were given an order to proceed to Camp on a stated date they were also told that the order was inoperative should their appeals not have been disposed of by dismissal before that date arrived.

For the purpose of conducting the special re-examination of these "C2" "For re-examination" cases, a Special C2 Re-examination Board was constituted. Only one Board could be provided as it was necessary the medical members of the Board should be officers who had had considerable previous military medical experience. Three medical officers were detailed to form this Board and they were provided with a staff consisting of a Military Approving Officer, a Secretary and two clerks. The Military Approving Officer was appointed to assist the Board with advice from a purely military point of view so that in "border-line" cases, where the Medical Board was doubtful that the recruit would make an efficient soldier, even after graduated training, the experienced advice of the Military Approving Officer enabled them to reach a decision. The Military Approving Officer had other duties to perform which were subsequently performed by the Secretary to the Board when, on its third itinerary, the experience gained on its two previous itineraries enabled the medical officers of the Board to arrive at a determination without the necessity of consulting a Military Approving Officer. His appointment was accordingly cancelled and his work, other than that in an advisory capacity, was performed by the Secretary to the Board. The C2 Board had all the powers of a District Medical Board in regard to classifications except that no recruit could be examined for the first time by the Board nor could he be attested.

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In setting up this Board it necessarily followed that a scheme of graduated physical training would have to be initiated in the Expeditionary Force Camps. For this purpose the C1 Camp was established and although it was never a popular institution, the "Glaxo" Camp (popularly so-called) proved a valuable addition to the training machinery of New Zealand Expeditionary Force Camps. Many men sent into Expeditionary Force Camps under an "A" classification had broken down during their period of training instead of steadily improving in physique. The sudden change from social life to Camp life was, in some cases, found to be too great and those men who were not in a thoroughly good physical condition suffered instead of benefitted by the training given. The C1 Training Camp was therefore established and District Medical Boards advised that they could proceed with the classification of men as "C1" in such cases as they deemed such classification desirable. The scheme of calling up, etc., finally adopted in connection with C1 men is set out in Section 32, Consolidated Circulars.

As only one C2 Board could be set up it became necessary to map out an itinerary for a Dominion tour. During the first itinerary the Board dealt with over 3,000 men and the tour lasted for approximately three months. It is interesting to record that of the papers scrutinized by the Special Re-examination Board in Wellington practically 60 per cent were selected as "For re-examination" cases. The result of the labours of the C2 Board during its three itineraries also showed that practically 60 per cent of those re-examined were re-classed fit for active service abroad.

Once a man had been dealt with by the C2 Medical Board it was not advisable that he should be further re-examined by an ordinary District Medical Board. This prevented men from being re-examined by a Board which in the first instance had classed them "C2" but whose decision had been upset by the C2 Medical Board. It did not necessarily follow that these men would have obtained a further re-classification as "C2" but it is only natural that men who thought that the human element would be a considerable factor in the matter (and as after all, medical classification is largely a matter of opinion) had the feeling that the District Medical Board officers would be glad of the opportunity to upset the C2 Board's re-classification. That this was not the case was proved in many instances where a C2 man, having been classed "B2" (fit for recovery at home) by the C2 Board had to be re-examined in due course by some District Medical Board. Cases are on record where the re-examination of a "B2" case was conducted by a District Medical Board whose original classification of "C2" had been upset by the C2 Board but on the man coming before that District Medical Board it passed the man as fit "A" or "C1". Of course, there were cases of the "border-line" variety where the C2 Medical Board gave the State the benefit of the doubt and re-classed the C2 man as "A", "B" or "C1". Some of these men were recruits who had tried at various times to get into Camp under the voluntary system but having been "turned down" several times they had arrived at the opinion that their previous medical examiners were correct and that the C2 Board was wrong. In their complaints against the re-classification by the C2 Board, some of them supported their statements by certificates from medical men and as it was not possible to refer every case to the C2 Board during its itinerary and before the date of the man's concentration came round, the case had to be referred to the supreme medical authority in New Zealand.

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namely, the Director-General of Medical Services. His advice on the matter was taken and where he considered such men should have retained their C2 classification, the men were held out of Camp on indefinite leave without pay and their cases were re-submitted to the C2 Board for re-consideration at the conclusion of their itinerary.

With the experience gained in the C1 Camp it was eventually decided that men over forty years of age should not be classed C1 and similarly it was decided that men forty-four years of age and over should be classed C2. Men over forty were found not to respond even to the graduated system of training and unless they were physically fit in every way for an "A" classification they were classed C2. Men over forty-four, even if physically fit, were classed C2 as experience had proved that they did not stand the rigorous training laid down for physically fit men.

At first there were a large number of men classified "D". District Medical Boards did not then realise that the "D" classification was intended for men who were actually mental and physical wrecks. The Special Re-examination Medical Board scrutinised the papers of all these "D" men and where it was obvious that such men were properly classified they allowed the classification to remain; in other cases they re-classed the men "C2". In a few cases they were doubtful that the men were even "C2". Such men were subsequently called up for re-examination by the Special C2 Board and a few of them were passed fit "A".

It was found that some recruits who had been passed as fit for general service abroad had been refused by Insurance Companies when the men had endeavoured to insure their lives. To meet this situation recruits who were passed as fit and who subsequently applied for a re-examination on the grounds that they had been refused for Life Insurance, were granted a re-examination on production of proof of such refusal. Such men were also required to produce a medical certificate setting out the medical reasons for the Insurance Company's refusal of their proposals but whether or not this medical evidence was forthcoming a re-examination was carried out.

Cases arose in which Military Service Boards were advised by a Reservist whose appeal was being dealt with that he had applied to the Military authorities for a medical re-examination and in consequence the Boards adjourned the appeal pending the result of such application. Very often the medical certificates submitted in support of an application threw no additional light upon the man's physical condition and his request for a re-examination was therefore refused by the Medical authorities. The man consequently indirectly gained an extension of his leave as the result of an application for re-examination which had no merits. On this being brought to the notice of the Military Service Boards, no appeals were, after then, adjourned purely on the grounds that a Reservist had applied to the Military Authorities for a medical re-examination, unless the Board was of opinion that there were substantial reasons for such re-examination.

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13. DESPATCH OF TROOPS TO CAMP.

The same system adopted early in 1915 for the concentration at Group Headquarters and despatch therefrom to Camp of all men due to proceed there, was carried out during the whole period of recruiting. On one or two occasions only were drafts not sent forward at intervals of four weeks. When the Military Service Act was introduced it was arranged that the week of concentration and despatch to Camp should be the week during which the Ballot was being drawn. This arrangement worked excellently as during Ballot week Group Commanders had a better chance of superintending the concentration and despatch of their quotas. As previously indicated men were given their orders to proceed to Camp either on being passed fit at their medical examinations or on their appeals being dismissed by Military Service Boards. Necessary travelling warrants, etc., were issued to the men concerned by their Group Commanders and in practically every case the men were ordered to report at their Group Headquarters the day before that on which they set out for Camp. This enabled the Group staff to check the papers of the men who had reported and to despatch telegrams to those who had failed to report asking them the reason therefor. The subsequent dealing with the men who were deserters from concentration is dealt with hereafter.

District Headquarters, on receipt of advice from Group Commanders of the numbers of men going forward to Camp, made the necessary arrangements with the Steamship and Railway Companies concerned for the necessary accommodation en route. Prior to the men leaving their Group Headquarters telegraphic information was despatched by Group Commanders to the Camp Commandants concerned advising them of the numbers going forward and the approximate time and date of arrival. This was for the purpose of enabling the Camp authorities to have in hand a sufficient supply of equipment and to arrange for meals, etc., on the men's arrival in Camp. Where drafts proceeded to Camp via Wellington they were met on arrival and despatched on their onward journey by a Railway Transport Officer attached to the Government Railways in Wellington. With each draft from a Group an officer or Non-Commissioned Officer was sent to conduct them to Camp. He took with him the Group Personal File for each man and a Nominal Roll showing the men who were due to proceed to Camp and those who had actually reported. The Conducting Staff took with them, in addition, the personal files for men who had not reported and these files were left with the Camp Commandant until the week of concentration was over. This was done because it was found that some men who missed their concentration in their own Group proceeded to Camp at a later date and without saying anything about the matter to their Group Commanders.

Upon arrival in Camp the draft was usually met by the Camp Band and conducted to one of the large Halls for medical examination. The medical examination conducted on arrival of the draft was necessarily not so elaborate as that carried out previously by District Medical Boards. It was primarily to ensure that no sick man was sent into the Lines and thus, perhaps, carry infection with him. Medical examination in the Hall having been completed the men answered to their names and filed out for further disposal. At the same time their personal files were checked and taken with the men for further

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action. Meanwhile, Selection Officers had been ascertaining the names of men who had had previous experience as Machine Gunners, Engineers, Telegraphists, etc., and having made up the total required kept the men apart throughout the further proceedings until they were posted to the arms for which they had been selected. As the men were leaving the Hall they were taken over in squads of from twenty to twenty-four by a Non-Commissioned Officer appointed to the draft. These Non-Commissioned Officers had arrived in Camp with a previous reinforcement, undergone a period of training as Non-Commissioned Officers and been posted to the new incoming draft. They had also been posted up in the duties they had to perform in connection with the incoming draft and the result was the men were dealt with most expeditiously.

From the Medical Examination Hall the men were taken direct to the Quartermaster's Stores where a knife, fork, spoon, pannikin and plate were issued to them. They were then given a meal and after that proceeded to another Hall where certain Forms required by Camp, which could not be completed in the Group, were entered up under the supervision of the Non-Commissioned Officers above referred to. From that Hall the men once more were taken to the Quartermaster's Stores where they received their first issue of kit and proceeded thence to their quarters. The next day saw the men out on the Parade Ground commencing their training. The Nominal Rolls sent forward by Groups were checked by the Camp authorities and against each man's name was entered the Reinforcement number allotted to him. This Roll was then forwarded to the Director of Recruiting and the fact that the man had arrived in Camp duly entered on each man's file. The whole of the work was done with great celerity and, even with the biggest reinforcements draft, the system ran like a well-oiled machine.

14. DISCHARGES.

Prior to the introduction of the Military Service Act and even after its introduction and up to the middle of March, 1917, men who were sent into Camp as physically fit for service but who had either broken down under the training received in Camp or whose services were not required were discharged outright from the Expeditionary Force by the Camp military authorities. It was not at first realised that, after the introduction of the Military Service Act, this action on the part of the Camp authorities would result in such men resuming their status of Reservists under the National Registration Act, and, in due course, again being drawn in a ballot. Had this procedure been continued the First Division would eventually have comprised only men who had already been medically examined several times and each time classed unfit for active service abroad. The solution was found in retaining these men as soldiers and thus exempting them from the operation of the ballot. Discharges, except for serious offences and then only in very exceptional cases, were abolished as such, in-so-far as men who had not served overseas were concerned, as from the 23rd March, 1917. Men who, after arrival in Camp, were classed "C2" were either employed on Home Service in Camp (if they volunteered therefor) or were struck off the Camp strength, placed on leave without pay until further orders, their files sent to the Recruiting Branch and the men placed under the command of the Director of Recruiting. It was thus possible later to deal with

these men exactly as if they were soldiers in uniform according as the military authorities directed. Hence the ease with which men were dealt with when they were called up for re-examination by the C2 Board.

16. DEFAULTERS.

There were two classes of Defaulters, namely the absentee from medical examination and the absentee from concentration. These were dealt with in two ways under the direction of the Director of Personal Services, a staff officer in the Department of the Adjutant General to the Forces. The methods of dealing with these defaulters are set out hereafter.

Every man drawn in the ballot or who had volunteered and been attested for service with the Expeditionary Force was borne on the strength of the Group in which he was so drawn or attested unless he was disposed of by being (a) despatched to Camp, (b) transferred to another Group as a result of change of address, (c) placed on indefinite leave without pay as a result of medical examination or action of a Military Service Board or (d) struck off for any reason under instructions from the Director of Recruiting. It was the duty of every Group Commander to take all available means to finally dispose of every man appearing on his books and the fact that there were some cases in which action was taken by the Director of Personal Services was considered as a means to an end and not as relieving the Group Commander of his responsibility to find the man and have him disposed of. No transfers to another Group was permitted in the case of a man who was a defaulter until that man had actually been found and disposed of.

The Medical Examination Defaulter is the man who failed to present himself, when ordered, for medical examination. In the first instance the man was given the benefit of the doubt and the Group Commander merely called on him to account for his absence. A stated time was given the man in which to reply. When the reply was satisfactory in the opinion of the Group Commander, he issued the man with a fresh Order to Parade. Where the reply was unsatisfactory in that the Group Commander felt justified in thinking the man had wilfully failed to parade, or where no reply was received, the fact was reported to the Director of Recruiting who passed the man's file to the Director of Personal Services for disciplinary action. This latter Officer then investigated the man's case and on failing to locate him and when the Director was satisfied with the evidence before him that the man had actually received a notice to parade for medical examination, he issued a warrant to the police for the man's arrest. It should be noted that a necessary preliminary to arrest is proof that the soldier has actually received an Order to Parade. The peculiarities of the New Zealand postal administration prevented the Defence Department from securing proof that a man had actually received a registered letter containing the Order to Parade. Had a man been arrested when he had not received a military order he could not have been punished for his failure to parade and, in addition, could have applied for and would probably have obtained redress for unlawful arrest. In view of this fact, Group Commanders could not be given the power to issue Warrants

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for the arrest of medical examination defaulters -- quite apart from the fact that men had the opportunity of medical examination in any other Group and that that fact might not have been communicated to the man's original Group Commander in time to prevent the issue of the Warrant of arrest.

Where the Director of Personal Services was not satisfied that there was sufficient evidence to establish the fact that the man had received a notice to parade for medical examination, he thereupon published the man's name in a Gazette under the authority of Section 13 of the Military Service Act, the list, however, being first of all submitted to Group Commanders for a final perusal by them so that no man should be gazetted who had reported or had been located and dealt with by a Group. The gazetting of the medical defaulter under this Section of the Act was held to be a necessary order preliminary to arrest. In every case the Gazette notified the man of the date and place on and at which he should parade for medical examination. On intimation from the Group Commander that the man had not paraded as ordered in the Gazette, it was even then not considered wise to invest the Group Commander with the powers of arrest. The gravest consideration was given this question by the Recruiting Board and the Military Authorities but the cases of wrongful arrest brought to notice showed that only a central authority in New Zealand who had access to the file of each soldier in the Dominion could be trusted to issue Warrants for the arrest of medical examination defaulters. On receipt of the intimation from the Group Commander that the man had not paraded, the Director of Personal Services issued his warrant for the arrest of the defaulter. No further action was taken by the Director of Personal Services as the matter of locating and arresting the defaulter was then taken up by the Civil Police. The Group Commander, however, having still an interest in the man assisted the Police in locating him and, for that purpose, kept in touch and co-ordinated his work with the work of the Civil Police. Latterly, a monthly list of defaulters was published. This list contained as full a description as possible of each man and was circulated throughout the Defence and Police Offices of New Zealand. The list was added to or deleted from each month according as defaulters were discovered and dealt with or as other men became defaulters so that the list in existence for any particular month contained the names of all defaulters up to that date.

On the arrest of a defaulter who had failed to parade for medical examination, he was brought before the Group Commander in whose Group he had been arrested. He was then charged with the offence disclosed on the Warrant and the Group Commander dealt with him in his jurisdiction, and awarded such punishment as the offence warranted. Where the defaulter on arrest was convicted and awarded a period of detention prior to despatch to Camp, he served that period of detention in the Detention Barracks, Alexandra Depot, Mt. Cook, Wellington. Each defaulter was medically examined and after he had served his period of detention, the fit man was sent direct into Camp and posted to a Reinforcements Draft. The unfit man was, in the beginning, sent into Camp and held on compulsory Home Service. This, however, was found to be an unsatisfactory proceeding and it was eventually decided that defaulters should be medically examined on arrest and before trial so that the "C2" man could be adequately punished by a longer period of detention. Defaulters were,

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at one time, sent to Camp and there dealt with by the Camp Authorities. As the Camp Authorities did not have the whole of the evidence before them, some defaulters escaped punishment. The scheme eventually adopted was, therefore, that of dealing with the defaulter in the Group before despatching him to Camp.

The second class of defaulter was the defaulter who failed to parade for the purpose of proceeding to Camp. Here again, the man was given the benefit of the doubt. Having failed to answer his name on parade when his draft concentrated at Group Headquarters the defaulter received a telegram from his Group Commander enquiring why he had failed to be present. Where the reply was satisfactory in the Group Commander's opinion, he issued the man with a fresh Order to Parade either within a few days or with the next draft according as men were urgently required or otherwise. The issue of this fresh order was communicated to the Director of Recruiting who thus was kept advised of the man's position. Where the reply was deemed to be unsatisfactory or where no reply had been received within a stated period, the Group Commander issued his warrant for the arrest of the defaulter and advised the Director of Recruiting. As this particular class of defaulter had been before the Group Commander in that the man had attended medical examination, the Group Commander had means of identification at his disposal from the defaulter's medical examination papers and was able to supply a description of the man for the information of the Police and the Director of Personal Services. On arrest, the man was dealt with by his Group Commander in exactly the same way as the medical defaulter was dealt with except that, being a fit man, the soldier proceeded to Camp immediately on release from detention where such was awarded by the Group Commander or proceeded direct into Camp where no period of detention was awarded.

16. THE SECOND DIVISION.

The sub-division of the Second Division Reserve into its various classes was laid down by Regulation. The work of sub-division was carried out by the Government Statistician prior to the exhaustion of the First Division of the Reserve and he was thus in a position to take a ballot from Class A (married men without children) when it was required by the Military Authorities. The system of dealing with Second Division men was slightly different to that adopted in dealing with First Division men. For instance, it was decided that any Second Division man classed "C2" at his original examination or subsequently classed "C2" as a result of re-examination, should not be called upon to undergo a further re-examination before the Special C2 Board. Similarly, Second Division men who appealed on the grounds that their names were wrongly included in the class of the Second Division for which they had been drawn, were permitted to have their appeals heard and determined without previously undergoing medical examination. Furthermore, in order to reduce the number of appeals received and because the operation of the Military Service Act was then beginning to produce a sufficient number of men for Camp, it was decided that all Second Division men should be given three clear

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months' leave without pay between the date of their pass being passed fit for active service and that on which they were required to proceed to Camp. This decision did not apparently reduce the number of appeals but it certainly met with the approval of the general public. Later in 1918 it was possible to extend this privilege to First Division men. In fact, owing to the number of men that became available in the latter half of 1918, it was possible to give Class C men six months' leave between the date of their being passed fit and that on which they were required to proceed to Camp. The results of the calling up of the First and Second Division men are shown in Appendix 6 hereto.

17. SECTION 33 & 34 MILITARY SERVICE ACT.

The insertion of these Sections in the Military Service Act was rendered necessary for obvious reasons. The return in Appendix 5 hereto shows the total number of men called up under Section 34 of the Act. These men received little or no consideration in their treatment at the hands of the Military Authorities. On a man being convicted by a Magistrate under Section 33 of the Act, the Clerk of the Court telegraphed the information to the Director of Recruiting who arranged for the service of a notice on the man under the authority of Section 34 of the Act. Service of the Notice made the man a soldier and he was immediately placed under the authority of the Military Authorities. As it was not always possible to obtain the services of a District Medical Board, the first arrangements were that such men should be sent direct into Camp for medical examination there. Subsequently, it was found possible to arrange for these men being examined by a New Zealand Medical Corps officer so as to ascertain his physical fitness to proceed to Camp. Where men were certified to be unfit to proceed to Camp they were released until they could be brought before a District Medical Board and there classified. Where such men were classified "D" they were placed on leave without pay until further orders. If they were classified "C2" and certified unfit for Home Service in Camp they were similarly released on indefinite leave without pay. Men classed "A", "B", "C1" or "C2" (fit for Home Service) were despatched to Camp; the C2 men for compulsory Home Service and the others for ordinary training. This method of dealing with the "C2" men did not prove altogether satisfactory, although, in a few cases, it was found that the men retained on compulsory Home Service rendered cheerful and willing obedience. In the majority of cases, however, the service given was rendered with great reluctance and the result was continual trouble in Camp. No solution of the difficulty was discovered and it is difficult to suggest any way by which these men could have been adequately punished for their wilful disobedience to the laws of their country, except by the infliction of a lengthy period of detention in prison. So far as the fit men were concerned their service after arrival in Camp was not affected by the fact that they had been called up under Section 34 of the Act so long as they were obedient and submissive to discipline.

18. RELIGIOUS OBJECTORS.

It was not until the Military Service Act had been in operation for some time that provision could be made for

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dealing with the Religious Objector. Many difficulties were in the way and the matter was not taken up until a sufficient number of men made it worth while. When this occurred, arrangements were made with the Agricultural Department that these men should be accommodated and employed at the State Development Farm at Levin. The system adopted of dealing with these men was roughly as follows:-

Irrespective of whether he was or was not a religious objector the recruit had to submit to medical examination. Where he was classed "C2" and his papers endorsed "not for re-examination", his appeal on religious grounds was not proceeded with. He was thus placed on exactly the same footing as other men and allowed to remain on indefinite leave without pay. In the case of the fit man, his appeal was dealt with in the usual way by a Military Service Board and where he was able to prove that he came within the provision of the Act his appeal was allowed. The allowance of an appeal carried with it an obligation of national service, which obligation could only be discharged by rendering service under the Agricultural Department at the State Farm at Levin. As a number of these appeals had been allowed for some time before arrangements had been perfected for the men's accommodation and service at Levin, it was decided to give such men six weeks' notice of the date upon which they would be called on to proceed to Levin. Under an arrangement made with the Heads of the religious bodies concerned, these men were dealt with by the Military Authorities in regard to their despatch to Levin and also on their release where such was the result of a subsequent medical re-examination or on the signing of the Armistice. Twenty-four men were sent into the Farm in January, 1918, and together with a few additional men sent in subsequently filled the accommodation available there. Arrangements were made to increase this accommodation so as to permit the Department to send forward the men remaining to be accommodated. At the signing of the Armistice twenty-one men were in Levin and thirty-two were under orders to proceed there.

Accommodation, rations and clothing were provided by the Defence Department and the men were paid the ordinary private soldier's daily rate of pay.

19. OFFICERS.

The selection of Officers for the New Zealand Expeditionary Force was a matter that was controlled, under the General Officer Commanding, by the Assistant Military Secretary. The Main Body was officered by Imperial Officers on loan to New Zealand, New Zealand Staff Corps Officers, Officers of the Royal New Zealand Artillery and Officers of the Territorial Forces and Senior Cadets. These were appointed for duty with the New Zealand Expeditionary Force with such rank as was decided on by the General Officer Commanding. At the outset very many more Officers were available for service abroad than could be absorbed and, in consequence, competition was keen, especially among Territorial Officers. Officers of the New Zealand Staff Corps and the Royal New Zealand Artillery were not permitted to volunteer for service as, being Permanent soldiers, they were, under the terms of their attestation, liable for service in or out of New Zealand at the discretion of the General Officer Commanding. A number of these were retained for special service in New Zealand in Districts, Groups and Expeditionary Force Camps and although the War lasted for

more than four years, it had not been found possible to give each of them a tour of active service with the Expeditionary Force. The withdrawal of Staff Corps Officers from District, Group and Area Commands necessitated the employment of Territorial Officers in relief and those for whom places could not be found in the Expeditionary Force were temporarily utilised to fill the vacancies.

After the Expeditionary Force had been on service for a couple of years a demand arose that those Non-Commissioned Officers and men who had proved themselves in battle should be given an opportunity of obtaining Commissions and thus entering on a wider field of experience. In response to this demand, arrangements were made whereby a certain number of proved Non-Commissioned Officers were nominated for Commissions in that Force by the General Officer Commanding the New Zealand Expeditionary Force. Some were appointed direct to the Force but the great majority were returned to New Zealand for further training and despatch with a later Reinforcements draft as Second Lieutenants. Later still it was found desirable that some Commissions should be allotted to Non-Commissioned Officers in training in New Zealand and arrangements to that effect were eventually made. By this time practically all the fit available junior Officers of the Territorial Force had been absorbed. A great difficulty was then found in finding places for Officers of field rank as the vacancies which occurred in the Expeditionary Force were principally those for Second Lieutenants. Some Officers of Captain's rank and upwards accepted appointments as Second Lieutenants in the Expeditionary Force and served at the Front. There were others, however, who, for financial reasons, could not accept such appointments and they had to await the operation of the ballot to take advantage of their rights as Reservists to obtain financial assistance if they were posted to Camp in other than their Commissioned rank. A considerable controversy raged for some time as to whether Territorial Officers could be made to serve as privates or Non-Commissioned Officers in the New Zealand Expeditionary Force and it was not until a decision that they could be compelled to so serve had been pronounced by the Supreme Court that the point was settled. A few Officers of the Territorial Force were drawn in the ballot and proceeded to Camp as Privates but this was not allowed to affect, in any way, their status as Commissioned Officers in the Territorial Forces of New Zealand. They were placed on extended leave from their Territorial duties and were at liberty to resume their Territorial status on return from service abroad. In the latter half of 1918, General Headquarters was faced with the problem of disposing of some seventy Territorial Officers who, having been passed fit for active service abroad, were awaiting disposal. It was eventually decided to give them a course of training and they were sent into an Expeditionary Force Camp accordingly. A number of these were absorbed in various Reinforcements drafts but a number still remained undisposed of at the signing of the Armistice. It is worth mentioning that Officers were appointed to the New Zealand Expeditionary Force but were not granted Commissions in that Force. Their status as Officers of the Expeditionary Force did not affect their status as Officers in the Territorial Force. Their promotion in the Territorial Force similarly, did not affect their promotion in the Expeditionary Force and vice versa. So that we have today the anomalous position of an Officer of junior rank in

in the Territorial Force holding very senior rank in the Expeditionary Force. The problem of the disposal of these officers on their return to New Zealand has not yet been satisfactorily settled and it is one that fairly bristles with difficulties for the Department.

20. NON-COMMISSIONED OFFICERS.

In the days of voluntary recruiting, various schemes of selection of Non-Commissioned Officers were tried. At first, Group Commanders selected men for appointment as Non-Commissioned Officers on arrival in Camp. Later the selection was confined to Officers Commanding Districts but eventually no selections were made out of Camp and promotions were made by Camp Commandants alone. These promotions were temporary ones only as it was found that difficulty was caused on a Reinforcements draft joining the Main Body in regard to the disposal of Reinforcements Non-Commissioned Officers of senior rank who had to be absorbed in the Main Force. The final solution was, as stated, to grant temporary rank for the period of training in New Zealand and passage to the Base, and for the Non-Commissioned Officer to revert to the ranks if required on joining the Main Body. Warrant Officers and Non-Commissioned Officers of the Permanent Staff and the Royal New Zealand Artillery were differently treated. Being members of the only Regular Forces of New Zealand they were liable for service in or out of New Zealand at the discretion of General Headquarters. On being posted to a Reinforcements Draft they retained their rank and pay if the latter were higher than the Expeditionary Force rate laid down. Many members of the Permanent Staff were posted to Reinforcements drafts but on the other hand many were retained for service in New Zealand, much against their will. They had no option, however, but to obey orders and, in the main, did so cheerfully. Some obtained Commissions and a few obtained high appointments in the service in New Zealand.

21. VOLUNTEERS: 1916 - 1918.

Although the compulsory clauses of the Military Service Act were put into force, voluntary recruiting was allowed to continue. Voluntary recruits were given all the privileges extended to the men called up compulsorily under the Act in that they could be examined by a District Medical Board and they or their employers had the right of appeal to Military Service Boards. Naturally, few volunteers appealed personally but in a number of cases men who had strong objections to being drawn in the Ballot but whose employers did not release them for military service voluntarily enlisted and thereby compelled their employers to take advantage of the rights conferred on them by making appeals against the volunteers being accepted for service.

In order that the men who had offered their services to the Country prior to the introduction of the Military Service Act and who had been rejected as medically unfit should have some recognition in the Ballot Gazette of their having voluntarily enlisted, provision was made in each Gazette published so that these men had their names preceded by an asterisk in the Gazette. The Department was unable to

notify the Government Statistician that Reservists had or had not offered themselves for service, and the onus was placed on each man of producing evidence to the Government Statistician that he had voluntarily offered his services in the Expeditionary Force. This was an easy matter for the man concerned as every man who had volunteered and been turned down prior to the date of the First Ballot was able to secure from his Group Commander a Form of Acknowledgment of Offer of Services. This Form the man forwarded to the Government Statistician and his schedule was "starred". On being drawn in the Ballot an asterick appeared against the man's name. This was really an unnecessary indulgence granted to the men as they could again have offered themselves for voluntary enlistment, have been medically examined and attested and thus have prevented their names from appearing in a Gazette.

Prior to the First Ballot being drawn it was announced that during the operation of drawing the Ballot voluntary recruiting would cease. This was to enable the Recruiting Authorities to remove from the Ballot the names of every volunteer attested. On the Gazette being published voluntary recruiting was again thrown open and proceeded until a few days before the next Gazette was published and so on until the last Gazette was published containing all the names of First Division men remaining in the Reserve. From that date voluntary recruiting for First Division men was necessarily restricted to youths of nineteen and twenty. It was decided that youths of nineteen might be allowed to enlist upon production of their Birth Certificates as proof of age and production of the written consent of their parents, surviving parent or guardian. Similar restrictions were placed on the voluntary enlistment of youths of twenty years of age. This was found a necessary precaution as boys as young as sixteen years had endeavoured to enlist giving their age as over nineteen.

Second Division men were accepted as volunteers while the First Division was being drawn in Ballots but certain restrictions were imposed on them. Married men were not accepted for service if they had more than three children under sixteen years of age. In addition, such men were not permitted to leave the Country if their family was increased to four during their period of training in Camp. So much trouble was caused through married men endeavouring to get away that this rule had to be relaxed and the married man with three children went into Camp and eventually embarked even though his wife had presented him with twins before his period of training had been completed!

A number of men who had already served at the Front offered themselves voluntarily for a second period of engagement. All such men had to have their applications approved by the Director of Base Records and had to be medically examined before they were attested. Their previous service medical papers were placed before the District Medical Board so that that Board had full information regarding the recruit before passing him for service.

The exhaustion of the First Division of the Reserve occurred towards the end of 1917. There were, of course, additions to the Reserve in the form of the young men attaining twenty years of age each month. Those who did not volunteer

for active service after their nineteenth year were placed on the Reserve and drawn in the month in which they attained their twentieth birthday. These accretions to the First Division were published in the Gazette simultaneously with the ballot of the various classes of the Second Division. The inclusion of these twenty year old youths in the ballot every four weeks was automatic as the total numbers available were too small to affect, to any extent, the numbers to be drawn from the Second Division.

