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CANADIAN ARMY

TRAINING PAMPHLET

No. 8

HOW TO QUALIFY

1941

*Prepared under the direction of
The Chief of the General Staff, Canada.*



OTTAWA
EDMOND CLOUTIER
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY
1941

20M-7-41 (1397)
5M-7-41 (1264)
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SECTION I—GENERAL

1. This pamphlet cancels
"How To Qualify" 1939.
Routine Order No. 22 dated 27th September, 1939, para. 5.
"Qualification for Rank, C.A.S.F."
2. Separate methods of qualification are provided for officers as under:
 - (a) Active Force Qualification.
 - (b) Reserve Force (Special) Qualification.
 - (c) Reserve Force Qualification.
3. Reserve Force qualification, other than the Special Qualification, will not be accepted as the equivalent of Active Force qualification in any rank.

Reserve Force (Special) Qualification will be accepted as the equivalent of Active Force qualification to the extent shown below:—

<i>R.F. (Special)</i>	<i>A.F.</i>
Lieutenant	2nd Lieutenant
Captain—provided attachment to Adv. T.C. has been carried out.	Lieutenant
Major	Exempts holder from first month of A.F. course for that rank.
Lieut.-Colonel	Exempts holder from first month of A.F. course for that rank.

Service Required in the Ranks

4. With the exception of candidates holding one of the qualifications described in para. 5 below, all candidates for commissions must have had service in the ranks as under.

Candidates from the Active Force.—Four months with Active Force unit.

Candidates from the Reserve Force (including C.O.T.C.)—Thirty days' training—i.e. one annual training.

Special Qualifications exempting Candidates from Service in the Ranks

5. The following qualifications, suitable for technical corps, will exempt a candidate from service in the ranks:
 - (a) Degree in Civil, Electrical, Mechanical, Mining, Forestry or Ceramic Engineering.
 - (b) Medical or Dental degrees.
 - (c) Bachelor of Science degree.
 - (d) Chartered Accountant (for R.C.O.C. Accounting Branch and R.C.A.P.C.)

- (e) Other special qualifications which may be required for specialized appointments, such as those in the R.C.E., J.A.G.'s department, R.C.A.P.C., R.C.O.C., Chaplain Service, etc. Each such case will be considered on its merits.

Requirements of Candidates for Commissions

6. A candidate for a commission must, in addition to the requirements of para. 4 or 5 comply with the requirements of "Instructions Concerning Recommendations for Commissions in the Canadian Army (Canada)" Educational standards for the various arms and services are shown at Appendix I.

First Commissions

7. First commissions will be in the rank of 2nd Lieut. with the following exceptions:—

(a) Active Formations and Units

R.C.A.M.C. (*), C.D.C., C.F.C., and Chaplain Service (**).

Officers holding Reserve (Special) Qualification for the rank of Captain.

Other ranks on being commissioned to classified appointments (***) (other than unqualified Paymasters, Quartermasters and Technical Maintenance Officers) and taken to be qualified by virtue of their service in the ranks.

(b) Reserve Formations and Units

Dir. of Music.

R.C.A.M.C.

C.D.C.

Chaplain Service (**).

NOTES.—(*) Except nursing physiotherapy aids and home sisters. These have relative rank of 2nd Lieutenant.

(**) First appointment in the Chaplain Service is in the Honorary rank of Captain.

(***) By pending amendments to regulations, O.M.Es will no longer be considered as "classified officers".

SECTION II—ACTIVE FORCE

Qualification for the Rank of 2nd Lieut.

8. A candidate who fills the requirements of para. 4 or 5 and of para. 6 will proceed as follows:—

- (a) *Arms and Services other than R.C.O.C., R.C.A.P.C. and Cdn. Postal Corps.*

Candidates will proceed to an Officers Training Centre for a three months' course as under:—

- | | |
|--|---------|
| (i) Fundamental subjects common to all arms.... | 4 weeks |
| (ii) Organization, elementary tactics, equipment, etc., for his own arm. Services for which no special course is provided will take that laid down for Infantry..... | 6 weeks |
| (iii) Platoon or equivalent tactics including co-operation with other arms..... | 2 weeks |

Total 12 weeks

- (b) *R.C.O.C. Other Than Classified Appointments (See para. 7 (a)), R.C.A.P.C. and Cdn. Postal Corps.*

Candidates for commissions in the R.C.O.C. other than classified appointments will take a course of six weeks only, and R.C.A.P.C. and Cdn. Postal Corps the 4 weeks "Common to All Arms" only, at the Officers Training Centre.

- (c) At the end of his training at an O.T.C., if satisfactory, a cadet may be granted a commission as 2nd Lieutenant.
- (d) *R.C.A.M.C. (Nursing Service) Nursing Physiotherapy Aids and Home Sisters only.*

On appointment will carry out an attachment to a military hospital, of approximately 2 weeks, as decided by D.G.M.S.

Qualification for the Rank of Lieutenant

9. (a) *Arms and Services Other Than R.C.A.M.C., C.D.C., C.F.C., and Classified Appointments.*

An officer who qualified for the rank of 2nd Lieutenant at an Officers Training Centre will proceed to an Advanced Training Centre* (for R.C.A.P.C., Cdn. Postal and Provost Corps, Officers to attachments as directed by the O.A. concerned) where he will

NOTE.—() In the case of C. & A.A. Arty., this will be C. & A.A. Adv. T.C. for the period shown; but before proceeding overseas, they will take an additional course at a mobile Artillery (Adv.) T.C.

receive instruction in specialist training required for his arm or service. The periods required for specialist training differ according to the subjects to be taken. They are shown in the following list:—

Artillery (for C. & A.A., see modified procedure in footnote (*) on page 6).....	8 weeks
Engineers	12 weeks
Signals	18 weeks
Infantry	4 weeks
Machine Gun.....	8 weeks
R.C.A.S.C.	10 weeks
R.C.O.C.	6 weeks
C.A.C.	10 weeks

On successful completion of this training, the officer will be qualified for the rank of Lieutenant, in the arm concerned.

- (b) *R.C.A.M.C., C.D.C., C.F.C. and Classified Appointments.*

First commissions will be in the rank, or relative rank, of Lieutenant. (Other than unqualified Paymasters, Quartermasters and Technical Maintenance Officers.)

R.C.A.M.C.

- (i) Appointees will be selected on academic standards, and on general requirements of paras. 129, 145 and 155 of K.R. (Can.). See para. 8 of Appendix I for details.

- (ii) Nursing Sisters and Dieticians, on appointment, will carry out an attachment to a Military Hospital, of approximately two weeks, as decided by the D.G.M.S. (For Nursing Physiotherapy Aids and Home Sisters, see Note (*) to para. 7 (a), and para. 8).
C.D.C.

Appointees will be selected from qualified dental practitioners (under the age of 45) of Canadian Provincial registration. (See R.O. 391 for special details.)

C.F.C.

Officers appointed to the C.F.C. will first proceed to an Officers Training Centre for a 4-weeks course (para. 8 (a) (i)), and thence to the C.F.C. Wing of the Machine Gun Training Centre at Trois Rivières, Que.

Classified Appointments†

Officers holding classified appointments under K.R. (Can.) 191 and 192 other than Paymasters, Quartermasters and Technical Maintenance Officers, will be required to write an examination based on Syllabus "A" within three months of appointment.

Qualification for the Rank of Captain

10. Promotion to the rank of Captain will be by selection, based on seniority with due regard to the efficiency the officer displays in his unit.

For R.C.A.M.C. and C.D.C., the following are further pre-requisites as a basis for selection:—

† By pending amendments to regulations O.M.Es. will no longer be considered as "classified officers".

- (i) R.C.A.M.C. candidates will proceed to the Medical (Advanced) Training Centre for a period of 5 weeks.
- (ii) C.D.C. candidates will proceed to an Officers Training Centre for a 4-weeks course (para. 8 (a) (i)).

Qualification for the Rank of Major

11. Before promotion to the rank of Major, an officer will, if an Infantry Officer, be required to take the Infantry Company Commander's Course at the Royal Military College which will be of three months' duration.

Officers of other arms (other than those holding Classified Appointments) will be required to take a course at an Advanced Training Centre or R.M.C. or Army School of Administration(**).

Qualification for the Rank of Lieut-Colonel

12. Before promotion to the rank of Lieut.-Colonel, an officer, other than R.C.A.M.C., C.D.C., R.C.A.P.C., Cdn. Postal and Provost Corps, R.C.O.C. and Classified Appointments, including the Chaplain Service, will be required to obtain a satisfactory report at the Senior Officers Course at the Royal Military College. The duration of this course will be three months.

** Officers of the R.C.A.M.C., C.D.C. (other than as provided in R.O. 391 of 1940), R.C.A.P.C., R.C.O.C., C.F.C., Cdn. Provost Corps, and Cdn. Postal Corps attend the Army School of Administration.

SECTION III—RESERVE FORCE

13. Two alternatives are laid down for Officers of the Reserve Force.

- (a) Reserve (Special) Qualification.
- (b) Reserve Qualification.

