



GENERAL INSTRUCTIONS.

(H.Q. 86-1-41.)

ADJUTANT GENERAL'S BRANCH.

HEADQUARTERS, OTTAWA,
August 6th, 1917.

The following extracts from the General Instructions issued by circular letters and telegrams from the Branch of the Adjutant General during the months of May, June and July, 1917, are promulgated for the information of all concerned:—

28 *Special Service Companies—Returns.* 28

Returns should be sent to Militia Headquarters by all Districts on the last day of each month on the forms supplied by Militia Headquarters, furnishing information concerning the strength, etc., of Special Service Companies. Any remarks concerning the efficiency or otherwise of the Company should be inserted in the blank column on the right hand side of the form.

(Circular letter, April 26th, 1917, H.Q. 297-1-31.)

29 *Guards on Troop Trains.* 29

Officers Commanding units proceeding east for embarkation must see that guards are placed on the doors of all cars when trains stop at any point in non-prohibition provinces. Soldiers are under no circumstances to be allowed to disembark, nor are civilians to be permitted to board the trains. Every precaution must be taken against liquor being supplied to the soldiers.

Commanding Officers will be held personally responsible for the execution of these instructions.

(Circular letter, April 30th, 1917. H.Q. 54-21-4-90.)

30 *Furlough Forms of N.C.O.'s and Men of the C.E.F. returning to Canada.* 30

N.C.O.'s and men of the C.E.F. returning to Canada having in many cases neglected to forward to District and Militia Headquarters the Furlough Forms (Route letters) handed to them in England, the authorities in England have been requested to deliver them in future to the conducting Officer of the party. The latter will, on arrival in Canada, hand them over to the Officer Commanding the Discharge Depot at Halifax, St. John, or Quebec, as the case may be. The names and addresses of the N.C.O.'s and men will thereupon be taken, and one copy of the form sent to Militia Headquarters and one copy to the District involved direct.

(Circular letter, May 1st, 1917. H.Q. 54-21-6-51.)

31 *Wearing of Woven Distinctive Badges by Overseas Units.* 31

The wearing of woven distinctive badges on the sleeve or shoulder-strap, with the word "Canada," "Cyclist," or any other word thereon is unauthorized, and must be discontinued by all units except the Princess Patricia's Canadian Light Infantry, which alone has authority therefor.

(Circular letter, May 5th, 1917. H.Q. 305-3-29.)

32 *Divine Service in Camps.* 32

Attention is drawn to Para. 1054 K. R. & O., Canadian Militia (1910). Divine Service in camps should be conducted in units smaller than Brigades, unless the Brigade formation permits every man therein distinctly to hear all parts of the service.

(Circular letter, May 7th, 1917. H.Q. 246-1-1.)

33 *Wearing of Overseas Cloth Distinguishing Patches in Canada.* 33

No Officer, N.C.O., or man is permitted under any circumstance to wear Overseas cloth distinguishing patches while in Canada, whether he be on leave or not.

(Circular letter, May 10th, 1917. H.Q. 305-3-29.)

GENERAL INSTRUCTIONS—Continued.

34

Enlistment of Convicts and Prisoners.

34

Information having been received that recruiting and other officers have applied to the Department of Justice for the release of prisoners and convicts, with a view to their enlistment, all concerned are instructed that on no account must men who have been found guilty of serious crimes be enlisted in the C.E.F. or the C.D.F.

(Circular letter, May 10th, 1917. H.Q. 297-D-26.)

In any case, all applications for the release of prisoners or convicts must be sent through Militia Headquarters.

35

Disposal of Cases of Acute Illness while Troops are "en route."

35

When a member of a unit or draft "en route" is seized with an attack of acute illness, necessitating his removal from the train and his retention in a District other than the one in which the unit or draft was stationed, the Officer Commanding should immediately notify by wire the Officer Commanding the Military District in which the patient and escort have been or are to be left for treatment, stating full particulars as to—

- (a) The patient's number.
- (b) Rank.
- (c) Name in full.
- (d) Unit.
- (e) The disposal made or to be made in the case.
- (f) The nature of the illness.
- (g) The name of the hospital.
- (h) The name of the place.
- (i) The name of the province in which the patient has been or is to be left.
- (j) Wherever possible, the name of the attending physician.