22. MAORI AND OTHER RECRUITS.

As the Government of New Zealand had approved of Maori Contingents for the New Zealand Expeditionary Force and as the Islands adjacent to New Zealand offered Contingents, provision was made, firstly, for the voluntary enlistment of Islanders and, later on, for the compulsory enlistment of Maoris. For a considerable period after the introduction of the Military Service Act, Maori recruiting was effected by voluntary effort. Two Recruiting Officers were appointed and these scoured the North Island and, for a time, did exceptionally well. Naturally, with the progress of the War, Maori recruiting declined until it eventually reached vanishing point. Appeals were made to the principal Tribes to keep up the supply of voluntary recruits and the majority of these Tribes did all that they could. There were, however, one or two Tribes, who, from the first, had held back for one reason or another. Ministers of the Crown, Military Officers and Maori Recruiters made visit after visit to these Tribes in an attempt to show them where their duty lay but with so little success that the Government of New Zealand was compelled to announce that in the event of these Tribes not coming forward with sufficient young men to support their comrades at the Front, the powers granted to the Government by the Military Service Act would be exercised and the young men of these Tribes would be made subject to the operation of the Ballot. This had no effect and steps were taken to use the powers conferred by the Military Service Act. The Government Statistician was placed in a very unenviable position in regard to the compilation of the Maori Register of the Reserve. It was found hopeless to get the Maoris to complete their Registration Schedules and other means had to be adopted whereby it was hoped every Maori of the First Division of military age would be accounted for in the Reserve.

The Government of New Zealand decided to hold the first Maori Ballot in May of 1918 and that the Maoris of the Waikato -- Maniopototo Districts alone should be dealt with. The Government's expressed intention was that once having taken a ballot the regular procedure, so far as possible, should be observed and carried out with due firmness. Those concerned were advised that there was to be no hesitation in dealing with these recruits as it was considered that firmness in the early stages would have the most beneficial results. These instructions were applied without haste and without harshness in any way, and it is satisfactory to note that the men concerned were impressed with the fact that the Government, having decided on the application of the Military Service Act, did not intend to falter in giving effect to its policy. The first Maori Ballot Gazette was published on the 6th May, 1918, but was not released until the 10th ~~instance~~ so as to enable the Order to Parade for Medical examination to be delivered to each man on or about the time he would first learn that his name had been drawn in the

ballot. All Maoris who did not appeal and those whose appeals were dismissed were, on being passed medically fit for service over-seas, despatched in due course for training at Warrow Neck Camp, Auckland.

For the purpose of dealing with these compulsory recruits two special Boards were set up, one to deal with appeals and the other to conduct medical examinations. Maori Interpreters were attached to each Board and the Maoris were given every facility for laying their cases before the Maori Military Service Board. Precautions, however, were taken to ensure that, between the date of the publication of the names in the Gazette and that on which they would receive the military orders to attend for medical examination, the men drawn in the Maori Ballot were unable to take advantage of the interim and disappear into the fastnesses of the North Island. For this purpose every Maori drawn in a Ballot received, along with the notification that he had been so drawn, a military order to parade on a specified date for medical examination at a specified centre. An itinerary was prepared by the Recruiting Branch in consultation with the Group Commanders concerned and complete arrangements were made to ensure that, having applied the compulsory clauses of the Military Service Act, the Department risked the loss of as few men as possible. At the best, however, the application of the compulsory clauses of the Act to the Maoris could scarcely be said to have been a satisfactory matter, either to the Government or to the Department. It was found that many Maoris had as many names as, practically, they had ancestors. Some had English names as well as two or more Maori names and some had Maori names spelt differently in the different parts of the Country, and in addition, were the proud possessors of more than one English name. Where a Maori wished to escape his obligations it was comparatively easy for him to disclaim identity with the man drawn in the Ballot and it was particularly difficult for the Department to prove that his disclaimer was not genuine. The power of arrest for failure to attend medical examination was placed in the hands of the Group Commanders concerned and although several fairly large parties of Maoris were arrested and conducted to Camp, practically all concerned felt little satisfaction at the proceeding. However, once having set its hands to the task, the Department dealt with the Maori as it had dealt with the Pakeha, and much as it disliked to do so had no option but to proceed with severity where a defiant objector to military service was met with. The results of the Maori Ballots are shown in Appendix **9** hereto.

In response to the offers of assistance made by the Administration of the Islands adjacent to New Zealand, voluntary recruits were accepted for service with the Maori section of the New Zealand Expeditionary Force. In some cases the Administration paid the cost of transport and equipment and further, paid the men themselves. Marotonga, Waijiana, Gilbert Islanders, Ellice Islanders and others were brought over to New Zealand in such numbers as the Administrations decided on and received their training in this Country prior to embarkation for active service abroad. Military and Medical Officers in the service of the Administrations of these Islands were appointed as attesting and medical officers respectively so that, in the majority of cases, the recruits were attested after having passed medically fit in the Islands. This ensured that only fit men were sent to New Zealand and naturally saved

55.

both Governments considerable expense. Of those sent to New Zealand 631 had embarked for active service or were in a Camp of training in New Zealand, on 12th November, 1918.

23. ALIENS.

In a country such as New Zealand whose inhabitants comprise men or descendants of men of many nations, some of these were naturalised British subjects and some were not. Many had married British women and their children, having been born in New Zealand, came within the scope of the Military Service Act. There were, in addition, a large number of aliens who had not taken out naturalisation papers but had complied with the National Registration Act of 1915 and had supplied schedules to the Government Statistician. Many of these aliens had volunteered for service in the New Zealand Expeditionary Force. Irrespective of whether the man was a volunteer or had been drawn in the Ballot he was not sent to Camp if his Attestation Paper disclosed that he was of alien parentage on the father's side or of alien enemy parentage on either side until each case had been investigated by the Department of the Chief of the General Staff.

In April, 1918, it was decided that no Russian subjects should be permitted to serve in the New Zealand Expeditionary Force and accordingly orders were issued that in all cases of volunteers and balloted men whose Attestation Papers disclosed the fact that they were of Russian parentage, they were to be placed on leave without pay until further orders provided attestation and medical examination had been completed.

In addition to the foregoing Hindoos, Chinese and all other Asiatics either drawn in the Ballot or who had offered their services were placed on leave without pay until further orders and were not accepted for service in the New Zealand Expeditionary Force.

24. AVIATION.

The training of Officers for the Royal Air Force was a matter that was not undertaken by the Defence Department of New Zealand. Two schools -- private ventures -- existed in New Zealand, one at Kohimarama in Auckland and one at Sockburn in Canterbury. Pupils were trained in these schools and on passing their tests were taken over by the Defence Department and sent home at the expense of the Imperial Authorities for further training and subsequent admission to the Royal Air Force. Until the Military Service Act was introduced the matter proceeded fairly smoothly but on the application of compulsion to the men of military age in New Zealand, the Defence Department had to take such action as would ensure that Aviation pupils did not escape their obligations of service under the Military Service Act. The procedure adopted in dealing with Aviation candidates is set out in Section 57 of Consolidated Recruiting Circulars in Appendix / hereto.

56.

25. PERMITS TO LEAVE NEW ZEALAND.

Having applied the compulsory clauses of the Military Service Act to the men of military age in New Zealand it became necessary to ensure that men did not escape their obligations of service by leaving the country either as passengers or as workers in the shipping industry. In so far as regular members of the shipping industry were concerned, little or no difficulty was experienced as the great majority of these had registered under the National Registration Act. Superintendents of Mercantile Marine certainly had the power to sign on men in possession of deep-sea discharges and on the position being explained to the Marine Department, steps were taken to ensure that these men had first enrolled or had been satisfactorily accounted for by the Military Authorities before they were allowed to sign on. In this connection it may be mentioned that guarantees were obtained from the Shipping Companies concerned that men of military age signed on for over-sea trade should not be discharged in any other than a New Zealand port. Where such men were drawn in the ballot they were notified to report for medical examination at the first opportunity. Similarly, in order to safe-guard these men from arrest, arrangements were made with the Secretary of the Union or Institute concerned whereby if the Union or Institute so considered it necessary, appeals could be lodged by them on behalf of the men. Where such appeals were supported by evidence that the men were bona fide employees in the shipping industry, most of the appeals were adjourned "sine die". Men were thereupon issued with a leave without pay certificate but they were under obligation to report immediately to the nearest Defence Office on signing off from a vessel. Where it was found that such a man had signed off and had been ashore for a period longer than was considered necessary, application was made to the Military Service Board to re-hear his appeal on the grounds that he had ceased to be engaged in the shipping industry. Such re-hearings were usually granted and the appeals were nearly always dismissed. The men were then obtained, if necessary, for medical examination and despatched to Camp. Even in the case of the men classified "C2" who signed on an over-sea vessel, a guarantee was required from his employer that he would not be discharged outside of New Zealand. In order to assist the Mercantile Marine Department and the Shipping Authorities, five Non-Commissioned Officers were appointed as Identification Inspectors at the ports of Auckland, Wellington, Lyttelton, Port Chalmers and Dunedin. Before any man was allowed to sign on, he had to satisfy the Identification Inspector that he had complied with his obligations under the Military Service Act. The action taken was found to work exceptionally well and, after its introduction in the earlier part of 1917, few men escaped from New Zealand. As regards passengers, arrangements were made with the Department of Internal Affairs that every application for a Permit from men of military age should be submitted to the Director of Recruiting for approval prior to its issue. Where the man had not complied with his military obligations the Director declined to approve and a Permit was therefore not issued. Where approval was granted, which occurred sometimes in the case of a First Division man classified "C2" or in the case of Second Division man not yet called up in the ballot, various enquiries were made to ascertain the man's standing in the community and to satisfy the Internal Affairs and Defence Department that the man had a good and sufficient reason for desiring a permit to be absent from New Zealand for a period. No unconditional Permits were issued and those that were issued carried with them a

monetary penalty on failure to observe the conditions laid down as well as reserving to the Department the right of obtaining the man's arrest and return to New Zealand where he failed to return within a specified period. Men were brought back from Australia and as far as San Francisco and acknowledgement is here made to the assistance given to the Department by the Australian Military Authorities in particular in obtaining either the medical examination or the arrest and return to New Zealand of men who were required to fulfil their military obligations. Mention is also made of the great assistance received by this Branch from the Department of Internal Affairs, the Marine Department, the Secretaries of Unions and Institutes connected with shipping and the Police Department.

26. GENERAL.

The administration of the Military Service Act did proceed without some friction. Complaints in the early stages were numerous and bitter for the reason principally that the people did not understand what was required from them. Later, as the men of New Zealand became better acquainted with their duties and the requirements of the Military authorities, most of these trivial complaints ceased. Looking back on the work of administration, one sees now, in the light of later knowledge, that much was done that need never have been done. Many mistakes were made and blunders were committed that precedent would have enabled us to avoid. The man or the Department who never has made a blunder has yet to be created but it can be said that every advantage was taken of the mistakes and blunders made to find solutions to the problems and thus obviate a recurrence in the future. The machinery for the administration of the Military Service Act as outlined in Consolidated Recruiting Circulars of 1st August, 1918, is vastly different to that instituted on the introduction of the Military Service Act. The wonder is that so few blunders were made and that disaster did not follow the Department's attempts to administer an Act which, it is fairly safe to say, was one of the most novel and far-reaching Acts ever introduced by a New Zealand Parliament. None except those who are intimately acquainted with the intricate workings of the machinery for the administration of the Military Service Act can have the least idea of the immensity of the work which was involved. Problems arose practically every day and it was only by a very free use of the telegraph service that confusion amongst Group Commanders and others was avoided.

Personally, I have found the work highly interesting. It has afforded me the keenest pleasure to have co-operated with so many Officers and men who proved, by their close attention to duty and untiring zest for their work, that they were actuated by a desire to give of their best in the interests of their country. Very few indeed of these officers and men had had a chance of proceeding on active service either because of their medical unfitness or because their services were required in New Zealand. A large number of the Officers belonged to the Territorial Force and, having had little or no previous experience in military administration, the fact that they carried out their duties so well has proved gratifying to the Department and should be some compensation to them for the loss of the privilege of fighting for their

country at the Front.

It is also a matter of great gratification to me that this Branch has had the most cordial relations with the Recruiting Board and its Secretary, J.D. Gray, Esq. The assistance of the latter proved invaluable time after time and his mature judgment and quick grasp of a situation saved the Branch, on many an occasion, from what might have been disaster.

Without the wise control and oft-sought advice of the Adjutant General, Colonel R.W. Tate, I am confident I should not have weathered the many storms which have beset my path. Having selected me for the work he did nothing to stifle initiative or to destroy originality and this alone was perhaps the most vital factor in any success which has attended the efforts of this Branch.

Leaving the Department as I do today, I would like to add one word of appreciation of the Staff which has enabled this Branch to do its work. They may not have been brainy men and women but one and all have given me a loyalty that I have rarely seen equaled, in my thirty years of military experience.

R. Cooper

Captain, N.Z.P.S.
Director of Recruiting.

Wellington,
31st March, 1919.

NEW ZEALAND MILITARY FORCES.

MILITARY SERVICE ACT, 1916.

CONSOLIDATED RECRUITING CIRCULARS.

*Compiled from Recruiting Circulars and Instructions issued by the Director of Recruiting,
New Zealand Military Forces, Wellington.*

ALL Recruiting Circulars and Instructions from the 19th September, 1916, to date have been consolidated and are set out hereafter.

Some slight alterations to previous procedure have been made, therefore the following must be read carefully, as they supersede all previous instructions and come into effect as from the date of these Consolidated Recruiting Circulars.

Wellington, 1st August, 1918.

D. C. W. COSSGROVE, Captain, N.Z.P.S.,
Director of Recruiting.

1. The Director of Recruiting (D.R.).

THE Director of Recruiting is charged, under the Adjutant-General to the Forces, with the administration of recruiting under the following headings, showing the sections of his branch which deal with the subjects set forth below:—

RECRUITING: General administration (D.R. and A.D.R.) and statistics (D Section); appointment of Recruiting Staff at Headquarters (C Section); supervision of recruiting in districts and groups (D.D.R. and R.I.O.s); consideration of medical and other matters relating to the recruiting service (P.A.); recruiting returns (A and G Sections); records (D) and statistics (A) and observations (D.R.) thereon; revision of recruiting regulations (P.A.); issue of recruiting orders, circulars, and memoranda (P.A.); revision of recruiting literature (P.A.); terms and conditions of service (C Section).

DISCHARGES: All questions regarding the discharge of soldiers of the N.Z.E.F. during the period: (a) Foreign-service—from commencement of service until embarkation (P.A.); (b) Home service—from commencement until termination of service (G Section); except those of men discharged expressly on account of misconduct (which comes under D.P.S.).

MOBILIZATION: Mobilization arrangements and orders (G Section); Mobilization Regulations (C Section).

COMPLAINTS: Complaints of warrant officers, N.C.O.s, and men of the Home Service Branch of the N.Z.E.F. (G Section).

M.S. ACT: All questions (except discipline) arising out of the Military Service Act (P.A.).

STAFFS: Co-ordination of arrangements regarding Military Representatives (C Section), District Attesting Officers (C Section), and Staffs of Military Service Boards and District Medical Boards (C Section).

APPEALS: Receipt of (D Section) and recording (B and A Sections) of appeals and determinations.

BALLOTS: Preparation of warrants (D.R.) for all military arrangements with the Government Statistician; issue of notices to Reservists (B Section).

1—Recruiting Circulars.

- QUOTAS: Adjustment and allotment of quotas to districts and groups (G Section); concentration orders (G Section).
- SECTION 34: Issue of notices to men convicted under section 33 of the Military Service Act (C Section); all questions regarding men called up under section 34 (except discipline) (C Section).
- SECTION 35: All questions (except discipline) regarding men called up under this section of the Act (D.D.R.).
- FINANCIAL ASSISTANCE: Applications for assistance (B Section); receipt and recording of determinations (B Section).
- DEFAULTERS: Absconding and defaulting Reservists; records of for transmission to D.P.S. (B and A Sections).
- LEAVE: All questions regarding leave of absence up to arrival of Reservists in camp (P.A.); transmission to Military Service Boards of applications for leave from soldiers in camps (P.A.).
- PERMITS: All questions regarding permits (D.D.R.).
- MAORIS: All questions regarding voluntary recruiting of Maoris (except discipline); ballot questions *re*, and arrangements therefor; issue of notices, &c. (C Section).
- HOME SERVICE: Terms and conditions of service (G Section); arrangements for (G Section), attestation of men for (G Section), calling up (G Section); records of (D and G Sections); applications for military employment (G Section); questions regarding H.S. men employed in D.R. Branch (D.D.R.).
- VOLUNTEERS: All questions (except discipline) regarding voluntary enlistment (C Section); arrangements for attestation of (C Section); records of (D and A Sections).
- E.F. FORM No. 2: Custody of original attestation-papers (D Section) up to time of embarkation; defective attestations (C Section).
- BADGES: All questions regarding the issue and wearing of khaki arm-badges (C Section).
- N.E.B.: National Efficiency Board requirements in regard to C2 men for national service (P.A. and D/3).

2. Signing of Official Correspondence.

Owing to the immense amount of routine correspondence emanating from the Military Service Branch of Headquarters, it is a physical impossibility for the Director of Recruiting to sign every letter despatched. It has therefore been necessary to authorize various members of his staff to sign routine correspondence on his behalf to Group Commanders only.

Correspondence to District Headquarters and camps will be signed as heretofore by an officer of D.R. Branch.

3. Telegraphic Address.

The word "Deeruit" has been registered as the telegraphic code address of the Director of Recruiting at Headquarters.

4. Duties of Recruiting Inspecting Officers.

Recruiting Inspecting Officers have been appointed for duty in connection with the Military Service Act. The duties of each are as laid down hereunder:—

- (1.) To periodically visit all groups in his circuit when so instructed by the Director of Recruiting.
- (2.) When in Group Office, to—
 - (i.) Report to Group Commander.
 - (ii.) Examine and carefully note for reference to Director of Recruiting only how work in connection with keeping of ballot-cards of Reservists and issue of necessary parade-notices to Reservists, transfer and other forms to Director of Recruiting and other Group Commanders, is being carried out. (N.B.—It is particularly necessary to see that all work is carried out from information supplied by the cards, and not from other sources from which the cards are later written up).
 - (iii.) Not offer (without the Group Commander's invitation) any advice to the Group Commander or any member of his staff about ballot work, and not to complain of the inadequate method in which the work is done, or offer any opinion as to the good quality of the work except so far as the duties of the clerk in charge of the cards is concerned. All reports will be confidential to the Director of Recruiting and the Officer Commanding the District.
 - (iv.) Keep a list of cases outstanding from earlier ballots in Director of Recruiting's records, and carefully examine all such cases with Group files in order that every case may be similarly accounted for both by Headquarters and Group. Instruction as to the manner in which all such cases are to be reported on and the number of ballots to be included in such reports will be issued by Director of Recruiting prior to leaving Headquarters.
- (3.) Upon his return from examining Group cards in his circuit he will compare all information obtained with Headquarters cards and files, and refer any doubtful cases to Superintendent A Section in the office of the Director of Recruiting for further investigation before altering the position of the card at Headquarters. He will be held responsible for all cases which cannot be satisfactorily accounted for, unless they have been reported in writing to the Director of Recruiting through Superintendent A Section.
- (4.) Reports on the work of the Group Section clerks at Headquarters in his circuit will be made to the Superintendent A Section after each investigation.

(5.) At time of concentration at Trentham Camp of recruits he will attend and receive all documents from the Group Representative in his circuit relating to recruits. As soon as camp has supplied receipt on D.R. 21 for all recruits received the documents of all such men will be handed to camp authorities, and the balance (if any) retained by him, after giving a receipt for same to the Group Representative. He will deliver all these documents to the Director of Recruiting, who will retain them for one week, forwarding to Camp Commandant any required for recruits who report in camp during that period, and return the balance to the Group Commander.

(6.) When present in Wellington he will be under the control of the Deputy Director of Recruiting, and must give all possible assistance in carrying out Group Section work.

5. Notes on Military Service Act, 1916.

The following notes on the Military Service Act, 1916, are issued for general information and guidance:—

(1.) The effect of the Act is to create an Expeditionary Force Reserve consisting of every man in New Zealand between twenty and forty-six years of age, excepting only—

- (a.) Soldiers of the Expeditionary Force;
- (b.) Men discharged for disablement or ill health after service beyond the seas;
- (c.) Certain prisoners and lunatics;
- (d.) Maoris.

(2.) Every other man is in the Reserve and is liable for service. The Reserve is divided into two divisions, which are, shortly, the First Division, comprising all unmarried and recently married men, and the Second Division, comprising all other men.

(3.) The simple way of getting out of the Reserve is by volunteering for service and becoming a soldier.

(4.) The object of the Act was to apply compulsion if necessary, and except so far as compulsion is applied the system of recruiting is very little altered.

(5.) Voluntary recruiting, with certain limitations, continues as before.

(6.) Men who are suffering from minor affections which treatment will cure will be given the opportunity of treatment at Government expense.

(7.) As regards compulsory recruits, when any recruiting district falls short of its quota, or whenever the Minister thinks it necessary to apply compulsion, a ballot will be held and a sufficient number of men thereby called up for service. The men called up will thereby become members of the Expeditionary Force just as if they had enlisted and taken the oath. They will have a right of appeal to a Military Service Board in the event of their claiming to be improperly called up. They will be medically examined by a strict examination conducted by a Board of Medical Officers. In the event of their suffering from minor complaints which can be remedied they will be ordered to undergo treatment to make them fit. If they refuse treatment they will be punished for disobedience of orders, and after serving any sentence inflicted will still be liable for military service.

(8.) The religious objector is catered for, on the allowance of his appeal, by being allotted to work under the Agricultural Department, and thus will not escape duty of some national character.

(9.) The compulsory recruits will be given pay like the volunteers, and like them will be given leave without pay until the time comes for their drafts to concentrate.

(10.) Any man, whether a voluntary or compulsory recruit, who does not appear when his draft is concentrated will be promptly arrested as a deserter and court-martialled in camp.

6. Section 33, Military Service Act, 1916.

(1.) Officers of the Defence Department who receive communications, either verbal or written, alleging that certain men are not enrolled in the Expeditionary Force Reserve, or are shirkers, are to forward the names and as many particulars as possible to the Government Statistician, in order that he may ascertain if the men concerned are enrolled.

(2.) In all cases where the Government Statistician is unable to trace the men he will refer the names to the Police for inquiry and action, if necessary, under section 33 of the Military Service Act.

(3.) It has come to notice that Group Commanders and other Defence officers are referring these cases to the Police direct, without ascertaining whether the men in question are included in the Register of the Reserve, with the result that a great deal of Police time is being wasted in making unnecessary inquiries.

(4.) A man may be a shirker, but so long as he is enrolled no action can be taken with respect to him until the lot of the ballot falls on him.

(5.) On receipt of the report of the Government Statistician that men have been convicted under section 33 of the Act the Director of Recruiting will take steps to have the men concerned called up under section 34 of the Military Service Act.

7. Action to be taken when Calling up a Man under Section 34 of the Military Service Act, 1916.

(1.) NOTICE SERVED ON MAN.—The original notice to be served on the man, together with the duplicate and affidavit, and a third copy of the notice, which is to be forwarded with the man's file to camp, will be sent to Groups by D.R. as heretofore.

(2.) ACTION BY GROUP COMMANDER.—The Group Commander, on receipt of notice from D.R., will ensure that the original is served on the man by the Police, the certificate and affidavit

attached to the duplicate being signed by the serving officer and returned to D.R. The third copy is to be despatched to camp with the man.

(3.) **FIRST DIVISION RESERVISTS.**—If at the time of the issue of the notice the man is undergoing imprisonment he is to be taken over from the Police at the expiry of his sentence, and, *after medical examination*, forthwith despatched to camp. Procedure as to medical examination is detailed in para. (4) hereunder.

(4.) If the man is not serving a sentence when served with the notice he will be called up at once to parade at the Group Office *for medical examination* and despatch to camp. This notice to parade should be served by a Sergeant-major of the Group Staff, who will then be in a position to prove that the order was duly served. This order should be made out so as to ensure that the man presents himself on the same day, if possible, at Group Headquarters. When the man reports himself at the Group Office *he will forthwith be medically examined*. As, however, a District Medical Board will not always be available, he will be brought before an officer of the New Zealand Medical Corps, and a certificate obtained from that officer to the effect that the man *is fit to travel to camp*. This certificate should be attached to the man's personal file when he is despatched to Trentham Camp. On arrival of the man in camp the Camp Commandant will complete action as regards attestation and medical examination as set out in para. (12) hereunder. Should the Medical Officer in the Group, however, certify the man as *not fit to travel to camp*, the man will be given leave without pay until such time as a District Medical Board is available, and he should then be dealt with as set out in para. (5) hereunder.

(5.) In the event of a District Medical Board being available the Group Commander will forthwith order the man to be brought before the Board for attestation and medical examination.

(a.) If he is classed "A," "B1 (Camp)," or "B2" he will be despatched to Trentham under escort for posting to a Reinforcement draft or for treatment in camp, as the case may be.

(b.) Should he be classed "C1" the same procedure will be adopted with the exception that the man will be despatched to Featherston for posting to the C1 Camp.

(c.) If he be classed "C2," and *fit to travel*, he will be despatched to Trentham Camp on compulsory home service. In the event, however, of the man being classed "C2" and *unfit to travel*, he must be given leave without pay until further orders or until such time as the Board considers he is fit to travel (and then despatched to camp on compulsory home service), as the Board may decide.

(d.) Men classed "D" by a District Medical Board either in the Group or in camp are to be given *leave without pay until further orders*, and relative papers must be forwarded to D.R.

(6.) Should the man refuse or fail to parade at Group Headquarters as ordered, the Group Commander will at once communicate with his District Headquarters in order to secure the services of the District Military Police to arrest the man and convey him to camp *after medical examination as outlined above*.

(7.) **GROUP TO INFORM CAMP.**—In all cases the Commandant, Trentham Camp (or the Commandant, Featherston Camp, in the case of C1 men), is to be advised by telegraph of the time, &c., of the man's arrival in camp, and is to be informed that the man has been called up under section 34, Military Service Act, 1916.

(8.) **GROUP TO INFORM DIRECTOR OF RECRUITING.**—In addition, and when the man has been secured by the Group, D.R. is to be advised of the date the man will arrive in camp.

(9.) **APPEALS.**—Men who desire to appeal, or who have appealed, will nevertheless be despatched to camp as above. Their appeals will be dealt with in the usual way, and should the Military Service Board require the attendance of appellants, camp will be advised as in the cases of applications for leave by men in camps.

(10.) **ESCORT AND PERSONAL FILES.**—It must be distinctly understood that a First Division man, if medically fit to travel, must be despatched to camp by the first available boat or train, &c., under escort (if necessary), and the Group personal file containing copy of notice under section 34 and duplicate attestation-paper (if the man has been attested in the Group) must be sent forward with him.

(11.) **SECOND DIVISION.**—Members of the Second Division who are called up under section 34, Military Service Act, will be dealt with as laid down in para. (3) hereof, except that they will be granted twenty-one days' leave without pay after medical examination, and D.R. will be telegraphed for instructions. Groups will also ensure that the man's medical classification is stated in all cases, and original E.F. Form 2 forwarded by first post after medical examination.

(12.) **ACTION TO BE TAKEN BY CAMP COMMANDANT, TRENTHAM.**—On the arrival in Trentham of a man who has been medically examined by an *individual Medical Officer* in the Group, the Camp Commandant will forthwith bring the man before a Medical Board and complete E.F. Form 2 (or E.F. Form 2 (Compulsory), if man refuses to take the oath), and despatch the original to the Director of Recruiting.

If the Board classifies the man as "A" he will be posted to a Reinforcement draft at once.

If classified as "B1 (Camp)" or "B2" he will be dealt with by the medical authorities in camp, and, if subsequently found fit, posted to a Reinforcement draft.

If classified as "C1" the man will be sent to the C1 Camp at Featherston, with instructions to the Camp Commandant that if at any time the man is classed "C2" he is to be returned to Trentham Camp on compulsory home service.

If classified as "C2" the man will be retained in camp compulsorily and employed on home service, and may be released from such duties only on the written authority of the Director of Recruiting.

If classified "D" the man is to be granted leave without pay until further orders.

(13.) On arrival in Trentham Camp of a man who has been attested and examined by a District Medical Board in the Group and classed either "A," "B1 (Camp)," "B2," or "C2," he will be dealt with as outlined in para. (12) above.

(14.) ACTION TO BE TAKEN BY CAMP COMMANDANT, FEATHERSTON.—A man arriving in Featherston Camp who has been classed "C1" in the Group will be posted by the Camp Commandant, Featherston, to the C1 Camp, and if the man be at any time classed "C2" he is to be despatched to Trentham Camp for compulsory home service.

8. Section 35, Military Service Act, 1916.

(1.) The lists of names forwarded to the Director of Recruiting of men who are to be called up for service under the provisions of section 35 of the Act should be in the form provided.

(2.) Group Commanders will take the following action in regard to all names brought to their notice as of men coming under section 35:—

(a.) They will ask the local Police to investigate each case and report—

(i.) Whether the men concerned are reputed to be brothers or half-brothers, and belong to the First Division of the Reserve:

(ii.) Whether the brothers have, or have had, one or more brothers on active service during the present war.

(b.) The Police will also be asked to furnish a memo. with each list of names handed by them to the Group Commander, stating that they are satisfied that the men alleged to be liable under section 35 actually are, to the best of their knowledge and belief, thus liable.

(c.) The Group Commander will then ascertain whether any of the brothers concerned have at any time volunteered for active service, and, if so, state the position—*i.e.*, whether accepted and sent to camp; exempted, rejected, or failed to respond when called up.

(d.) Having completed his investigations the Group Commander will compile the list to be forwarded, and at the foot of the list will sign a certificate as follows:—

"I certify that the Police and I myself, to the best of our knowledge, are satisfied and believe that the brothers whose names are on this list are liable to be called up for military service under section 35 of the Military Service Act, 1916."

(3.) It should be noted that, in view of subsequent action to be taken with reference to the men whose names are on these lists, it is of the utmost importance that the greatest care should be taken by the Police to verify any statement made that the men concerned actually come within the provisions of section 35. The position of the Group Commander will be safeguarded by the memorandum obtained from the Police. The Defence Department does not wish to call up men who have already volunteered—it may be in the early stages of the war—and who were rejected as permanently or temporarily unfit, or who have been precluded from serving by the grant of exemption from the Hon. Minister in Charge of Munitions and Supplies, which has in every case been notified to the districts concerned.

(4.) Group Commanders are to realize the necessity of the greatest urgency in dealing with every case brought to their notice, and they must likewise impress on the local Police the need for very early action.

(5.) Lists must, when received, be posted *without delay*, daily if necessary.

9. Procedure of Calling up under Section 35 of the Military Service Act.

(1.) After the action laid down above has been taken by Group Commanders the names will be submitted by the D.R. to the Government Statistician to be checked with the National Register.

(2.) The lists will then be dealt with by the D.R., and after the necessary authority has been obtained Form 4 (two forms) will be prepared, countersigned, and posted, together with Form 3, to the Group Commander.

(3.) The Group Commander will check these notices with the names on the duplicate copy of the list forwarded to the D.R.