Reserve (Special) Qualification.—Has been provided in order that personnel of the Reserve Force who wish later to transfer to the Active Force may, during their service with a Reserve Unit, obtain a qualification for which credit will be given on such transfer. The credit which will be allowed is shown in para. 3 of this pamphlet.

Reserve Qualification.—Qualifies the holder in a Reserve unit only. It is specially designed for personnel who are unable, by reason of their civil occupations, to attend courses at schools of instruction for the length of time required for the Reserve (Special) Qualification.

Reserve Qualification other than the Reserve (Special) Qualification will not be considered as the equivalent of Active Force Qualification. It will be necessary, therefore, for an officer who holds Reserve Qualification only, should he wish subsequently to transfer to the Active Force, to take the courses laid down either for the Active Force or for the Reserve (Special) Qualification.

Reserve (Special) Qualification

Qualification for the Rank of 2nd Lieut.

14. A candidate who fills the requirements of paras. 4 or 5 and those referred to in para. 6 will *either*:

- (a) take a course at local headquarters and write an examination in subjects common to all arms (Appendix II, Syllabus "A")

or

- (b) will attend an Officers Training Centre for a course of 4 weeks as for the Active Force. (Reference para. 8 (a) (i).)

Candidates, other than those for the R.C.O.C. and Cdn. Postal Corps, who complete the above examination or course successfully will be required to take the 6-weeks' course at an Officers Training Centre as for the Active Force. (See para. 8 (a) (ii).)

Candidates for the R.C.O.C. and Cdn. Postal Corps will be required to write a special paper on duties applicable to the arm. See Appendix II.

Candidates who qualify at this course may be appointed to the rank of 2nd Lieutenant in the Reserve.

Qualification for the Rank of Lieutenant

15. Before promotion to the rank of Lieutenant, an officer, other than R.C.O.C. and Cdn. Postal Corps will be required to take a course of two weeks' duration at an Officers Training Centre similar to that laid down for the Active Force in para. 8 (a) (iii). Officers of the R.C.O.C. and Cdn. Postal Corps will undergo attachment as directed by the respective O.As.

Qualification for the Rank of Captain

16. (a) Promotion to the rank of Captain in the Reserve Force other than for Officers shown in para. 7 (b) will be by selection but to obtain the Reserve (Special) Qualification an officer of the arms and services specified in para. 9 (a) will be required to be attached for one month to an Advanced Training Centre to undergo instruction as for the rank of Lieutenant in the Active Force (see para. 3 above).
- (b) *Officers shown in para. 7 (b).*—Officers of these services other than Chaplains and Director of Music, will be required to pass an examination in subjects common to all arms, based on Syllabus "A", before they are considered for promotion for the rank of Captain. Promotion to this rank will be by selection from those who have so qualified.

Qualification for the Rank of Major

17. To qualify for the rank of Major, an officer will, if an Infantry Officer, be required to take a course of one month's duration at the Royal Military College. Officers of other arms (other than those holding Classified Appointments, including Chaplains) will be required to take appropriate courses at an Advanced Training Centre or R.M.C. or Army School of Administration. See footnote to para. 11 and Appendix III.

Qualification for the Rank of Lieut.-Colonel

18. Before promotion to the rank of Lieut.-Colonel, an officer, other than R.C.A.M.C., C.D.C., R.C.O.C., Cdn. Postal Corps, and Classified Appointments, including the Chaplain Service, will be required to obtain a satisfactory report at the Senior Officers' Course at the Royal Military College. The duration of this course will be one month.

Reserve Qualification

Qualification for the Rank of 2nd Lieut.

19. Candidates who fulfill the requirements of para. 4 or 5 and also those referred to in para. 6 will be required to take a course at local headquarters and to write an examination which will consist of two parts.

Part I—Common to all arms..... Syllabus B

Part II—Special to arm..... Syllabuses C (i) to C (xiii)

These syllabuses are shown in detail in Appendix II.

Candidates who are successful in passing both the above will, except those of the Cdn. Postal Corps, be required to qualify at a course of practical instruction of two weeks' duration in the arm concerned at an Officers Training Centre or other school designated by N.D.H.Q.

On successful completion of this course, the Officer will be qualified for the rank of 2nd Lieut. of the arm concerned in the Reserve Force.

Qualification for the Rank of Lieutenant

20. Before promotion to the rank of Lieutenant, an officer other than those whose first commissions are in the rank of Lieutenant (see para. 7 (b)) will be required to comply with the provisions of K.R. Can. 181 (a).

Qualification for the Rank of Captain

21. (a) To qualify for the rank of Captain, a Lieutenant will be required to pass a written examination embracing subjects common to all arms and subjects special to the arm to which he belongs and, if successful, will, other than for Officers shown in para. 7 (b), and Officers of the Cdn. Postal Corps, in addition be required to qualify at a course of practical instruction of two weeks' duration in the arm concerned at an Officers Training Centre. Officers of the Cdn. Postal Corps will be required to carry out an attachment as ordered.

Syllabuses on which the written examinations will be based are shown at Appendix II.

- (b) *Officers shown in para. 7 (b).*—Officers of these services, other than Chaplains and Director of Music, will be required to pass an examination in subjects common to all arms, based on Syllabus "A", before they are considered for promotion for the rank of Captain. Promotion to this rank will be by selection from those who have so qualified.

Qualification for the Rank of Major

22. (a) Officers who have previously qualified for the rank of Captain in the Reserve Force, other than those holding classified appointments including Chaplains, officers of the R.C.A.M.C. and C.D.C., may qualify for the rank of Major in their arm by attending a further practical course of two weeks' duration at an Advanced Training Centre, or Army School of Administration. See footnote to para. 11 and Appendix III.

Syllabus F, on which the examination will be based, is shown at Appendix II.

- (b) Officers of the R.C.A.M.C. and C.D.C. will be required to take a written and practical examination.

Qualification for the Rank of Lieut.-Colonel

23. To qualify for the rank of Lieut.-Colonel in the Reserve Force, an Officer, other than R.C.A.M.C., C.D.C., R.C.O.C., Cdn. Postal Corps, and Classified Appointments including Chaplains, will be required to take the course described in para. 18 of this Pamphlet.

Summary of Methods of Qualification

24. The above methods of qualification are shown in tabular form in Appendix III.

25. An Officer of the Reserve Force who obtains the Reserve (Special) Qualification for any rank may qualify for higher rank in the Reserve by taking the Reserve Qualification, but an Officer who obtains the Reserve Qualification only may not qualify for higher rank by the methods laid down for the Active Force or for the Reserve (Special) Qualification without first completing his Qualification for all ranks up to that which he holds in accordance with regulations for the Reserve (Special) Qualification.

SECTION IV—QUALIFICATION OF PAYMASTERS, QUARTERMASTERS AND TECHNICAL MAINTENANCE OFFICERS

Appointment and Promotion

26. First appointment (not above age of 45) is in rank of 2/Lieut. pending qualification. Those who qualify are granted the rank of Lieutenant. Subsequent promotion is governed by K.R. Can. 192; amendment of G.O. 37 of 1941, as qualified by R.O.'s 950 (for reserve) and 1039 (for active)*.

Qualification (Active)

- 27. (a) *R.C.A.P.C. General List (Paymasters)*.—Four weeks at O.T.C., followed by attachment as directed by O.A., R.C.A.P.C.
- (b) *Q.M.*.—Examination on Syllabus A, and full course at Army School of Administration, or school of instruction on Q.M. duties.
- (c) *T.M.O.*.—Ten weeks at O.T.C. (para. 8 (a), (i) and (ii)), followed by 2 weeks at Adv. T.C. and practical examination on T.M.O. duties.

Qualification (Reserve)

- 28. (a) *Reserve (Special)*.
 - (i) *P.M.*.—Examination on Syllabus A, or 4 weeks at O.T.C., followed by written examination on P.M. duties.
 - (ii) *Q.M.*.—Examination on Syllabus A, and 2 weeks at school of instruction on Q.M. duties.
 - (iii) *T.M.O.*.—Examination on Syllabus A, or 4 weeks at O.T.C. (para. 8 (a) (i)), followed by 2 weeks at O.T.C. (or Adv. T.C.) leading to practical examination in T.M.O. duties.
- (b) *Reserve*.
 - (i) *P.M.*.—Examination on Syllabus B or 2 weeks at O.T.C., followed by written examination on P.M. duties.
 - (ii) *Q.M.*.—Examination on Part I Common to All Arms (Syllabus B) and 2 weeks at school of instruction in Q.M. duties.
 - (iii) *T.M.O.*.—As the duties of T.M.O. call for a very high technical standard, reserve appointments will not be considered on less than the qualifications laid down for "Reserve (Special)" in (a) (iii) above.

* Authority at present covers only P.M.'s and Q.M.'s, but will be amended to include T.M.O.'s in due course.

SECTION V—QUALIFICATION OF N.C.Os.

Active Force

29. The responsibility for holding courses for the qualification of N.C.Os. rests with the Commanding Officers of units of the Active Force.

30. Before promotion to Warrant Rank, an N.C.O., other than R.C.A.M.C., C.D.C., and R.C.A.P.C., should hold a Small Arms Training Centre certificate in Protection Against Gas and in the Platoon Weapons Course.