If circumstances permit, the Officer Commanding the Unit should communicate with the Headquarters of the District through which the train is passing, by telegraph or telephone, for definite instructions before taking action.

The soldier's kit, clothing, and documents should accompany him to the hospital, and full information must also be forwarded regarding the case to the Headquarters of the District to which the unit is proceeding for training or embarkation.

Instructions on this subject contained in H.Q. circular letters of April 13th and April 24th, 1917, are hereby cancelled.

(Circular letter, May 15th, 1917. H.Q. 600-10-60.)

36

Conduct of Troops "en route."

36

Trouble having arisen from the actions of troops towards civilians while *en route*, it is pointed out that strong measures must be taken to prevent misconduct of soldiers on troop trains, and any interference with civilians while passing through any part of the country. All those responsible for the behaviour of soldiers *en route* must be notified that they will be held strictly responsible, and will be severely dealt with, if any misconduct or breaches of discipline are committed which might have been prevented by proper precautions.

(Circular letter, June 2nd, 1917.)

37

Transfers to and Enlistments in Overseas Units just before Departure.

37

No men are to be transferred to or recruited for any C.E.F. unit or draft after the fourth day previous to its leaving the depot to proceed overseas.

This action is taken in order that the Inspector of Pay Accounts and Records for each District may be able to see that all documents are properly made out.

(Circular letter, June 5th, 1917.)

38

Civil Servants returning to Canada for Discharge to report to their Departments.

38

Cases having arisen where members of the Civil Service enlisted in the C.E.F., and subsequently returned to Canada for discharge, have failed to report to their Department or have obtained employment in other Departments of the Service, instructions should be issued to all Civil Servants that, immediately on their return to Canada, they must advise the Deputy Head of the Department to which they are, in civil life, attached.

(Circular letter, July 5th, 1917. H.Q. 39-1-1-2.)

39

Dress Regulations.

39

Attention is drawn to the following Circular letters:

(a) Dress Regulations as issued with Circular letter by Militia Headquarters in September, 1916. H.Q. 305-3-29.

(b) Regulations regarding Staff Distinctions, Circular letter March 10th, 1917. H.Q. 1961-16.

(c) Circular letter May 10th, 1917, re Distinguishing Cloth Badges. H.Q. 305-3-29.

(d) Circular letter May 5th, 1917, H.Q. 305-3-29, regarding the wearing of woven badges.

GENERAL INSTRUCTIONS—*Continued.*

All Provost Marshals should familiarize themselves with the above instructions, in order that they may bring the case of every offender to the notice of his Commanding Officer, who should be directed to take steps to prevent the repetition of the offence.

(Circular letter, June 6th, 1917.)

40

Officers authorized to attest.

40

Attention is drawn to Order-in-Council passed Sept. 22nd, 1914 (P.C. 2358), which is still in force. This Order-in-Council authorizes any Militia Officer of the rank of Captain or higher to take the oath of men enlisting in the C.E.F. This obviates the necessity of making Officers Justices of the Peace.

(Circular letter, June 22nd, 1917. H.Q. 1982-1-31.)

41

Cases for Leave or Discharge on Compassionate grounds or as Minors.

41

Attention is drawn to Headquarters' Memorandum of Feb. 1st, 1917, concerning the methods of dealing with requests about soldiers serving Overseas with the C.E.F.

Cases which come under paras. 7 and 10 thereof, are to be given immediate attention, and, if considered necessary, information should be forwarded to Headquarters by wire.

(Circular letter, June 25th, 1917.)

42

Pay and Allowance Regulations.

42

The following amendment to Pay and Allowances Regulations is published for the information and necessary action of all concerned:—

"684. The Last Pay Certificates (balance unpaid) and military personal effects in the immediate possession of all Officers, non-commissioned Officers and men, who die or are officially presumed to be deceased, whilst on Active Service with the Permanent Force, the Active Militia, or any other Canadian Military Unit, will be forwarded to the Officer in Charge of Estates, Militia Headquarters, Ottawa, and, as respects the balance of Pay and Allowances found to be due to the deceased at the time of his death, it shall be the duty of the Officer in Charge of Estates to distribute the same according to the terms of the deceased's Will, or, in the absence of a Will, then according to the Intestacy Laws of the Province, State, or Country in which the deceased was domiciled at the time of his death."