(4.) The Group Commander will then ascertain whether any of the men (for whom a notice has been prepared) have been attested for service since the date on which the list was forwarded. *If any man for whom a notice has been prepared has been attested or has enlisted and been rejected in the meantime, the notice must be endorsed to that effect and returned to the D.R., and the notices to the brothers of that man must also be similarly endorsed and returned.*

(5.) Where none of the brothers concerned have enlisted and have been attested the Group Commander will hand Form 4 (two forms) to the Police—one copy for personal service, the other copy for return to the Group Commander with the certificate as to service duly completed; not only must the day of service be shown on this certificate, but also the time of service, a.m. or p.m. *This certified form must be posted to the D.R. immediately it is received from the Police.*

(6.) None of these men should be refused enlistment, but once the forms have been handed to the Police for service care must be taken that *none of the men concerned are allowed to enlist and attest for any other than the draft in hand.* The day and hour of attestation must be endorsed on page 4 of the attestation-paper in every such case.

(7.) Form 4 will be accompanied by Form 3, which is to be delivered to the man together with Form A.

(8.) On receipt by the Group Commander of the certified Form 4 he will note the date on which the ten days (allowed under section 35 (2) of the Act) expire, as on the *following day* the

man concerned, if he has not appealed, becomes automatically a member of the Expeditionary Force, even though he has not been medically examined. The eleventh day is then the date on which that man is under military control, and, if he has not reported to the nearest Defence Office or to the Group Commander, a notice (Form D.R. 30, amended to suit) will be sent him by registered post.

On receipt of appeals by D.R. names of appellants will be wired to "Group-parias," who will suspend all action in each case pending receipt of further orders from D.R.

(9.) All medical examinations of men called up under section 35 will be carried out by a District Medical Board. *No other medical examination will be accepted under any circumstances.*

(10.) Men called up under section 35 may, if they so desire, take the oath of allegiance and be attested on attestation-paper E.F. Form 2. If they do not so desire they will be attested on E.F. Form No. 2 (Compulsory).

(11.) Where the Medical Board declares that a man so called up is *medically unfit for active service but fit for service in New Zealand*, the man will be attested on E.F. Form No. 2, given pay, as in the case of an ordinary volunteer recruit, and leave until further orders.

10. Procedure on Appeal under Section 35, Military Service Act.

The following are instructions regarding the procedure to be adopted in dealing with appeals under section 35 of the Military Service Act:—

(1.) MEDICAL BOARDS.—Special District Medical Boards have been set up in each of the four military districts. Each Board will comprise a President and one member. All appellants on the ground of medical unfitness will be warned by the Group Commander to attend this Board. Itineraries will be arranged between the Officer Commanding the District and the President of the Board.

(2.) REGULATIONS FOR MEDICAL BOARDS, ETC.—Attention is drawn to *Gazette* No. 125 of 1916, which should be carefully perused by all concerned, especially that portion dealing with Medical Boards.

(3.) MILITARY REPRESENTATIVES.—An officer has been appointed to act as the Military Representative in accordance with the regulations contained in *Gazette* No. 115, dated 10th October, 1916.

(4.) EVIDENCE.—The Military Representative will receive every assistance from the Staff in his district. Where any of the Staff have evidence material to an appeal, or have knowledge regarding an appellant or the grounds of his appeal which they consider should be communicated to the Military Representative, they will forward that evidence to him, addressed care of District Headquarters.

(5.) OFFICERS AND N.C.O.S IN ATTENDANCE AT MEDICAL BOARDS.—For the purpose of Regulation 11 of the Regulations for Medical Boards, an officer and a warrant or non-commissioned officer have been appointed to be in attendance at Medical Board sittings. The officer so appointed is hereinafter referred to as the "District Attesting Officer."

(6.) REPORTS OF MEDICAL EXAMINATIONS.—The form of report of the medical examination is that on page 2 of the attestation form (E.F. Form No. 2).

(7.) DISPOSAL OF MEDICAL REPORTS.—To accord with Regulation 18 of the Regulations for Medical Boards, the original copy of all reports must be forwarded to the Director of Recruiting.

(8.) ATTESTATIONS.—No man is to be attested who is examined by the Medical Board in pursuance of orders from the D.R. in the case of men who are appellants under section 35 of the Act irrespective of whether such a man is fit or unfit for service, as such medical examination is a necessary preliminary to the hearing of the appeal.

(9.) APPEALS.—

(a.) (i.) On receipt by the D.R. of an appeal on the ground that the appellant is permanently unfit for military service, the man's Group Commander will be advised of names, &c., and on receipt by the Group Commander the latter will issue a notice to the appellant requiring him to present himself before a Medical Board at a time, date, and place which will be specified.

(ii.) The appellant will be furnished by the Group Commander concerned with a railway and boat warrant (where required) and the necessary meal-tickets.

(iii.) After the medical examination the original E.F. Form No. 2 will be forwarded to the D.R. as usual.

(iv.) Advice of the date and place of hearing of the appeal will be communicated by the Military Service Board to the appellant concerned.

(v.) *The procedure laid down hereunder regarding appeals on other grounds will be adopted in the further disposal of the appeals above referred to.*

(b.) (i.) On receipt of an appeal on grounds other than that mentioned above the appeal will be forwarded to the Chairman of the Military Service Board concerned, and at the same time the Group Commander concerned will be advised of the receipt of the appeal.

(ii.) On receipt of the advice from the Chairman of the Military Service Board as to the date and place of hearing of the appeal the Group Commander concerned will then issue the appellant with return railway and boat warrants (if necessary) and with meal-tickets, and in sufficient time to enable the appellant to receive them and attend the hearing at the due date and place.

(iii.) Whether the hearing of an appeal is held at District Headquarters or at any other place, the Group Commander within whose Group the hearing of the appeal is being held will arrange (where necessary) for the accommodation and rationing of the appellants.

- (iv.) Appellants will not be given pay for the period of their attendance at the hearing, as the Military Service Board has power to allow appellants any expenses, or to refuse to allow expenses, and where expenses are allowed they will be paid to the appellant under the provisions of the Commissions of Inquiry Act, 1908.
- (v.) Where an appeal is allowed by a Military Service Board any further action regarding the successful appellant will be taken by the D.R.
- (c.) Where an appeal is *disallowed* by a Military Service Board the following further action will be taken (this action will also be taken in the cases of men who have not appealed):—

- (i.) If the appellant's ten days (allowed under the Act) have *not* expired at the time the appeal was disallowed, the Group Commander will issue the unsuccessful appellant a notice (Form D.R. 30) requiring him to attend at a place and time and on a date to be specified (which will be ascertained from the Medical Board's itinerary) for the purpose of medical examination by the Medical Board. The place selected by the Group Commander for the appellant to so attend will be that place most convenient to the appellant's residence, provided the date so fixed is *within fourteen days* of the date of the expiry of the appellant's ten days (referred to above).

In regard to the fixing of the date of the medical examination of these men, care must be taken that neither the man nor the State is put to unnecessary inconvenience. It is obvious that the Group Commander will not send a man to be examined at some place a great distance off when, by giving the man a few days' leave, the latter can be conveniently examined by the Medical Board at a place near the man's home. In deciding the date and place of examination the Group Commander will be guided by the Board's itinerary, of course; but it is in the interests of the State that as little time as possible should be allowed to elapse between the conclusion of the appeal and the date of the appellant's medical examination.

On notifying an unsuccessful appellant of the date and place of medical examination the Group Commander will supply the recruit with the necessary railway and boat (if required) warrants and meal-tickets. The warrants will be second class, return, in all cases.

- (ii.) Where a recruit is passed as fit for active service beyond the seas the District Attesting Officer will *attest* the recruit and, *where the date of concentration of the next Reinforcement draft to go to camp is more than fourteen days' off*, he will give the recruit leave until that date and issue him Form D.R. 32. The Group Commander concerned will be advised accordingly by the District Attesting Officer, the former issuing necessary travelling-warrants where required.

Where the date of concentration of the next draft is less than fourteen days off the District Attesting Officer will give the recruit *fourteen days' leave*, advising the Group Commander concerned and the D.R. accordingly. Orders will be issued by the D.R. in due course as to the disposal of the recruit.

- (iii.) Where a recruit is passed as fit for active service beyond the seas *if he undergo specified medical or surgical treatment*, the District Attesting Officer will take the orders of the Medical Board as to whether the man is for treatment in camp or outside camp.

If the man is for treatment in camp the District Attesting Officer will act as laid down above in regard to *fit* recruits.

If the recruit is for treatment outside camp the District Attesting Officer will grant the recruit the amount of leave considered necessary by the Medical Board, and instruct the recruit as to the place of treatment, &c.

Where a recruit refuses to be sworn he will be required to answer the questions and sign the declaration on E.F. Form No. 2 (Compulsory).

(10.) As, under the Regulations, all reports of the medical examination of recruits called up under section 35 must be forwarded to the Commandant, District Attesting Officers will be careful to ensure that one E.F. Form 2 is marked "Original" and the other "Duplicate." The original will on completion be forwarded to the D.R., and the duplicate will be forwarded to the Group Commander concerned for disposal in the usual way.

(11.) Where a recruit is passed as unfit for active service (irrespective of whether the man is passed as fit for home service or permanently unfit)—always remembering that the recruit in question is a man whose appeal under section 35 has been disallowed—the District Attesting Officer will give such a recruit Form D.R. 35.

(12.) PAY.—Pay will be given as in the case of voluntary recruits. No pay will be given for the period a man is on leave.

11. Action under Sections 9 to 14, Military Service Act.

(1.) ACTION AT HEADQUARTERS.—After the cards for all men drawn in a ballot have been prepared by the Government Statistician they will be checked by the Director of Base Records for the purpose of removing the cards of men who have joined the Expeditionary Force and who have served or are serving abroad. The cards then go to D.R.

On receipt of the cards by the Director of Recruiting they will be scrutinized again in order to remove therefrom the cards of men who have been attested as volunteers.

Notices will then be issued by the Director of Recruiting to the men concerned, and sent by registered post to their last known address.

In the case of coal-miners, the employers of the men so called up will also be notified by the Group Commanders concerned.

(2.) APPEALS.—

(a.) Men called up by ballot cannot appeal on the ground that they are medically unfit, but only on the grounds mentioned in section 18 (1) (a), (b), (c), (d), and (e) of the Military Service Act, 1916.

(b.) On receipt within the specified period by the Director of Recruiting of an appeal from a man called up by ballot, the Group Commander concerned will be advised, and he will suspend all action regarding the despatch of the appellant to camp until receipt of further orders.

The appeal will be forwarded to the Chairman of the Military Service Board concerned, who, in accordance with section 25 of the Act and Regulation 3 of the Regulations as to Appeals, published in *N.Z. Gazette* No. 115 of 1916, will inform the appellant and the Commandant—*i.e.*, he will inform the Group Commander on behalf of the Commandant—of the time and place of the hearing of the appeal.

(c.) On receipt of the advice from the Chairman of the Military Service Board as to the place, &c., of the hearing of the appeal, the Group Commander will thereupon supply the appellant with return railway and boat warrants (if necessary) and with meal-tickets. Meal-tickets will be accepted at all railway refreshment-rooms under arrangements already made with the Railway authorities and with the Audit Department.

Group Commanders will ensure that warrants and tickets are issued in sufficient time to enable the appellant to receive them and to attend at the place and on the date laid down.

(d.) Should an appeal be allowed the Director of Recruiting will take any further action necessary.

(e.) If an appeal be disallowed by a Military Service Board, the Group Representative (see section 39 (4) of these orders) present at the hearing will then issue the unsuccessful appellant Form D.R. 32 (order to parade).

(f.) The Group Representative will note that he should be prepared with the necessary books of warrants and meal-tickets for use on the disposal of appeals. He will also be particular in notifying those unsuccessful appellants who may not have been medically examined to attend for medical examination by the Special District Medical Board, that the place selected for the appellants to attend will be the one most convenient to each appellant's residence.

(g.) Appellants will not be given pay as soldiers for the period of their attendance at the hearing of their appeals, as the Military Service Board has power to allow them any expenses or to refuse to allow them expenses. Where expenses are allowed they will be paid to the appellant under the provisions of the Commissions of Inquiry Act, 1908.

(3.) MEN WHO DO NOT APPEAL.—Copies of the *Gazettes* containing the names of men drawn in the ballots will be posted to all concerned with the least possible delay.

(a.) Group Commanders will call up all men (with certain exceptions mentioned later) for medical examination, &c., by posting them Form D.R. 30.

(b.) Prior to sending Form D.R. 30 Group Commanders will have obtained from their District Headquarters the itinerary of the District Medical Board set down to visit their Group. The itineraries will be prepared by District Headquarters after receipt of *Ballot Gazettes*.

The Post and Telegraph Department have been requested to ensure that telephonic communication between Group and District Headquarters will have precedence over all other work, and that in cases where telephonic communication is usually only permissible at night (as, for instance, between Hawera and Palmerston North) such communication shall be kept open at all hours of the day and night as may be required by Officers Commanding Districts.

(c.) Should any man to whom Form D.R. 30 has been sent fail to present himself on the date and at the place ordered, the District Attesting Officer will advise the Group Commander concerned on Form D.R. 2. The latter will promptly institute inquiries, and where he finds that the failure to attend has been the result of an actual disobedience of orders he will communicate the fact to the Director of Personal Services, who will gazette the man under section 13 of the Act.

Where the man is absent from the medical examination through circumstances over which he had no control, or for any reason which to a Group Commander appears a valid excuse for the man's absence, the Group Commander will advise the Director of Recruiting, and issue a fresh order to the man fixing a date and place of medical examination, in order that the man so absent may be given an opportunity to attend.

(d.) It is obvious that men cannot be expected to wind up their affairs and go into camp at one or two days' notice, and it has therefore been decided that, with the fewest possible exceptions, every First Division man called up by ballot and

then ordered into camp should have twenty-eight days in which to fix up his affairs *after* he has been informed that he is medically fit for active service. Second Division men shall be given at least twelve weeks in which to wind up their affairs between the date of medical examination and the date of entry into camp.

- (e.) Where an under-age balloted recruit refuses to produce his birth-certificate or parents' consent at the time of medical examination he must be placed on leave until further orders, and the fact reported to the Director of Recruiting in order that a copy of the birth-certificate may be obtained from the Registrar-General.

When proof of date of birth has been secured, the Director of Recruiting will advise the Group Commander of the date on which the man will attain his twentieth birthday. The Group Commander will then send the man to camp with the first draft leaving for camp *after* the recruit's twentieth birthday.

(4.) MEDICAL EXAMINATION.—

- (a.) Attestation will in all cases precede medical examination.
 (b.) Men called up by ballot and for medical examination can only be examined by a District Medical Board. No other medical examination will be accepted under any circumstances.
 (c.) Where a recruit is passed as fit for active service beyond the seas (A, B1 (Camp), or C1), the District Attesting Officer will give him leave until the date he is due to concentrate with the draft proceeding to camp. The District Attesting Officer will at the same time inform the recruit that he will receive the necessary travelling-warrants and orders for concentration from his Group Commander.
 (d.) Where a recruit is passed as fit for active service *if he undergo specified medical or surgical treatment*, the District Attesting Officer will take the orders of the Medical Board as to whether the man is for treatment *in* camp or *outside* camp. If the man is for treatment *in* camp the District Attesting Officer will act as laid down above in regard to fit recruits. If the man is for treatment *outside* camp the District Attesting Officer will grant the recruit the amount of leave considered necessary by the Medical Board, and instruct the recruit as to the place of treatment, &c.
 (e.) In cases where a recruit is classed as B2 the District Attesting Officer will take the orders of the Medical Board as to the amount of leave considered necessary, and will thereupon issue the recruit with a leave pass made out to the date decided on.
 (f.) Where a recruit is classed as C2 or D the District Attesting Officer will furnish the recruit with a leave pass made out to "until further orders" (Form D.R. 35).
 (g.) As, under Regulation 18 of the Regulations for Medical Examinations, published in *N.Z. Gazette* No. 125 of 1916, all reports of the medical examination of recruits called up by ballot must be forwarded to the Commandant, District Attesting Officers will be careful to ensure that one E.F. Form No. 2 is marked "Original" and the other "Duplicate."

In every case the original E.F. Form No. 2 will be forwarded to the Director of Recruiting and the duplicate sent to the Group Commander concerned.

(5.) ATTESTATION OF RECRUITS.—Without exception all recruits will be attested immediately before their medical examination. Every recruit for attestation must be given the opportunity to be attested on E.F. Form No. 2, as for voluntary recruits. Where, however, a recruit refuses to be so attested the District Attesting Officer will ensure that E.F. Form No. 2 (Compulsory) is duly completed.

(6.) PREFERENCES.—(See Section 14, General Service.)

(7.) PAY.—Every recruit examined by a Medical Board shall be given pay as laid down herein—that is, exactly similar to the method of paying a voluntary recruit. In the same way the balloted man will not be given pay for any period of leave granted to him.

The attention of all concerned is directed to the necessity of ensuring that in all cases of men called on to proceed to camp, or called up for any duty outside camp, the due time and date of departure from his home is endorsed on the fourth page of the man's attestation-papers, and the entry signed by the District Attesting Officer.

NOTE.—ATTESTATION AND MEDICAL EXAMINATION OF BALLOTTED MEN UNDER TWENTY YEARS OF AGE.—

- (a.) Some doubt appears to exist as to the procedure to be adopted in regard to the attestation and medical examination of recruits *drawn in the ballot* who are under the age of twenty years.
 (b.) A case in point is that of a man drawn in the fifteenth ballot who obeyed the order to parade but refused to be attested, medically examined, or to lodge an appeal on the ground that he was under age. In proof of his statement he produced his birth-certificate, which showed that he was born on the 2nd June, 1898. This man will be dealt with on Compulsory E.F. Form No. 2 and granted leave without pay until he attains the age of twenty years—2nd June, 1918. The birth-certificate must be attached to the original E.F. Form No. 2 and forwarded to the Director of Recruiting in the usual way, the E.F. Form No. 2 being endorsed on page 4 to the effect that the man refused to be medically examined. *E.F. 2 will then be noted by D.R. and returned at once to the Group Commander.*

- (c.) The Group Commander concerned will note that he must call the man up for medical examination when he reaches the age of twenty years, and his examination will be carried out on E.F. Form No. 2. If fit the man will be ordered to camp with the next draft leaving his Group not less than twenty-eight days from the date on which he reaches military age, irrespective of whether he does or does not appeal.
- (d.) Balloted men who are attested and medically examined and who produce proof (birth-certificate) that they are under age, and who refuse to appeal, are to be granted leave without pay until they attain the age of twenty years, when they will, if fit, be ordered to camp with the first available draft leaving their Group not less than twenty-eight days from the date on which they reach military age.
- (e.) Balloted men who are attested and medically examined and who produce proof that they are under age, and who lodge appeals, are to be granted leave until further orders (pending hearing of appeals).
- (f.) Balloted men over nineteen and under twenty years of age who are attested and medically examined, and passed as fit, and who do not wish to appeal, but who wish to go to camp immediately, must produce the written consent of both parents (if both are living) or the written consent of their legal guardian. In the case of an orphan with no legal guardian a statutory declaration must be obtained from the recruit to the effect that he has neither parents nor guardian. The written consent of the parents or legal guardian or the statutory declaration, as the case may be, must be attached to the original E.F. Form No. 2 and forwarded to the Director of Recruiting, the District Attesting Officer endorsing both original and duplicate E.F. Form No. 2 accordingly. Where the conditions set out in this paragraph are complied with the recruit will be sent to camp in the usual way.
- (g.) Birth-certificates, or certified copies, are required in all cases quoted above, and should be attached to the original E.F. Form No. 2 when the latter is forwarded to the Director of Recruiting.

Attesting Officers must be impressed with the necessity of attaching a duplicate copy of the pay-warrant issued to each man to the duplicate copy of that man's attestation-paper.

12. Voluntary Recruits and Balloted Men.

All concerned are requested to note that it is the desire of the Recruiting Board that no discrimination of any kind whatever as between compulsory recruits and voluntary recruits is to be permitted. It must be realized that a very important change has been made in the Defence system, and every effort must be made to ensure that this change entails a minimum of friction and trouble. Any attempt to differentiate between compulsory recruits and voluntary recruits must be rigorously suppressed.

13. Duties of District Attesting Officers and Group Commanders.

In order to avoid confusion as to where the duties of District Attesting Officers and those of the Group Commanders begin and end in regard to the medical examination of recruits for the Expeditionary Forces the following instructions are issued:—

- (1.) The duties of Group Commanders commence with the issue of the order (D.R. 30) to the man concerned, and, up to the actual time of medical examination, end with the preparation of Form D.R. 2 to be handed to the District Attesting Officer. The Group Commander and his staff have no further work to do until the District Medical Board and the District Attesting Officer have completed E.F. Form No. 2.
- (2.) Group Commanders are responsible that the necessary accommodation is provided and prepared for the use of District Medical Boards, and that not more than forty men are called up for medical examination on any one day. It is, of course, understood that Group Commanders are responsible for the issue of the necessary rail, boat, or coach warrants to enable men to attend for medical examination, concentration, &c.
- (3.) Group Commanders carry out the following duties connected with the calling-up of all men for medical examination:—
 - (a.) They will issue such instructions as will ensure the men parading at stated times, dates, and places for medical examination.
 - (b.) They will supply the District Attesting Officers with the nominal roll (D.R. 2) of the men so called up, giving each man's number and name.
 - (c.) They will have nothing further to do with the men until after medical examination is completed, excepting in so far as arrangements for meals and accommodation are concerned.
 - (d.) Any special reference for a Medical Board as to any man, from the Director of Recruiting or from District Headquarters, to the Group Commander will be immediately communicated by the Group Commander to the President of the District Medical Board.
- (4.) District Attesting Officers must—
 - (a.) See that any communications received under para. (3) (d) above are laid before the members of the District Medical Board in accordance with the Regulations for Medical Boards.
 - (b.) Make all the arrangements for the medical examination of all men so called up.
 - (c.) Ensure that all the Regulations for Medical Boards are adhered to, and that no indication is given of any man's name or of his address.

- (d.) Ensure that all men are properly attested, or, in the case of balloted or section 34 or 35 men who refuse to attest, that E.F. Form No. 2 (Compulsory) is duly completed.
 - (e.) Ensure that warrants for pay are properly issued.
 - (f.) Ensure that the results of medical examination of all balloted and section 35 recruits are communicated (Form D.R. 2) to Military Service Boards.
 - (g.) Ensure that original attestation-forms are forwarded to the Director of Recruiting, Wellington, accompanied by separate nominal rolls clearly marked showing whether forms are for volunteers, balloted, or section 35 men.
 - (h.) Ensure that all B1 men for treatment in hospital are given their orders accordingly.
 - (i.) Ensure that duplicate attestation-papers for B2 men are forwarded to the Group Commander with orders as to the approximate dates the men are to again be called up for re-examination and reclassification by the Medical Board.
 - (j.) Ensure that the duplicate attestation-papers of all other men are sent immediately to the Group Commander for disposal in all cases, accompanied by Form D.R. 2.
 - (k.) Ensure that the necessary leave passes or orders to concentrate, as may be required, are issued to all men examined.
- (5.) District Attesting Officers must realize the importance of despatching to the Director of Recruiting the *original* attestation-papers at the conclusion of each day's medical examination, and of informing the Military Service Boards with the least possible delay of the results (on Form D.R. 2) of the medical examinations of balloted and section 35 men.

14. General Service.

Recruits are enlisted for general service only. Recruits may express a preference for an arm of the service, but, while every consideration will be given to the expressed preference, it must be made clear that the Department is not bound by the preference stated. On arrival of the drafts in camps recruits will probably be given an opportunity to volunteer for any arm of the service, but whether they are or are not accepted for that arm will depend upon the Camp Selection Officer.

15. Paid Service.

Paid service in the New Zealand Military Forces falls into three categories:—

- (a.) On or attached to the Permanent Establishment of the N.Z. Defence Forces.

It may be pointed out that this category necessarily includes officers, N.C.O.s, and men of the Territorial Force (Defence Act and its amendments) employed on paid service in the N.Z. Pay Department and N.Z. Ordnance Department (see *N.Z. Gazette* No. 95, 1917), and Territorial officers, N.C.O.s, and men mobilized for duty at the forts or in guarding prisoners of war.

- (b.) With the Foreign Service Section of the N.Z. Expeditionary Force.
- (c.) With the Home Service Section of the N.Z. Expeditionary Force.

As regards (a), attestation and medical examination are recorded on forms provided for the attestation, &c., of officers and members of the N.Z. Staff Corps, R.N.Z.A., Territorial Forces, and N.Z. Permanent Staff.

As regards (b) and (c), attestation and medical examination for general service are recorded on E.F. Form No. 2 or E.F. Form No. 2 (Compulsory).

Payments under (a) are made in accordance with Financial Instructions, and under the special authority of the Hon. Minister of Defence, in connection with officers, N.C.O.s, and men appointed to temporarily relieve those officers, N.C.O.s, and men of the Permanent units (N.Z.S.C., R.N.Z.A., and N.Z.P.S.) who are serving with the N.Z. Expeditionary Force.

Payments under (b) are made to officers, N.C.O.s, and men who have been passed fit for general service.

Payments under (c) are made to men who are unfit for general service but are fit for employment on home service, and only to those officers, N.C.O.s, and men who are actually employed on Home Service Establishment.

It therefore follows that all officers, N.C.O.s, and men coming within category (a) defined above are *not* on the Home Service Establishment of the N.Z. Expeditionary Force, and must not therefore be included on the rolls of that branch.

16. Form 46: Acknowledgment of Offer of Services.

The use of Form 46, "Acknowledgment of Offer of Services," has been discontinued, and in future in no case will this form be issued.

17. Re-enlistment of Returned Discharged Soldiers.

(1.) Discharged returned soldiers may make application for re-enlistment either (a) through their Group Commanders (who will refer such applications to the Director of Base Records), or (b) direct to the Director of Base Records.

(2.) The Director of Base Records will either (a) provisionally approve the re-enlistment, or (b) refuse the application. If he provisionally approves, the Director of Base Records will forward the man's medical papers to the Group concerned.

(3.) On receipt of this provisional approval the Group Commander will call up the man for examination by a District Medical Board, and will ensure that the Base Records medical file, &c., is forwarded to the District Attesting Officer for the information of the Examining Board.

(4.) The man will *first be medically examined* by the District Medical Board, and should he be classed fit "A," "B," or "C1" he will then be attested (except as provided in para. 7 hereof). District Attesting Officers will ensure that medical examination *precedes* attestation, and that *only* fit A, B, or C1 men are actually attested.

(5.) Should the man be found fit and then be attested the District Attesting Officer will attach the Base Records medical file, &c., to the duplicate E.F. Form No. 2 and return same to the Group Commander. The Group Commander will thereupon forward the Base Records file to the Director of Base Records, and will state whether the man is fit A, B, or C1, together with the date on which the man has been ordered to report in camp.

(6.) The District Attesting Officer will endorse page 4, original and duplicate E.F. Form No. 2, with the words, "Re-enlisted Returned Soldier: Authority, Base Records memo. —, dated —," and forward the original E.F. Form No. 2 to the Director of Recruiting.

(7.) In the cases of men who are still in receipt of pensions, the procedure is altered in that under no circumstances will the man be attested, no matter what his medical classification, and the District Attesting Officer will forward both original and duplicate E.F. Forms No. 2, together with Base Records file, to the Group Commander for transmission to the Director of Base Records. The soldier will, however, be given orders to proceed to camp in the usual way, and he will also be ordered to report to the Director of Base Records at Wellington *en route* for camp. He will be given leave, without pay, for the period given to the ordinary volunteer recruit.

(8.) In the case of men who are classed "C2" or "D" the District Attesting Officer will not attest the recruit, but will send both original and duplicate E.F. Forms No. 2, together with Base Records file, to the Group Commander for transmission to the Director of Base Records.

(9.) In the case of the men referred to in para. 7 above, it is necessary that para. 796, Standing Orders, Returned Soldiers, be complied with, and Group Commanders are responsible and will arrange that the man reports to the Director of Base Records at Wellington (as provided for in para. 7 above) for the purpose of being specially medically examined by the Standing Medical Board for Returned Soldiers. The date of the soldier's arrival in Wellington must coincide with the date the man is due to report in camp, and the man must clearly understand that if passed fit by the Wellington Board he must be prepared to proceed straight into camp. Group Commanders will notify the Director of Base Records of the time and date the man will arrive in Wellington.

(10.) In forwarding such men to Wellington, Group Commanders will prepare D.R. Forms 21 in the usual way, endorsing same in red ink, "Returned soldier volunteers: Pension cases." They will ensure that the D.R. Forms 21 are handed to the Director of Base Records with the men on their arrival in Wellington.

(11.) On receipt of D.R. Forms 21 the Director of Base Records will arrange (a) that the man be brought before the Standing Medical Board; (b) if the man be passed fit, that he be attested by a duly authorized Attesting Officer; (c) that fit men, together with original and duplicate E.F. Forms No. 2 and D.R. Forms 21, are handed over to the Commander of No. 5 Group; and (d) that unfit men are given the necessary travelling-warrants and returned to their homes.

(12.) The Commander of No. 5 Group will arrange for the immediate despatch to camp of the men referred to in para. 11 (c) above. He will also see that Forms D.R. 21 are in order, and that duplicate E.F. Forms No. 2, duly completed, are attached thereto for each man concerned. He will also be responsible that original E.F. Form No. 2 for each man sent to camp is forwarded to the Director of Recruiting.

(13.) On return of D.R. Form 21b from camp the Commander of No. 5 Group will forward it to the Group Commander concerned.

18. Numbering of Medical Boards.

The Medical Boards now operating in the Dominion under the Military Service Act have been numbered as follows:—

No. 1.	Auckland District Medical Board.
No. 2.	"
No. 3.	"
No. 4.	Canterbury District Medical Board.
No. 5.	"
No. 6.	"
No. 7.	Otago District Medical Board.
No. 8.	"
No. 9.	Wellington District Medical Board.
No. 10.	"
No. 11.	"

19. Staff and Duties of District Medical Boards.

The President of each District Medical Board will be regarded as the Commanding Officer of such Board, as if it were a unit, and will be responsible to the Officer Commanding the District concerned for the general conduct of its business.

The District Attesting Officer will act as an Adjutant to the President of the Board.

Presidents of Boards must realize that they and their Board are part of the district command. Presidents are responsible to the Officer Commanding the District, through the A.D.M.S. of the District, that the itineraries prepared in consultation with the Assistant Adjutant-General of the District are adhered to, that the Board is kept employed, and that the regulations are observed.

The District Attesting Officer must understand that he is responsible to the President of his Board for the general conduct of the business of the Board, and that the regulations are observed. If irregularities occur the District Attesting Officer will bring them to the notice of the President, who will take the necessary steps to remedy them, or will refer the matter to the Officer Commanding the District.

In regard to misdemeanours on the part of the subordinate members of the Staff, the procedure will be as follows: The President of the Board will instruct the District Attesting Officer to prepare a charge report against the N.C.O. or man concerned, and to bring him before the President at orderly-room. The President will then remand the offender to be dealt with by the Officer Commanding the District concerned.