Reserve Force

31. Qualification for the rank of N.C.O. may be obtained by attendance at:—

(a) A school held at local headquarters
and

(b) A school held in camp or other appropriate place where practical work can be carried out.

Arrangements for such schools are the responsibility of G.Os.C.-in-C. and D.Os.C. concerned.

32. The syllabus to be followed for the course for N.C.O. rank, other than R.C.A.M.C., C.D.C., R.C.O.C. and R.C.A.P.C., will be that laid down in "Programme of Work for Section Leaders' Course, 1940".

SECTION VI—CONDUCT OF EXAMINATIONS

A. Officers**Written Examinations**

33. (a) Supervising boards will be detailed by G.Os.C.-in-C., and D.Os.C. concerned. They will consist of a president of field rank and one member per 30 candidates.
- (b) Board proceedings (M.F.B. 303) will be completed and forwarded by the President to the convening officer for approval and retention.
- (c) The worked papers will be forwarded by the President direct to the Officers Training Centre or other Training Centre designated in the "Instructions to Boards" issued for the examination by N.D.H.Q.
- (d) *It is of the utmost importance that the "Instructions to Boards" should be carried out implicitly in every detail.*
- (e) The Commandant of the Officers Training Centre, or other Training Centre designated to mark the papers, will forward to the G.O.C.-in-C. or D.O.C. concerned one manuscript copy of the marks obtained. The G.O.C.-in-C. or D.O.C. will then have prepared M.F.B. 1434. Two copies of this form, approved by the G.O.C.-in-C. or D.O.C., will be forwarded to N.D.H.Q. for confirmation. The results, when confirmed, will be registered at Command or District Headquarters, and will be promulgated in Command or District Orders.
- (f) When candidates attend an examination in a Command or District other than that in which their unit is stationed, the officer convening the examination board will forward the results regarding such candidates, in manuscript, to the G.O.C.-in-C. or D.O.C. concerned, who will in turn prepare M.F.B. 1434 and forward this as in (e) above.

Marking at Practical Courses

34. (a) The Commandant of the Training Centre at which a practical course is conducted will be ex-officio the President of the examining board. He will detail members as required.
- (b) No board will consist of less than a President and two members. One member will be of the same arm or service as the candidate.
- (c) A short test examination will be held as soon after the arrival of candidates as is practicable. Any candidate who shows at this examination, that he is unlikely to be able to derive full benefit from the course will be returned at once to his station.
- (d) Marking throughout the course will normally be on day to day progress. Should the Commandant of a Training Centre consider that additional means are required to decide the ability of any particular candidate or candidates, he may carry out a special practical examination for this purpose. During courses extending

over a period of longer than 4 weeks, intermediate tests will be held during the course and any candidate who fails in such test will, if the Commandant considers that he is unlikely to benefit by further instruction, be returned to his station.

- (e) Board proceedings (M.F.B. 303) will be prepared by the Commandant of the Training Centre who will also have the results recorded on M.F.B. 1434, and the necessary certificates prepared.

M.F.B. 1434 and M.F.B. 243, both in duplicate and the certificate will be forwarded through the Command or District to N.D.H.Q. for confirmation, registration and promulgation.

B. N.C.Os.

35. While promotion of N.C.Os. in units of the Active Force is by selection, a Commanding Officer should arrange for practical tests to be held under a unit board in order that a uniform standard may be attained throughout the unit, and the C.O. himself be satisfied that a man or N.C.O. is thoroughly efficient before he is promoted.

Examinations should be mainly practical, written work being confined to such subjects as messages, reports, etc. Examinations for N.C.O. rank in units of the Reserve Force will be carried out under Command or District arrangements. They will, as far as possible, be practical.

Results will be recorded by the Board on M.F.B. 303 and M.F.B. 1434 and certificates will be completed at Command or District H.Q.

SECTION VII—SCHOOLS AND COURSES

Courses for Written Examinations

36. Courses in preparation for written examinations, other than those set by the Commandant of a Training Centre under the provisions of para. 34 (d), will be carried out under Command or District arrangements.

Syllabuses for these are shown as Appendix II.

Examinations will be held in March, August and December.

Papers will be set and marked under arrangements made by N.D.H.Q.

Practical Courses

37. Practical courses for the qualification of officers will be held at Officers Training Centres, Advanced Training Centres, or as otherwise laid down by N.D.H.Q.

38. Officers Training Centres (O.T.Cs.)

The functions of O.T.Cs. are:—

- (a) To prepare cadets, or officers holding Reserve qualification only, for the rank of 2nd Lieut. in the Active Force.
- (b) To prepare candidates for Reserve (Special) Qualification for the ranks of 2nd Lieut. and Lieutenants, other than preparation for examination on Syllabus "A".
- (c) To conduct the practical portion of the courses for the ranks of Captain and 2nd Lieut. in the Reserve Force.

Instructions regarding the attendance of candidates who are to take the course with a view to qualifying for reinforcement officers for the Active Force and for Home War Establishments, and regarding their subsequent disposal, are issued by the Adjutant General's Branch at N.D.H.Q.

Instructions regarding the attendance of candidates from the Reserve Force, whether for Reserve (Special) or for Reserve Qualification are issued by the branch of the C.G.S. at N.D.H.Q.

39. Advanced Training Centres

The functions of schools of instruction at Advanced Training Centres are:—

- (a) To give more advanced training to officer reinforcements from O.T.Cs. to qualify them for the rank of Lieutenant in the Active Force.
- (b) To conduct courses for candidates for the rank of Major (other than Infantry) in the Active Force.
- (c) To instruct officers who are undergoing attachment with a view to obtaining the Reserve (Special) Qualification for the rank of Captain.

- (d) To conduct the courses for the rank of Major in the Reserve Force, other than Reserve (Special) Qualification for Infantry.

Instructions regarding attendance of candidates under (a) above, and for their subsequent disposal are issued by the Adjutant General's branch at N.D.H.Q.

Instructions regarding attendance of officers under (b), (c) and (d) above are issued by the branch of the C.G.S. at N.D.H.Q.

40. Royal Military College

The following courses for qualification for rank will be held at the Royal Military College:—

For the rank of Major (Infantry)(*)—Active Force.

For the rank of Major (Infantry)—Reserve (Special) Qualification.

For the rank of Lieut.-Colonel—Active and Reserve Force.

Syllabuses

41. The periods of time required to cover the subjects shown in the syllabuses at Appendix II will vary according to the previous knowledge and the ability of candidates. The subject matter to be taught will be found in the appropriate manuals, training pamphlets and memoranda. It is the responsibility of those charged with instruction that instruction is carried out in accordance with the latest information available.

In view of the above, and the fact that training pamphlets and memoranda are issued periodically for the purpose of giving the latest information, the manual references have not been shown, as these would soon become out of date. The length of time to be devoted to the respective subjects has also been left for adjustment according to the stage of training, etc., of the individual class.

(*) Or other arms as decided by N.D.H.Q.

APPENDIX I

QUALIFICATIONS REQUIRED BY CANDIDATES FOR FIRST COMMISSIONS, A.F. AND R.F.

1. (a) *Age*.—Candidates must not be under the age of 19½ years.
It is desirable candidates should not be over 30 years of age.
Soldiers over 40 years of age will not be considered without authority from N.D.H.Q.
- (b) *Service*.
 - (i) Active Army 4 months, of which 2 months must be as a non-commissioned officer.
 - (ii) Reserve Army one Annual Training or Course at any Advanced Training Centre. In the case of soldiers with more than 2 years' service one month must be as a non-commissioned officer.
- (c) *General Education*.
Junior Matriculation or equivalent standard.

Special Qualifications

Armoured Corps

2. Candidates must not be over 28 years of age.

Artillery

3. (a) An education equivalent to matriculation standard, including a knowledge of elementary trigonometry and the use of logarithms.
- (b) R.C.A. Survey—in addition to the above a sound knowledge of elementary trigonometry and logarithms and an aptitude for scientific work. Candidates should have received instruction in elementary gunnery. Road and quantity surveying is not a qualification for training in Artillery surveying.

Engineers

4. Good mathematical education is essential or Cadets will not be able to assimilate the instruction given in engineering subjects, such as the calculations needed for bridging and reinforced concrete work.

5. Technical education and experience; the minimum requirements are:—

- (a) For candidates under 21 years: technical education cannot be expected, but candidates must have a good mathematical education.
- (b) For candidates under 25 years: in addition to the requirements of (a), candidates must have been either a student in engineering for at least one year at a recognized University, Technical College or Institute, or be an accepted student of a recognized engineering institution. It should be noted that, in addition to civil, mechanical, electrical and structural engineering, candidates are required with a knowledge of various branches of transportation, mining, forestry and building survey.

