

APPENDIX XI.

SUMMARY OF DUTIES TO BE CARRIED OUT IN AN AREA.

Area Command.

- (a.) Division of the area into sub-areas for instructional and administrative (record office) purposes.
- (b.) Command of the instructional staff serving in the area.
- (c.) Allocation of instructional staff to sub-areas.
- (d.) Examination and classification of recruits.
- (e.) Medical examination of recruits, Reservists, and General Training Section when called out for service.
- (f.) Command and training of Territorial recruits until they are passed fit to take their place in the ranks and are sent to join a unit.
- (g.) Command and training of Reservists, General Training Section, and Senior Cadets.
- (h.) In war, despatch of batches of Reservists required to reinforce units in the field, and informing units and record offices of same.
- (i.) Administration of the maintenance grant of Rifle Clubs and Cadet companies having no officers.
- (j.) Charge of rifle ranges and departmental buildings and their allocation for use.
- (k.) Custody, issue, and accounting for arms, equipment, and clothing required for Cadets, Reservists, or General Training Section.
- (l.) Charge of and accounting for ammunition issued to individuals under his command.

Record Office Work.

- (a.) Registration, attestation, and postings of all persons liable for military service in the area.
- (b.) Maintenance of rolls of same by units.
- (c.) Arranging with police and the civil authorities for keeping touch with individuals liable for military service.
- (d.) Upkeep of record-books.*
- (e.) Carrying out transfers, discharges, &c.
- (f.) Sending notices to Territorial soldiers and all others required for training ; distribution of training posters.
- (g.) Arranging for the prosecution of defaulters.
- (h.) Calling out Territorial soldiers and men of the General Training Section on mobilization.
- (i.) Issue of a pay-book (on the lines of Army Book 64) to all soldiers going on service.
- (j.) Reporting to Area Commanders the names of Reservists called out.
- (k.) Supplying pay-offices with all necessary information regarding individual soldiers.

* The record-books of Cadets should, in the first instance, be filled in by the instructional staff in sub-areas. The experiment might be made of letting certain non-commissioned officers in sub-areas retain the record-books of Cadets and perform all the duties of the record office as regards these Cadets.

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