The District Attesting Officer must understand that there is nothing in these instructions to absolve him from responsibility for those duties which he has been directed to perform in direct relation to the Director of Recruiting.

20. Composition of Medical Boards.

It will be noticed that, in giving effect to the regulations on this subject, the officers composing the Board in each district are drawn from another district. This is not intended as any reflection whatever on the medical profession, but is to obviate the risk of adverse public comment, such as might have occurred had medical men practising in, say, Auckland been appointed to the Medical Board for duty in Auckland. This precedent will be adhered to as far as possible.

21. Medical Examination.

(1.) Men for medical examination by a Medical Board will be dealt with first by the District Attesting Officer.

(2.) If not already done, each man's E.F. Form 2 (questions 1 to 14) will be completed. If the compulsory recruit refuses to answer the questions the District Attesting Officer will complete Form E.F. No. 2 (Compulsory).

(3.) The man will then strip, but will be allowed to wear his coat or overcoat until entry into the examination-room, where he will discard it while undergoing medical examination.

(4.) The W.O. or N.C.O. detailed by the Commandant for the purposes of para. 11 of the regulations of the 1st November, 1916, will make out the medical-examination report (p. 2 of E.F. Form No. 2) in duplicate.

(5.) After medical examination the man will reclothe himself, and will then be dealt with by the District Attesting Officer for the purposes of pay, concentration orders, &c. The District Attesting Officer should, if possible, have a separate room to carry out his work.

(6.) Under no circumstances must the result of the medical examination of any recruit, or of anything in connection with the medical examination of a recruit, be communicated to any one not entitled to that knowledge, as these reports are of a confidential nature. The result of the examination should be communicated to the man, but to no one else unless he be a member of the Defence Department whose duties require he should possess the information. No details regarding his physical condition are to be communicated to the recruit.

(7.) When a recruit drawn in one Group applies for medical examination in another Group to which he has not to be transferred (which examination will only take place where the recruit gives an address which is in another Group and states he is returning to that Group before going into camp), his medical examination and attestation will be carried out under orders of the Group Commander, to whom application is made. Should a recruit present himself for medical examination without being ordered to attend before the Board, the District Attesting Officer will, in the absence of the Group Commander, use his own judgment as to the medical examination of the recruit, it being distinctly understood that no such recruit is to be refused medical examination unless special circumstances justify such a course. In every case, however, where such a recruit cannot be medically examined when he presents himself, a definite order will be given him to parade on a definite date for medical examination in order that proof may be held that the recruit received orders to parade. The Group Commander and the District Attesting Officer will be held responsible that the man applying for medical examination definitely states he has not previously been examined by a District Medical Board since the date he was called in the ballot. In cases where a recruit is medically examined in a Group to which he is not to be transferred his duplicate E.F. Form No. 2, together with a duplicate of the order handed to the recruit ordering him to concentrate for despatch to camp, will be sent to the Group to which he belongs by the District Attesting Officer, and the original E.F. Form No. 2 sent to the Director of Recruiting as usual. (N.B.—Once a man has been medically examined and found unfit no inter-Group transfer will be carried out.)

22. Medical Examinations of Men in Mental Hospitals and Sanatoria and of Men who cannot conveniently attend Medical Boards.

(1.) In the case of a man who is called up in the ballot and is undergoing treatment in a mental hospital or tubercular sanatorium, the Group Commander concerned will obtain a certificate from the Superintendent of the hospital or sanatorium in which the man is being treated, and on which certificate is endorsed the man's medical status. The Medical Board will thereupon classify the man concerned accordingly. In every case of this description the D.A.O. concerned will quote this circular on page 4 of the E.F. Form (original and duplicate) as the requisite authority.

(2.) In cases other than those in mental hospitals and tubercular sanatoria the Medical Boards should, as a general rule, satisfy themselves by a personal examination of the man.

(3.) Cases will arise, however, where a man may be living in a district or centre not visited by a Medical Board, and who on account of physical unfitness cannot conveniently attend before the Board without incurring undue expenditure in so doing. In these cases the Group Commander will take immediate steps to secure the certificate of a duly qualified medical practitioner, or, failing this, of a Defence officer continuously employed as such, or of a clergyman. As soon as a certificate has been obtained it is to be forwarded to the A.D.M.S. of the District, the Group Commander advising the D.R. accordingly. The Group Commander will suspend all action in regard to the recruit concerned until further instructed by the D.R.

(4.) On receipt of a certificate and notification from the Group Commander that a recruit comes within the provisions of paragraph (3) the Assistant Director of Medical Services of the district will lay it before a District Medical Board. The latter will first consider if the evidence is sufficiently clear and reliable to enable it to decide whether—

- (a.) The man is permanently unfit (crippled, &c.), and that the Board can safely classify him as such on the evidence submitted; or
- (b.) The man is temporarily unfit, and, while unable to travel at the time, will be subsequently able to do so.

If the Board decides as in (a) it may classify the man accordingly, and inform the Director of Recruiting to this effect. The latter will then instruct the Group Commander to dispose of the case in accordance with the medical classification.

If the Board decides as in (b) it may adjourn the medical examination until the man is able to attend in person, and will advise both the Director of Recruiting and District Headquarters of its decision. District Headquarters will then instruct the Group Commander to call the man up for examination on the date specified by the Board.

23. Men over Forty-four Years of Age.

Men who have attained their forty-fourth birthday at the time they are drawn in the ballot, or, if volunteers, at the time of their medical examination, will be classed C2 by District Medical Boards. Should a case come before a Military Service Board of an appellant over forty-four years of age having been classed "A," the Military Representative will ascertain, by questioning him as to his date of birth, whether he has been properly classed, or should have been classed C2 in accordance with the rule given above, and, if there is any doubt as to the position, suggest to the Board that it adjourn consideration of the appeal until further inquiries have been made and the appellant's status definitely settled.

24. Recruits Medically Classified "D" (totally unfit for any Service whatever).

In the case of recruits who have been classified "D" by a District Medical Board, it has been customary in the past for the members of the Board concerned to endorse the man's attestation-papers with the following certificate under section 7 of the Military Service Act: "We are of opinion that this man is permanently medically unfit for any service in New Zealand in connection with or for the purposes of the present war."

On the revised E.F. 2 Form recently introduced it is clearly set out that when a recruit is classified "D" the examining Medical Board is of the opinion that the man is wholly unfit for any service whatever in connection with the war. Therefore it is now unnecessary for Medical Boards to endorse E.F. 2 Forms with the certificate quoted above, and the practice will be discontinued.

25. Re-examination of Recruits.

(1.) Owing to the large number of re-examinations which have taken place without the knowledge of the Director of Recruiting, and owing to the results of such re-examinations not having been forwarded to him, with consequent disorganization, the Director-General of Medical Services has agreed that the following instructions regarding the re-examination by a District Medical Board of recruits for the Expeditionary Force who have already been examined by a District Medical Board are to be strictly adhered to.

(2.) Every application for the medical re-examination of a recruit made to a Group Commander, or to District Headquarters, where the previous examination has been carried out by a District Medical Board, must first be forwarded to the Director of Recruiting in order (a) that the application may be noted on the man's file, and (b) that any necessary correspondence may be forwarded to the Medical Board who will carry out the re-examination.

(3.) If time does not permit of the application and accompanying correspondence being forwarded to the Director of Recruiting, District Headquarters or the Group Commander concerned should telegraph to "Deeruit" that application is made for the re-examination of the man in question, stating shortly the grounds for the application. Arrangements have been made to deal with these applications immediately on receipt, and where the re-examination may be carried out without the presence before the District Medical Board of relevant correspondence on the man's file in the D.R. Branch a telegraphic approval will be issued at once.

(4.) On receipt of approval the case will be laid before the A.D.M.S. of the District, who will thereupon arrange for the re-examination of the recruit by a District Medical Board.

(5.) The Group Commander concerned will arrange for the man's duplicate E.F. Form No. 2, together with any connected papers, to be placed before the District Medical Board for their consideration.

[Correction Slip for Consolidated Recruiting Circular.]

25. Re-examination of Recruits.

(1.) Owing to the large number of re-examinations which have taken place without the knowledge of the Director of Recruiting, and owing to the results of such re-examinations not having been forwarded to him, with consequent disorganization, the Adjutant-General has directed that the following instructions regarding the re-examination of recruits for the Expeditionary Force who have already been examined by a Medical Board are to be strictly adhered to.

(2.) Applications for re-examination must, in all cases, be made through the Officer Commanding the group in which the applicant resides. Applications received at Headquarters direct from the man will be referred to his Group Commander.

(3.) The Group Commander will transmit the application to "District Headquarters (Medical)" with his remarks.

(4.) The A.D.M.S. will decide whether the recruit shall or shall not be re-examined, and will communicate his decision to the Director of Recruiting. Where the A.D.M.S. is in doubt as to a decision he will refer the case to the Director of Recruiting for the purpose of the latter supplying the A.D.M.S. with any additional medical evidence available from the man's file. The Director of Recruiting may, before ordering a recruit to attend for re-examination, refer the case back to the A.D.M.S. for a reconsideration of the latter's decision, setting out the grounds for such reference.

The recruit will be called up for re-examination through the Director of Recruiting, who shall, on receipt of the decision or reconsidered decision of the A.D.M.S. that the man shall be re-examined, instruct the Group Commander concerned to call up the recruit for re-examination accordingly.

(5.) All re-examinations, except those of recruits who have been examined by the C2 Re-examination Board, will be carried out by a Special District Medical Board of two members.

(6.) Recruits who have been examined by the C2 Re-examination Board will be re-examined by a Special Medical Board of three members, of whom the A.D.M.S. must be one and President.

(7.) Every re-examination of a recruit will be carried out on E.F. Form No. 342. The original will be forwarded by the District Attesting Officer concerned direct to the Director of Recruiting. The duplicate will be attached to the man's duplicate E.F. Form No. 2 and returned by the District Attesting Officer to the Group Commander concerned.

(8.) Any confidential information to be placed before the District Medical Board will be sent by the Director of Recruiting or the A.D.M.S. of the District to the Group Commander or the President of the Board.

(9.) The reverse of the E.F. Form No. 342 will be endorsed by the District Attesting Officer as follows:—

" Authority for re-examination D.R. No. (Date)." The District Attesting Officer will sign and date this entry. In order that the District Attesting Officer may have this authority the Group Commander concerned will ensure that the authority is communicated to the District Attesting Officer when the latter is advised that the man will report for re-examination.

(10.) No Group Commander will deal with any man who is not on his books as a recruit. "District Headquarters (Medical)" also must not deal with men from other districts. Every application from a recruit made to a group other than his own Group Commander, or to a district other than his own district, must be referred to the recruit's Group Commander for action.

(11.) These instructions in no way affect existing orders as to the re-examination of voluntary recruits classed unfit by an individual medical officer, nor of the orders regarding re-examination of B1 (Hospital) or B2 men.

(6.) Every re-examination of a recruit will be carried out on E.F. Form No. 342. The original will be forwarded by the District Attesting Officer concerned direct to the Director of Recruiting. The duplicate will be attached to the man's duplicate E.F. Form No. 2 and returned by the District Attesting Officer to the Group Commander concerned.

(7.) Any confidential information to be placed before the District Medical Board will be sent by the Director of Recruiting or the A.D.M.S. of the District to the Group Commander or the President of the Board.

(8.) The recruit will be called up by the Group Commander concerned for re-examination under the orders of the A.D.M.S. of the District.

(9.) The reverse of the E.F. Form No. 342 will be endorsed by the District Attesting Officer as follows: "Authority for re-examination D.R. No. [Date]." The District Attesting Officer will sign and date this entry. In order that the District Attesting Officer may have this authority, the Group Commander concerned or District Headquarters will ensure that the authority is communicated to the District Attesting Officer when the latter is advised that the man will report for re-examination.

(10.) When a man reports for re-examination in a Group other than that which holds his duplicate attestation-paper, or where a man is ordered to report in such other Group, and where time does not permit of the man's duplicate attestation-paper being obtained from the Group Commander who holds it, the re-examination will be carried out as laid down above, but the District Attesting Officer will hand the duplicate copy of E.F. Form No. 342 to the Group Commander in whose Group the re-examination is carried out, at the same time advising the man's original Group Commander of the fact and of the result of the re-examination. The Group Commander within whose Group the re-examination is carried out will be responsible that the duplicate copy of E.F. Form No. 342 is forwarded without delay to the man's original Group Commander for attachment to the man's personal file. This is the practice in regard to the original examination of men who are drawn in one Group, but who, temporarily residing in or passing through another Group, are examined in the latter Group (see section 21 (7) of these orders).

(11.) There is no necessity for the result of a re-examination to be sent through or recorded by District Headquarters, as the matter is one which alone concerns the Director of Recruiting and Group Commander. The retention and recording of correspondence which should be on a recruit's duplicate file by District Headquarters is not only a waste of time and effort by D.H.Q. Staff, but would result in material matters not being recorded on the man's duplicate file held by his Group Commander.

(12.) These instructions in no way affect existing orders as to the re-examination of voluntary recruits classed unfit by an individual Medical Officer, nor of the orders regarding re-examination of B1 (Hospital) or B2 men.

(13.) In cases where a Reservist who has been classed "A," "B1 Camp," or "C1" is granted a re-examination and is again classed either "A," "B1 Camp," or "C1," it must be clearly understood that the man concerned must not be given any extension of time, but must be directed to proceed to camp as originally ordered at the time of his first examination. Where special circumstances have arisen as the result of which his medical re-examination has resulted in him missing his draft, the man must be given fourteen days' leave as from the date of re-examination, and ordered to report for the purpose of proceeding to camp as a special case at the expiration of the fourteen days.

(14.) Where an "A" or "B1" classification is amended to "C1" at the re-examination the man will, of course, be ordered into camp with the first C1 draft leaving the Group after the date on which the man was originally ordered to concentrate with the ordinary Trentham Reinforcement draft.

26. Expenses of Medical Boards.

In order to reduce the expenses of District Medical Boards as much as possible District Attesting Officers will pay all cab and carriage expenses incurred by members of the Board and staff when travelling. Attesting Officers are required to render a return of expenses each month to the Director of Recruiting.

Arrangements must be made with Q.M.G. (4) for an advance against travelling-expenses prior to each tour. The money so advanced must be accounted for to the Command Paymaster on the completion of every tour of the Board, and the balance paid into the Public Account before the commencement of another tour and prior to the issue of a fresh advance.

27. Dental Examination and Treatment of Recruits.

Recruits will not be dentally examined or treated until after their arrival in camp.

28. Attestation.

(1.) Only officers holding honorary, temporary, or substantive commissions and who are duly authorized by General Order may attest recruits for the Expeditionary Force for general service. Attestation at present is confined to the Director of Recruiting, District Attesting Officers, and certain officers in camps.

(2.) A supply of E.F. Form No. 2 (Compulsory) has been forwarded to Group Commanders. It must be distinctly understood that this form is only to be used in the case of balloted and sections 34 and 35 men, and only then if the men refuse to take the oath of allegiance.

(3.) As a balloted man must answer the questions on page 1 of the attestation-paper before he is medically examined, each man will be asked if he objects to being sworn in, and informed at

the same time that if he does not object he will enter camp, if fit, to all appearances a voluntary recruit. If the balloted man objects to be sworn in—that is, to take the oath of allegiance—E.F. Form No. 2 (Compulsory) will be used, and the details of his medical examination will be entered on page 2 of this form.

(4.) Should a balloted man refuse to answer the questions on page 1 of this form, the D.A.O. will report the case by urgent telegram to District Headquarters for instructions.

(5.) Camp Commandants will note that in cases where E.F. Form No. 2 (Compulsory) has been used the recruit is not to be reattested on E.F. Form No. 2 as used for recruits who take the oath of allegiance.

(6.) Voluntary recruits must not be attested on E.F. Form No. 2 (Compulsory).

(7.) Before any questions are asked the recruit he will be warned that if it be found hereafter that he has made a wilfully false answer to any question he will be court-martialled and punished under Army Act, section 33. Any officer having knowledge of any man having made a false statement is responsible for bringing the case to the notice of Headquarters through the proper channel.

29. Form of Attestation of Recruits.

(1.) All attestation-forms (E.F. No. 2) must be completed in accordance with these instructions, and the following specimen answers to the questions on the attestation-paper are given as a guide, together with explanatory notes where required.

(2.) Taking the form as reprinted, the following are specimen replies to each of the fourteen questions:—

Q. 1: "John James Jones."

Inquiries will be made as to whether the man has given his full name, as additions can only be made later by a statutory declaration by the man, with consequent trouble and unnecessary labour to all concerned.

Q. 2: "Palmerston North, New Zealand."

The town and country of birth will, if possible, be given; in any case, however, the country of birth must be given. In the case of men born at sea the name of the ship and any other particulars obtainable will be given, with the words "Born at sea" prefixed.

Q. 3: "Yes."

If the man replies "No" the following factors will govern the decision as to whether (if a voluntary recruit) he is or is not to be attested:—

(a.) If he is the son of an unnaturalized alien enemy father, he is *not* to be attested.

(NOTE: In the case of compulsory recruits it is immaterial whether he is or is not attested. He will be given leave without pay until further orders, which will be issued in due course by the Director of Recruiting.)

(b.) If he is the son of a naturalized alien enemy father who was naturalized *after* the son's birth, that son is *not* to be attested. (See note to (a) above.)

(c.) If he is the son of a naturalized alien enemy father who was naturalized *before* the son's birth, that son can be attested. (NOTE: But he must be given leave without pay until further orders, and the instructions of the D.R. obtained (by the man's Group Commander) on the subject. See note to (a) above also.)

(d.) If he is the son of an unnaturalized alien neutral father he cannot be attested unless the son was born in New Zealand. (See note to (c) above.)

(e.) If he is the son of a naturalized alien neutral father he may be attested if his father was naturalized before the son's birth. If his father was naturalized *after* the son's birth the latter cannot be attested unless the father was naturalized during the son's minority. (See note to (c) above.)

(f.) If he is the son of an alien ally he may be attested whether his father was or was not naturalized before the son's birth, providing that, where his father was not naturalized before the son's birth, the latter must produce a certificate from the Consul for his country vouching for his nationality. This certificate must in every case be attached to the man's attestation-papers.

Q. 4: "10th August, 1897."

"10/8/97" will do as well.

Q. 5: "(Father), Timaru, New Zealand."

"(Mother) Edinburgh, Scotland."

If the recruit is unable to state the town, the country of birth of each will be a sufficient answer to this question.

Q. 6: "Carpenter."

"Gentleman" is not a reply to this question. In such a case the proper reply is "Independent means." "Student" is not a sufficient reply; it should be "Medical student," "Dental student," &c. A recruit who cannot state his trade or calling will be informed that the correct reply is "Labourer."

Q. 7: "Anderson's Bay, Dunedin."

Q. 8: "Y.M.C.A. Rooms, Willis Street, Wellington."

The address will be that at which the recruit resides (not always necessarily a recruit's home), and where a notice posted to him or a telegram sent to him will be delivered should it be necessary to communicate with him for any purpose before he is due to go to camp. In the case of a recruit who is being attested and who proceeds at once to camp the address will be that of the camp to which he is proceeding.

In no case will an address such as "C/o G.P.O., Wellington," or "G.P.O., City," be given.

Seamen, commercial travellers, &c., may give an address c/o their employers. Seamen will, if possible, give the name of their steamer, &c.

Q. 9: "John Smith, master carpenter, Vivian Street, Wellington."

Q. 10: "Single."

Q. 11: —

In this case, as J. J. Jones is a single man, this question does not require an answer, therefore the symbol — is sufficient.

Q. 12: "Yes: 5th (Wellington) Regiment: Still serving."

Obviously a man of twenty-one must belong to some Territorial unit, and in every case of a recruit of Territorial age the proper designation of his unit must be inserted. Where a recruit of Territorial age states he is not serving in the Defence Forces he must, before he is attested, be sent to the Group Commander (or the local sub-area Sergeant-Major, as may be most convenient) in order to be registered under the Defence Act and provisionally posted to a local Territorial unit. Failure to obey this order must be automatically followed by prosecution under the Defence Act, 1909, and its amendments.

In the case of a Territorial discharged to the Reserve the answer would be something like this—"Yes: 5th (Wellington) Regiment: Reserve." Another answer which will be accepted might be "Yes: Glasgow Volunteers, Scotland: left the city," in cases where a recruit belonged to a Volunteer organization, and whose removal to some other locality effected his discharge.

A British Army or Navy man who had served the full term of service would answer, say, "Yes: 4th D.G.s: time expired," or "H.M. Navy: time expired," as the case may be.

The third section will be replied to "Yes," or "No," as the case may be.

Q. 13: "No."

Great care must be taken in obtaining a proper reply to this question. Where a recruit answers "Yes" the reply as to "when" must give the date of the *last* examination or re-examination as near as possible. The month and year will, however, be accepted. As to "where," the locality should be stated—that is, *e.g.*, "Group Office, Wellington."

Before proceeding further with the attestation the D.A.O. will, in cases where a man has been previously medically examined since 25th September, 1916, despatch a telegram to the Commander of the Group in which the man was so examined to ascertain the position—*i.e.*, whether the man is an attested soldier on leave without pay. The reply will prove whether the man has received pay as a soldier, and will cover the case of a man who has been rejected as unfit, has drawn pay, and who then goes to another centre and endeavours to enlist a second time.

If the reply to the last portion of this question is "Unfit," as full particulars as possible regarding the grounds for rejection must be obtained from the recruit, and these particulars must be communicated to the medical examiners.

Q. 14: "Yes."

NOTES.—(a.) The oath must show the recruit's full name to correspond with the answer given to question 1.

(b.) The certificate of the Attesting Officer must be filled in, as to the day, by giving the date in words—*e.g.*, "sixteenth," not "16th"; and as to locality and month by "Wellington" and "February" respectively, not "Wgton." and "Feb." A rubber-stamped date, such as "12 September, 1917," will not be accepted.

(c.) If through lack of knowledge a man cannot answer a question, the reply "I do not know" is to be accepted, but this reply should be accepted with the greatest reluctance.

(d.) As regards the enlistment of Maoris, it being seldom clear which is the surname and which the Christian name, officers concerned are instructed that in all cases the *Christian names must be written first* in answer to question 1.

(e.) It has been decided that the question regarding the religious profession of a recruit shall in future be asked and entered up on page 2 of E.F. Form No. 2 *after* the recruit has been medically examined. The reply to this question will therefore be filled in by the District Attesting-Officer just prior to the issue of the leave pass.

30. Identification of Attestation Forms.

It must be distinctly understood that these instructions refer only to *original* attestation-papers, duplicate attestation-papers, as heretofore, bearing no indication as to whether a man is called up under sections 34 or 35, or the ballot, or is a volunteer.

(1.) VOLUNTEERS.—Original attestation-papers for volunteers will be distinctly marked on the top of page 1 with the word "Volunteer."

(2.) SECTIONS 34 AND 35.—The original attestation-papers of men called up under these sections who have been medically examined and attested will be endorsed on the front page with the words "Section 34" or "Section 35," as the case may be.

(3.) BALLOT.—The original attestation-papers for each man called up under the ballot will be endorsed to show the man's Group number, followed by the man's number as indicated in the numbered copy of the *Gazette* sent to Group Commanders after each ballot, and that number

followed by the number of the ballot in which the man was drawn—as, for example, “G.5/3671/1” would indicate that the man was drawn for Group No. 5, that his number was 3671, and that he was drawn in the first ballot.

31. Disposal of Attestation Forms.

(1.) The attestation-papers (E.F. Form No. 2) of all members of the N.Z.E.F. now in New Zealand are retained in New Zealand, and when a soldier goes abroad the place of his attestation-paper will be taken by Form N.Z.R. 2.

(2.) The attestation-papers of every man will be disposed of as follows, irrespective of whether he is a volunteer, or called up in the ballot, or under sections 34 or 35 of the Military Service Act:—

ORIGINAL E.F. FORM NO. 2 (VOLUNTARY AND COMPULSORY).

- (a.) *Fit A, B1, and C1 Men sent to Camps or under Orders for Camp by Groups, &c.*
The original E.F. Form No. 2 will be forwarded to the Director of Recruiting for disposal.
- (b.) *B1 (Hospital) and B2 men.*
The original E.F. Form No. 2 of all B1 (Hospital) and B2 men will be forwarded to the Director of Recruiting for disposal.
- (c.) *C2 Men for Home Service Duty, and D Men.*
The original E.F. Form No. 2 for C2 men sent forward by groups for duty on home service, whether in camp or elsewhere, or for C2 or D men given leave without pay until further orders will be forwarded to the Director of Recruiting for retention.

DUPLICATE E.F. FORM NO. 2 (VOLUNTARY AND COMPULSORY).

- (d.) *Men for Camps, fit for Active Service Abroad (Classes A, B, and C1).*
In the case of these men the duplicate attestation-paper will form the nucleus of each man's file in the Group and will accompany the man to camp. This file will eventually be sent by camp, immediately prior to the man's embarkation, to the Director of Base Records for disposal. On an A, B, or C1 man being classed C2 or D by the District Medical Board (which carries out the Medical-Boarding of men in camps), the duplicate attestation-paper will be disposed of as laid down herein, and according to whether the man volunteers for and is retained on home-service employment, or is posted to the Home Service Branch on leave without pay until further orders. In every such case the Director of Recruiting must be advised of the reclassification and disposal of A, B, and C1 men by forwarding a copy of the Camp Medical Board Proceedings.
- (e.) *Class C2 and D Men.*
- (i.) The duplicate E.F. Form No. 2, together with his Group file, of every C2 man despatched to a camp for home-service duty will be sent to the Camp Commandant concerned. Should such a man be transferred to another camp, or be given leave from camp without pay until further orders, the Camp Commandant will transfer the man's file to the camp concerned or to the Director of Recruiting respectively.
- Should such a man be re-examined and reclassified A, B1, or C1 at any time, his duplicate E.F. Form No. 2 will be disposed of as laid down in para. (d) hereof.
- (ii.) The duplicate E.F. Form No. 2, together with his Group file, for every C2 man despatched for home-service duty in any office of the Defence Forces will be forwarded to the Officer in Charge. Should a man be transferred to another office or a camp, or be sent on leave without pay for further orders, his file will be transferred as laid down in (e) (i) above.
- (iii.) The duplicate E.F. Form No. 2, together with his Group file, for every C2 or D man who is given leave without pay until further orders will be forwarded to the Director of Recruiting. Such men will be instructed to advise the Director of Recruiting of any change of address, so as to enable the Department to keep in touch with them should their services be required.
- (3.) Every change in a man's status—that is, his medical classification on re-examination, dismissal from employment on home service, &c.—must be reported by the Group Commander or other officer under whom a man is serving (Camp Commandant, Heads of Branches at Headquarters, &c.) to the Director of Recruiting.
- (4.) In these instructions the word “men” includes officers and N.C.O.s.
- (5.) It has been brought to notice that in several instances recruits who have been attested for service in the N.Z.E.F. have again been attested on their volunteering for service with the Home Service Section. Once a man has been attested, and has not been legally discharged, he must not under any circumstances whatever be reattested, even should he volunteer or be called up for home-service duties.
- (6.) Where a voluntary recruit has been attested and found unfit for foreign service by an individual Medical Officer the man must be re-examined and classified by a special District Medical Board without delay, but is not to be reattested.

32. Defective Attestations.

The attention of District Attesting Officers is called to the defective state in which many attestation-papers are still being received by the Director of Recruiting. This applies particularly to the surname and Christian name or names of the recruit being shown differently in question 1 and the oath and declaration, and the neglect to initial alterations made on E.F. Form No. 2.

33. Attestation of Officers, N.Z.G.A.

(1.) With reference to General Order No. 551 of 1917, the voluntary enlistments of all officers of the New Zealand Garrison Artillery (Territorials) will be accepted, notwithstanding their classification under the Military Service Act.

(2.) Arrangements will therefore be made accordingly by the Officers Commanding New Zealand Garrison Artillery units for the attestation for general service (on E.F. Form No. 2) of all substantive officers under their command, and District Attesting Officers will ensure when such officers report for medical examination and attestation that they are granted leave without pay until further orders (whether fit or unfit) as officers of the New Zealand Garrison Artillery retained for duty in New Zealand. Orders as to their final disposal (if medically fit) will be issued by the A.M.S.

34. Reservists of Enemy Parentage attested for Service in the Expeditionary Force.

(1.) All men of enemy parentage already attested or who may be attested for service with the New Zealand Expeditionary Force (irrespective of whether they are volunteers or called up under the ballot or sections 34 or 35) are not to be sent to camp until each case has been referred to the Director of Recruiting for orders.

(2.) No Russian subjects shall be permitted to serve in the New Zealand Expeditionary Force. In all cases of volunteers and balloted men whose E.F. forms disclose the fact that they are of Russian parentage the same procedure is to be adopted as if these men were enemy aliens—that is to say, their attestation and medical examination must be completed and they must be placed on leave without pay until further orders pending a decision as to whether they are or are not eligible for service.

(3.) Group Commanders will advise the Director of Recruiting of any Russians attested in their Group, and the Director of Recruiting will issue instructions as to the final disposal of the Reservists concerned as soon as the necessary investigations have been completed.

35. Pay.

(1.) Pay will be given as follows: 5s. for every day or part of a day from the *due* time of a recruit's departure from his home to the due time of his return to his home, provided his home is located in the Group in which he is medically examined and attested.

(2.) For the purposes of this clause the "due time" is that time when a recruit would leave home to enable him to reach the Defence Office concerned by the first train, coach, or steamer (or if by road, calculated at four miles per hour if on foot, ten miles by horse or bicycle, or twenty miles by motor cycle or car) before 12 noon on any day. The "due time" of his return would be similarly calculated as the time the recruit would reach his home by the first train, &c., after his medical examination and attestation had been completed.

(3.) The pay-warrant can be signed by an Attesting Officer only. One pay-warrant for each day or part of a day will be given the recruit, and where two or more days' pay have to be paid two or more pay-warrants will be used, *but each pay-warrant must bear the date of the day for which it is issued as pay.*

(4.) Every recruit to whom a pay-warrant is given will sign the duplicate, and this duplicate must be attached to the recruit's duplicate attestation-paper.

(5.) A recruit is not entitled to, nor will he receive, any pay for the period during which he is on leave, but his pay as a soldier will commence from the due date of his departure from his home for the purpose of proceeding to an Expeditionary Force camp in compliance with the order sent him by the officer instructing him accordingly.

(6.) The Officer in Charge of War Accounts has pointed out that the instructions laid down in regard to "Pay—due date" are not being adhered to. This results in confusion of accounts and possible loss of several days' pay to the soldier concerned.

The District Attesting Officers will therefore note that if by their neglect to carry out the above instructions a soldier loses one or more days' pay they may be called upon to make good such loss to the soldier.