- (c) For candidates of 25 years and over, one of the following:—
- (i) have passed the examination for Associate Membership or have the necessary qualifications to exempt them from the examination, or any higher qualification in one of the Institutions named in (b);
 - (ii) hold an engineering degree or diploma, or be a student for a course of engineering at a recognized University or Engineering College;
 - (iii) have held a responsible engineering appointment in a civil engineering firm, or under a Municipal Corporation or similar body, or a large mechanical or electrical engineering firm or business;
 - (iv) have good practical experience of general engineering. Candidates selected under this clause must have the following minimum requirements:
 - (1) Mathematical knowledge required for Junior Matriculation.
 - (2) Five years' practical experience in engineering.
 - (3) Six months' service in the R.C.E. (A.F.), the last month of which must have been as an N.C.O. or W.O.
 - (4) Have shown outstanding ability to handle men and to superintend works.
 - (5) Have been satisfactorily reported on by a board consisting of three R.C.E. officers of Field Rank.
 - (6) Have been subsequently recommended by the O/A, R.C.E., or C.R.E.

Signals

6. (a) Educational standard approximate to that of Senior Matriculation, or
- (b) In the case of older candidates, have been regularly employed in some form of communication engineering, or
- (c) Have qualified in W/T training in the A.F. or R.F.

Army Service Corps

7. (a) M.T.—Practical experience in one of the following:—
 Manufacture of M.T. vehicles.
 Repair and maintenance of M.T. vehicles.
 Operation of M.T. vehicles.
- (b) Supply.—Managerial status in wholesale food manufacturing firms or food distributing firms. Depot superintendents, assistant branch managers or departmental managers of large order companies. Chartered accountants. Executive business experience.

R.C.A.M.C.

8. Graduates of medical colleges in Canada or any other part of the British Empire or in the United States of America, whose academic standards are such as are acceptable to the D.G.M.S., provided their

professional and other qualifications are such as are, in the opinion of the D.G.M.S., equivalent to that required in paragraphs 129, 145 and 155 of K.R. (Can.) 1939. Graduates of American Colleges will be considered only if equivalent to the former Canadian standards for admission to the Canadian Army (Active Force). The acceptability of American colleges will be those classed "A" according to the standards prepared by the Council of the American Medical Association.

Dental Corps

9. A candidate for appointment to a commission in the Canadian Dental Corps as a Dental Officer must be:—

- (a) A registered dental practitioner in one of the Provinces of Canada. (See R.O. 391 for full details.)
- (b) Under the age of 45 years.

Ordnance Corps

10. (a) Administrative Branch:—

- (i) Age.—Not under 23 years.
- (ii) Education.—Approximate to matriculation standard.
- (iii) Special consideration will be given to graduates in Commerce of recognized Universities. Candidates who have general business training, particularly warehouse experience in handling merchandise will receive favourable attention.
- (iv) Inspecting Ordnance Officers for the examination of ammunition and explosives must possess University qualifications in Chemistry.

(b) O.M.E.:

Ordnance Mechanical Engineers shall possess qualifications as laid down in K.R. (Can.) paras. 154 and 774.(*)

Assistant Ordnance Mechanical Engineers shall be specially selected armament artificers serving in the Royal Canadian Ordnance Corps who have been recommended by the Commanding Officer of the Unit with which they are serving and endorsed by the Senior Ordnance Mechanical Engineer of the Command or Formation concerned.

R.C.A.P.C.

11. Clerical and administrative ability. Accustomed to taking responsibility and to handling and controlling of staff. Business and professional training as a barrister, solicitor, banker, accountant, or company secretary, insurance or public official.

(*)As O.M.E.s, under pending amendments to regulations, are to be removed from the category of "classified officers" and be accorded equivalent status to that of Officers of the Directing Staff, R.C.O.C., their basic qualification must, in future, be proportionately high.

Postal

12. The equivalent of Junior Matriculation or Postal Clerk Civil Service examination. Preferably five years' postal Service (including civil and military postal experience).

Provost

13. Preference should be given to candidates who have had previous police experience. The maximum age limit should not exceed forty-five. This is to facilitate candidates who had military police experience in the last war and those with civil police experience.

APPENDIX II**SYLLABUS A****Common to all Arms**

**Reserve (Special) Qualification and for R.F. Qualification
as laid down in paras. 14, 16 (b) and 21 (b)**

For the Rank of 2nd Lieut.

Organization

In general.—Characteristics of combatant arms and their weapons. Functions of administrative services. Organizations and system of command in the Canadian Army in Canada and overseas.

In particular.—Organization of the following units of a division:—

Artillery—Engineers—Signals—Infantry including Recce. battalion—
M.G. battalion.

Functions of the following:—

Divisional R.C.A.S.C.—Light Aid Detachment R.C.O.C. Field
Ambulance.

Map Reading

Definitions, conventional signs, map references and co-ordinates. Construction of scales. Methods of indicating relief. Slopes. Intervisibility. Use of compass and protractor. Setting a map. Enlargements. Preparation for night marching.

Field Engineering

Construction of defensive works as required by a platoon commander, including construction of weapon pits and developing these as part of a defended post; construction of wire obstacles and road blocks; use of natural cover; organization of working parties and division of responsibility for work.

Care of Men

Duties of a platoon or equivalent commander in barracks, camp and in the field with regard to care of his men. Maintenance of morale and esprit de corps, maintenance of health, provision of clothing, arms and equipment, and maintenance and replacement of these.

Training

Sources of reference—Army Training Pamphlets and Memos, Manuals; F.S.P.B.

How to draw up a platoon Time Table from a syllabus.

Preparation of lectures on subjects common to all arms.

Administration

Duties of Orderly Officer and N.C.O.'s.
 Duties of R.S.M., C.S.M., R.Q.M.S., C.Q.M.S.
 Water Supply and Sanitation.

Military Law

Nature and purpose of Military Law—legal position of officers and soldiers.

The Militia Act	} Contents generally so as to be able to find information.
M.M.L.	
K.R. Can.	

Arrest and military custody.

Procedure in laying charges—redress of grievances.

Powers of a company commander.

Investigation of charges and disposal of offenders by company commander.

Summaries of evidence.

Drill

Manual of Elementary Drill (omitting Secs. 69 to 72, and 84 to 86) as modified by Military Training Pamphlets 18, 18A, 18B, according to arm.

Use of Arms

The rifle, anti-tank rifle and L.M.G.*

Staff Duties

Simple appreciations.

Field messages—platoon orders in message form.

Verbal orders.

Tactics

General principles.

The platoon in defence.

The platoon in attack.

Scouts and patrols.

Co-operation with other arms as this may affect the platoon commanders.

Protection against gas and air attack as applying to a platoon.

* These subjects will not be included in the written paper, but candidates will be tested in them on arrival at the O.T.C.

SYLLABUS B

(See para. 19)

PART I—COMMON TO ALL ARMS**For Rank of 2nd Lieutenant (R.F.)****Organization**

In general.—Characteristics of combatant arms and their weapons.

Functions of administrative services.

Organization and system of command in the Canadian Army in Canada.

Organization of the following units of a division—Artillery—Engineers—Signals—Recce. battalion—M.G. battalion.

In particular.—Organization of an infantry battalion.

Functions of divisional R.C.A.S.C., Light Aid Detachments R.C.O.C., Field Ambulance.

Map Reading

Definitions, conventional signs, map references and co-ordinates. Construction of simple scales. Methods of indicating relief. Slopes. Inter-visibility. Use of compass and protractor. Setting a map. Enlargements. Preparation for night marching.

Field Engineering

Construction of weapon pits and developing these as part of a defended post; construction of wire obstacles and road blocks; use of natural cover; organization of working parties and division of responsibility for work.

Care of Men

Maintenance of morale and esprit de corps, maintenance of health; provision of clothing, arms and equipment and maintenance of these at local headquarters and in camp. Subject matter of Infantry Section Leading, Ch. II.

Training

Sources of reference—Army Training Pamphlets, memos, manuals. Preparation of lectures on subjects common to all arms.

Administration

Duties of orderly officers and N. C. O.'s.
 Water supply and sanitation.

Military Law

Nature and purpose of military law—legal position of officers and soldiers. The Militia Act. Arrest and military custody. Redress of grievances.

Drill

Squad drill, Arms drill, Platoon drill as given in M.T.P. No. 18, Secs. 2, 3, 6 and 7.

Use of Arms, Tactics, etc.

A thorough knowledge of the contents of "Infantry Section Leading" chapters IV to XI (inclusive) and chapter XIV.

SYLLABUS C

(See para. 10)

PART II—SPECIAL TO ARM

For the Rank of 2nd Lieutenant (R.F.)

- (i) C.A.C. (except Recce. Battalion)
- (ii) Reconnaissance Battalion
- (iii) Artillery, Mobile
- (iv) Artillery, A.A.
- (v) Artillery, C.D.
- (vi) Engineers
- (vii) Signals
- (viii) Infantry
- (ix) Machine Guns
- (x) R.C.A.S.C.
- (xi) R.C.O.C.
- (xii) R.C.A.P.C.
- (xiii) Canadian Postal Corps

(i) C.A.C. (EXCEPT RECCE. BNS.)

Organization and Administration

In General.—In accordance with the candidate's unit the organization of an armoured car regiment, an armoured regiment, or an army tank battalion.

In Particular.—Organization of a squadron or company of the candidate's unit.

Tactics

General

Defence against gas and air attacks from the troop or section standpoint.

Concealment and camouflage.

Intercommunication within the troop or section.