(Circular letter, June 27th, 1917, H.Q. 593-1-11.)

43

Forwarding Returns to Militia Headquarters.

43

In future all monthly and semi-monthly returns, as shown below, shall be addressed direct to—
"The Adjutant-General, Militia Headquarters, Ottawa":—

TELEGRAPHIC RETURNS.

MONTHLY.....Returns of Discharges.
Returns of Active Militia on Guard Duty.
Returns of Permanent Force.
Returns of Strength, C.E.F.
SEMI-MONTHLY.....Returns of Recruiting, C.E.F.

RETURNS BY MAIL.

MONTHLY.....Special Service Companies.
X Return. Troops proceeding overseas.
Y Return. Troops in District, Struck off, etc.
Detailed return of Discharges.
SEMI-MONTHLY.....Returns of Active Militia on Guard Duty, etc.
Returns of Recruiting (detailed.)
Permanent Force.

In all cases where returns are forwarded by mail, the nature of the return must be clearly marked on the face of the envelope.

(Circular letter, July 21st, 1917.)

44

*Discharge, Pay, and Treatment of Invalided Members of C.E.F.
in Council 508, 1917.)*

(*Procedure under Order.*)

44

Attention is drawn to Order-in-Council, P.C. 508, 1917.

1. It will be seen that Section 1, sub-sections a, b, c and e, cancel the instructions contained in circular letter of the 13th May, 1916 (H.Q. 649-1-6), also circular letter dated 25th May, 1916 (H.Q. 60-4-8) in regard to the discharge of men for pension. In carrying out the provisions of the above mentioned sub-sections in this Order-in-Council which apply to soldiers of the C.E.F. discharged on account of physical unfitness, particular attention is called to the following explanatory and supplementary instructions:—

(a) When a soldier has been passed by a Medical Board and recommended for discharge, the proceedings of the Medical Board after approval by the A.D.M.S. shall immediately be forwarded

GENERAL INSTRUCTIONS—Continued.

to The Secretary, Militia Council, for transmission to the D.G.M.S., by whom it will be approved and passed to the Board of Pension Commissioners for Canada, Ottawa.

(b) When a man has been recommended for discharge, leave, under responsibility of the O.C., M.H.C.C. Unit, or other Unit concerned, may be granted to him, pending the receipt of a reply from the Board of Pension Commissioners. During this period subsistence allowance at the rate of sixty cents per day should be credited to the man's account by the M.H.C.C. Paymaster.

(c) No soldier of the C.E.F. will be discharged whose discharge has been recommended by a Board of Medical Officers on account of physical unfitness until the O.C. carrying out the discharge has received notification from the Board of Pension Commissioners concerning the pensionability of the member of the Forces affected. When a pension is granted, the O.C. will be notified by the Board of Pension Commissioners of the amount of the pension, of the day on which it commences, and of the address to which it will be sent and, upon receipt of the said notification, the O.C. will thereupon discharge the soldier as from the date preceding the day on which pension starts.

When no pension, or when only a gratuity, is granted, the O.C. will be so notified by the Board of Pension Commissioners and will thereupon discharge the soldier, post-dating discharge certificate 15 days after the date on which the discharge is completed.

(d) The proceedings of Medical Boards held at other points than the Discharge Depots must contain the certified statement mentioned in para. 1 (b), *i.e.*, that further treatment or hospital care will not improve the dischargee's condition, or that it is advisable that he should pass under his own control.

Furthermore, the future mailing address of the dischargee must be shown on the proceedings of medical boards.

(e) The proceedings of Medical Boards held at Discharge Depots must, when immediate discharge is to be carried out, contain a certified statement that in the opinion of the Board of Medical Officers no pensionable disability exists, together with the future mailing address of the dischargee.

The Proceedings of all Medical Boards held at Discharge Depots shall, after discharge has been completed, immediately be forwarded to The Secretary, Militia Council, for transmission to the D.G.M.S., by whom they will be approved and passed to the Board of Pension Commissioners for Canada, for their final decision as to pensions.