(7.) The following entries on page 4 of E.F. Form No. 2 must be completed and the entry signed by the District Attesting Officer:—

- " 1. Leave without pay granted to
- " 2. Due date of departure from his home for purpose of proceeding to camp [or to take up duty on home service]

(8.) Duly attested soldiers classified by a District Medical Board as "B1 (Hospital)" receive military pay as from the moment they enter hospital under the instructions of the Defence authorities prior to treatment.

(9.) Where a recruit is called up for medical re-examination at the instance of the Department he is entitled to receive pay (5s. per day) for each day occupied in attending for re-examination, and he is entitled to receive railway, boat, or coach warrant for the purpose of travelling to the examination.

Where a recruit is called up for medical re-examination at his own request he is not entitled to receive either pay or railway, boat, or coach warrant, but will travel and attend the examination at his own expense.

Group Commanders will be advised by the Director of Recruiting of each case coming under this heading.

36. Rates of Pay.

(1.) Unless otherwise stated, these regulations came into force on the 1st September, 1916.

Rank.	Amount of Pay per Diem	Included in Column "Pay," but deferred.
Major-General	(a)	..
Brigadier-General	(b)	..
Colonel	1 10 0	..
Lieutenant-Colonel	1 5 0	..
Major	1 1 0	..
Captain	0 17 6	..
Lieutenant and 2nd Lieutenant	0 12 0	..
Adjutant	0 5 0(c)	..
Cashier, Paymaster, and Assistant Paymaster (if below rank of Captain)	0 5 0	..
Medical Officer	0 10 0	..
Dentist	0 10 0	..
Veterinary Officer	0 10 0	..
Chaplain	Pay of rank.	..
1st Class Warrant Officer, Regimental Sergeant-Major, Regimental Q.M.S.	0 9 0	0 4 6
Squadron, Battery, or Company Sergeant-Major, Quartermaster-Sergeant, or Staff-Sergeant	0 8 0	0 4 0
Sergeant, Provost-Sergeant, or Pioneer Sergeant	0 7 0	0 3 6
Lance-Sergeant	0 6 6	0 3 3
Corporal, 2nd Corporal (Engineers)	0 6 0	0 3 3
Bombardier, Lance-Corporal	0 5 0	0 2 6
Trooper, Sapper, Gunner, Driver, Pioneer, Private, Trumpeter, or Bugler	0 5 0	0 3 0
Farrier or Shoeing-smith, Wheeler, Saddler, Fitter,—		
If Sergeant (from 1/1/17)	0 8 0	0 4 0
If Corporal (from 1/1/17)	0 7 0	0 3 9
Motor-mechanic or Motor-driver—		
If Bombardier or Lance-Corporal	0 6 0	0 3 0
If Gunner or Private	0 6 0	0 3 6
Cook, Baker	0 2 6(d)	0 1 3(e)
Pay Clerk	0 8 0	0 4 0
Orderly-room Clerk	0 7 0	0 3 6
Dental Mechanic	0 10 6	0 5 3

(a.) £1,100 per annum from 21st October, 1916, rising to £1,200 after one year.

(b.) £900 per annum from 1st October, 1915, rising to £1,000 after two years.

(c.) In addition to pay of rank (not payable if officer of N.Z. Staff Corps).

(d.) In addition to pay of rank.

(e.) In addition to amount deferred for rank.

Officers of the Imperial General Staff, New Zealand Staff Corps, warrant officers and non-commissioned officers of the Permanent Staff, officers, warrant officers, non-commissioned officers, and men of the Royal New Zealand Artillery will receive their present pay plus Expeditionary Force allowances where entitled to the same. Half the pay of warrant officers, non-commissioned officers, and men is to be deferred, but may be allotted.

Acting or temporary rank or appointment will carry the pay and allowances of substantive rank or appointment.

Imperial officers and instructors on loan to New Zealand, promoted while with the New Zealand Expeditionary Force, can draw pay at Imperial rates for the appointment held in the New Zealand Force if the same are higher than New Zealand rates.

(2.) TRAVELLING-ALLOWANCE.—Travelling-allowances on the following scale shall be paid. Such allowances shall include meals and portage, and shall be paid only on defined absence from residence or Headquarters. (The travelling-allowances may not be drawn while under canvas, or while in receipt of field or messing allowance, or while with troops who are rationed.)

	Per Day.		
	£	s.	d.
General Officer Commanding	1	5	0
Brigadier-Generals	1	1	0
Colonels	0	15	0
Lieutenant-Colonels and Majors	0	12	6
Captains and Lieutenants	0	11	0
Warrant officers and all non-commissioned officers of and above the rank of sergeant	0	10	0
All other ranks below that of sergeant	0	8	0

(3.) SEPARATION ALLOWANCES.—Members of the Royal New Zealand Artillery, instead of receiving 1s. per day married allowance as above, receive the separation allowance of 1s. 6d. in accordance with Financial Regulation No. 92.

Married allowance is not payable to a divorced wife.

Children's allowance is applicable to stepchildren, adopted children, or illegitimate children.

Separation allowances are payable from the 1st June, 1915, for those belonging to the Expeditionary Force on that date, and from date of enlistment for others. They are payable up to date of discharge.

On and after the 1st January, 1918, separation allowances in respect of members of the Foreign Service Branch of the New Zealand Expeditionary Force will be paid at the following rates per diem:—

	Per Day.	
	s.	d.
Lieutenants and 2nd Lieutenants drawing pay of rank only—		
Wife or guardian of motherless children	3	0
(The allowance to a Lieutenant's wife is 3s. a day, and if the wife is dead the 3s. a day is payable to the guardian of his motherless children. The allowance will not be paid for officers drawing extra-professional, Adjutant's, or Paymaster's pay.)		
Warrant officers, N.C.O.s, and men—		
Wife	3	0
Widowed mother dependent on soldier, or invalid father who is a widower and dependent on soldier, if total income apart from allotment does not exceed 10s. per week	1	6
Child under sixteen years of age	1	0
Brothers and sisters under sixteen years of age who are dependent on soldier	1	0

Allowances not amended as above are to remain as at present. For instance, guardians of motherless children of warrant officers, N.C.O.s, and men are still to receive 1s. a day separation allowance.

37. Leave without Pay: Endorsement of E.F. Form No. 2.

(1.) The attention of Attesting Officers is drawn to the endorsement on back of E.F. Form No. 2 relative to "Leave without pay" and to "Date to leave home."

(2.) The Camp Commandant, Trentham, points out that in a certain Group all men for one concentration were warned to report on the 26th of the month, E.F. Form No. 2 being endorsed accordingly. Shortly before the draft mobilized at Group Office each man was circularized to the effect that the date was amended to the 28th of the month, but this alteration was not shown on attestation-papers. Again, in another Group, the E.F. Form No. 2 showed date to leave home for camp as the 28th of the month, whereas in nearly every instance the men reported at Group Office, apparently under orders, on the 27th of the month, slept in the drill-hall that night, and arrived in camp the next day. These men, of course, should have drawn pay as from the 27th of that month, but, in face of the endorsement on the attestation-papers, that date only could be shown in Routine Orders, which means that there were claims for back pay.

(3.) The date shown against "Leave without pay" should be the date of the day prior to leaving home to proceed to camp, as the date the man is to draw pay from is the day of departure from his home.

(4.) As the dates on which the various Group quotas are to arrive at camp are known to the District Attesting Officers, they must be careful (having regard to the distances the men have to travel) to have the correct date to which leave without pay is granted endorsed on the E.F. Form No. 2.

38. Departmental Appeals.

(1.) Appeals on behalf of the employee in respect of persons in the service of the Defence Department can only be made by the Minister or the Commandant. (See section 30, Military Service Act.)

(2.) Every case where a Head of a Branch or a District Headquarters considers an appeal necessary will be referred to Headquarters with full information for consideration, and the appeal, if made, will be made by the Commandant or the Minister.

(3.) Appeals will not be made by the Department as employer, except in the cases of persons whose services are absolutely indispensable.

(4.) It must be remembered that all persons of military age employed by the Department are by law included in the Reserve, and will be called up as the ballots proceed; and the erroneous suggestion that the Reserve consists only of "shirkers" must be combated.

(5.) Persons doing occasional service for the Department, but not on continuous pay, will, as a rule, lodge appeals on their own behalf. Cases where the services of such persons are considered indispensable by Heads of Branches or District Headquarters may be represented to Headquarters, but appeal against the calling-up of such persons of the First Division is deprecated. The policy should be to find persons unfit for foreign service to fill these places.

39. Dealing with Appellants after Determination of Appeals.

(1.) An officer with the requisite knowledge must be present at the hearing of appeals to give his orders to each appellant who has been medically examined. The Military Representatives have been, and will continue to be, informed of the dates each draft up to four to six drafts

ahead will *arrive* in camp. It is obvious, however, that Military Representatives can only be given the date men are *due to arrive* in camp, not the date they are due to concentrate for the purpose of proceeding to camp. Information is only obtainable from officers with local knowledge as to the date and time men should be ordered to parade in order that they may reach the camps on the dates set down. For instance, men from Tokomaru Bay who were due to arrive in camp on, say, Wednesday, the 14th February, 1917, had probably to leave Tokomaru Bay on the Sunday preceding, but it is not to be expected that the Military Representative can be aware of this. Only an officer with local knowledge as to transport facilities would be able to give the man concerned correct orders as to time, date, and place of concentration for the purpose of proceeding to camp.

(2.) Military Representatives were appointed for the legal conduct of appeals on behalf of the Defence Department, and must be relieved of military routine work connected with issue of orders, notices, &c., to appellants.

(3.) Military Representatives will, in writing (Form D.R. 1), advise the Group Commander or Area Officer in attendance at the Board of the determination in each case.

(4.) Group Commanders or one of their Area Officers will attend the hearing of all appeals in their Groups (as Group Representative), and will be responsible that on an appeal being determined the appellant concerned is promptly given the necessary orders, warrant, &c., to enable the man to parade for medical examination or for concentration, to proceed to camp, or as may be required by the circumstances of the case.

(5.) Officers Commanding Districts are responsible to see that every means are adopted to ensure that the spirit of this instruction is carried out, in order that men may reach camp without delay.

40. Appeals by Railway Department: Men drawn in Ballot.

A Wellington Military Service Board will hear all appeals by the Railway Department on behalf of their employees, the Board reserving the right to require, if necessary, the personal attendance of appellants, or to refer any case to the Military Service Board in the district in which the employee resides.

41. Appeals dismissed: Recommendations, N.Z.M.C.

Where Military Service Boards dismiss appeals with recommendation that appellants be posted to N.Z.M.C., Group Commanders will accept such recommendation as having the effect of an order from Headquarters, and will furnish the recruit with an extract for the information of the Camp Commandant, who, on the man's arrival at Trentham, will ensure the man is duly posted to the N.Z.M.C.

42. Calling up of C1 Men for Active Service and Re-examination of C2 Men.

(1.) A C1 training-camp has been established at Featherston for the purpose of making provision for gradually building up the physique of men under the present standard of fitness for recruits of the N.Z. Expeditionary Force. This C1 training-camp will be under the close supervision of the medical authorities, whose whole aim it will be to make each man physically fit, if possible, for general service. Recruits will, during their training, be medically examined by the medical authorities as to their fitness for general service. Men who on examination are classed as "A" or "B1 (Camp)" will be transferred and posted to such Reinforcements and such branches of the service as the Chief of the General Staff may direct.

(2.) First Division men classified "C2" whose papers do not disclose a disability obviously unfitting them for general service will be called up by the Director of Recruiting for re-examination by the C2 Re-examination Board. No man will be presented by any Group for re-examination by this Board without specific orders from the Director of Recruiting.

(3.) A notice, accompanied by an appeal form in the case of C2 men who previously lodged appeals but withdrew them on account of their medical classification, will be sent by the Director of Recruiting to every C2 man who is called up for re-examination by the C2 Board. These notices have been prepared in two different forms—D.R. 38 and 39. Forms D.R. 38 and 39 are for C2 non-appellants and appellants respectively. Where men have not previously appealed they are given the right to appeal; and where men have previously appealed and their appeals have either been dismissed or withdrawn, their appeals will be reinstated, and the men will not be sent to camp until their appeals have been considered and dismissed by a Military Service Board.

(4.) Where C2 men who have not previously appealed lodge an appeal against being called up for service, Group Commanders will be advised in the usual way, and the men will not be sent forward to camp until their appeals have been disposed of. Arrangements will be made so that the date for the receipt of appeals will be sufficiently far ahead to enable each C2 man called up for re-examination to know the result of his re-examination, and whether he is or is not to go forward to a training-camp, and thus prepare and send forward an appeal form if he so desire. The Secretary to the C2 Re-examination Board will, in the case of men who are to go forward to a training-camp, ascertain from each such man whether he will or will not appeal, and, according to his reply, will grant the man leave without pay until further orders, or until a date of concentration of a draft going into the special C1 Camp at least twenty-eight days after the date of re-examination.

A copy of the notice sent to the C2 man will be sent to the man's Group Commander. Every such notice will show the man's name, occupation, and address; but where the Group Commander is advised or has received advice that the man has changed his address to another Group the Group Commander will immediately effect a transfer, and notify the man of the date he will be required to attend for medical examination at the centre nearest to his home in the Group in which he resides. All such transfers must be immediately notified to the Director of Recruiting.

(5.) Where cards have previously been "killed" and the files have been sent to the Director of Recruiting, the card, or a fresh one, together with the Group file, will be despatched (along with the copy of the notice to the man) to the man's Group Commander.

(6.) Provided they have twenty-eight days in which to fix up their private affairs, all C2 men classed fit for training in a C1 training-camp will, if they do not appeal, be sent into the C1 training-camp. A draft for the C1 training-camp will be despatched from Groups every four weeks, to arrive in the C1 training-camp on dates which will be communicated to Groups from time to time.

(7.) Nominal rolls (Form D.R. 21), prepared in the usual manner, must be forwarded by Group Commanders with every draft sent forward to the C1 training-camp.

(8.) As the C1 training-camp is solely for the purpose of building up the physique of recruits, all men, with the exception of officers, sent into this camp will be treated and classed alike.

(9.) Special instructions relative to officers are being issued by the Assistant Military Secretary.

(10.) District Medical Boards will take note of the fact that C1 men will be sent into the special training-camp in exactly the same way as A men are sent forward to New Zealand Expeditionary Force camps. District Attesting Officers will give C1 men exactly the same orders to proceed to C1 training-camp that they give to Class A men to proceed to a Reinforcement camp.

(11.) Military Representatives will note that men classed C1 by District Medical Boards are to be treated in regard to their appeals as if they had been passed fit for general service—i.e., classed A—always remembering that C1 men will have several months in New Zealand after being sent forward to camp.

(12.) Group Commanders will note that all men classed C1 by a District Military Board will, in so far as their ballot records are concerned, be considered as men fit for general service, and the cards and files of such men will be dealt with in exactly the same way as in the case of men classed "A."

(13.) Group Commanders will call up the C2 men (notified to them as for re-examination) on the days set out in the itinerary. Notice to parade must be got out as urgently as possible after receipt of the names of the men concerned, so as to give them sufficient warning.

(14.) *Non-appellants* classed "A" or "B1 (Camp)" by the C2 Board will be given orders to proceed to camp with a Reinforcement draft in the ordinary way.

(15.) Any C2 man on home service in camp receiving an order from the Director of Recruiting, or from a Group Commander, to parade at Group Headquarters for re-examination by the C2 Re-examination Board will advise the Camp Commandant at once. The latter will thereupon telegraph the man's Group Commander that the man is on home service in camp, and advise the Director of Recruiting by letter to the same effect, when arrangements will be made by the Director of Recruiting for the man to be dealt with by the C2 Re-examination Board at some convenient date.

(16.) Group files in possession of D.R., and other necessary papers and cards, together with a nominal roll (on D.R. 7) of men to be called up, will be forwarded to Group Commanders concerned.

(17.) So far as possible Group Commanders will give recruits to be re-examined at least fourteen days' notice of the date of re-examination.

(18.) Group Commanders will furnish five copies of D.R. 2 to the C2 Board, separate copies being made for balloted and section 35 men and volunteers. Care must be taken that men's numbers, initials, and names are correctly stated in D.R. 2.

(19.) Group Commanders will also ensure that an adequate supply of forms D.R. 31 and D.R. 35 are available for the C2 Board.

(20.) The number of men called up by Group Commanders must not exceed sixty per diem, and they should be called up in two batches daily—one batch to report at 8.45 a.m. and the second batch to report at 1.45 p.m. A greater number should be called for the first batch daily.

(21.) With reference to the re-examination of the C2 men, the question has arisen as to what procedure should be adopted to deal with the case of a man who, having been classed B2 (for operation or treatment at his home) by the C2 Re-examination Board, will come up again for re-examination at the expiration of the deferred period allowed him by the C2 Board. The crux of the question is, by whom should he be re-examined in order to ascertain his fitness for the Expeditionary Force? The following will be the procedure:—

(a.) On the C2 Board classifying a man as B2 the Group Commander concerned will, on receipt of duplicate E.F. Form No. 341 from the Board, note the date when the man is due for re-examination. The Group Commander will then arrange for the man to be called up for re-examination on a date immediately after the expiration of the leave when the ordinary District Medical Board will sit at a centre near the man's home.

(b.) Should the District Medical Board classify the man as "A" or "B1 (Camp)" he will be given orders to proceed to a Reinforcement camp with the first draft leaving the Group twenty-eight days after the date of the re-examination by the District Medical Board.

- (c.) Should the District Medical Board classify the man as "B1 (Hospital)" the Group Commander will arrange accordingly, and have the man again re-examined by a District Medical Board after the hospital treatment has been completed.
- (d.) Should the District Medical Board classify the man "C1" he will be despatched by the Group Commander to the C1 Camp at Featherston with the first draft leaving the Group twenty-eight days after the date of the re-examination by the District Medical Board.
- (e.) Should the District Medical Board classify the man as "C2" or "D" the man will be given leave without pay until further orders.
- (f.) In all cases of re-examination by a District Medical Board care must be taken that the original of the re-examination papers is posted to the Director of Recruiting, the duplicate being sent to the man's Group Commander.

(22.) Defaulters from the C2 Board's examinations will be dealt with in exactly the same way as defaulters from ordinary District Medical Board examinations. They will be asked for the reason of their absence from parade: where the reason is satisfactory to the Group Commander, he will order the man to appear before a District Medical Board. Districts will arrange that such defaulters are examined by District Medical Boards, with the A.D.M.S. of the District as President. Defaulters who fail to attend these re-examinations, and men who either fail to furnish a satisfactory reason for their failure to attend the C2 re-examination or to reply to the Group Commander's inquiry, will be reported to the D.P.S. for gazetting under section 13 of the Act.

43. Correspondence for C2 Board.

Group Commanders will note that any correspondence, files, &c., sent by the Director of Recruiting and addressed either to the President or Secretary of the C2 Re-examination Board, c/o Group Office, will be retained and handed over when the Board arrives, and *not* forwarded to any other Group.

44. Channel of Communication, C1 Camp.

Instances have arisen where Groups and certain branches in Wellington have addressed communications direct to O.C. C1 Camp, thereby causing confusion, as all matters in connection with this camp have to be referred to Headquarters, Featherston Camp, before final disposal. It is therefore laid down that, in accordance with para. 8, Chapter II, page 7, "Camp Standing Orders," when dealing with any questions relating to C1 Camp, all correspondence will be submitted through Camp Commandant, Featherston, and not direct to individuals in the C1 Camp.

45. Progress Reports.

Drafts are despatched to Trentham Camp, and selection is made there of the men required for technical and other units. Group Commanders will furnish the D.R. with a Progress Report in the following form:—

PROGRESS REPORT of Men under Orders for Camp as at 10 a.m., Saturday, _____, 1918, for No. _____ Group
for drafts stated below:—

..... Draft.

—	Ballot.	Sections 34 and 35.	Volunteer.	Total.
First Division ..				
Second Division ..				
Totals				

Similar information to be furnished every Saturday in respect of each draft for which a Group has men under orders.

46. Transfers and Withdrawals of Attested Men.

The following instructions govern the transfer or withdrawal of all men attested for general service in the New Zealand Expeditionary Force (which includes active service abroad, as well as service in New Zealand) between the date of their attestation and their arrival in camp, or commencement of duty on home service, as the case may be:—

- (a.) TRANSFERS.—No attested man is to be transferred from one Reinforcement draft to another except on the authority of a Military Service Board or the Director of Recruiting. Applications for transfer—*i.e.*, applications for temporary exemption—made by employers, parents, or the men themselves and lodged with Group Commanders or other Staff Officers must be made the subject of investigation, and independent testimony obtained as to the accuracy of the statements made: Provided always that where purely family matters are the reason for desiring transfer, the Group Commander, if satisfied as to the genuineness of the case, will not refer the matter for independent investigation. The Group Commander will forward the application, together with his recommendation, to the Director of Recruiting. In cases of urgency Group Commanders may obtain the orders of the Director of Recruiting by telegraphing to "Decruit," Wellington. This course is only to be adopted in really urgent cases, where the delay of transmission through the post would cause undue hardship.

- (b.) WITHDRAWALS.—Withdrawals as such cannot be recognized under any circumstances; once a man has been attested he is a soldier and must serve, or appeal to a Military Service Board and be granted exemption. The only act which will absolve him from duty as a soldier is by appeal and having that appeal adjourned *sine die* or allowed by a Military Service Board.

47. Concentration.

(1.) All men for Expeditionary Force camps will be despatched to Trentham Camp. Men for the C1 Camp will be despatched to Featherston.

(2.) Officers Commanding Districts will arrange for the necessary staff to conduct Group quotas to camp.

(3.) Officers Commanding Districts will ensure that Group Commanders forward with their drafts properly prepared nominal rolls, by arms, of their drafts; and that instructions are carried out regarding the notification by urgent telegram to the Railway Transport Officer, Wellington (where necessary) and the Camp Commandants concerned of the time and date of arrival of troops.

(4.) Forms D.R. 21, 21A, 21B, 21C, and 22 will be used as the nominal rolls for men arriving in camps. As separate forms are required for the use of balloted men, sections 34 and 35 men, and volunteers, Group Commanders will be particular to ensure that, in the case of balloted men, the man's ballot number is quoted; in the case of sections 34 or 35 men, the word and figures "Section 34" or "Section 35" will be inserted opposite each man's name; and in the case of volunteers, the letter "V," followed by a bar and the number allotted, precede each volunteer's name.

(5.) Instructions for filling up Forms D.R. 21 and 22:—

(a.) This form will be typed in quadruplicate by the Group Commander, with necessary particulars, as at 10 a.m. on the Saturday prior to a draft being sent to camp. It has been found that the use of initials only on Form D.R. 21 is a cause of confusion in camp on concentration of drafts, more especially in the cases of men with similar names and initials. Group Commanders will therefore cause the Christian names to be typed on Form D.R. 21 for the concentration of future drafts. In order to facilitate the work in camp in connection with the concentration of troops, Forms D.R. 21, 21A, and 21B must be compiled in alphabetical order and double-spacing always used.

(b.) The first three copies, with the E.F. Form No. 2 (duplicate) of each man, will be sent with the recruits to camp, and the fourth copy will be retained until copy No. 3 is received back from camp.

(c.) Upon receipt of the three copies and attestation-papers, the Camp Commandant will check off on these lists the names of the men who have arrived in camp, will enter thereon their E.F. numbers, and, after completing the entry at the foot of the form, will retain copy No. 1 for his own use, forward copy No. 2 to the Director of Recruiting, and copy No. 3 to the Group Commander who sent in the draft. Should any men whose names appear on the list not arrive in camp, the Camp Commandant will mark in "Remarks" column "Not arrived; E.F. 2 sent to Director of Recruiting," and will hand these papers to the representative of the Director of Recruiting, who will be present in camp to check arriving drafts.

(d.) Upon receipt of copy No. 3 the Group Commander will forward copy No. 4 duly corrected to correspond with men actually arrived in camp, showing the reason against his name why each man failed to concentrate, together with the cards of balloted men, to the Director of Recruiting. Prior to despatching these cards he will mark in his Register D.R. 7 the final disposal of these recruits.

(e.) A separate form is to be used for volunteers, home-service men, and sections 34 or 35 men. In such cases the words "Balloted men only" on the left-hand top corner of the form will be deleted and the necessary correction made.

(f.) Where a man belonging to one Group is granted permission to proceed with the draft from another Group, a proper transfer on Form D.R. 66, as from one Group to the other, must, if possible, be carried out by Group Commanders. Where it is not possible to carry out a transfer owing to lack of time the recruit's name will be put on a separate Form D.R. 21 by the new Group; the man's former Group Commander will be advised by telegram to forward his E.F. form to the camp to which the man is despatched. In D.R. 21 a note in the column "Remarks" will be inserted showing the Group which has possession of the man's papers. This latter Group Commander will immediately forward this man's papers to the camp concerned.

(g.) When Forms D.R. 21 are typed they must contain the name of every man ordered to concentrate included in the return forwarded to Director of Recruiting on the Saturday prior to concentration. On the date of concentration, and prior to leaving Group Headquarters, the names of those men failing to concentrate must be ruled through in red ink on Forms D.R. 21, 21A, and 21B. Where the reason is known for any man failing to concentrate this will be inserted opposite his name on Form D.R. 21c. A wire will be sent at once to all other men failing to report, inquiring the reason for their failure to concentrate. If the answer be received before the despatch of Form D.R. 21c to the Director of Recruiting it

must be inserted; should no answer be received the words "Wire sent, no reply, warrant issued" must be shown. Form D.R. 21c will not be despatched to the Director of Recruiting until receipt of Form D.R. 21B from camp. Form D.R. 21c will be retained by the Director of Recruiting.

(6.) Complaints have been made that some Group Commanders have failed to advise the Camp Commandants concerned of the numbers and time of arrival of drafts in sufficient time to enable camp arrangements for meals, &c., to be made for the men due to arrive. In one case the telegram arrived in camp some two hours after the arrival of the quota. It should be realized that the telegraphic advice to Camp Commandants is required for a particular purpose, and not as a matter of courtesy.

(7.) The practice of certain Group Commanders of forwarding men daily after concentration of their main draft and during the concentration of drafts from other Groups causes serious inconvenience to the camp authorities, and more especially as no advice of the despatching of these details is received at camp until the men arrive. Group Commanders who send details to camp on other than the days appointed for their arrival must inform the camp authorities by wire in time that arrangements may be made for their arrival. Explanation will be demanded from Group Commanders who send men forward on days other than those on which their quotas should proceed to camps, unless such men are sent in after receipt of orders to that effect from the D.R.

48. Pay Department Recruits.

The selection of the four Pay Clerks for each draft will be made by the Director of Financial Services, Wellington, to whom all applications are to be referred. On selection the names of the recruits will be forwarded to the Director of Recruiting, and they will then be called up in the usual way by him. No man is to be sent to camp as a Pay Clerk unless specific orders to that effect are received from the Director of Recruiting.

49. Postal Service Recruits.

Men will be selected by the Post and Telegraph Department for this service, and on receipt of the names of the men selected the men will be called up by the Director of Recruiting in the usual way.

50. Granting Leave en route to Camp.

Group Commanders must warn officers or N.C.O.s in charge of Group quotas that they are not allowed to grant any man leave *en route* to camp. This specially applies to southern Groups, a number of men from which are invariably granted leave from arrival of boat in Wellington until departure of train for Trentham. Some of these men miss the train and arrive in camp at a very late hour, causing unnecessary work and trouble.

51. Arrest of Deserters.

(1.) On the draft reporting for the purpose of proceeding to camp, the officer at each centre where the draft concentrates will check the roll of those called up. Every man who has failed to report will be communicated with at once by urgent reply-paid telegram worded as follows: "Why have you failed to report for service with Expeditionary Force?—GROUP COMMANDER."

(2.) Failing the receipt of a satisfactory reply within twenty-four hours, the Group Commander will at once furnish the local police with full particulars of each case, with instructions that the man concerned is to be arrested forthwith and handed over to the nearest Defence Office for custody and despatch under military escort, under instructions which will be issued by the D.P.S., advising him of the man's name and probable time and date of arrival at Wellington.

(3.) Where a satisfactory or apparently satisfactory reply has been received from an absentee the case will be reported at once to the Director of Recruiting for orders.

52. Leave of Absence without Pay.

(1.) No man sent into camp, either for active service or for home service, will be *discharged* from the Expeditionary Force except on the actual order of the Director of Recruiting, and then only where such discharge is to be effected as the result of disciplinary action. In all other cases men will be given leave without pay until further orders. Camp Commandants will grant such leave in those cases where a duly authorized District Medical Board recommends that the man is to be struck off the strength of the camp. Each case will be reported to the Director of Recruiting for record purposes. Discharges from camp will be effected by the insertion of an order in Camp Routine Orders that the man is struck off the strength of the camp with effect from the date decided on. Men sent into camp as fit may be retained on home service on the recommendation of the District Medical Board, *provided that in every case the man volunteers to serve on home service*; otherwise he must be returned to his home on leave.

(2.) Where leave without pay until further orders is granted on the recommendation of a District Medical Board, or on orders from the Director of Recruiting, the man's file will be forwarded to the Director of Recruiting for record.

(3.) Where a man is sent on leave without pay for a stated period his file and duplicate E.F. Form No. 2 will be retained in camp.

(4.) Where a recruit has been granted leave of absence without pay, either by a Military Service Board (communicated through the Director of Recruiting) or by a District

Medical Board for a definite period, the man will be transferred from his unit to camp details, and thus retained on the strength of the camp. Camp authorities will be held responsible that the man is called up on due date, and in every case should advise the Director of Recruiting when the man has returned to camp.

53. Leave for Recruits in Camp.

This subject has been dealt with in a confidential memorandum from the Adjutant-General to Camp Commandants.

54. Disposition of N.Z. Permanent Staff drawn in the Ballots.

(1.) ROYAL N.Z. ARTILLERY, N.C.O.s AND MEN.—An N.C.O. holding temporary rank higher than his substantive rank in the regiment is not to be sent into camp with the higher temporary rank, but is to revert to his substantive rank in the R.N.Z.A. In the event of his obtaining higher temporary rank in the Reinforcement, or rank in the N.Z. Expeditionary Force, he will receive pay for the higher rank where same is greater than the pay of his R.N.Z.A. permanent rank, but must understand that in the former case he may be required to revert to his substantive rank on arrival at the base.

(2.) NEW ZEALAND PERMANENT STAFF, WARRANT OFFICERS AND N.C.O.s.—All permanent warrant officers and N.C.O.s of the N.Z. Permanent Staff will retain their substantive rank.

(3.) NEW ZEALAND PERMANENT STAFF (TEMPORARY) N.C.O.s.—All N.C.O.s who are temporarily attached to the N.Z. Permanent Staff will be permitted to retain their temporary rank until arrival at the base, when they will revert in a similar manner to Expeditionary Force N.C.O.s if there are no vacancies into which they can be absorbed.

55. Voluntary Recruiting.

(1.) *No volunteer is to be attested unless he produce and surrender to the Attesting Officer his certificate of enrolment under the Military Service Act, 1916 (except as stated hereafter). This certificate of enrolment will be attached to the original E.F. Form No. 2, and an entry made on the fourth page of the original and duplicate attestation-papers to the effect that the certificate of enrolment has been surrendered, the entry being signed and dated by the Attesting Officer. On receipt by the Director of Recruiting, the certificate of enrolment will be forwarded to the Government Statistician to enable him to remove the man's schedule from the National Register.*

(2.) Voluntary enlistment is open to such classes of volunteers as may be notified from time to time by the Director of Recruiting.