Reconnaissance.

Anti-tank defence.

Attack, Defence, Withdrawal

A detailed knowledge of the action of the troop or section.

Protection at Rest

Methods of providing protection at rest.

Protection on the Move

Methods of providing protection:—

(a) Advanced guards.

(b) Flank guards.

(c) Rear guards.

from the troop or section standpoint.

Technical

Crew maintenance routine.
 Procedure after accident or breakdown.
 Highway code and rules of the road.
 General arrangement of wheeled and tracked vehicles.

(ii) RECONNAISSANCE BATTALION**Tactics***General*

Defence against gas and air attack from the scout platoon standpoint.
 Intercommunication within the scout platoon.
 Anti-tank defence.
 Concealment and camouflage.

Reconnaissance

A detailed knowledge of the reconnaissance tasks of a scout platoon.

Attack, Defence, Withdrawal

A knowledge of the employment of a scout platoon.

Protection at Rest

Methods of providing protection by the scout platoon at rest.

Protection on the Move.

Methods of providing protection by the scout platoon on the move.

Technical

Crew maintenance routine.
 Procedure after accident or breakdown.
 Highway code and rules of the road.
 General arrangement of wheeled and tracked vehicles.

(iii) ARTILLERY—MOBILE**Organization and Administration**

Organization in detail of a field or medium battery according to the candidate's unit.

Tactics

Definitions.
 Mounted drill.
 Organization of the troop and battery for manoeuvre.
 Reconnaissance and occupation of positions.
 Defence against gas and air attack.
 Local ground protection.
 Concealment and camouflage.

Technical Subjects Special to Arm*Ammunition used by unit.*

Components.
 Care of ammunition.
 Shells.
 Cartridges.
 Fuzes.
 Markings.

Equipment on charge to unit

The gun or howitzer—trail, axle tree, wheels, cradle, carriage body, clamping gears.
 Traversing, elevating, range and brake gears.
 Breech mechanism and firing gear.
 Recoil system.
 Sights and sight tests.

Gunnery

Definitions.
 Ballistics generally.
 Laying.
 Preparation at the troop for opening fire.
 Duties of G.P.O.
 Preparation at the O.P. for opening fire.
 Fire discipline.
 Use of range tables.
 Use of director and artillery board.

(iv) ARTILLERY—ANTI-AIRCRAFT**Organization and Administration**

Organization in detail of an A.A. battery.

Tactics

Siting A.A. batteries, generally.
 Reconnaissance and occupation of positions.
 Identification of aircraft.
 Employment of A.A. artillery, generally.
 Defence against low flying aircraft.
 Local ground defence.
 Defence against gas and air attack.
 Concealment and camouflage.

Technical Subjects Special to A.A. Artillery*Ammunition*

Detailed knowledge of the unit's ammunition.
 Classification of explosives, primers.
 Projectiles.
 Fuzes.

Gaines.

Marking and identification.

Care of ammunition.

Equipment on charge to unit

Breech and firing mechanism.

Buffer and recuperator.

Sights.

The predictor and fire control instruments.

Ring sight.

Gunnery

Definitions.

Ballistics generally.

Characteristics of A.A. gunnery generally.

Calculation of ballistics data.

Clock course.

Estimation of deflections.

System of fire control.

Height finding generally.

Fire discipline.

Elementary Electricity

Testing batteries.

Care of electrical equipment.

(v) ARTILLERY—COAST DEFENCE

Organization and Administration

Organization of a fortress, duties of arms and services generally.

Organization of a C.D. battery.

Artillery organization of a fortress, generally.

Tactics

To be covered generally:—

Co-operation with other arms in a fortress.

Distribution of fire scheme.

Fighting a counter-bombardment action.

Fighting a close defence action.

Protection against gas and air attack.

Local ground defence.

Concealment and camouflage.

Technical Subjects Special to Arm

Ammunition used by unit

Tubes.

Igniters.

Cartridges.

Projectiles.

Fuzes.

Equipment on charge to unit

Buffer and recuperator.

Care of equipment.

Theory of sights.

Theory of C.D. range-finding, generally.

Miscellaneous coast artillery instruments.

Gunnery

Definitions.

Ballistics generally.

Gunnery calculations:—

Close defence guns.

Counter bombardment guns.

Range tables and initial corrections.

The slide rule.

Elementary Electricity

Care and preservation of electrical equipment.

Cells and batteries.

Use of instruments, etc.

(vi) ENGINEERS

Organization and Administration

Organization of candidate's own coy. or sqn.

Tactics

Generally

Defence against gas and air attacks.

Concealment and camouflage.

Information and reconnaissance.

Attack, Defence, Withdrawal

Duties of an Engineer section commander in co-operation with other arms, on the march and during the passage of rivers.

Protection at Rest and on the Move

The duties and responsibilities of company commanders.

Field Engineering

Field defences.

Road blocks.

Bridging.

Roads and tracks.

Demolitions.

(vii) SIGNALS

Organization and Administration

Detailed organization of an infantry brigade, field artillery, regimental signal section.

General composition of infantry brigade and field artillery regiment, together with their headquarters.
Organization and employment of the battery signal section and battalion signal platoon.

Tactics

The following as applicable to field regiments and infantry brigade signal sections only:—

General

General principles of intercommunication in the field.
Defence against gas and air attack.
Information and reconnaissance.
Concealment and camouflage.
Siting and defence of a brigade and R.C.A. regimental signal office.

The Approach March

The Attack

General tactical considerations including:—

- (i) Deployment.
- (ii) Advance.

Defence

Protection on the Move

Communication requirements and considerations:—

- (i) Flank guards.
- (ii) Rear guards.
- (iii) Advance guards.

Special Tasks

Liaison with unit signal sections and platoons.

(viii) INFANTRY

Organization and Administration

The study in detail of the organization of a company of an infantry battalion.

Tactics

To be studied from the section leader's point of view.

General

Defence against gas and air attacks.
Concealment and camouflage.
Information and reconnaissance.
Intercommunication.

Defence

Selection of a defensive position.
Counter-attacks.

Attack

Conduct of an attack.
Consolidation.

Protection at Rest

Protection on the Move

Advanced guards.
Flank guards.
Rear guards.

(ix) MACHINE GUNS

Organization and Administration

The study in detail of the organization of a M.G. coy.

Tactics

(To be studied from the section leaders' point of view.)

General

Defence against gas and air attack.
Concealment and camouflage.
Information and reconnaissance. SAT Vol 1 Part 7 Part 11
Intercommunication. MTP 23 Part 3

Defence

M.M.G. fire plans.
Co-ordination of arms in a defensive position. MTP 23 Part 2 + Part 4
Role of M.M.G. to support counter attacks.

Attack

Role of M.M.G. in the attack. MTP 23 Part 1 MTP 31 MTP 23
Role of M.M.G. in consolidation. MTP 23 Part 9 Page 51 Part 9 Page 51
MTP 23 Part 10 Page 40

Protection at Rest

Protection on the Move

Advanced guards.
Flank guards.
Rear guards and withdrawal. MTP 23 Part 6

(x) R.C.A.S.C.

Organization and Administration

In general.—Organization of R.C.A.S.C. units operating in corps area.

In detail.—Organization of R.C.A.S.C. units in a division.

Organization of any R.C.A.S.C. transport company with detail of operating sections, and workshop section.

Supplies

Functions of an operating section in a div. supply column.
Duties of a sub-section commander in an operating section div. supply column.

Sub-section commanders' responsibility for the care and handling of supplies—div. supply column.

Method of accounting for supplies (war) with particular reference to forms handled by a supply "Loader".

Duties of a supply loader, at S.R.P. and delivery point.

Method of collection and delivery of mails by personnel on a supply lorry.

Petrol

Functions of an operating petrol section in a div. petrol company.
Duties of a sub-section commander in a petrol section div. petrol company.

Duties of a sub-section commander in a blanket and reserve clothing section div. petrol company.

Method of loading petrol on a petrol lorry.

Method of accounting for petrol and lubricants (war).

Delivery of petrol forward of P.R.P.

Layout and operation of a petrol point.

Care and handling of petrol—fire precautions.

Ammunition

Functions of an operating section in a div. ammunition company.
Duties of a sub-section commander in an ammunition sec.—div. ammunition coy.

Method of accounting for ammunition (war).

Care and handling of ammunition.

Layout and operation of ammunition points.

Delivery of ammunition forward of A.R.P.

Tactics

General

Movement of troops by M.T.

Embussing and debussing.

Control of R.C.A.S.C. sub-sec. on the move.

Defence against gas and air attack.

Concealment and camouflage.

Information and reconnaissance.

Intercommunication.

M. T. and Supply (Technical)

M.T.

Responsibility of sub-sec. commander for vehicles on charge to sub-section.

Procedure after accident or breakdown.

Highway code and rules of the road.

Fire and frost precautions.

General arrangement of the chassis.

The I.C. Engine, operation and components.

Care and maintenance of M.T.

The organization of maintenance routine as it affects a R.C.A.S.C. transport sub-section.

M.T. mounted drill.

M.T. signals.

Supply

Storage, stacking and care of supplies.

Methods of handling and aids to handling.