(f) If the Proceedings of a Board of Medical Officers express the opinion that a disability due to or aggravated by service exists in a man discharged for reasons other than medical unfitness, the discharge documents of the soldier concerned shall, when discharge has been completed, be forwarded to The Secretary, Militia Council, for transmission to the D.G.M.S., by whom they will be approved and passed to the Board of Pension Commissioners in order that the pensionability of the soldier may be decided upon.

(g) As it is necessary from time to time to discharge soldiers in the Districts for other reasons than medical unfitness, and as such discharges should not be held up pending the approval of the Board of Pension Commissioners, such discharges should be carried out under Section of K.R. & O., other than that permitting discharge for medical unfitness.

2. It will also be noted that sub-section (d) of Section 1 of the Order-in-Council provides for the re-attestation of a member of the C.E.F. who has been discharged and who subsequently requires treatment for a disability caused or aggravated by service. In following out the provisions of this sub-section the following explanatory instructions should be carefully noted.

(a). When a member of the Canadian Expeditionary Force who has been discharged subsequently suffers a recurrence of disability, which he claims to have been caused or aggravated by service, he may appear before the nearest authorized medical examiner, who shall examine him and certify as to his condition. The authorized medical examiner shall make no charge to the man for this examination.

(b). In the event of the opinion of the authorized medical examiner being that immediate treatment is necessary in a hospital or other institution, he shall notify the O.C., M.H.C.C. Unit concerned, who shall immediately issue a transportation warrant in favour of the man concerned and shall arrange for his reception as an in-patient at a Hospital or Military Convalescent Hospital under his jurisdiction.

(c). Immediately on the admission of a man to a Hospital or Military Convalescent Hospital, the Medical Officer of the Hospital shall notify the President of the Standing Medical Board (through the A.D.M.S.), who shall convene a Board of Medical Officers, who shall examine the man, certify as to his condition, and recommend such treatment as may be deemed necessary.

(d). Should the Board of Medical Officers recommend that the man undergo a period of treatment in a Hospital or Convalescent Home, the proceedings of the Board of Medical Officers shall be submitted to the A.D.M.S. District for approval. If approved by the A.D.M.S. and concurred in by the A.A.G. District, the Casualty Branch shall immediately notify the O.C., the Unit of the M.H.C.C. in which the institution is located, who shall re-attest the man as a member of the C.E.F., shall replace him on Pay and Allowances, and shall show him in Part II Orders as on the strength of the Unit from the date of his admission to the Hospital.

(e). If the man who has been re-attested is a pensioner, or has been granted a gratuity by the Board of Pension Commissioners, the Casualty Branch, when notifying the Officer Commanding the Unit of the M.H.C.C. regarding re-attestation, shall immediately telegraph the Board of Pension Commissioners, Ottawa, quoting the number, name, rank and pension number of the man concerned, together with the date of re-attestation. The Board of Pension Commissioners will then stop further payments and advise the Officer Commanding of any payment or pension pertaining to the period after re-attestation, and readjustment will be made in accordance with para. 1 (d) of the Order-in-Council.

(Circular letter, March 31st, 1917. H.Q. 649-1-79.)

45

Procedure on Discharge.

45

Numerous cases of men recommended for discharge have been referred to the Board of Pension Commissioners where such action is absolutely unnecessary. Boards of Medical Officers are constantly recommending men for discharge on account of physical unfitness who should be discharged for other reasons, and it is of the utmost importance that no soldier should be discharged as physically unfit where discharge can be carried out under other Sections of Paragraph 322 K. R. & O. (Can.) of 1910.

GENERAL INSTRUCTIONS—Continued.

Great care must be taken that the cause of discharge appears on a soldier's discharge certificate, and the Officer Commanding the Unit must be held personally responsible that the cause is accurately stated in accordance with instructions contained herein. It is dangerous and creates a false impression to permit the certificate to show discharge as being carried out as physically unfit, if such is not the case. The following is a classification of discharges, and the information contained herein must be immediately promulgated to all concerned, in order that the discrepancies which have occurred in the past may be obviated.