(3.) Youths who have attained their nineteenth birthday are permitted to voluntarily enlist for service in the Expeditionary Force under the following conditions:—

(a.) Each man must produce a copy of his birth-certificate to prove that he has attained the age of nineteen years at the time of his attestation. This birth-certificate must be attached to the man's original E.F. Form No. 2 and forwarded to the Director of Recruiting.

(b.) Each man must produce the written consent of both his parents (or, if one of his parents be dead, the written consent of the surviving parent; or, if both parents be dead, the written consent of his legal guardian) to his voluntary enlistment for service with the N.Z. Expeditionary Force. This written consent must be attached to the man's original E.F. Form No. 2 and forwarded to the Director of Recruiting.

(c.) The medical examination of every such man must be conducted by a District Medical Board. No other medical examination will be accepted under any circumstances.

(d.) The attestation of every such man must be carried out by a District Attesting Officer to a District Medical Board. No other attestation will be accepted under any circumstances.

(e.) The District Attesting Officer will endorse on page 4 of both original and duplicate attestation-paper a statement to the effect that the man's birth-certificate and written consent of his parents have been obtained.

(4.) As regards the voluntary enlistment of youths of twenty, such youths may be permitted to enlist either on their twentieth birthday or up to the day before their twenty-first birthday. In the case of a youth enlisting within thirty days of his twenty-first birthday he will be required to proceed to camp with the draft entering camp twenty-eight days after date of medical examination and attestation.

(5.) Youths of twenty enlisting ~~within two months~~ after their twentieth birthday need not produce and surrender their certificate of enrolment, as the Government Statistician advises these youths cannot obtain certificates until some time after their twentieth birthday.

(6.) The question has been raised as to the position of a single man of military age who is not a Reservist, and who desires to volunteer for service with the New Zealand Expeditionary Force. The following men may be accepted if passed medically fit:—

(a.) Men who have been discharged in consequence of disablement or ill health from the N.Z. Expeditionary Force or from any other portion of His Majesty's Forces after service beyond the seas during the present war in that Force or with such Forces, and who produce certificates of discharge showing them to have been of good character.

*with him
30 days
thereafter*

- (b.) Any man who is over military age may be accepted for service in a Home Service Branch of the N.Z. Expeditionary Force on probation, providing always that a District Medical Board has passed him as fit for home service. No such man is to be enlisted for home service except on application to and with the approval of the Director of Recruiting.

With reference to (a), it is pointed out that in the case of a returned soldier of the New Zealand Expeditionary Force the conditions set out in para. 796, Standing Orders, Returned Soldiers, must be complied with before such returned soldier is sent to camp.

56. Second Division Recruits.

(1.) Voluntary enlistment is open to such classes of the Second Division as may be notified from time to time by the Director of Recruiting.

(2.) Every recruit should, on attestation, surrender his certificate of enrolment to the District Attesting Officer, who will attach the certificate to the recruit's original E.F. Form No. 2 to be forwarded to the Director of Recruiting. Voluntary recruits *must* surrender their certificates of enrolment before attestation, except in the case of nineteen-year-old and certain twenty-year-old youths. Balloted men should be asked to surrender their certificates of enrolment, but attestation and medical examination are not to be held up for want of the production of this certificate. Form D.R. 30 contains a notice to the balloted man to produce his certificate of enrolment when he attends for medical examination.

(3.) (a.) To enable District Medical Boards to deal with volunteers and balloted men on the same day, Group Commanders are directed not to call up more than forty balloted men per diem for examination by a District Medical Board. This instruction will permit Group Commanders to bring voluntary recruits before District Medical Boards and have them dealt with with the least possible delay. Officers Commanding Districts must arrange that the itineraries of their District Medical Boards are given the widest publicity, and as far ahead as possible, in order that recruits away from the larger centres may know when to present themselves for attestation and medical examination. It will be difficult to forecast the number of volunteers who will come forward, and it may be necessary for Officers Commanding Districts to arrange, in large districts where medical examination is conducted at one centre only, that a lesser number than forty balloted men per diem are called up by the Group Commander. This matter will require careful handling to ensure, firstly, that the Medical Board is not swamped with too many recruits to examine in any one day, and, secondly, that the Boards get as full a day's work as possible, and are not kept at a centre examining a small number of recruits daily for a number of days.

(b.) Recruits must bring with them any medical certificates they desire to present to a Medical Board. Failure to produce these certificates before examination will be regarded as a ground for refusing re-examination. These medical certificates will be handed to the District Attesting Officer when the recruit parades for medical examination. Recruits may also hand or cause to be sent to Presidents of District Medical Boards, in sealed envelope, medical certificates from their medical advisers. Presidents of Boards have received special instructions regarding the disposal, &c., of such communications.

(c.) In the case of defaulters from medical examinations, where a Second Division Reservist drawn in the ballot fails to attend for medical examination on the date ordered, he will forfeit the privilege of having twelve clear weeks from the date he actually does attend, unless he prove that his failure to attend on the date ordered was through causes beyond his control. The circumstances must be reported by the Group Commander to the Officer Commanding the District for his decision as to whether the man is or is not to be granted the privilege of twelve weeks' leave after medical examination. In every case where an Officer Commanding a District decides that the circumstances warrant the granting of this twelve weeks' leave, he will advise the Group Commander and inform the Director of Recruiting. Where the leave has not been extended by the Officer Commanding the District, by virtue of the authority conferred upon him in this direction, the recruit who fails to attend for medical examination, on being medically examined and passed fit for foreign service, will be ordered to concentrate on the date which would have been set down had he actually attended for medical examination on the date first ordered. District Attesting Officers will keep careful note of the men who fail to attend for medical examination. These will be ascertained from Form D.R. 2, handed to them by Group Commanders. Where an absentee from a previous examination reports himself for medical examination, the District Attesting Officer will ascertain from his previous Forms D.R. 2 the date the man was due to report for medical examination, and, irrespective of the date he is actually examined, will give him orders to proceed to camp exactly as if the man had presented himself for medical examination on the proper date. If any man raise objections to this procedure, the D.A.O. will nevertheless carry on, but will advise the man he should lay his case before his Group Commander, who will ascertain and report the circumstances to the Officer Commanding his district for orders as to whether leave can be extended. The D.A.O. will inform the man that he will be advised in due course by his Group Commander of the Officer Commanding the District's decision.

(4.) All men of the Second Division drawn in the ballot will, as far as possible, be called up by Group Commanders for medical examination in the alphabetical order "A" to "Z" in which the men's names appear in the *Gazette*.

57. Aviation Candidates : General Instructions.

(1.) The whole of the conditions under which pupils will be selected for both the aviation schools in New Zealand are very plainly and concisely set out in the regulations which have been issued to the respective schools. The position is not clear as regards the relation of the pupils to the Military Service Act and their obligations, &c., as soldiers of the N.Z.E.F.

(2.) Headquarters is responsible that the pupils leaving New Zealand to receive cadetships in the Royal Flying Corps are in every way suitable for admission to the Cadet Wing of the same.

(3.) Aviation schools will accept pupils between the ages of seventeen and thirty. These pupils must (i) produce their parents' consent to enlistment in the N.Z.E.F.; (ii) be passed fit "A" by a Special District Medical Board; (iii) be members of the First Division or Second Division (up to and including Class B) of the Reserve; (iv) be approved by competent military authorities; and (v) be accepted by the school authorities.

(4.) The procedure to be adopted by the prospective candidate is as follows:—

- (a.) The candidate, if under twenty years of age, obtains his parents' consent.
- (b.) He then applies to the school and obtains the school's approval.
- (c.) He then writes to the Officer Commanding District, forwarding the school's letter of approval and asking for a recommendation.
- (d.) The Officer Commanding District then calls up the candidate for interview. The candidate must pay all his own expenses in connection with the journey.
- (e.) If the Officer Commanding District approve the candidate the Officer Commanding District advises the Chief of the General Staff of the fact.
- (f.) The candidate is then handed over to the Assistant Adjutant-General of the district, who will arrange for medical examination.

(5.) Candidates who are *not attested soldiers* will be medically examined *before* they are attested. Should such men be classed other than fit "A" no further action will be taken.

(6.) Each candidate must be medically boarded before entering the school, and it is for the school to see that each candidate is duly supplied with Army Form M.T. 393A, so that he may have it completed by the Special District Medical Board.

(7.) The Special District Medical Board to conduct the medical examination of an aviation candidate will comprise the Assistant Director of Medical Services of the District as president, and the two members of a District Medical Board as members.

(8.) The papers to be completed by the Special Board are—(i) E.F. Form No. 2; (ii) Army Form M.T. 393A; (iii) Form D.R. Av.1.

E.F. Form No. 2 will be completed by the Board and the District Attesting Officer as in the case of an ordinary recruit, and the original and duplicate forms disposed of in the usual way.

Army Form M.T. 393A and Form D.R. Av.1 must be signed by all three Medical Officers on the Board. Form D.R. Av.1 must be completed in quadruplicate, and all four copies, together with the original E.F. Form No. 2, must be sent to the Director of Recruiting.

If the candidate be between seventeen and twenty years of age the birth-certificate and parents' consent must be surrendered to the District Attesting Officer, who will endorse page 4 of both original and duplicate E.F. Forms No. 2 that they have been produced, and will attach them to the original to go forward to the Director of Recruiting.

(9.) As only fit "A" men will be accepted as aviation pupils, all men over twenty years of age classed other than fit "A" will be disposed of by the District Attesting Officer in the ordinary way as Expeditionary Force recruits. The District Attesting Officer will advise District Headquarters of the medical classification of all aviation candidates examined by his Board.

(10.) *Attestation.*—All candidates over twenty years of age must already have been attested by a District Attesting Officer before applying for appointment to the Royal Air Force. Candidates over nineteen and under twenty years will be attested and disposed of in the usual way. Candidates under nineteen years of age will *not* be attested (a) until they have qualified at an aviation school, and (b) unless they will attain their eighteenth birthday within three months or before landing in England (two months), whichever be the earlier.

(11.) Officers Commanding Districts are authorized to place all aviation candidates on indefinite leave, but must advise Group and Director of Recruiting by weekly nominal roll. Officers Commanding Districts are responsible (a) that candidates either enter an aviation school or an Expeditionary Force camp within three months of the granting of indefinite leave, and (b) that pupils in a school either qualify within three months of entry or, if attested, are transferred to an Expeditionary Force camp. Under exceptional circumstances this leave may be extended.

(12.) As regards candidates under nineteen years of age, the District Attesting Officer will forward *all* forms (E.F. Form No. 2, original and duplicate, and Form D.R. Av.1 in quadruplicate) to District Headquarters, and no entry regarding such men will be made on Form D.R. 2.

(13.) Aviation schools will report to the Officer Commanding Auckland or Canterbury Military Districts, as the case may be, the date each candidate enters the school, and, in due course, the date each candidate qualifies.

(14.) After the candidate enters the school, District Headquarters, Auckland or Canterbury District, will apply to the man's Group Commander for transfer of his personal file to Group 1 or Group 9, as the case may be, and advise the Director of Recruiting of (i) date of candidate's entry into school; (ii) the fact that the application, if necessary, for the man's personal file has been made; and (iii) the date the pupil qualifies.

(15.) On a pupil under nineteen years qualifying, District Headquarters, Auckland or Canterbury, as the case may be, will complete attestation on original and duplicate E.F. Form No. 2.

forwarding original (with birth-certificate, parents' consent, and forms D.R. Av.1 attached) to the Director of Recruiting, and the duplicate to Group 1 or 9, as the case may be.

(16.) District Headquarters, Auckland or Canterbury, will, when the pupil has qualified, obtain from the school the man's flight-certificate and forward same to the Chief of the General Staff.

(17.) The Director of Recruiting will advise District Headquarters concerned of the date and place of embarkation, and District Headquarters will advise the pupil. District Headquarters concerned (or the Director of Recruiting if embarkation takes place in Wellington) will ensure that Army Form M.T. 393A is duly completed and handed to the candidate for presentation to the Home authorities.

(18.) Should exceptional circumstances necessitate that a candidate enter an aviation school on a date more than three months after the date of his medical examination on Forms D.R. Av.1, that candidate must be re-examined on E.F. Form No. 342 and also on Form D.R. Av.1.

The original E.F. Form No. 342, together with all four copies of Form D.R. Av.1, will be forwarded to the Director of Recruiting on completion of such re-examination.

58. Instructions for the Keeping of the Card Index Register, the Alphabetical Register, and Personal Files of Balloted Men in the Group.

(1.) Men drawn in the ballot are arranged in two categories—(a) Under disposal; (b) finally disposed of.

(2.) Position regarding men under disposal will be recorded by a card in the under-disposal card-cabinet. The situation of card is given on Appendix B hereto.

(3.) The position of men who have been finally disposed of will be recorded in the alphabetical Group Register on Form D.R. 7.

(4.) The Group cards, personal-file covers, and register on Form D.R. 7 will be typed at Wellington in the office of the Director of Recruiting, and forwarded to the Groups concerned as soon as possible after the ballot has been drawn.

(5.) Immediately on receipt of the card the *whole* of the cards will be sorted—(a) Into ordinary recruits; (b) into special recruits.

The ordinary recruits will consist of the majority of men who follow the usual course of—(a) Medical examination; (b) appeals; (c) ordered into camp.

The special recruits are men who belong to special employment whose appeals must be heard prior to medical examination. These are coal-miners, gold-miners, theological students, policemen, prison warders, and Roman Catholic clergy. If within fourteen days from date of *Gazette* no notification is received that an appeal has been lodged by or on behalf of any special recruit, the Director of Recruiting will be asked for instructions.

(6.) The cards of the special recruits will be first placed in drawer No. III (a).

(7.) The cards of the ordinary recruits will be sorted according to the centres at which they are to be medically examined. They may also sometimes with advantage be sorted according to the distance at which men reside from the centre at which they must attend for medical examination, in order that those resident farthest from post-offices may be given the longest possible notice to attend for medical examination. The cards are then placed in drawer No. I (a).

(8.) As soon as the cards have been sorted by centres, notices will be prepared and sent out to recruits ordering them to attend at the centres concerned on dates and times, according to the itineraries of the District Medical Boards. All notices should be sent out as soon as possible after receipt of cards from Headquarters subsequent to the drawing of the ballot. Notices to attend for medical examination will be made out on Form D.R. 30, and will be accompanied by the necessary travelling, &c., warrants.

(9.) As soon as the notice has been despatched to a recruit to attend for medical examination his card will be shifted to drawer No. I (b), behind the guide-cards concerned.

(10.) A personal file is to be made for every recruit for whom a card is received. On this personal file is to be placed a duplicate of all orders issued to the recruit, all correspondence relating to him, and his duplicate E.F. Form No. 2 irrespective of his medical classification. Cards will be arranged behind the guide-cards in the drawer in alphabetical order. Personal file will also be placed alphabetically and irrespective of what drawer a recruit's card is in.

(11.) As soon as the results of medical examination are received on Form D.R. 2, cards will be shifted as follows:—

- (a.) Class A, B1 (Camp), and C1 non-appellants, to drawer No. IV (b), according to the Reinforcements with which ordered into camp.
- (b.) Class A, B1 (Camp), and C1 appellants, to drawer No. III (a) or (b), as the case may be.
- (c.) Class B1 (Hospital) and B2 non-appellants will be transferred to drawer No. I (c).
- (d.) Class B1 (Hospital) and B2 appellants will be transferred to drawer No. III (a) or (b), as the case may be.
- (e.) Classes C2 and D will be entered in the Group Register, Form D.R. 7, and will be transferred to the Director of Recruiting in Wellington, with fourth carbon copy of Form D.R. 2 and the recruit's personal file (*vide* para. (3)).
- (f.) Cards of men who failed to attend medical examination will be transferred to drawer No. II (a) (i), and steps taken forthwith to investigate the cause of non-attendance, in order that the matter may be reported to the Director of Recruiting on Form D.R. 56.

(12.) Immediately on receipt of Form No. 7 from the Secretary to the Military Service Board cards will be shifted as follows:—

- (a.) Appeals dismissed unconditionally or conditionally of men already medically examined and classified as Class A, B1 (Camp), or C1, to drawer No. IV (b), according to the Reinforcement for which ordered to concentrate.
- (b.) Appeals dismissed unconditionally or conditionally of men not yet medically examined, to drawer No. I (a) or (b), according as to whether the notice has been sent out for the men to attend for medical examination or not.
- (c.) Appeals dismissed unconditionally or conditionally of temporarily unfit men, Class B1 (Hospital) and B2, to drawer No. I (c).
- (d.) Appeals upheld—*i.e.*, allowed or adjourned *sine die*—to be entered in the Group Register, Form D.R. (7), and in the case of appeal allowed will be transferred to the Director of Recruiting, Wellington, with Group file; in the case of appeals adjourned *sine die*, to be placed behind all other cards in drawer No. III until further required.
- (e.) Hearing of appeal adjourned temporarily or to fixed date, to drawer No. III (c) if the man has already been medically examined; if he has not already been medically examined, then drawer No. I (a) or (b), as the case may be.
- (f.) Appeal withdrawn by fit Class A, B1 (Camp), or C1 appellants, to drawer No. IV (b), under the particular Reinforcement concerned.
- (g.) Appeal withdrawn by temporarily unfit Class B1 (Hospital) or B2 appellants, to drawer No. I (c).
- (h.) Appeal withdrawn by appellant not yet medically examined to be transferred to drawer No. I (a) or (b), as the case may be.

(13.) No cards should be allowed to remain in drawer No. I (a) longer than can be avoided.

(14.) Previous to the medical examination taking place the cards at the back of the guide-cards of the date concerned will be taken from the drawers singly (*vide* para. (33)) and Form D.R. 2 written up in time to reach the District Attesting Officer for use at the Medical Board. The cards will be replaced in the drawer in the position I (b) behind the guide-cards concerned, and will not be shifted until the Form D.R. 2 is received back again giving the result of the medical examination.

(15.) Cards of temporarily unfit men will be examined every Monday, in order to ensure that B1 (Hospital) and B2 (Camp) men are called up for re-examination at the expiry of leave granted them by the District Medical Board. If a man fails to attend for re-examination on the date ordered on Form D.R. 30 his card will be transferred to drawer No. II (a) (i), and the cause of his non-appearance investigated without delay.

(16.) Cards should not be allowed to remain in drawer No. II (a) (i) longer than can possibly be avoided. Applications should be made to the Director of Personal Services to have the names gazetted as soon as possible. The Director of Recruiting will advise the Group Commander concerned that he has reported a recruit as lost on receipt of D.R. 56. If such a man is subsequently located by the Group Commander the matter must be reported to the Director of Recruiting.

As soon as a medical defaulter is reported to the Director of Recruiting on Form D.R. 56 his card will be shifted to No. II (a) (ii), and on his name being gazetted his card will be moved to No. II (a) (iii).

(17.) When a man who has been lost and whose card is under the heading II (a) (ii) has been located as being at sea, or temporarily absent from New Zealand, or in prison, or in hospital, his card will not be shifted to the heading II (b) until the information has been confirmed by the Director of Recruiting, to whom the information must be forwarded at the earliest possible moment.

(18.) Immediately prior to the concentration of the draft to go into camp the cards of the men ordered to concentrate for the particular Reinforcement concerned will be taken from drawer No. IV (b) singly (*vide* para. (33)), and will be entered on Form D.R. 21 in accordance with the instructions contained on the back of the form. The cards will be replaced in the drawer No. IV (b).

(19.) As soon as it is definitely ascertained from the report of the officer or non-commissioned officer in charge of the draft despatched to camp, or from the Camp Commandant, that a man has failed to concentrate, his card will be transferred to drawer No. II (c) (i) and a telegram sent to the man. If no reply is received, or the reply is unsatisfactory, the Group Commander will issue a warrant for the man's arrest, and his card will be shifted to No. II (c) (ii). If the absence from concentration is satisfactorily explained, a warrant will not be issued, but the card transferred to drawer No. IV (b) for the next departing draft, and the Director of Recruiting advised stating the explanation received. A weekly return of warrants issued by the Group Commander will be rendered to the Director of Recruiting on Form D.R. 205.

(20.) Cards will be arranged in drawer No. III (a) of men whose appeals have not yet been heard and concerning whom the dates of the hearing of their appeals have not yet been communicated to the Group Commander.

(21.) As soon as the date of the hearing of an appeal has been communicated to the Group Commander the man's card will be shifted from drawer No. III (a) to No. III (b), according to the date on which the appeal will be heard. Cards in drawer No. III (a) should be frequently checked to ensure that all appeals are set down for hearing. The Director of Recruiting will be asked for instructions where more than two ballots have elapsed and no information is received from the Military Service Board respecting the date of hearing of appeals.

(22.) At frequent intervals the cards in drawer No. III (c) will be checked and a communication sent to the Director of Recruiting regarding any men whose appeals have been adjourned, and the date for the rehearing of the appeal has gone by.

(23.) No cards should be allowed to remain in drawer No. IV (b) longer than can possibly be avoided. Immediate steps will be taken to get into touch with any man whose card comes under this category, in order that he may be traced at the earliest possible opportunity, and issued with the necessary orders to concentrate for camp.

(24.) No man's card is to be put in drawer No. IV (b) unless the man is a non-appellant who has been medically examined and classed fit—that is, A, B1 (Camp), or CT, or if he is an appellant and has also had his appeal or his employer's appeal heard and the appeal has been dismissed either conditionally or unconditionally.

(25.) No man is to be struck off—(a) Deceased, (b) alien, (c) left New Zealand permanently, (d) already in N.Z.E.F., (e) not subject to Act (under or over age non-appellants)—without the express authority of the Director of Recruiting.

(26.) The authority for classifying men as "Disposed of, unfit"—(a) C2, (b) D—will be the daily postal report from the District Medical Board—i.e., Form D.R. 2, or an express instruction to that effect communicated by the Director of Recruiting.

(27.) The authority for classifying men as "Appeal upheld"—i.e., (a) Allowed, (b) adjourned *sine die*—will be the duplicate copy of the determination of the Military Service Board.

(28.) In the unusual circumstance of a man being passed as medically unfit by the Medical Board, and also having an appeal upheld by the Military Service Board, then the man will be classified in the Alphabetical Register, Form D.R. 7, as "unfit" and not as "appeal upheld."

(29.) A man will not be classified on the register, Form D.R. 7, as having gone to camp until definite notice is received from camp that the man has actually arrived there. This notification will be received on Form D.R. 21 on its return from the Camp Commandant.

(30.) As soon as a man is "finally disposed of" (*vide* Appendix A hereto) his card will be removed from the under-disposal file-cabinet and transferred to the Director of Recruiting, as follows:—

- (a.) "Struck off." Typed lists.
- (b.) "Unfit, C2" (including men "struck off" as "D"). Form D.R. 2.
- (c.) "Appeals allowed." Form D.R. 1.
- (d.) "Gone to camp." Form D.R. 21c.

(31.) Personal files will be sent on final disposal with the "dead" card to the Director of Recruiting for all men other than those sent to camp. File backing-sheets cannot be supplied, but must be made from old forms or brown paper, &c.

(32.) Every final disposal action will be entered in the register, Form D.R. 7, prior to the despatch of "dead" cards to the Director of Recruiting according to the typed instructions furnished with the register ("Instructions for writing up Registers, D.R. 7, by Group Clerks").

(33.) *On no account must more than one card be taken from any drawer of the under-disposal card-cabinet at any time. Any card taken from the cabinet for action must be replaced before another is extracted.*

(34.) INSTRUCTIONS FOR TRANSFERS.—As soon as the knowledge comes to the Group Commander that a recruit under disposal has come to reside in his Group (or that the recruit intends remaining in his Group for such a period as will allow him to be finally disposed of) he will at once advise the man's previous Group Commander by telegram.

The recruit's previous Group Commander will at once note the transfer by acknowledging the telegram by letter. The transfer will be completed by the recruit's previous Group Commander sending to the new Group Commander Forms 18 (in duplicate) and 18b, together with the recruit's card and personal file, making the necessary entry in his Group Register, Form D.R. 7, and advising the Director of Recruiting of the action in progress on Form D.R. 18A. The new Group Commander will, on receipt of the recruit's card and personal file, return one copy of Form 18, duly receipted, to the man's previous Group Commander, and will at the same time despatch Form D.R. 18b to the Director of Recruiting. The recruit's new Group Commander will take steps to have the recruit finally dealt with in his Group. The prompt despatch of D.R. 18A and 18b to the Director of Recruiting is essential.

(35.) Once a man has been finally disposed of inter-Group transfer is unnecessary.

(36.) When the Director of Recruiting is advised by the Government Statistician, or by the recruit direct, that a change of residence has taken place, he will notify any such change of address (on Form D.R. 66) to the Group Commander, who will, if the new address is not in his Group, immediately effect the necessary transfer as laid down above.

NOTE.—When a recruit is transferred into a Group in error the Group Commander to whom the recruit is transferred will enter the transfer into his register, and the transfer to the correct Group will then be carried out on Forms D.R. 18, 18A, and 18B.

(37.) GAZETTE TRANSFERS.—Group Commanders will receive a card and personal file for every Reservist whose name appears in the *Gazette* for their Group, and all *Gazette* transfers will then be carried out by the Group, and not by the Director of Recruiting.

(38.) On receipt of the recruit's card and file-cover a careful check will be made with the *Gazette*, and a red line drawn under the name of all those shown as drawn for another Group.

(39.) The Group Commander will then take immediate steps to have all such recruits transferred to the Groups concerned on Forms D.R. 18, 18A, and 18B.

(40.) POSITION OF RESURRECTED C2 CARDS IN CABINET.—The original card will be resurrected and forwarded to the Group at the same time as the recruit's notice for re-examination is sent from Headquarters.

On receipt of these cards, which will be marked by a blue cross on the face, they will be placed under No. I (b) and in rear of all other cards, being subdivided by a guide-card marked C2.

As the cards are moved from drawer to drawer they will be kept in rear of all other cards in their respective categories, being subdivided by a guide-card marked C2.

In the case of men ordered to concentrate for C1 special camp their cards will be placed behind a guide-card C1, already placed behind No. IV (b) (iv), and will be further subdivided into the monthly drafts for which they are ordered.

The old final-disposal entry in D.R. 7 will be struck out in red ink, and in entering new final disposal *green ink must be used*.

(41.) Some confusion has arisen in the past owing to lack of uniformity in keeping records in Groups and Headquarters of recruits who attested shortly before they were drawn in a ballot, and whose attestations were not received in time to have their names withdrawn from the ballot, which is generally drawn a week previous to the date of the *Gazette* containing the names.

Voluntary recruiting, except from one special class not affected by a forthcoming ballot, will be suspended ten days prior to the date on which a ballot *Gazette* is to be issued. Postal reports and attestations for volunteers enlisted up to the date of suspension must therefore reach the Director of Recruiting in time to permit of the recruits' names being removed from the Register of the Reserve.

In cases where volunteers have been drawn in error the following procedure will be observed to properly distinguish recruits who are entitled to be considered as volunteers:—

(a.) Where a volunteer is attested before the publication date of the *Gazette* containing his name in a ballot list the voluntary attestation will be placed on the ballot file, which will be endorsed "Attested as volunteer before being drawn in ballot." The man will, however, be accounted for under his *ballot* number. His volunteer card will be "killed"—N.Z.E.F.—and ballot card will remain "alive" until the recruit is finally disposed of as "gone to camp" or in any other authorized manner.

(b.) Where a man drawn in a ballot has his *appeal allowed* for any reason, and volunteers before he can again be drawn in a ballot, he will be recorded and dealt with in Group and by D.R. as a volunteer. His ballot file will be endorsed "Appeal allowed; subsequently volunteered; all papers now on volunteer file." All papers from ballot file will be transferred to the volunteer file, but the ballot-file cover, endorsed as above, is to be retained in its proper position in D.R.'s Records. Ballot cards will be "killed" as "appeal allowed."

When instructions are issued by the Director of Recruiting transferring men from one draft to another, Group Commanders will prepare and forward a numerical and nominal roll of all men transferred in accordance with such instructions, so that uniformity in Group and D.R.'s records may be maintained.

(42.) RAILWAY APPELLANTS.—The cards of Railway appellants will be marked on the face with a large "R" in red ink, placed behind a guide-card "Railway Appellants" at the back of drawer No. III, and will remain there until advice is received from the Director of Recruiting that such recruits have been released for service with the Expeditionary Force. They will then follow the customary ballot procedure.

(43.) AVIATION PUPILS.—The cards of recruits who are students at aviation schools will be endorsed on the face "Aviation Pupil" in red ink, and on the back will be placed the date of entry into the school. At the expiry of the leave granted, if such student has not qualified, he will be required to proceed to camp in the usual way.

Cards for aviators who embark will be killed "Gone to camp."

All aviation candidates whose appeals are adjourned *sine die*, or who have been placed on leave without pay until further orders, must have their cards placed under the heading "Not yet ordered to concentrate."

When these men qualify and embark their cards will be killed, "Gone to camp," and files will be transferred by the Director of Recruiting to Base Records.

APPENDICES.

APPENDIX A.—FINAL DISPOSAL.

1. Struck off—
 - (a.) Dead.
 - (b.) Alien.
 - (c.) Left New Zealand permanently (good reason to believe that the man is not likely to return during the war).
 - (e.) N.Z.E.F.
 - (f.) Not subject to Act (over-age non-appellants).
 - (g.) Class D men.
 - (h.) Appeals allowed.
2. Unfit, C2.
3. Appeals adjourned *sine die*.
4. Gone to camp.

APPENDIX B.—GROUPS.

Drawer No. I.—Medical Examination—

- (a.) Not yet called for medical examination under centres at which examinations are held.
- (b.) Ordered to attend for examination under centres and dates for examination.
- (c.) Temporarily unfit, B1 (Hospital) and B2, awaiting re-examination.

Drawer No. II.—Lost and deserted—

- (a.) Not yet located—
 - (i.) *Gazette* not applied for.
 - (ii.) *Gazette* applied for.
 - (iii.) *Gazetted*.
- (b.) Located, temporarily unavailable—
At sea; temporarily absent from New Zealand.
Prison.
- (c.) Deserters—
 - (i.) Warrant not yet issued.
 - (ii.) Warrant issued.

Drawer No. III.—Appeals—

- (a.) Date of hearing not fixed under centres at which appeals to be heard.
- (b.) Ordered to attend hearing of appeal under centres and dates for Boards sitting.
- (c.) Appeal adjourned temporarily or for rehearing.
- (d.) Railway appellants under action by Headquarters.

Drawer No. IV.—Available Fit Men—

- (a.) Not yet ordered to concentrate.
- (b.) Ordered to concentrate.
 - (i.) For Reinforcements.
 - (ii.) For Reinforcements.
 - (iii.) For later Reinforcements.