Inspection of supplies.

Layout of supply depots.

Protection of supplies against gas.

Decontamination—food supplies.

(xi) R.C.O.C.

Ordnance Procedure

Duties generally.

Tactics

Defence against gas and air attacks.

Concealment and camouflage.

General

Stores

(a) System of receipt and issue of stores.

(b) Repairs to stores.

(c) Care, custody and preservation of stores.

(d) Provision of stores.

(e) Stock taking.

Accounting and ledgers.

Courts of inquiry and boards of survey.

Work shop procedure.

Correspondence and filing.

Mobilization stores tables.

Ordnance in the Field

Organization of ordnance in the field.

Organization of forces in the field.

Provision and supply.

Stocktaking at base depots and advance depots

Repairs and salvage.

Ordnance field parks.

Inspection of stores and ammunition.

(xii) R.C.A.P.C.

Tactics

Defence against gas and air attack.

General

Scope of books and regulations affecting Pay Services.

Pay and allowances, Reserve Forces.

(a) Annual training at local H.Q.

(b) Schools and camps of instruction.

(c) Guards of honour, escorts, etc.

(d) Hire of transport.

Allowances, grants, bonuses, gratuities.

Injuries, hospitalization.

Transport and travelling claims.

Pay sheets.

Other militia forms applicable to Pay Services.

Orders.

Regimental funds and messes.

(xiii) CANADIAN POSTAL CORPS

Tactics

Defence against gas and air attack.

Postal Procedure

Rates of postage.

Money orders, special delivery, registration, rules relating to.

Duties of (a) Supervisor, (b) Asst. Postmaster.

Organization of a Post Office.

Rules as to acceptability and marking of letters and packages.

Organization of Postal Services in Canada and methods of transporting mails.

Canada Official Postal Guides, 1, 2, 3 and 4.

Geography of (a) Eastern Canada, (b) Western Canada.

Geography of (a) border States, (b) remainder States, U.S.A.

Geography, Europe.

Geography, Asia, British Empire.

Geography, Africa, British Empire.

Geography, Australasia.

Geography, South America.

Geography, main ocean routes for mail, (a) and (b).

Geography, Empire air mail routes.

Report writing.

Object and general organization A.P.S. in war.

Responsibilities and duties Postal Corps officers and N.C.Os.

Routing of mails.

Duties of postal orderlies. Misc. general accounting instructions.

SYLLABUS D

(See para. 21 (a))

For the Rank of Captain (R.F.)

NOTE.—Only one paper will be written. Part of this will deal with subjects common to all arms and part with subjects special to the arm.

SUBJECTS COMMON TO ALL ARMS**Organization**

In detail.—Organization of the following units of a division:—

Artillery—Engineers—Signals—Infantry, including Recce. battalion
—M.G. battalion.

Functions of the following:—

Divisional R.C.A.S.C.—Light Aid Detachments, R.C.O.C.—Field Ambulance.

Map Reading

As in Syllabus B. Photo reading of air photos.

Field Engineering

Construction of defensive works as required by a platoon commander, including defence in the open, in wooded country and in built-up areas. Concealment from air and ground observation. Organization of work and working parties.

Care of Men

Maintenance of morale and esprit de corps, maintenance of health, provision of clothing, arms, equipment and replacement of these in camp and in the field.

Training

Sources of reference—preparation of time tables, lectures and discussions. Exercises on maps and sand tables.

Administration

Duties of orderly officers, field officer of the day—ration boards. General administrative duties within a company.—Care, maintenance, repair, evacuation and replacement of M.T. Camps, bivouacs and billets.

Military Law

The Militia Act.

M.M.L. and K.R. Can. generally.

Powers of a company commander—investigation and disposal of offenders by a company commander.

Powers of a C.O.

Courts of Inquiry. Summaries of evidence. Rules of procedure.

Staff Duties

Messages, orders and reports as applicable to a company or equivalent.

Tactics

General principles of protection, attack and defence as applicable to a platoon.

SUBJECTS SPECIAL TO THE ARM

- (i) C.A.C. (except Recce. Battalion).
- (ii) Reconnaissance Battalion.
- (iii) Artillery, Mobile.
- (iv) Artillery, A.A.
- (v) Artillery, C.D.
- (vi) Engineers.
- (vii) Signals.
- (viii) Infantry.
- (ix) Machine Guns.
- (x) R.C.A.S.C.
- (xi) R.C.O.C.

(i) C.A.C. (EXCEPT RECCE. BNS.)

Organization and Administration

In general.—Organization of an armoured division.

In particular.—Organization of an armoured car regiment, an armoured regiment, or an army tank battalion according to the candidate's unit.

Tactics

General

- (a) Defence against gas or air attack from the squadron or company standpoint.
- (b) Intercommunication within the squadron or company.
- (c) Reconnaissance.
- (d) Anti-tank defence.

Attack, Defence, Withdrawal

A detailed knowledge of the employment of the squadron or company.

Protection at Rest

Methods of providing protection by the squadron or company at rest.

Protection on the Move

Methods of providing protection by the squadron or company.

- (a) Advanced guards.
- (b) Flank guards.
- (c) Rear guards.

Technical (M.T.)

- (a) Maintenance inspections.
- (b) Organization of maintenance routine.
- (c) The I.C. Engine, operation, components, possible defects, maintenance.

(ii) RECONNAISSANCE BATTALION

Tactics

General

- (a) Defence against gas and air attack from the company standpoint.
- (b) Intercommunication within the company.
- (c) Anti-tank defence.

Reconnaissance

A knowledge of the reconnaissance tasks of a company.

Attack, Defence, Withdrawal

The employment of the company.

Protection at rest

Methods of providing protection by the company at rest.

Protection on the move

Methods of providing protection by the company on the move.

Technical (M.T.)

- (a) Maintenance inspections.
- (b) Organization of maintenance routine.
- (c) The I.C. Engine; operation, components, possible defects, maintenance.

(iii) ARTILLERY—MOBILE

Tactics

Review of reconnaissance and occupation of positions.

Occupation of a position by night.

Advance of the artillery regiment.

Withdrawal of the artillery regiment.

Defence against gas and air attack.

Ground defence.

Technical Subjects Special to Arm

Ammunition used by unit.

Review.

Equipment on charge to unit.

Review.

Gunnery

Review of subjects previously taught.

Ranging and engagement of targets by observed shooting.

Observation of fire.

Predicted shooting.

Programme shoots.

Co-operation with the Air Force.

Forward observation.

Maintenance of M.T.

Periodical inspections.

Responsibility of officers and N.C.Os.

(iv) ARTILLERY—ANTI-AIRCRAFT**Organization and Administration** (To be studied in detail)

Organization of Heavy A.A. Regiments.

Supplies as affecting A.A. Artillery.

Tactics

Siting of A.A. Artillery.

A.A. defence layouts.

Reconnaissance and occupation of positions.

Co-operation with other arms and services, and employment of

A.A. Artillery.

Co-operation with Searchlights.

Co-operation with Signals.

Co-operation with Aircraft.

Identification of Aircraft.

Information and intercommunication.

Sound locators.

The organization to obtain early warning. Generally.

Air defence intelligence. Generally.

Defence against gas and air attack.

Ground defence.

Technical Subjects Special to Arm

Detailed knowledge of unit's ammunition.

(Review 2nd Lieutenants' Syllabus)

Equipment.—General knowledge of A.A. equipment, including predictors, fire control instruments, etc., likely to be used.

(Review 2nd Lieutenants' Syllabus)

Detailed knowledge of unit's equipment.

Gunnery

(Review 2nd Lieutenants' Syllabus)

Ballistics. In detail.

Characteristics of A.A. gunnery. In detail.

Determination of present and future positions. Generally.

The predictor. Generally.

Anti-Aircraft ring sight telescope. Generally.

Elementary Electricity

As necessary to understand and use electric dials, voltmeters, predictors and telephones, etc.

(Review 2nd Lieutenants' Syllabus)

Training programme for the battery.

Tests for specialists.

Maintenance of M.T.

Periodical inspections.

Responsibility of officers and N.C.Os.

(v) ARTILLERY—COAST DEFENCE**Organization and Administration**

Ammunition supply in a fortress.

Supplies other than ammunition in a fortress.

Evacuation of wounded.

Replenishment of casualties to personnel and equipment.

Fortress communications.

Tactics

Defence against gas and air attack.

Local defence.

The coast defence problem.

Forms of defence.

Form of possible attack on the fortress.

Artillery information.

Fixed defences and organization. Generally.

Co-operation with other arms.

Information in fort record and fighting books.

Technical Subjects Special to Coast Defence Artillery

Ammunition

(Review 2nd Lieutenants' Syllabus)

Ammunition—generally.

Equipment

(Review 2nd Lieutenants' Syllabus)

Accumulator system.

Theory of range-finding.

Gunnery

Theory of gunnery.
Co-operation with aircraft.

Elementary electricity.

(Review 2nd Lieutenants' Syllabus)

Training

Programme for battery.
Training layers and range-finders.

(vi) ENGINEERS**Tactics****General**

- (a) Intercommunication.
- (b) Engineer reconnaissance reports.
- (c) Concealment and camouflage.
- (d) Defence against gas and air attack.