A Classification of Discharges.

I. DISCHARGE ON ACCOUNT OF PHYSICAL UNFITNESS.

- (a) Men discharged as "medically unfit for further Service" (physically unfit) under K. R. & O., Can., 322, ix.

(In the case of Members of the C.E.F., all Medical Board proceedings are to be sent to the Secretary, Militia Council, Ottawa, for transmission to the Board of Pension Commissioners, before discharge. Definitions describing physical unfitness are issued as occasion arises by the D.G.M.S.)

II. DISCHARGE FOR CAUSES OTHER THAN PHYSICAL UNFITNESS.

(1) DISABILITY EXISTS—

- (b) "Under age" (K. R. & O., Can., 322, v).
 (c) "Over age," or "Suffering from disability which pre-existed enlistment but not aggravated by active service" (K. R. & O., Canada, 1910, para. 322, last sentence, which reads: "Application for discharge in cases other than those specified in the preceding table will be submitted to Militia Headquarters.")
 (d) "Not likely to become an efficient soldier within three months of enlistment." (K. R. & O., Can., 322, 2.)
 (e) "Having been irregularly enlisted" (K. R. & O., Canada, 322, Section 1). The term "irregularly enlisted" relates to a defect in the mode of enlistment or in the form which has been used for the attestation. A false answer does not make the enlistment irregular.
 (f) Men for discharge under other headings, e.g., "with ignominy" (K. R. & O., 322, x) "or for other causes."

When disability not due to or aggravated by service exists in men discharged for causes other than physical unfitness (K. R. & O., 322, ix), its extent and, as far as possible, its origin is established before discharge by the Proceedings of a Board of Medical Officers; the Proceedings of the Medical Board establishing the physical condition of cases referred to in (b), (c), (d), (e) and (f) above, will be passed through the Secretary of the Militia Council to the Board of Pension Commissioners after completion of discharge.

(2) NO DISABILITY EXISTS.

Cases coming under this heading will be discharged for the same causes as those referred to in (b), (c), (d), (e) and (f) (Section 1) above.

Proceedings of Boards of Medical Officers are not required to establish the physical condition of men discharged for reasons other than physical unfitness when no disability exists; the physical condition of men discharged under such circumstances is established (in future by D.M.S. 1375) by record on attestation papers.—See H.Q. circular letter No. 49-1-54, of June 14th, 1916.

It follows that there are instances in which men, though suffering from disabilities originating either before or during service, may be proposed for discharge for causes (b, c, d, e, f) other than physical unfitness (K. R. & O., Can. 322, ix). Discharge in such cases always should be recommended on account of physical unfitness, unless

- (a) the amount of the disability incurred or aggravated on service is so small as to be practically negligible, i.e., equivalent to a disability of not more than 20%, or unless,
 (b) it is quite certain that the disability antedated enlistment and therefore was neither incurred nor aggravated on active service.

If the disability is negligible in amount or antedated enlistment, discharge should be made for appropriate reason (see b, c, d, e, f) other than physical unfitness.

(Circular letters, June 13th and June 19th, 1917. H.Q. 649-1-79.)

Disposal of Invalid Members of the C.E.F.

In future, individual cases of Officers, Nursing Sisters, N.C.O.'s and men returned to Canada for treatment will not be followed up from Militia Headquarters.

It is understood that the Officer Commanding M.H.C. Unit in each Military District forwards to the Headquarters the District concerned, a nominal roll of the invalids as soon as they are taken on the strength of the M.H.C.C. Unit in the Military District.

The A.D.M.S. will, on receipt of the information, arrange that the treatment recommended or indicated in each case is promptly undertaken and completed without delay, so that the invalid may receive final consideration as soon as condition permits.

Undue continuation of patients in Convalescent Homes or other institutions and at their own homes, if they have been permitted to become out-patients, is a matter which the A.D.M.S. will be expected to prevent.

Inquiries are not being issued from Militia Headquarters as to how each case is being dealt with, it being expected that the A.D.M.S., through the Medical Officers on duty, will be fully conversant with the condition of each patient at all times and that no supervision of the individual case from Militia Headquarters is necessary.