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Group Commanders, duties of 13		

59. HOME SERVICE.

(1) Soldiers of the Home Service Branch, New Zealand Expeditionary Force who are not employed in industries classed as essential to the State's interests may volunteer for actual employment in Home Service within Establishments duly authorised by the Commandant from time to time.

(2) Soldiers of the Home Service Branch, New Zealand Expeditionary Force who volunteer for actual employment in Home Service will, if accepted, be employed under the terms of their attestations, namely, for the period of the War and six months thereafter if their services are so long required. Soldiers so employed may at any time be re-transferred to leave without pay on four weeks' notice:-

(a) If their services are no longer required.

(b) If re-classed medically unfit for employment in Home Service. Leave on pay for the unexpired portion of their period of notice may be granted on the certificate of an Officer of the N.Z.M.C. that the soldier is unfit to discharge his duties, or in cases in which the Adjutant-General rules that it is not desirable to retain the soldier on duty.

(3) Soldiers so employed may at any time be transferred to leave without pay without notice:-

(a) At their own request, approved by the Officer under whose command they are employed.

(b) If found guilty of misconduct or classed medically unfit as the result of misconduct.

(c) If found unsuitable in the first four weeks of their employment.

(d) If found to have secured engagement by false representations.

(4) The Director of Recruiting is Officer in Charge of Records for the Home Service Branch, N.Z.E.F., and all promotions, reversions, transfers and other casualties must be reported to that Officer by means of the special forms provided.

(5) The Officer in Charge of Records, (D.R.) Home Service Branch, N.Z.E.F. will be responsible to notify all appointments, promotions, transfers and other casualties affecting pay, to the Officer in Charge War Expenses.

(6) The rates of pay and allowances will be as laid down from time to time in General Orders.

(7) Soldiers actually employed on Home Service are under the command of the Officer Commanding the District, Camp, regiment or corps or the Director of a Branch at Headquarters under whom they are employed. They will be at all times subject to Military Law whilst so employed.

(8) All non-commissioned rank granted on account of employment in Home Service will be temporary rank. All men taking up employment in Home Service will do so as Privates and any Non-commissioned Officer transferred from one section to another will commence duty in his new section in the rank of Private unless it be otherwise arranged by the Commanding Officers of the sections concerned. All promotions shall be made by the Commanding Officer of the Section to which the soldier is attached and must be in accordance with the fixed establishments. As non-commissioned rank granted by virtue of the appointment held by the soldier is temporary it necessarily follows that when the soldier is transferred to another appointment or is placed upon indefinite leave without pay, such non-commissioned rank lapses as from the date of such transfer or discharge from actual employment.

(9) Soldiers of the Home Service Branch, N.Z.E.F., who wish to volunteer for actual employment in Home Service may record their applications on the Form provided at any Group or Area Defence Office, Labour Bureau, Discharged Soldiers' Information Department, with District Attesting Officers, or directly to the Commanding Officer concerned. Officers receiving such applications are responsible that these are forwarded without delay, and with their recommendations, to the Director of Recruiting.

In all cases returned discharged soldiers shall be given preference for employment in Home Service.

Commanding Officers of Home Service Sections may fill vacancies in their Establishments if suitable applicants are available locally provided the following procedure be adhered to:-

(a) The applicant will be required to complete Form D.R. 76, (Offer of Service) and will then be examined by an Officer of the N.Z.M.C. and certified fit for the employment contemplated (on Form D.R.109 in duplicate). A Military History sheet will be prepared in duplicate and the recruit may then be placed on duty on probation. The Officer employing the recruit will fill in Form D.R.110 (Engagement Report) and send this with the originals of the Forms enumerated above to the Director of Recruiting without delay.

On receipt of the above papers the Director of Recruiting will notify the Officer in Charge of War Expenses on Form D.R.114 and will make arrangements to have the recruit's enlistment regularised under the Military Service Act.

(b) When suitable applicants are not available locally, Commanding Officers of Home Service Sections will advise the Director of Recruiting of their requirements. The Officer requisitioning will not fill a vacancy which the Director of Recruiting has been called upon to fill without notifying that Officer in sufficient time to avoid duplication. The Director of Recruiting will call up suitable applicants from those on his books and despatch them to their destination, the following procedure being adhered to:-

- (i) When the applicant has not been previously attested into the N.Z.M.F. the Director of Recruiting will forward to the Group Commander concerned instructions to call up on Form D.R.107 to which he will attach the following blank papers: History Sheet (in duplicate), Employment Report (in duplicate), File Cover.

The Group Commander will have the applicant attested into the N.Z.M.F. and medically examined on B.F. Form 2 forwarding the original to the Director of Recruiting. He will attach the duplicate to the papers above referred to, passing his file with the recruit to the Officer Commanding the section in which he is to be employed.

- (ii) When the applicant is an attested member of the N.Z.M.F. the Director of Recruiting will forward to the Group Commander concerned instructions to call up on Form D.R.106. The Group Commander will have the applicant examined by an Officer of the N.Z.M.C. who will record his finding on Form D.R.109 (in duplicate). The Group Commander will send the original Form 109 to the Director of Recruiting and attach the duplicate to the papers referred to in the former paragraph, passing this file with the recruit to the Officer Commanding the Section in which he is to be employed.

- (iii) When the applicant is a returned discharged soldier, the same procedure will be followed as in the case of a man not previously attested into the N.Z.M.F., but in addition the Director of Recruiting shall regularise the position in so far as the Director of Base Records is concerned. The procedure laid down for the enlistment of returned soldiers (set out in Sec.17 of these Consolidated Circulars) will be adhered to.

- (iv) When the recruit reports for duty the Officer employing him will complete the History Sheet and forward one copy to the Director of Recruiting, together with Form D.R.110 (Engagement Report) retaining the other papers and place the recruit on duty on probation.

The Director of Recruiting will notify the Pensions Board of all returned discharged soldiers drawing pensions who are taken on employment in actual Home Service.

- (10) Travelling warrants necessary to enable a successful applicant for employment in Home Service to report for duty will be issued on instructions from the Director of Recruiting.

On discharge, warrants necessary to enable the soldier to return to his home may be issued by the Officer discharging him.

Travelling warrants necessary to enable the soldier to proceed to any hospital or sanatorium to which he may be sent by competent medical authority may also be issued.

Travelling warrants will not be issued under any other circumstances without special authority from the General Officer Commanding.

(11) Soldiers are entitled to free medical attention on account of injuries received while on military duty or sickness contracted on or aggravated by their military service. Soldiers may be granted periods of sick leave not exceeding fourteen days on full pay by the Commanding Officer under whom they are employed on the recommendation of an Officer of the N.Z.M.C. If at the end of fourteen days the Medical Officer is of opinion that he is still unfit to return to duty the soldier will be examined by a Medical Board of two Officers on the N.Z.M.C. who will report:-

(a) Whether the illness or injury was caused or aggravated by military service, by causes existing prior to enlistment or by misconduct.

(b) The probable duration of incapacity and will authorise:-

(i) Return to duty.

(ii) Additional sick leave on full pay for a period not exceeding fourteen days.

(iii) Transfer to indefinite leave without pay as unfit for employment in Home Service, or recommend to the Adjutant General that, the sickness or injury being the result of the soldier's military service, he be granted special sick leave on full pay for a stated period.

(12) Dress and rank badges will be as laid down for the Foreign Service Branch N.Z.M.F. in New Zealand, excepting pugarces which will be of khaki with centre fold of black.

(13) Soldiers of the Home Service Branch definitely posted to an arm of the military service will wear the badge of that arm; otherwise they will wear the special badge of the Home Service Branch N.Z.M.F.

(14) When an officer under whom soldiers of the Home Service Branch are employed decides to place a soldier on leave without pay until further orders, whether at the soldier's own request or otherwise, he will notify the Officer in Charge of Records (D.R.) on Form D.R. 112, at the same time returning the soldier's personal file. He will see that such soldier is properly paid up to and including the date on which such leave is to take effect and will issue leave certificate, Form D.R. 47. Such certificate will show substantive rank and any temporary rank held in Home Service at the time leave was granted.

(15) Officers under whom soldiers of the Home Service Branch N.Z.M.F. are employed will furnish a return on Form D.R. 113, made up to the last day of each month, to the Officer in Charge of Records (D.R.) showing the numbers and ranks of those employed and the authorised establishment of their section.

APPENDIX 2.

VOLUNTARY RECRUITING FOR N.Z.E.F.

From outbreak of War to 20/9/16 (including ~~1914~~).

Group No.	Total Registered (a)	Total fit men sent to Camp.
1. (Auckland)	11,941	6,163
2. (Paeroa)	653	522
3. (Thangarai)	3,188	2,803
4. (Hamilton)	5,656	3,582
5. (Wellington)	12,691	9,601
6. (Palmerston North)	9,704	6,049
7. (Napier)	5,853	4,220
8. (Hawera)	6,533	4,813
9. (Christchurch)	10,075	6,274
10. (Timaru)	4,128	3,242
11. (Kaiapoi)	3,275	1,632
12. (Nelson)	3,680	2,103
13. (Dunedin)	7,681	5,006
14. (Invercargill)	4,064	2,945
15. (Oamaru)	1,981	1,465
16. (Milton)	2,570	1,934
17. (Not then constituted)	Numbers included in No.2 Group.	
18. (Masterton, then No. 7A Group.)	4,739	3,778
19. (Not then constituted).	Numbers included in No.7 Group.	
20. (Not then constituted).	Numbers included in Nos.6 & 8 Groups.	
21. (Greymouth, then No. 11A Group).	2,965	2,062
Grand Totals: 104,467		69,085

NOTE:

(a) A large proportion of these men registered several times between August, 1914, and September, 1916, in the same Group and also in other Groups. The actual number of men who volunteered was probably about 20% less than those shown.

APPENDIX 3.

RETURN OF VOLUNTEERS RECRUITED 1916 + 1918.

Total number classed fit "A".....	13,822.	
" " " B1 or B2.....	148.	
" " " C1.....	689.	14,659
" " " C2.....	9,241.	
" " " D.....	205.	9,446
Grand total dealt with.....		<u>24,105</u>

Total number of fit men despatched to Camp.....	13,959.
" " " " " under orders for Camp..	<u>720.</u>
Grand total fit men.....	<u>14,659.</u>

.....

RE-EXAMINATIONS

Results of Re-examinations by the C2 Medical Board.

Total C2 men re-examined and re-classed "A".....	185.
" " " " " B1 or B2....	18.
" " " " " C1.....	387.
" " " " " C2.....	768.
Total number re-examined.....	<u>1,358.</u>

APPENDIX 3. (2)
Voluntary Recruiting 1916 - 1918.

Schedule setting out the causes for which the 9448 Vol-
 unteers were classed C2 or D and thus rejected for service.

.....

Causes of rejection	Number affected.
Defects of upper extremities.....	310.
Defects of lower extremities.....	547
Under height.....	48
Under chest measurement.....	84
Insufficient weight.....	52
Apparent age not in accordance with regulations.....	136
Over height.....	2
Syphilis.....	19
Other venereal diseases.....	9
Tubercle of lung.....	164
Other tubercular diseases.....	26
Impaired constitution and debility.....	195
Other general diseases.....	709
Malformation of ears.....	1
Malformation of nose and mouth.....	13
Malformation of chest and spine.....	64
Malformation of urinary and genital organs.....	34
Impediment of speech.....	26
Other diseases of the nervous system.....	212
Defective intelligence.....	77
Defective vision.....	738
Diseases of the eyes and eyelids.....	31
Diseases of middle ear.....	223
Other diseases of the ears.....	3
Diseases of nose and mouth.....	35
Valvular disease of the heart.....	680
Other diseases of the heart.....	339
Diseases of arteries.....	4
Diseases of veins.....	368
Diseases of lungs (except tubercle).....	189
Other respiratory diseases.....	149
Loss or decay of many teeth.....	2
Hernia.....	462
Laxity of abdominal rings.....	4
Hemorrhoids.....	34
Diseases of the urinary organs.....	78
Varicocele.....	73
Other diseases of the generative organs.....	31
Diseases of joints.....	313
Flat feet.....	328
Other affections of bones and muscles.....	104
Ulcers, wounds and cicatrices.....	208
Other affections of the cutaneous system.....	80
Goitre.....	185
Epilepsy.....	77
Over age.....	1425
Rheumatism.....	377
Alcoholism.....	22
Abdominal troubles.....	140
Injuries to head.....	26

Total rejections.....9446.

REG. POST.

HEADQUARTERS,
NEW ZEALAND MILITARY FORCES,
WELLINGTON,

1919.

MEMORANDUM for:-

Attached please find Form D.R. 35, Certificate of leave without pay until further orders, receipt of which kindly acknowledge.

At the same time, kindly return any other leave pass which may have been issued to you.

D. COSSGROVE,
Captain,
DIRECTOR OF RECRUITING.

Per:

AER/ED.

REG. POST.

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Per:

AER/ED.

Brought Forward	12013	Brought Forward...	16956
Footmen.....	2	Latiters.....	3
Foundry Hands.....	2	Managers.....	163
Freezing Works Hands.....	13	Manufacturers.....	29
French Polishers.....	22	Marine Officers.....	14
Fruiterers.....	10	Ma Masons.....	18
Fruit Preservers.....	1	Masseurs.....	8
Furniture Makers.....	2	Master Mariners.....	8
Furriers.....	2	Mattress Makers.....	4
Gangers.....	4	Meat Canner.....	1
Gardeners.....	124	Meat Graders.....	2
Gas Fitters.....	10	Mechanics.....	138
Gas Works Employees.....	17	Mechanics, Motor.....	189
Glass Workers.....	5	Medical Practitioners..	79
Gleazier.....	1	Member of Parliament...	1
Grain Salesman.....	3	Mercers.....	35
Grain Sorters.....	3	Merchants.....	62
Greasers.....	2	Messengers.....	24
Grocers.....	283	Metal Workers.....	32
Grooms.....	55	Motor Reader.....	1
Guard.....	1	Metallurgists.....	2
Guides.....	2	Millers (Unspecified)..	8
Gundiggers.....	17	Mill-hands (")...	98
Gunsmiths.....	2	Millwright.....	1
Hairdressers & Tobacconists	119	Line Owners.....	2
Harbour Board Employees...	9	Miners, Coal.....	72
Hawkers.....	2	Miners, Gold.....	50
Hat Maker.....	1	Miners (Unspecified)...	120
Home Missionaries.....	6	Moulders.....	31
Horse Trainers.....	45	Motor Agents.....	7
Hotel Employees.....	15	Motor Importer.....	1
Hotel Keepers.....	23	Motormen.....	47
Importers.....	9	Musicians.....	41
Inspectors.....	36	News Agents.....	7
Interpreters.....	4	Nightwatchmen.....	5
Instructors.....	4	Nurserymen.....	21
Ironmongers.....	127	No occupation.....	28
Jewellers & Watchmakers...	87	Opticians.....	10
Jockeys.....	40	Orchardists.....	95
Joiners.....	62	Packers.....	35
Journalists.....	51	Painters & Paperhangers	214
Judge.....	1	Piano Tuners.....	9
Judge's Associate.....	1	Paper-mill Employees...	4
Labourers, Farm.....	1060	Pattern Makers.....	9
Labourers, General.....	2321	Pavior.....	1
Laboratory Assistants.....	4	Photographers.....	28
Land Agents.....	33	Picture Framers.....	7
Lamp Cleaner.....	1	Picture Theatre Propr..	1
Laundrymen.....	4	Pipemaker.....	1
Launch Proprietors.....	4	Planters.....	235
Leadlight Workers.....	4	Plasterers.....	37
Leather Workers.....	9	Platelayers.....	12
Lecturers.....	5	Ploughmen.....	89
Letter Carriers.....	62	Plumbers & Tinmiths...	199
Lighthousekeepers.....	3	Policemen.....	47
Linesmen.....	81	Porters, Railway.....	22
Linotype Operators.....	25	Porters, Sundry.....	47
Librarians.....	2	Postmasters.....	8
Lithographers.....	5	Pottery Hands.....	2
Machinists.....	84	Poultry Farmers.....	2
Mail Carrier.....	1	Preservers.....	5

Carried forward..... 16956

Carried forward....19407

REG: POST.

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Per:

AER/ED.

Brought forward.....	19417.	Brought forward.....	22090
Printers' Bookbinders.....	92	Surfacemen.....	17
Professors.....	3	Surveyors.....	55
Pugilist.....	1	Tailors' Cutters.....	173
Pursers.....	3	Tallow Worker.....	1
Quarry Workers.....	9	Tanners.....	4
Racing Official.....	1	Taxi Proprietors.....	11
Rabbits.....	13	Teachers.....	321
Railway Employees.....	77	Teamsters.....	97
Rangers.....	3	Tea-tasters.....	2
Range-maker.....	1	Telegraphists & Telaph.....	195
Readers.....	3	Tent & Sailmakers.....	14
Registrars.....	8	Textile Designer.....	1
Reporters.....	18	Theatrical.....	24
Restaurant Keepers.....	3	Threshing Mill Owners..	4
Rousabouts.....	1	Tilers.....	3
Roadmakers.....	10	Timekeeper.....	1
Rivetter.....	1	Timber Workers.....	42
Rope & Twine Makers.....	7	Tool Maker.....	1
Saddle & Harness Makers.....	70	Tramway Workers.....	68
Salesmen.....	275	Travellers.....	220
Sawmillers.....	30	Tunnellers.....	3
Sawmill Hands.....	41	Turners.....	9
Lawyers.....	6	Turncock.....	1
Sawmakers.....	4	Undertakers.....	4
Seamen.....	245	Underwriters.....	2
Secretaries.....	31	Upholsterers.....	39
Separator Export.....	1	Veterinary Surgeons....	3
Seedsman.....	12	Vulcanizers.....	3
Sharebrokers.....	2	Valuer.....	1
Sharemilkers.....	34	Waiters.....	15
Shearers.....	71	Warders.....	18
Shepherds.....	207	Warehousemen.....	301
Shipchandlers.....	2	Waterside Workers.....	62
Ship Owner.....	1	Well Sinker.....	1
Shipwrights.....	8	Wheelwrights.....	7
Shop Assistants.....	43	Wickerworkers.....	3
Signwriters.....	27	Winchmen.....	2
Signal Adjusters.....	3	Window Dressers.....	7
Slater.....	1	Wireworkers.....	11
Slaughtermen.....	46	Wireless Operators.....	12
Scapmakers.....	3	Wood Carvers.....	5
Soldiers (H.S.).....	458	Wool Buyers.....	9
Solicitors.....	99	Wool Classers.....	22
Sorters.....	6	Wool Procters.....	8
Stable-keeper.....	1	Woolen Mill Workers....	27
Stationers & Book-sellers..	36	Wool Scourers.....	2
Steel Worker.....	1	Stenographer.....	1
Stereotypers.....	7	Stevadores.....	3
Stewards.....	104	Stock Agents.....	17
Stone Carver.....	1	Storekeepers.....	79
Storomen.....	210	Strikers.....	16
Students.....	245	Sugar Works Employees..	5
Sugar Boilers.....	6	Surgical Appliance Mkr.	1
		Occupations not stated	82
Carried Forward	22090	Grand Total	24105.

Note: The occupations given herein are those stated by the men in their attestation papers.

REG. POST.

HEADQUARTERS,
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1919.

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DIRECTOR OF RECRUITING.

Per:

AER/ED.

APPENDIX 3 (4).

Countries of Birth of Volunteers recruited 1916 - 1918.

Australia.....	1310	Brought Forward.....	5171
Austria.....	11	Italy.....	7
Belgium.....	9	New Zealand.....	15726
Canada.....	30	Other Brit. Possessions..	524
Channel Islands.....	2	Russia.....	25
China & Japan.....	5	Samoa.....	16
England.....	3232	Scotland.....	898
France.....	11	Serbia.....	4
Germany.....	109	South America.....	9
Ireland.....	452	U.S.A.....	45
Carried forward	5171	Not stated, etc.....	1680
		Grand Total.....	24105.

APPENDIX 3 (5).

Religions of Volunteers recruited 1916 - 1918.

Agnostics.....	16	Brought forward.....	13116
Atheists.....	10	Lutherans.....	28
Baptists.....	367	Mahomedan.....	1
Brethren.....	43	Mormons.....	23
Buddhist.....	1	"Maori".....	9
Catholic Apostolic....	3	Methodists.....	1316
Central Mission.....	5	No religion.....	80
Christian Scientists..	2	Plymouth Brethren.....	33
Christadelphians.....	11	Presbyterians.....	5358
Church of Christ.....	106	Quakers.....	5
Church of England.....	11844	Nationalists.....	6
Congregationalists....	578	Roman Catholics.....	3130
Episcopalian.....	9	Salvation Army.....	136
Free Thinkers.....	39	Seventh Day Adventists..	4
Greek Orthodox.....	4	Spiritualists.....	3
Hau-hau.....	4	Theosophists.....	10
Hindu.....	2	Unitarians.....	39
Independents.....	1	Wesleyans.....	462
Jews.....	71	Religion not stated.....	1567
Carried forward...13116		Grand Total.....	25318. 8

Note: This return of religions includes 1213 Coloured recruits not included in the other Volunteer Returns.

APPENDIX 3 (6).

Disposal of Coloured Voluntary Recruits 1916-1918.

Total number classed fit "A".....	963		
" " " " C1.....	2	965	
" " " " C2.....	245		
" " " " D.....	3	248	1213.
Total fit men despatched to Camp.....	943		
Total under orders for Camp.....	22	965.	

RETURN SHOWING DISPOSAL OF MEN CALLED UP UNDER SECTION 35

MILITARY SERVICE ACT, 1916.

Range of Numbers allotted to Section.		3000
Total Men Dealt with	2876	
Numbers not used.	<u>124</u>	
	<u>3000</u>	<u>3000</u>
Total Men Dealt with.		2876
<u>Medically Examined</u>		
A	860	
B	20	
C1	54	
C2	351	
D	<u>29</u>	1313
Left N.Z. Perm.		3
Drawn Ballot (Not Served, Appeals Allowed) (Appeals Adjourned Sine Die) (and appeals not determined) (prior to drawing in Ballot)		1347
Volunteered before Notice Served	104	
Called up Under Section 34.		1
Not Served Untraced (D.P.S. for Defaulters) (list under Section 8.) (M.S.S.A.)		2
Failed Parade Med. Exam.(Defaulters with D.P.S.)		3
Not Served Not Liable, Overage Etc..		13
Duplicated.		8
Died Before Notice Served.		5
Died after Notice Served and before Med Exam.		5
Not Served Imbeciles.		3
In Gaol.		1
Appellants Not Med. Exam.		2
Not Served Maoris.		3
Not Served by Police Information too Vague.		<u>63</u>
	<u>2876</u>	<u>2876.</u>

Total

934.

Despatched Camp:-

Embarked	689	
Discharged M.U.	138	
Demob.	20	
In Camp.	9	
Hard Labour awarded by D.C.M.	14	
On Leave by M.SB.	4	
Died in Camp.	1	
Died while deserted from camp	1	
Deserters from Camp (D.P.S.)	2	
Aliens released from Camp on L.F.O.	<u>2</u>	880.
On Leave. (Result re-exam due Camp) (After signing Armistice)		22
Appellants A.S.D.		21
Failed Parade for Despatch Camp(D.P.S.)		4
Aliens Granted L.F.O.		3
In Gaol Civil Offence.		1
Deceased.		<u>3</u>
		<hr/> 934
		<hr/> 934. <hr/>

TOTAL MEDICALLY EXAMINED.

Fit men.	934.
Unfit men.	<u>379</u>
	<u>1313.</u>

Appendix 4(3)

35/3.

APPELLANTS DISPOSAL.

Total.		656
Allowed Not Liable.	44	
Dismissed.	568	
Adj. Sine Die.	38	
Not Determined.	6	
	<u>656</u>	<u>656</u>

Occupations of Appellants whose Appeals were Adjourned Sine Die.

Total. 38

By Reasons of Occupations:-

Farmers	18	
Coal Miners	4	
Sawmill Employees	4	
Slaughterman.	2	
Clergymen.	2	
School Teacher.	1	
Fisherman & Canner	1	
Marine Engineer.	1	38
	<u>1</u>	

For Family and other Reasons:-

Labourer	2	
Carrier	1	
Saddler	1	
Grocer	1	5
	<u>1</u>	
		<u>38</u>
		<u>38</u>

APPENDIX 4 (4).

Schedule setting out the causes for which C2 and D men called up under Section 35 were rejected for service.

Causes of rejection.	Number affected.
Defects of upper extremities.....	18
Defects of lower extremities.....	39
Under height.....	3
Under chest measurement.....	15
Insufficient weight.....	2
Apparent age not in accordance with regulations.....	1
Over height.....	1
Syphilis.....	3
Other venereal diseases.....	-
Tubercle of lung.....	17
Other tubercular diseases.....	-
Impaired constitution and debility.....	13
Other general diseases.....	14
Malformation of ears.....	-
Malformation of nose and mouth.....	1
Malformation of chest and spine.....	4
Malformation of urinary and genital organs.....	3
Impediment of speech.....	2
Other diseases of the nervous system.....	6
Defective intelligence.....	12
Defective vision.....	30
Diseases of the eyes and eyelids.....	1
Diseases of the middle ear.....	12
Other diseases of the ears.....	2
Diseases of nose and mouth.....	1
Valvular disease of the heart.....	41
Other diseases of the heart.....	27
Diseases of arteries.....	1
Diseases of veins.....	15
Diseases of lungs (Except tubercle).....	14
Other respiratory diseases.....	7
Loss or decay of many teeth.....	-
Hernia.....	34
Laxity of abdominal rings.....	-
Hemorrhoids.....	1
Diseases of the urinary organs.....	6
Varicocele.....	4
Other diseases of the generative organs.....	2
Diseases of joints.....	23
Flat feet.....	30
Other affections of bones and muscles.....	14
Ulcers, wounds and cicatrices.....	15
Other affections of the cutaneous system.....	9
Goitre.....	11
Epilepsy.....	4
Over age.....	11
Rheumatism.....	31
Alcoholism.....	4
Abdominal troubles.....	14
Injuries to head.....	-

Total rejections..... 517.

Appendix 4 (5)

OCCUPATIONS.

Farmers	522	Jewellers.	2
Labourers	165	Draftsmen.	2
Farm Labourers	142	Bakers.	2
Builders & Contractors	46	Journalists.	2
Carriers	23	Cabinetmakers.	2
Horsemen & Drivers.	21	Clergymen	2
Clerks.	23	Coachbuilders.	2
Milowners	18	Mercers & Clothiers.	2
Carpenters & Joiners.	18	Turners & Fitters.	2
Dairy Factory Employees	17	Bricklayers.	2
Railway Employees	16	Seamen.	2
Gold Miners	16	Printers	2
Grocers	12	Fishermen	2
Blacksmiths	12	Warehousemen	2
Sharemilkers.	12	Law Student.	2
Engineers	11	Dentists	2
Storekeepers	11	Glass Bevelers.	2
Mechanics	10	Fellmonger	1
Bushmen	10	Boilermaker.	1
Sawmill Employees	8	Compositor.	1
Painters & Decorators	8	Manufacturers	1
Shepherds	8	Waterside worker.	1
Gardeners	7	Woolclasser.	1
Post & Telegraph Employees	7	Leather Bag maker.	1
Storemen.	6	Umbrella Maker.	1
Slaughtermen	5	Hotelkeeper.	1
Coal Miners	5	Leather Dresser	1
Butchers	5	Plasterer	1
Freezing works Employee	5	Wood Turner.	1
Confectioners	5	Chemist.	1
Drapers.	5	Seedsman.	1
Accountants.	4	Timber worker.	1
Plumbers	4	Linotype Operator.	1
Drovers	4	Timber Merchant.	1
Travellers & Salesmen	4	Brushmaker.	1
Bootmakers.	3	Machinist.	1
Hotel Employees	3	Watchmaker.	1
Hairdressers	3	Artist.	1
Shearers	3	Furniture Dealer.	1
Taxi Drivers	3	Lighthouse Keeper.	1
Flaxmill Employees	3	Wood-cutter.	1
Tailors.	3	Billiard Marker.	1
School Teachers.	3	Farrier.	1
Ironmongers	3	Solicitor.	1
Saddlers.	3	Cycle Maker	1
Dairymen & Milkmen	3	Wireman	1
Engine Drivers	3	Moulder	1
Electricians	2	Chaff Cutter	1
Winchmen	2	Billiard Room Keeper.	1
Stationers	2	Piano Tuner	1
Firemen & Greasers	2	Horse Racer	1
Polishers	2	Tinsmith	1
Cordial Manufacturer.	2	Gum Digger.	1

TOTAL 1313.

APPENDIX 5 (1)

RETURN SHOWING DISPOSAL OF MEN CALLED UP UNDER SECTION 34

MILITARY SERVICE ACT, 1916.

TOTAL DEALT WITH 213

Medically Examined.

A	54	
B	Nil	
C1	4	
C2	73	
D	<u>6</u>	137
Left N.Z. Perm. (a seamen.)		1
Drawn Ballot before Notice served		4 40
Volunteered before Notice served		13
Not served, untraced (D.P.S. for defaulters List, Under Section 8, M.S.A.)		2
Not Liable.		7
Duplicated.		4
Died before Notice served.		1
In Mental Hospital.		1
In Gaol.		1
Appellants not Med. Examined.		3
Not Disposed of (Reported after signing of armistice)		<u>3</u>
		<u>213</u>
		213

FIT MEN DISPOSAL.

TOTAL. 58

Despatched Camp.

Abroad.	21	
Discharged M.U.	7	
Demob.	12	
In Camp.	<u>10.</u>	50
Demob. after discharge from Detention.		1
Aliens.		2
Appellants A.S.D.		<u>5</u>
		<u>58</u>
		58

Appendix 5(2)

TOTAL.

79

Despatched Camp.

Discharged M.U.	24		
Demob.	6		
In Camp.	9		
Granted Leave by M.S.B.	6		
Died in Camp.	<u>2</u>	47	
Granted L.F.O. after Med.Exam.		<u>32</u>	
		<u>79</u>	<u>79</u>

TOTAL MEDICALLY EXAMINED.

Fit men	58
Unfit Men	<u>79</u>
	<u>137</u>

APPELLANTS DISPOSAL.

TOTAL.

40

Allowed	2		
Dismissed	24		
A.S.D.	13		
Not Determined	<u>1</u>	40	
		<u>40</u>	<u>40</u>

OCCUPATIONS

Labourers	34	Clergymen	1	Insurance Agent	1
Farmers	15	Drover	1	Storeman	1
Farm Labourers	13	Waterside W.	1	Painter	1
Seamen.	7	Carrier.	1	Slaughterman	1
Bushman.	6	Commission Agent	1	Boxing Instructor	1
Drivers	6	Sawmill Hand.	1	Dairyman.	1
Cooks.	4	Barman.	1	Dyer.	1
Shearers	4	Salesman	1	Marine Dealer	1
Miners	4	Stableman	1	Stoker.	1
Flaxmill Hands.	4	Bottle Gather- er	1	Fireman.	1
Gardiners	3	Steward.	1		
Carpenters	3	Cheesemaker	1		
Hotel Employees	2	Printer	1		
Horse Breaker	2	Woolclasser	1		
Gum Diggers	2	Florist.	1		
Contractor	2	Sawmiller	1		

TOTAL 137.