Attack, Defence, Withdrawal

Duties of an Engineer company commander in co-operation with other arms.

Protection at Rest and on the Move

The duties and responsibilities of company commanders.

Field Engineering

- (a) Field defences.
- (b) Obstacles including tank obstacles and road blocks.
- (c) Bridging and rafts.
- (d) Water supply.
- (e) Demolitions, anti-tank mines and booby traps.

Maintenance of M.T.

Periodical inspections.
Responsibility of officers and N.C.O's.

(vii) SIGNALS**Organization and Administration****General**

Organization and duties of divisional staffs.
Repair and replacement of technical equipment.

Tactics**General**

Unit tactical organization in the field.
Signal operation orders and signal diagrams.
Signal tactics—employment of divisional signal equipment.
Defence against gas and air attack.

Attack

Role of a divisional signals in the attack.

Defence

Siting and local defence of a divisional signal office (including employment of weapons, etc.)

Role of divisional signals in defence (with particular attention to the sections of No. 1 Coy. Div. Sigs.)

Protection at Rest

Communication requirement of protective troops.
Communication requirement of troops in reserve.
Emergency lines of communication.

Protection on the Move

Applicable to divisional signals in:—

- Advanced guard.
- Flank guard.
- Rear guard.
- Withdrawal.

Maintenance of M.T.

Periodical inspections.
Responsibility of officers and N.C.Os.

(viii) INFANTRY**Tactics**

The tactics to be studied will be those of a platoon.

General

- (a) Defence against gas and air attacks.
- (b) Concealment and camouflage.
- (c) Information and reconnaissance.
- (d) Intercommunication.

Defence

- (a) Selection of a defensive position.
- (b) Organization of a defensive position
- (c) Counter-attacks.

Attack

- (a) Conduct of attack.
- (b) Consolidation.

Protection at Rest**Protection on the Move**

- (a) Advanced guards.
- (b) Flank guards.
- (c) Rear guards.

(ix) MACHINE GUNS

Tactics

The tactics to be studied will be those of a platoon.

General

- (a) Defence against gas and air attacks.
- (b) Concealment and camouflage.
- (c) Information and reconnaissance.
- (d) Intercommunication.

Defence

- (a) M.M.G. fire plans.
- (b) Organization and co-ordination of arms in a defensive position.
- (c) Role of M.M.G. to support counter-attacks.

Attack

- (a) Preparation for an attack.
- (b) Role of M.M.G. in the attack.
- (c) Role of M.M.G. in consolidation.

*Protection at Rest**Protection on the Move*

- (a) Advanced guards.
- (b) Flank guards.
- (c) Rear guards and withdrawal.

All instruction will be based on the possibility of M.G. sub-units being detached and placed under command of an infantry battalion.

(x) R.C.A.S.C.

Organization and Administration*General*

Organization of R.C.A.S.C. units operating in Corps area.

In Detail

Organization of R.C.A.S.C. units in a division.

Supplies

The functions of an operating section in a divisional supply column; to include accounting duties, refilling, and care and handling of supplies during transit.

Petrol

The functions of an operating section in a divisional petrol company, for both a petrol section, and a blanket and reserve clothing section, to include accounting duties, loading, fire precautions, care and handling.

Ammunition

The functions of an operating section in a divisional ammunition company, to include methods of recognition, accounting duties, care and handling of ammunition.

Tactics*General*

- (a) Movement of troops by M.T.
- (b) Embussing and debussing.
- (c) Control of a R.C.A.S.C. section on the move.
- (d) Defence against gas and air raids.
- (e) Concealment and camouflage.
- (f) Information and reconnaissance.
- (g) Intercommunication.

M.T. and Supply (Technical)*M.T.*

- (a) Responsibility of section commander for vehicles on charge to section.
- (b) Procedure after accident or breakdown.
- (c) Highway code and rules of the road.
- (d) Fire and frost precautions.
- (e) General arrangement of the chassis.
- (f) The I.C. Engine, operation, and components.
- (g) Care and maintenance of M.T.
- (h) The organization of maintenance routine as it affects a R.C.A.S.C. transport section.
- (i) M.T. mounted drill—M.T. signals.

Supply

- (a) Storage, stacking and care of supplies.
- (b) Methods of handling and aids to handling.
- (c) Inspection of supplies.
- (d) Layout of supply depots.
- (e) Protection of supplies against gas.
- (f) Decontamination—food supplies.

(xi) R.C.O.C.(*)

Ordnance Procedure

Duties generally.

Tactics

Defence against gas and air attacks.
Concealment and camouflage.

General*Stores*

- (a) System of receipt and issue of stores.
- (b) Repairs to stores.

NOTE.—(*) It will be seen that the text of this syllabus is the same as for Syllabus C (xi), but instruction will be guided, and the examination set, with due emphasis on the responsibilities of a captain's command in the field.

- (c) Care, custody and preservation of stores.
- (d) Provision of stores.
- (e) Stock taking.

Accounting and ledgers.

Courts of inquiry and boards of survey.

Work shop procedure.

Correspondence and filing.

Mobilization stores tables.

Ordnance in the Field

Organization of ordnance in the field.

Organization of forces in the field.

Provision and supply.

Stocktaking at base depots and advance depots

Repairs and salvage.

Ordnance field parks.

Inspection of stores and ammunition.

SYLLABUS F

(See para. 22)

For the Rank of Major (R.F.)

Duration of Course.—Two weeks—{84 periods of 45 min. each } 95
 {11 periods of 30 min. each (P.T.)}

Pre-Course Requisites.—Candidates should have a thorough knowledge of:—

- (a) Characteristics and employment of the weapons of their units.
- (b) Organization, administration and tactics, as laid down in Syllabus "D".

Object of the Course.—To give the candidate as sound a basis as is practicable in the time available, upon which to build up his military knowledge by private reading and practice of the principles taught during the course.

Subjects to be Taught

1. Administration

	Periods
(a) Powers of a company, etc., commander under the Militia Act and under the Army Act.....	2
(b) Disposal of offenders by company, etc., commander in camp.....	1
(c) Messing in camp—diet sheets, organization of kitchen staff—inspection of rations and cooking—field cooking equipment.....	2
(d) Accounting for clothing and equipment.....	2
(e) Care and maintenance of unit M.T.—daily inspections—workshop routine.....	6
	—
	13
	—

2. Training

(a) Preparation of a training time-table.....	1
(b) Conduct of range practices.....	2
(c) How to make out a weapon training return.....	1
(d) Training Manuals and Memoranda.....	1
(e) How to organize sports.....	2
(f) Setting and conducting a T.E.W.T. for platoon or equivalent commanders.....	4
(g) Lectures (10 min. per candidate).....	2
	—
	13
	—

3. Physical Training

P.T. Tables.....	11 (30 min periods)
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4. Staff Duties

	Periods
(a) Verbal orders (company, etc. level).....	4
(b) Field messages	2
(c) Recce. reports—according to Arm.	4
(d) Verbal appreciation (company, etc., level).....	2
	—
	12
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5. Tactics

(a) T.E.W.Ts. to include bty., coy., or equivalent in the:	
Attack	4
Defence	4
Protection on the move.....	3
Protection at rest	3
(b) T.E.W.T.—dealing with a small mixed force consisting of an infantry company and supporting arms operating against air-borne troops.....	4
(c) T.E.W.T.—dealing with a small mixed force, as above, in defence of an area.....	4
(d) Recce. for and carrying out night march across country (Two exercises)	6
(e) P.A.G.—protective clothing: decontamination—personnel and of equipment. Area protection....	4
(f) Road blocks	2
(g) Field works and obstacles—day	3
(h) Field works and obstacles—night	3
	—
	40
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6. Medical

Hygiene and sanitation in camp, latrines, ablution, disposal of waste, water supply	2
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7. Intelligence

Organization of the German Army.....	1
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8. Spare

Total	3
	==
	95 periods
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NOTES—

- (i) As much of the work as possible will be practical. Lectures, other than those to be given by candidates, will be confined to a minimum.
- (ii) Such subjects as “messaging”, “inspection of rations”, “care and maintenance of M.T.”, etc., should be carried out in connection with the actual duties of the Training Centre concerned.
- (iii) Item 2 (e) is specifically how to *organize*, not how to play.
- (iv) Spare periods are for the purpose of giving additional instruction in any subject in which candidates may be found to be particularly weak.