The instructions contained in this communication are also applicable to invalids of the C.E.F., who become such while serving in Canada.

(Circular letter, May 30th, 1917. H.Q. 649-1-6.)

GENERAL INSTRUCTIONS—Continued.

47

Accommodation for Officers in Civil Hospitals.

47

The following procedure is authorized in dealing with the accommodation of sick Officers requiring hospital treatment:—

1. Authority is granted to pay to hospitals throughout Canada for the accommodation of sick officers at rates from \$2.00 to \$3.50 per diem.

2. Notwithstanding the above authority it will be expected that, in every instance, action will be taken to secure the lowest rates at the various hospitals consistent with the provision of suitable accommodation.

3. In every case where accommodation for Officers in Military Hospitals is available such accommodation is to be used.

4. In special cases, where it becomes necessary in the interests of sick Officers to secure accommodation in civil hospitals involving payment of rates higher than \$3.50 per diem, special covering authority must be applied for and full explanation given as to the circumstances.

5. A monthly return of Officers treated in civil hospitals, showing the rates at which accommodation is being provided, is to be furnished to Militia Headquarters, Ottawa.

(Circular letter, July 3rd, 1917. H. Q. 1211-8-14, Fd. 130.)

48

M. F. W. 129.

48

This form is to be completed in the case of every Officer, Nursing Sister, N.C.O. and man discharged from the Service.

This includes personnel of the C.E.F. or Active Militia.

Although stated on the form that it is to be completed in the case of an Officer fit for service or a soldier fit for duty, this form is to be completed in the case of all personnel discharged on the recommendation of a Medical Board; completed copy of the form to be attached to the Proceedings of the final Medical Board.

In cases of discharge for reasons other than physical unfitness, this form is to be completed and forwarded to Militia Headquarters with the Discharge documents.

In cases of discharge for physical unfitness this form is to be forwarded to Ottawa attached to the proceedings of the final Medical Board.

(Circular letters, June 27th and July 20th, 1917. H. Q. 1772-1-26.)

49

Method of dealing with Proceedings of Medical Boards.

49

In future, when forwarding proceedings of Medical Boards, relative to N.C.O.'s and men of the C.E.F., in which discharge for reason of physical unfitness is recommended, M.F.B. 227 is to be marked B.P.C. in red, in the right hand upper corner of the Form. All covering letters accompanying such proceedings are to be marked in the same way.

(Circular letter, July 6th 1917. H. Q. 649-1-79.)

50

Classification by Categories.

50

On and after the 15th May, 1917, all Warrant Officers, N.C.O.'s and men serving in Canada in the C.E.F., either recruits on enlistment or serving soldiers who have been returned to Canada, sick or wounded, will be classified in the categories shown below.

These categories will, on and after 15th May, 1917, be the only ones employed in describing the degrees of fitness for service of soldiers of the C.E.F.

(NOTE: The following categorization is based on the one used in England. It has been considered advisable to conform with the English categorization, though certain sub-classes, as shown below, are not applicable in Canada.)

Categories:—

A. Fit for general service.

I. Men actually fit for despatch overseas, both as regards training in Canada and physical and mental qualifications.

II. Recruits who should be fit for A.-1 as soon as trained.

III. Returned overseas C.E.F. who are not quite fit for A.-1.

IV. Men under 19 years who should be fit for A.-1 when nineteen.

B. Fit for service abroad (but not for general service.)

I. Not applicable.

II. In C.A.M.C., C.A.D.C., Forestry, Pioneer, Labour and Construction Units, and Sections skilled Railway Employees.

III. Not applicable to men proceeding from Canada.

C. Fit for service in Canada only.

I. In special Service companies.

II. Special service companies and C.A.M.C.

III. On sedentary work as clerks, storemen, batmen, orderlies—sanitary duties, etc.

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(Recruits are not to be accepted for category "C" unless their services are actually required by the C.A.M.C. or the Special Service Company, and the establishments of the Units in question must not be permanently exceeded without special authority from Militia Headquarters.)

D. Temporarily unfit.

- I. Not applicable.
- II. Not applicable.
- III. In any unit under, or awaiting, medical (including dental) treatment, who, on completion, will rejoin their original category.