APPENDIX 5 (3).

Schedule setting out the causes for which C2 and D men called up under Section 34 were rejected for service.

.....

<u>Cause of rejection</u>	<u>Number affected.</u>
Defects of upper extremities.....	2
Defects of lower extremities.....	3
Apparent age not in accordance with regulations.	1
Tubercle of lung.....	14
Other diseases of the nervous system.....	4
Defective intelligence.....	12
Defective vision.....	6
Valvular disease of the heart.....	10
Other diseases of the heart.....	4
Diseases of veins.....	3
Diseases of lungs (except tubercle).....	2
Other respiratory diseases.....	1
Hernia.....	4
Hemorrhoids.....	3
Diseases of the urinary organs.....	2
Diseases of joints.....	4
Flat feet	3
Other affections of bones and muscles.....	4
Ulcers, wounds and cicatrices.....	1
Goitre.....	1
Epilepsy.....	1
Over age.....	8
Rheumatism.....	2
Abdominal troubles.....	1

Total rejections..... 86.

APPENDIX 6 (1).

Schedule setting out the position, as at 12th Nov., 1918, regarding the 134,632 ~~men~~ Europeans called up under Section 10 of the Military Service Act, 1916.

.....

Total men called up:

1st Division (Single men).....	80,083.
Class A, 2nd Div. (Married men without children).....	13,466.
Class B, 2nd Div. (Married men with one child).....	17,507.
Class C, 2nd Div. (Married men with two children).....	23,576.

Total called up..... 134,632.

Medical Examinations.

	1st Div.	Class A, 2nd Div.	Class B, 2nd Div.	Class C, 2nd Div.	Total
Total fit men embarked.....	18,006	795	32	4	18,838
Total fit men NOT embarked.....	10,866	2015	5533	8861	27,275
Classed C2.....	39,990	8415	10856	13598	72,859
Classed D.....	2,201	105	130	111	2,547
<u>Grand Totals....</u>	<u>71,063</u>	<u>11,331</u>	<u>16,551</u>	<u>22,574</u>	<u>121,519</u>

APPENDIX 6 (2)

Schedule setting out the causes for which the 72859 men classed C2 of those called up by Ballot, were rejected.															
Defect	1st Division.			Class A, 2nd D.			Class B, 2nd D.			Class C, 2nd D.			Grand Totals		
	N.	F.	Tot.	N.	F.	Tot.	N.	F.	Tot.	N.	F.	Tot.	N.	F.	Tot.
Def. of up. extr.	1224	418	1642	154	96	250	293	155	448	373	165	538	2044	834	2878
Def. of Lr. extr.	2019	790	2809	248	141	389	445	244	689	553	279	832	3265	1454	4719
Under height	183	73	261	12	4	16	8	8	16	16	9	25	224	94	318
Und. Chest meas.	182	89	271	1	-	1	2	1	3	1	1	2	186	91	277
Insuf. weight.	22	12	34	-	-	-	-	-	-	1	2	3	23	14	37
Ap. age not. ac. reg.	23	3	26	2	1	3	2	3	5	19	12	31	46	19	65
Over height.	6	2	8	1	-	1	-	-	-	-	-	-	7	2	9
Syphilis.	54	45	99	5	5	10	4	6	10	3	1	4	66	57	123
Other ven. dis.	27	10	37	-	-	-	2	-	2	3	-	3	32	10	42
Tubercle of lung.	370	141	511	57	28	85	63	30	93	76	42	118	566	241	807
Other tub. dis.	130	59	239	23	11	34	22	11	33	12	5	17	237	86	223
Imp. Con. & deb.	1006	375	1381	227	183	410	380	281	661	538	348	886	2151	1187	3338
Other gen. dis.	903	276	1179	88	52	140	143	71	214	224	92	316	1358	491	1849
Malform. of ears	7	1	8	-	-	-	1	1	2	2	1	3	10	3	13
Malform. nose & mth.	76	16	92	6	2	8	11	3	14	8	5	13	101	26	127
Malform. ch. & spine.	357	162	519	39	24	63	53	36	89	44	27	71	493	249	742
Mal. urin. & gen. org.	69	23	92	12	4	16	11	4	15	21	4	25	113	35	148
Imped. of speech	211	50	261	23	12	35	21	8	29	34	14	48	289	84	373
Oth. dis. of nerv. syst.	681	191	872	98	44	142	129	66	195	126	50	176	1034	351	1385
Def. intelligence	641	153	799	21	13	34	14	7	21	24	15	39	700	193	893
Def. vision.	2137	1263	3450	238	315	603	449	421	870	547	418	965	3471	2417	5888
Dis. of eyes & e-lcs	57	30	127	16	8	24	19	9	28	8	2	10	140	39	189
Dis. of mid. ear	906	465	1461	156	95	251	176	113	289	245	157	402	1573	830	2403
Oth. dis. of ears	21	12	33	16	9	25	25	13	38	5	5	10	67	39	106
Dis. of nose & mth.	80	27	107	10	11	21	16	6	22	17	5	22	123	49	172
Valv. dis. of heart	2727	915	3642	852	488	1340	717	445	1162	937	487	1424	5233	2335	7568
Oth. dis. of heart	721	217	938	126	64	190	321	192	513	271	143	414	1439	616	2055
Dis. of arteries.	39	16	55	6	5	11	10	3	13	4	2	6	59	26	85
Dis. of veins.	1357	589	1946	302	198	500	473	236	709	699	361	1060	2831	1384	4215
Dis. of lungs (ex. tub)	371	118	489	95	50	145	74	47	121	107	40	147	647	255	902
Oth. respir. dis.	925	303	1228	99	59	158	136	79	215	134	86	220	1294	527	1821
Less or dec. man. tth.	20	10	35	1	1	2	6	-	6	4	-	4	36	11	47
Hernia	1843	711	2559	281	183	464	438	273	711	612	310	922	3179	1477	4656

	1st Division			Class A, 2nd D.			Class B, 2nd D.			Class C, 2nd D.			Grand Totals.		
	N.	F.	Tot.	N.	F.	Tot.	N.	F.	Tot.	N.	F.	Tot.	N.	F.	Tot.
Lax. of abdom. rings.	46	16	62	3	5	8	4	5	9	11	3	14	64	29	93
Hemorrhoids.	187	70	257	78	35	113	76	41	117	79	41	120	420	187	607
Dis. of urin. orgs.	283	117	403	65	32	97	62	39	101	62	30	92	475	218	693
Varicocele	181	73	254	37	32	69	74	35	109	105	53	158	397	193	590
Oth. dis. of gen. org	130	49	179	33	17	50	34	20	54	45	20	65	242	106	348
Dis. of joints.	1442	600	2042	258	149	407	238	146	384	326	177	503	2264	1072	3336
Flat feet.	895	512	1407	99	98	197	165	184	349	225	169	394	1384	963	2347
Oth. af. bones & mus	422	121	543	57	26	83	75	40	115	40	15	55	394	202	796
Ulcers, wnd. & cic.	475	131	606	67	33	100	50	18	68	58	15	73	650	197	847
Oth. af. of cut. sys.	354	125	479	61	23	84	94	43	137	128	55	183	637	246	883
Goitre.	975	120	1095	76	22	98	245	41	286	365	84	449	1661	267	1928
Epilepsy	317	67	384	29	15	44	28	15	43	44	20	64	418	117	535
Over age	1751	1335	3086	651	664	1315	713	662	1375	1184	961	2145	4299	3622	7921
Rheumatism	1142	423	1565	191	107	298	223	122	345	257	103	360	1813	755	2568
Alcoholism	105	66	171	8	4	12	9	5	14	9	4	13	131	79	210
Abdom. troubles.	153	50	208	26	19	45	73	20	93	96	33	129	353	122	475
Injur. to head.	30	9	39	17	7	24	14	7	21	16	9	25	77	32	109
Total rejections.	2124 20536		11454/39990	5021	3394	8415	6641	4215	10856	8718	4380	13598	48916	23943	72859

Notes: In the foregoing Schedule the letter "N" at the head of the columns indicates that the figures relate to men born in New Zealand; the letter "F" indicates the figures relating to men born out of New Zealand.

For full descriptions of disabilities, see Appendix 3 (2) Volunteers.

APPENDIX 6 (3).

Schedule setting out the occupations of appellants whose appeals were adjourned "sine die".

Occupations.	First Div.	Class A	Class B	Class C.	Total
Dairying Industry.....	217	23	96	161	497
Farmers other than Dairy Farmers.....	1569	240	364	463	2636
Farm labourers (includes shearers, slaughtermen, shopherds, etc.).....	379	49	85	98	611
Miscellaneous (Aliens, Asiatics, unskilled labourers, etc.).....	214	35	59	78	386
Professional (includes Accountants, Secretaries, Business managers, engineers, medical and dental practitioners, etc)...	190	68	122	89	469
Public Services.....	328	99	176	207	810
Religions (includes all clergymen, students, etc.).....	226	26	26	25	303
Shipping (includes all engaged in this industry)	1194	126	134	114	1562
Skilled labour (includes blacksmiths, boiler-makers, iron-moulders, metal workers, bootmakers, tailors, contractors, all coal and gold miners, engine drivers, all engaged in the fishing industry, flour millers, mechanics, electricians, etc.)..	1320	217	382	380	2299
Transport (includes all engaged in transport work other than shipping).	170	267	471	713	1621
Grand Totals.....	5807	1144	1915	2328	11194

Appeals adjourned sine die by reason of appellant being sole surviving son.....	77	8	1	63	149
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Total sine die appeals	5884	1152	1916	2391	11343
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Appeals dismissed	12892	1243	1597	1140	16872
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Appeals allowed	1111	1079	157	114	2461
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Appeals not determined	531	53	277	908	1769
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Total appeals dealt with.....	20418	3527	3947	4553	32445
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Appendix 7.

NEW ZEALAND EXPEDITIONARY FORCE.

By direction of the Minister of Defence, I hereby inform you that, by a notice published in the "Gazette" _____, pursuant to the provisions of section 10 of the Military Service Act, 1916, you have been called up by lot for service with the New Zealand Expeditionary Force as being a Reservist of the Second Division.

If you desire to appeal to a Military Service Board you may do so by posting by registered letter to the Commandant of the Defence Forces at Wellington the notice of appeal set out below, stating your name, occupation, and postal address, and the grounds of your appeal. You may send to the Commandant along with the notice of appeal any documentary evidence or statement of facts which you desire to bring to the knowledge of the Military Service Board.

Your notice of appeal must be posted within ten days after the day on which the notice calling you up for service was published in the "Gazette" as above mentioned, otherwise the Board will not hear your appeal unless it is satisfied that the delay was not due to your negligence.

Due notice of the time and place for the hearing of the appeal will be given to you.

If your claim to exemption rests solely on the ground of being medically unfit for service, this is not a matter for a Military Service Board, but for a Medical Board. It is not necessary for you to give notice of a claim of exemption on this ground, for you will in any event receive due notice of the time and place at which you are required to present yourself for medical examination. You are bound to present yourself for such medical examination whether you have given notice of appeal or not.

R. W. TATE, Colonel, Adjutant-General.

APPEAL FORM.

[Form No. 1.

Military Service Act, 1916.

Notice of Appeal by Reservist called up for Service by Lot.

TO THE COMMANDANT,
New Zealand Defence Forces, Wellington.

HAVING been called up by lot for service with the New Zealand Expeditionary Force, I hereby appeal to a Military Service Board on the following grounds:—(1)

(1) Appellant must strike out any ground on which he does not desire to appeal; he may, however, appeal on more than one ground.

- (a.) That when so called up I was not a reservist.
(b.) That when so called up I was a reservist of the _____ Class, Second Division.(2)
(c.) That my calling-up for service is contrary to the public interest because of my occupation—namely,(3)

(2) Explanation of Classes, Second Division:—
Class A, no children.
B, one child.
C, two children.
D, three children.
E, four children.
F, more than four children.

- (d.) That my calling-up for service will be a cause of undue hardship for the following reasons: (4)

(3) State nature of occupation.

(4) State shortly reason or reasons.

- (e.) That I have religious objections in accordance with section 18 of the Military Service Act, 1916.

My full name is: _____

My occupation is: _____

My postal address is: _____

(5) Give list of enclosed documents, if any.

I send herewith the following documents in support of my appeal: (5)

Ordinary Signature of appellant: _____

Date: _____

NOTE.—Should you desire to appeal, this notice must be posted by registered letter addressed to the Commandant, New Zealand Defence Forces, Wellington, within ten days after the day of the gazetting of the notice by which you are called up for service.

DIRECTION.—From this end fold this form into four to the perforated line at the top, gum down perforated edge, and this notice will then be converted into an envelope already addressed as required for reposting to the Commandant.

Appendix 8.

A.
B 1 (Camp).
C 1.

Form D.R. 31.
(D.A.O.)

NEW ZEALAND EXPEDITIONARY FORCE.

ORDER TO PARADE.

(Ballot No.)

(Name and initials.)

You are hereby ordered to report at _____
on _____, 191____, at _____^{a.m.}_{p.m.} for the purpose of proceeding
to camp.

If you are a member of the New Zealand Territorial Force you must hand in, without delay, to your Battery, Squadron, or Company Commander all arms, uniform, and equipment issued to you.

As you will be provided with a complete outfit of uniform and underwear, blankets, &c., on arrival in camp, you should proceed to camp in an old suit of clothes. You should take with you articles of shaving and cleaning kit.

If you fail to parade as ordered above you are liable to be arrested forthwith by the Civil Police, and, on conviction, to be punished as a deserter.

Place : _____

Date of issue : _____, 191____

Medical classification : _____

Result of appeal : _____

District Attesting Officer.
Military Approving Officer.

ENCLOSURES :—

Alter as may
be necessary.

- One Second-class ^{Railway}Coach Warrant (to be presented at ^{Railway}Coach Booking-office).
- One Boat Warrant (to be presented at Shipping Ticket Office).
- ____ Meal Tickets (for use in Railway Dining-cars and at Railway Refreshment-rooms).

NOTE.—Should floods, illness, &c., unavoidably prevent you from parading as ordered, you must at once write to the Group Commander at _____, stating the circumstances which prevented you from parading. In case of illness you must forward to the Group Commander a doctor's certificate to prove that your illness prevented you from parading as ordered.

Attention is called to the conditions laid down on the back hereof.
You will not receive any pay until you report for duty.

1. THE order to parade (*vide reverse*) is cancelled, and you are on leave without pay until further orders if you have appealed or if your employer has appealed on your behalf within ten days after the date on which was published the *Gazette* notifying that you had been called up for service under the Military Service Act, 1916. When your appeal or your employer's appeal has been heard and determined by a Military Service Board you will receive further orders.

2. The order to parade (*vide reverse*) will hold good under any of the following circumstances, and you will accordingly parade at the place, date, and time mentioned in the order :—

- (a.) If you have appealed (and your employer has not appealed) and you have withdrawn your appeal before the date of the order to parade (*vide reverse*), or if, before that date, a Military Service Board has dismissed your appeal without granting you any period of leave.
- (b.) If your employer has appealed (and you have not appealed) and he has withdrawn the appeal before the date of the order to parade (*vide reverse*), or if, before that date, a Military Service Board has dismissed his appeal on your behalf without granting you any period of leave.
- (c.) If both you and your employer have lodged an appeal concerning you, and if both of you withdraw your appeals before the date of the order to parade (*vide reverse*), or if, before that date, a Military Service Board has dismissed both appeals without granting you any period of leave.

3. If, after the date on which you are ordered to parade (*vide reverse*) any of the following circumstances occur, you will report at once to the nearest Defence Office for orders :—

- (a.) If you have appealed within the legal ten days (and your employer has not appealed) and you withdraw your appeal before it is heard by a Military Service Board.
- (b.) If your employer has appealed on your behalf within the legal ten days (and you have not appealed) and he withdraws the appeal before it is heard by a Military Service Board.
- (c.) If both you and your employer have lodged an appeal concerning you within the legal ten days and if both of you withdraw your appeals before they have been heard by a Military Service Board.

4. In the event of an appeal by you or on your behalf being dismissed unconditionally by a Military Service Board, and provided no appeal previously lodged concerning you still remains unheard by a Military Service Board, you will within forty-eight hours of the date on which the last remaining appeal concerning you is dismissed unconditionally (or, if you only have appealed, or your employer has lodged an appeal on your behalf and you have not appealed, then within forty-eight hours of the date on which that appeal is dismissed unconditionally) report yourself at the nearest Defence Office between the hours of 9 a.m. and 12 noon for orders except that where a Sunday intervenes you must report to the nearest Defence Office for orders between the hours of 9 a.m. and 12 noon on the succeeding Monday.

APPENDIX (9.

Results of the Maori Ballots.

In the three Maori Ballots 552 Maoris were drawn. These were disposed of as follow:-

Struck off (Dead, left N.Z. permanently, in prison over one year, etc.....	76
Appeals adjourned sine die.....	27
Sent to Camp.....	99
Under orders for Camp on 12.11.18.....	19
Temporarily medically unfit.....	2
Fit appellants whose appeals were pending.....	15
Awaiting medical examination.....	51
Lost or temporarily unavailable.....	117
Classed C2.....	146.
Total.....	<u>552.</u>

APPENDIX 10.

9TH BALLOT.

NEW ZEALAND EXPEDITIONARY FORCE.

Requirements for 33rd Reinforcements.

Mounted Rifles	128
Artillery	112
Engineers	26
Signal Service	7
Infantry	1,988
Army Service Corps	42
Ambulance	41
Pay Department	4
Postal Service	2
<hr/>			
Total	2,350

Schedules setting out the quotas for each Recruiting District; the number of voluntary recruits attested; the consequent shortage and the number of men to be called up -- as may be decided -- by ballot under the Military Service Act, 1916, for each Recruiting District according to the Returns received from Group Commanders at the close of recruiting on Saturday 23rd June, 1917, for the 33rd draft.

Recruiting District.	Quota.	Attested.	Shortage.	Number to be called up by ballot.
No. 1 (Auckland)	410	95	315	1,418
" 2 (Hauraki)	66	12	54	243
" 3 (N. Auckland)	73	20	53	239
" 4 (Waikato)	112	23	89	401
" 5 (Wellington)	255	112	143	644
" 6 (Manawatu)	103	20	83	374
" 7 (Hawke's Bay)	104	35	69	311
" 8 (Taranaki)	113	10	103	464
" 9 (Christchurch)	156	18	138	621
" 10 (S. Canterbury)	96	7	89	401
" 11 (N. Canterbury)	54	3	51	230
" 12 (Nelson)	75	20	55	248
" 13 (Dunedin)	163	44	119	536
" 14 (Southland)	128	20	108	486
" 15 (North Otago)	45	12	33	149
" 16 (Clutha)	40	5	35	158
" 17 (Bay of Plenty)	59	10	49	221
" 18 (Wairarapa)	91	23	68	306
" 19 (Poverty Bay)	67	23	44	198
" 20 (Wanganui)	90	17	73	329
" 21 (West Coast)	50	19	31	140
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Totals:	2,350	548	1,802	8,117

APPENDIX 11.

Schedule showing the occupations of men drawn in the Ballot

Accountants.....	960	Bottlers.....	49
Acetylene Operators.....	1	Bottle Collectors.....	4
Advertising Experts.....	22	Bottle Washers.....	7
Agents.....	762	Box makers.....	34
Amalgamator.....	1	Brakesmen.....	7
Ammunition worker.....	1	Brassfinisher & Cop&smith	73
Apprentices.....	4	Brewers.....	43
Armourer.....	1	Brewery hands.....	67
Architects.....	99	Bricklayers.....	375
Artesian Well Borers.....	27	Brickmakers.....	101
Artists.....	30	Brokers.....	17
Attendants.....	229	Bridge workers.....	50
Analysts.....	5	Brushmakers.....	12
Assayers.....	16	Builders.....	761
Assistants.....	412	Bushmen.....	753
Auctioneers.....	122	Butchers.....	1376
Bacca curers.....	23	Buyers.....	47
Bacteriologists.....	4	Button makers.....	154
Bag makers.....	82	Butlers.....	4
Bakers.....	781	Boothblacks.....	7
Barmen.....	374	Boiler makers.....	364
Basket makers.....	25	Cabinet makers.....	564
Battery hands.....	64	Cab proprietors.....	10
Barristers.....	16	Cable operators.....	11
Bee-keepers.....	42	Cadets.....	175
Billiard markers.....	20	Carpenters & Joiners...	2925
Billiard-room Proprs.....	67	Caretakers.....	178
Biograph Operators.....	39	Carriers & Carters.....	1692
Blind makers.....	47	Cashiers & Tellors.....	54
Blacksmiths.....	1259	Caterers.....	24
Boarding-house-keepers..	32	Ceiling fixers.....	6
Boat builders.....	13	Cellermen.....	10
Boatmakers.....	937	Cement workers.....	3
Chaff cutters.....	33	Directors.....	25
Chairmen.....	32	Divers.....	2
Cheese makers.....	450	Drainers.....	99
Chemists.....	398	Drapers.....	840
Chimney sweeps.....	4	Draughtsmen.....	60
Civil Servants.....	389	Dredgemen.....	32
Cleaners.....	134	Drivers (Horse).....	1690
Clergymen.....	396	Drivers (Motor).....	771
Clerks & Book-keepers...	4764	Drovers.....	255
Coach builders.....	299	Dyers & Cleaners.....	42
Coach painters.....	115	Editors.....	6
Coach Proprietors.....	10	Electricians.....	377
Colporteurs.....	11	Engine drivers.....	1030
Compositors.....	204	Engineers.....	1978
Confectioners.....	157	Engravers.....	50
Contractors.....	626	Experts (Unspecified)...	66
Cooks & Chefs.....	580	Entomologist.....	1
Coopers.....	55	Factory hands.....	264
Cordial makers.....	107	Farmers.....	20065
Curators.....	4	Fellmongers.....	140
Carriers.....	11	Fencers.....	125
Customs Officers.....	23	Fettlers.....	10
Council employees.....	78	Fire Brigadesmen.....	36
Dairymen.....	459	Firemen & Trimmers.....	1016
Dealers (Unspecified)...	237	Financier.....	1
Dental mechanics.....	35	Fish curers.....	51
Dentists.....	248	Fishermen.....	214
Designers.....	11	Fishmongers.....	117

Fitters.....	476	Machinists.....	545
Flax millers.....	132	Mail carriers.....	22
Flaxmill hands	375	Magistrates.....	3
Flour millers.....	44	Managers (Unspecified)..	1640
Florists.....	5	Manufacturers.....	257
Foremen.....	280	Manure workers.....	5
Foresters.....	3	Marine Officers.....	103
Freezing Works hands....	260	Masons.....	106
French Polishers.....	103	Masscurs.....	16
Fruiterers.....	147	Master mariners.....	109
Furriers.....	8	Mattress makers.....	10
Gangers.....	62	Meat graders.....	5
Garage Proprietors.....	58	Mechanics.....	966
Gardeners.....	1040	Medical Practitioners...	133
Geologist.....	1	Mercers.....	39
Gas Works employees.....	149	Merchants.....	414
Graders.....	27	Messengers.....	76
Glass workers.....	47	Metallurgist.....	1
Glaziers.....	28	Metal workers.....	324
Greasers.....	46	Metaphysician.....	1
Grocers.....	1149	Milk testers.....	7
Grooms.....	254	Millers (Unspecified)...	81
Guards.....	82	Mill hands "	356
Guides.....	10	Miners, Coal.....	365
Gumdiggers.....	61	Miners, Gold.....	472
Gun & Locksmiths.....	5	Miners (Unspecified)....	656
Hairdressers & Tobac....	590	Missionaries.....	3
Handicapper.....	1	Motormen.....	220
Harbour Bd. employees...	83	Moulders.....	228
Hawkers.....	51	Musicians.....	148
Hotelkeepers.....	311	Newspaper Proprietors...	17
Hotel employees.....	53	News runners.....	63
Horsehair curlers.....	2	Nightwatchmen.....	32
Horse Trainers.....	272	No occupation.....	272
Huntmen.....	2	Nurserymen.....	77
Importers (Unspecified)..	94	Opticians.....	26
Inspectors (Unspecified)..	224	Occupations not stated..	443
Instrument makers.....	2	Orchardists.....	504
Instructors (Unspecified)	78	Operators (Unspecified)..	8
Interpreters.....	4	Packers.....	201
Ironmongers.....	292	Painters & Paperhangers.	1386
Irrigator.....	1	Pantryman.....	1
Japanner.....	1	Paper makers.....	17
Jewellers & Watchmakers.	360	Pattern makers.....	66
Jockeys.....	214	Pawnbrokers.....	4
Joiners.....	258	Perambulator makers.....	22
Journalists.....	140	Photographers.....	142
Labeller.....	1	Piano tuners.....	77
Labourers, Farm.....	5557	Picture framers.....	45
Labourers, general.....	9417	Picture Theatre Proprs..	20
Land Agents.....	47	Pipe makers.....	17
Launchmen.....	44	Plasterers.....	232
Lamp repairer.....	1	Platelayers.....	86
Laundrymen.....	41	Ploughmen.....	737
Leather bag makers.....	10	Plumbers & Tinsmiths....	1085
Leather workers.....	26	Policemen.....	37
Lecturers.....	4	Porters, Railway.....	518
Letter carriers.....	207	Porters (sundry).....	290
Liftmen.....	2	P. & T. employees.....	32
Lighthousekeepers.....	15	Postmasters.....	61
Librarians.....	9	Pottery hands.....	18
Line burners.....	11	Poultry farmers.....	71
Linemen.....	440	Proprietors (Unspecified)	25
Linctype operators.....	146	Preservers.....	40
Lithographers.....	37	Printers' Bookbinders...	552

Pursers.....	12	Tailors' Cutters & Prsrs..	923
Quarry workers.....	98	Tanners.....	63
Professors.....	14	Tallow workers.....	7
Rabbiters.....	135	Taxidermists.....	3
Radial drill hand.....	1	Taxi proprietors.....	81
Railway employees.....	1211	Teachers.....	867
" Stationmasters.....	130	Teamsters.....	329
Range makers.....	7	Tea tasters.....	15
Rangers.....	14	Telegraphists & Tlphonsts.	437
Readers (Unspecified)..	10	Tent & Sailmakers.....	30
Reporters.....	21	Textile experts.....	8
Registrars.....	2	Theatricals.....	53
Road makers.....	115	Therapeutists.....	2
Restaurant keepers.....	43	Threshingmill Proprs.....	23
Rope & Twine makers.....	43	Tilers.....	30
Rubber workers.....	6	Timber workers.....	209
Saddle & Harness makers	365	Time keepers.....	7
Salvation Army Offrs. .	36	Train Examiners.....	6
Salemen (Unspecified)...	1042	Transport workers.....	8
Sawmill hands.....	237	Tramway workers.....	423
Sculptors.....	467	Toll Collectors.....	2
Seamen.....	4	Travellers.....	990
Scientific Instr. maker	670	Trustee.....	1
Secretaries.....	1	Turners.....	123
Seedmen.....	165	Typewriter Expert.....	1
Sextons.....	51	Undertakers.....	42
Sharebrokers.....	14	Upholsterers.....	127
Sharemilkers.....	26	Valuers.....	2
Shearers.....	26	Vet. Surgeons.....	19
Shepherds.....	137	Vulcanizers.....	6
Ship chandlers.....	515	Waiters.....	70
Ship owners.....	1137	Warders.....	72
Shipwrights.....	1	Warehousemen.....	608
Showmen.....	4	Waterside workers.....	772
Shorthand writer.....	65	Weighmen.....	3
Signal Erectors.....	5	Wheelwrights.....	95
Signwriters.....	1	Wharfingers.....	6
Slaters.....	15	Wickerworkers.....	31
Slaughtermen.....	46	Window dressers.....	30
Soap makers.....	6	Wireless Operators.....	7
Soda Fountain Proprs..	411	Wire workers.....	29
Soldiers (H.S.).....	211	Wood workers.....	44
Solicitors.....	3	Wool-buyers.....	23
Sorters.....	159	Wool-classers.....	171
Stable keepers.....	282	Wool-pressers.....	18
Stationers.....	24	Woollen mill workers.....	183
Stereotypers.....	102	Wool-scourers.....	28
Stevedores.....	186	Yardsmen.....	57
Stewards.....	19	Not scheduled	8563
Stock Agents.....	32		
Stockmen.....	341		
Storekeepers.....	126		
Storemen.....	73		
Strikers.....	641	Grand Total	121519.
Students.....	1193		
Sugar workers.....	66		
Superintendents.....	263		
Surfacemen.....	24		
Surveyors.....	69		
	535		
	121		

Notes:

It was only possible to complete one run through of the files & these 8563 were not scheduled.

The occupations given in this schedule are taken from the men's Attestation papers wherein each man states his occupation.

APPENDIX 12.

Schedule showing the countries of birth of men medically examined
Ballots 1 to 23.

Australia.....	6964	Neutrals, etc.....	57
Austria & Germany.....	19	New Zealand.....	79894
Canada.....	106	Other Brit. Possessions...	573
Channel Islands.....	51	Russia & Poland.....	12
Cyprus.....	5	Scotland.....	5381
England.....	17403	South America.....	13
France.....	12	Syria.....	6
Ireland.....	3171	Turkey.....	1
Italy.....	5	United States of Amer.....	160
		Not scheduled ϕ	7686

Total.....121519.

ϕ It was only possible to complete one run through of the files
and these 7686 were not scheduled.

APPENDIX 13.

Schedule showing the religions of men medically examined in all
Ballots.

Agnostics.....	182	Mahommedans.....	13
Apostolics.....	5	Methodists.....	6072
Athiests.....	99	Mormons.....	17
Baptists.....	1666	Nieuw.....	1
Bhuddists.....	1	No religion.....	826
Bible Students.....	2	Pantheists.....	1
Brahmin.....	9	Plymouth Brethren.....	103
Brethren.....	398	Presbyterians.....	28571
Catholic Apostolic.....	2	Quakers.....	37
Central Mission.....	12	Rationalists.....	111
Church of Christ.....	574	Religion not stated.....	2082
Church of England.....	50831	Richmond Mission.....	12
Congregationalists.....	735	Roman Catholics.....	16183
Christadelphians.....	120	Russian Orthodox.....	1
Christian Scientists....	22	Salvation Army.....	743
Free Church.....	49	Seventh Day Adventists...	143
Free Thinkers.....	423	Society of Friends.....	24
Greek Orthodox.....	3	Spiritualists.....	80
Hindu.....	102	Swedenborgians.....	6
International Bible Stds	6	Testimony of Jesus.....	70
Jewish.....	217	Theosophists.....	58
Latter Day Saints.....	1	Unitarians.....	158
Lutheran.....	193	Wesleyans.....	2690
		Not scheduled ϕ	7365

Total.....121519.

ϕ It was only possible to complete one run through of the files
and these 7365 were not scheduled.