METHOD OF OBTAINING ACTIVE, RESERVE (SPECIAL) AND RESERVE QUALIFICATIONS

ACTIVE QUALIFICATION

Arm or Appointment	Rank in which first commissioned	For 2/Lieut. (or relative rank)	For Lieut. (or relative rank)	For Capt. (or relative rank)	For Major (or relative rank)	For Lt.-Col.
C.A.C.	2/Lieut.	O.T.C.—12 weeks	Adv. T.C.—10 weeks			
Arty.	2/Lieut.	O.T.C.—12 weeks	Adv. T.C.—8 weeks (See note to para. 9 (a).)		Inf.—R.M.C. for 3 months.	R.M.C.—3 months.
Engrs.	2/Lieut.	O.T.C.—12 weeks	Adv. T.C.—12 weeks	Selection.....	Remainder—Adv. T.C. (or R.M.C.) for 3 months.	
Sigs.	2/Lieut.	O.T.C.—12 weeks	Adv. T.C.—18 weeks			
Inf.	2/Lieut.	O.T.C.—12 weeks	Adv. T.C.—4 weeks			
M.G.	2/Lieut.	O.T.C.—12 weeks	Adv. T.C.—8 weeks			
R.C.A.S.C.	2/Lieut.	O.T.C.—12 weeks	Adv. T.C.—10 weeks			
R.C.O.C. (including O.M.E., but other than classified officers) (***).	2/Lieut.	O.T.C.—6 weeks	Adv. T.C.—6 weeks			
R.C.A.P.C. (other than General List (Paymasters)).	2/Lieut.	O.T.C.—4 weeks	Attachment as directed by O.A., R.C.A.P.C.	Selection.....		
Cdn. Postal Corps.	2/Lieut.	O.T.C.—4 weeks	Attachment as directed by O.A., Cdn. Postal Corps.		Army School of Administration—1 month.	Selection (excepting Cdn. Postal Corps.—N.A.) (***)
Cdn. Provost Corps.	2/Lieut.	O.T.C.—12 weeks (*)	Attachment as directed by O.A., Cdn. Provost Corps.		(See note (**)) as regards C.D.C.)	
R.C.A.M.C.	Lieut.	N.A.	Equivalent of K.R. (Can.) 129, 145 & 155 (See also para. 8 of Appendix I).	Medical (Adv.) T.C.—5 weeks.		
C.D.C.	Lieut.	N.A.	See para. 9 of Appendix I and R.O. 391	O.T.C.—4 weeks (para. 8 (a) (i)). See also R.O. 391.		

C.F.C.	Lieut.	N.A.	O.T.C.—4 weeks on appointment, followed by 4 weeks at C.F.C. Wing of Adv. T.C. No. A17 (M.G.).	Selection.....	A.S. of A.—1 month	R.M.C.—3 months.
Chaplain Service.	Hon. Capt.	N.A.	N.A.	First appointment in this rank (Hon.).	Selection.....	Selection
Classified Officers (other than P.M's, Q.M's & T.M.O's).	Lieut.	N.A.	Written examination on Syllabus A within 3 months.	Selection.....		
R.C.A.P.C. General List (Paymasters).	2/Lieut.	Commencing rank, pending qualification.	O.T.C.—6 weeks, followed by attachment as directed by O.A., R.C.A.P.C.	G.O. 37 of 1941, qual. by R.O. 950 and 1039.		
Quartermasters.	2/Lieut.	Commencing rank, pending qualification.	Examination on Syllabus A and course at A.S.A., or school of instruction in Q.M. duties.	N.A.		
Technical Maintenance Officers.	2/Lieut.	Commencing rank, pending qualification.	O.T.C.—10 weeks, (para 8 (a), (i) & (ii)), followed by 2 weeks at Adv. T.C. and practical examination in T.M.O. duties.	As above, by amendment to regulations in due course.		N.A.
	Nursing Sister	N.A.	Attachment to Military Hospital as ordered by D.G.M.S.—approx. 2 weeks.	Selection.....	Selection.....	
Nursing Services.	Dietician	N.A.	As for above.			
	Physiotherapy Aid.	Attachment to Military Hospital as ordered by D.G.M.S.—approximately 2 weeks.	N.A.	N.A.	N.A.	
	Home Sister.					

NOTES:—(*) Infantry Syllabus after first 4 weeks.

(**) Except as provided for in R.O. 391 of 1940. See, however, Note (***)

(***) Officers who have not taken the course at the Army School of Administration before promotion to the rank of Major will be required to take such course before promotion to the rank of Lieut.-Colonel.

(****) By pending amendments to regulations, O.M.E's will no longer be considered as "classified officers".

RESERVE (SPECIAL) QUALIFICATION (*)

Arm or Appointment	Rank in which first commissioned	For 2/Lieutenant	For Lieutenant	For Captain	For Major	For Lt.-Colonel
C.A.C. Arty. Engrs. Sigs. Inf. M.G. R.C.A.S.C.	2/Lieut. or Ten weeks Course at O.T.C.	Course at L.H.Q.; leading to Examination on Syllabus A, followed by Course at O.T.C. for six weeks; or Ten weeks Course at O.T.C.	Two weeks Course at O.T.C. Attachment as directed by O.A.	Attachment for 1 month to Adv. T.C. R.C.O.C.—Attachment to Adv. T.C. for 1 month. Cdn. Postal Corps.—Selection.	Inf.—R.M.C. for 1 month. Remainder—Adv. T.C. (or R.M.C.) for 1 month.	1 (**) R.M.C.—1 month.
R.C.O.C. (incl. O.M.E.) Cdn. Postal Corps.	2/Lieut.	Examination on Syllabus A, or 4 weeks at O.T.C.; followed by written examination on subjects special to Arm.	First appointment in this rank (See paras. 8 & 9 of Appendix I).	R.C.O.C.—Attachment to Adv. T.C. for 1 month. Cdn. Postal Corps.—Selection.	Course of 2 weeks at Army School of Administration. (**)	(**) N.A.; excepting cases of selection under special circumstances.
R.C.A.M.C. (**) C.D.C.	Lieutenant ...	N.A.		By selection from candidates passing examination on Syllabus A.	Course of 2 weeks at Army School of Administration.	
Paymasters	2/Lieut.	Commencing rank, pending qualification.	Examination on Syllabus A, or 4 weeks at O.T.C., followed by written examination on Paymaster duties.	6 months satisfactory service as qualified P.M., period to include 1 month special attachment as directed by O.A., R.C.A.P.C.		
Quartermasters	2/Lieut.	Commencing rank, pending qualification.	Examination on Syllabus A, and 2 weeks at school of instruction in Quartermaster duties.	6 months satisfactory service as qualified Q.M.,	N.A. to Reserve (Special).	N.A.

Technical Maintenance Officers.	2/Lieut.	Commencing rank, pending qualification.	Examination on Syllabus A, or 4 weeks at O.T.C., followed by 2 weeks at O.T.C. (or Adv. T.C.) leading to practical examination in T.M.O. duties.	6 months satisfactory service as qualified T.M.O., period to include 1 month attachment to an Adv. T.C.	period to include 1 month special attachment as may be directed.
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NOTES:—(*) To be read in conjunction with paras. 3, 13 to 18, and 25.

(**) Para. 25, while applying to all steps in rank, should be especially noted in cases of apparent similarity between "Reserve" and "Reserve (Special)" qualifications.

(***) It will be noted that the qualifications for R.C.A.M.C. and C.D.C., up to and including rank of Captain, are not different from those similarly designated in the ordinary "Reserve" table below; excepting as may result from the factor of individual selection being more critically applied in determining subsequent appointments to "Active" status.

RESERVE QUALIFICATION

Arm or Appointment	Rank in which first commissioned	For 2/Lieutenant	For Lieutenant	For Captain	For Major	For Lt.-Colonel
C.A.C. Arty. Engrs. Sigs. Inf. M.G. R.C.A.S.C.	2/Lieut.....	Examination on Syllabus B and appropriate Syllabus C; followed by 2 weeks practical course at O.T.C., or other School designated by N.D.H.Q.	K.R. Can. 131 (a).....	Written examination common to all arms and special to arm; Syllabus D; followed by practical 2 weeks course at Officers T.C.	Course of 2 weeks at Adv. T.C. (Syllabus F)	For R.M.C.—1 month.
R.C.O.C. (incl. O.M.E.)	2/Lieut.....	(As above).....	K.R. Can. 131 (a).....	(As above).....	Course of 2 weeks at Army School of Administration.	N.A.; excepting cases of selection under special circumstances.
Cdn. Postal Corps.	2/Lieut.....	Written papers Syllabus B & C only.	K.R. Can. 131 (a).....	Attachment as directed by O.A.		
R.C.A.M.C. C.D.C.	Lieutenant...	N.A.....	First appointment in this rank. (See paras. 8 & 9 of Appendix I.)	By selection from candidates passing examination on Syllabus A.	Written and practical examinations.	
Chaplain Service.	Hon. Captain.	N.A.....	N.A.....	First appointment in this rank (Hon.)	10 years Commissioned Service.	
Director of Music.	Lieutenant...	N.A.....	First appointment in this rank.....	K.R. Can. 132.....	N.A.....	
Paymasters.	2/Lieut.....	Commencing rank, pending qualification.....	Examination on Syllabus B, or 2 weeks at O.T.C.; followed by written exam. on P.M. duties.	6 months satisfactory service as qualified P.M.		N.A.
Quartermasters.	2/Lieut.....	Commencing rank, pending qualification.	Examination on Syllabus B, and 2 weeks at school of instruction in Q.M. duties.	6 months satisfactory service as qualified Q.M.	10 years Commissioned Service.	
Technical Maintenance Officers.	2/Lieut.....	Commencing rank, pending qualification.	—As for "Reserve (Special)"—see para. 28 (b)(iii).			