E. Unfit for service in categories A., B. or C. | Awaiting discharge or re-classification.

The following standards are laid down as a guide in placing men in the various categories:—

- A.—Men already serving, recruits when trained, or returned C.E.F. men, when their physical condition warrants it. Able to march, see to shoot, hear well, and absolutely well able to stand active service conditions.
- B.—Men already serving, recruits when trained, returned C.E.F. men, when their physical condition warrants it. Free from serious organic defects, able to stand service conditions on the lines of communication in France.
- B. I.—Able to march at least five miles, see to shoot with glasses and hear well.
- B. II.—Able to walk to and from work, at least five miles. See and hear sufficiently for ordinary purposes, and fulfilling conditions laid down in special instructions.
- B. III.—Only suitable for sedentary work.
- C.—Free from serious organic disease, able to stand service conditions in Canada.
- C. I.—Able to march at least five miles, see to shoot with glasses, and to hear well.
- C. II.—Able to walk, to and from work, a distance not exceeding five miles.
- C. III.—Only suitable for sedentary work.

- 1. A nominal roll of men on the strength of a unit will be made and kept up to date in the orderly room of every overseas unit and company or depot in which C.E.F. men are serving. The names will be arranged in the several categories.
- 2. As the categorization of men in Canada is to prevent unfit men proceeding overseas, as well as to utilize available material to the best purpose, it is considered that categorization should be carried out by a Medical Board whether a man is to be raised or lowered in category.

If, however, in the opinion of the M.O. a man whom he considers unfit for service is unable to carry on with his duty, pending being a man before a Medical Board, he will place him under medical treatment, when he will temporarily come under category D. III, as in the case of any soldier undergoing medical treatment.

3. Men in quarantine remain in their original categories and are not placed in D. III.

4. Medical Boards will carefully consider the raising and lowering of men in categories so that the best use may be made of men according to their physical and mental qualifications.

5. All men when proceeding overseas in category A will be generally thus classified, the subdivision being only used in Canada.

(A Memorandum for the guidance of Medical Officers in categorizing men was issued with circular letter May 9th, 1917. H.Q. 54-21-4-35.)

(Circular letter, May 3rd, 1917. H.Q. 54-21-4-35.)

51

Age Limit—Royal Flying Corps.

51

In view of the relaxations made in the age limit for candidates in the Royal Flying Corps, Medical Boards will in future examine such candidates sent to them as to their physical fitness, irrespective of age.

(Circular letter, July 24th, 1917. H.Q. 6978-2-92.)

52

Procedure when making transfers between M.H.C.C. Units in Different Districts.

52

It is desirable that invalids taken on the strength of the M.H.C. Command should, wherever possible, receive treatment in the District in which the soldier's home is, except in cases where, by reason of special treatment being necessary, the soldier should be retained in a District other than his home District (e.g.), the Orthopaedic Hospital at Toronto, special sanatoria or Institutions for the treatment of nervous and mental diseases.

2. To bring this into effect it will only be necessary, once a soldier has been taken on the strength of the M.H.C.C. and it has been decided to move him to his home district, to carry out transfer between M.H.C.C. Units in the districts concerned.

3. In order that such transfers may be carried out promptly, they may be effected on the authority of the Officers Commanding Districts without awaiting approval from Headquarters, Ottawa.

4. In each case the O.C., M.H.C.C. of the unit transferring will, after obtaining approval of the A.D.M.S. of his District, arrange for transportation, having satisfied himself that there is accommodation of the desired nature in the District to which the transfer is to take place.

5. Immediately a transfer has been effected Militia Headquarters, Ottawa, and the O.C., M.H.C.C. Ottawa, are to be notified by the O.C., M.H.C.C. Unit concerned in the usual way.

6. The O.C., M.H.C.C. Unit to which the soldier has been transferred will notify Militia Headquarters, Ottawa, and the O.C., M.H.C.C., when the soldier has been taken on the strength of the unit.

(Circular letter, July 18th, 1917. H.Q. 649-F-5670.)

GENERAL INSTRUCTIONS—Continued.

53

Harvesting Leave.

53

In cases where farmers apply to have their sons return from Military Service in Canada to assist them in haying and harvesting, General and other Officers Commanding Districts are authorized, if the facts of the case warrant it, to grant harvesting leave, not exceeding six weeks, on the following conditions:—

- (a) Such leave may be cancelled at any moment and they may be recalled.
- (b) The number on furlough at any time should not exceed 10 p.c. of the total number under training.
- (c) No Pay and Allowances nor travelling allowances will be granted during the period of leave.

(Circular letter, July 29th, 1917. H.Q. 242-15-1.)

54

Strength of Special Service Companies and C.A.M.C.

54

In cases where the establishment of the C.A.M.C. and the Special Service Company is permanently exceeded, owing to transfer of soldiers from other units, immediate action must be taken to reduce the strength by discharging all soldiers whose services are not actually required, and, in carrying out such discharges, preference should be given to soldiers who have been longest on the strength and who request their discharge. The strength of these Companies must at all times be kept at the minimum actually required.

(Circular letter, June 9th, 1917. H.Q. 54-21-4-35.)

55

Control of Venereal Disease.

55

Responsibility.

1. The prevention of military ineffectiveness through venereal disease is mainly a disciplinary matter. It therefore concerns chiefly the C.O.'s of Units and formations. Primary responsibility does not rest on the Medical Service. The greater prevalence of disease in civil than in military life does not excuse neglect of the question by the military authority, which has powers of control not enjoyed by the civil authority.

2. Venereal disease is probably the greatest remaining cause of military ineffectiveness due to sickness and must be controlled in the interests both of the troops and of the public. This can be brought about only by vigorous action on the part of the G.O.'s C. Districts, who will take steps to see that neglect of instructions on the part of Officers Commanding Units is sharply dealt with.

3. Attention is directed to Headquarters' circular letter 60-4-19, of Sept. 15th, 1916. Direct responsibility lies upon Officers Commanding Units in view of their disciplinary authority over the individual soldier.

4. The control of alcoholic excess among soldiers is one of the most important measures for the prevention of venereal disease.

2. Measures for Control.

The question is to be approached from two sides—

- (A) Education of the soldier.
- (B) Prophylaxis.

To these two may be added—

- (C) Administrative action towards general control.

As regards (a), **Education**, three methods are available, all of which shall be carried out under the orders of the G.O.C.

Emphasis must be laid upon the added risk of venereal disease due to alcoholic excess.

Every effort towards the establishment of sound moral views must be made, the chaplains, Y.M.C.A., and other such agencies being required to co-operate in the elevation of the moral standard of the soldier.

- (a) Approved **Printed Instructions**, to be retained in the possession of all ranks and called for at Kit Inspections.

- (b) Systematic **Instructions by Lectures**, for which the M.O. of each Unit will be held responsible, according to syllabus issued. (D.M.S. 1406 Canadian Contingents, London.)

All recruits must be thus instructed within one month after attestation. A lecture on venereal disease shall be delivered to all ranks at intervals not exceeding two months by the M.O. of the Unit, under directions of the O.C.

- (c) **Weekly Inspections**, for which Commanding Officers are responsible. These shall be surprise inspections, forming part of the ordinary foot and other health inspections. Venereal Disease Inspections on such occasions shall be made only by the M.O.

(B) Prophylaxis.

1. The instructions in Headquarters' circular letter 60-4-19 dated 15-9-16, are to be strictly enforced. A special Medical Officer will be detailed for each District reporting to the G.O.C. through the A.D.M.S. The duties of this Officer will be:

- (a) Inspection and Reports.
- (b) Co-ordination and control of educational preventive measures throughout the District.

2. Prophylactic Packet.

A prophylactic packet has been authorized. This packet, with instructions, will be issued free by the N.C.O. on duty at the Medical Inspection Room of the Medical Officer in charge Unit to all men requesting it. Men to whom this packet may be issued will be found in two groups.

- (i) Men going on leave, and
- (ii) Men reporting recent venereal contact.

A record shall be kept by the N.C.O. on duty at the Medical Examining Room of all issues, showing Regimental Number, Name and Unit, and Date. Men developing venereal disease, whose names are not recorded as having obtained an issue of the packet or reported for treatment after exposure, are