

ORGANIZATION, ADMINISTRATION  
AND  
EQUIPMENT

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 Pure Army Postal Corp  
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administrative services  
 Director of each  
 Railways  
 Supplies  
 Itinerary  
 Postal  
 Medical 10  
 Remount  
 Signals  
 Transport  
 Reinforce  
 Works  
 10 Services

Judge Advocate Genl  
 Principal Chaplain  
 Paymaster in Chief  
 3 Departments



Beginning at the Regulating Station  
and running diagonally round  
refilling point: bodily ammunition  
instantly reaches trenches

Supply of Ammunition in field  
Base

Advanced Base

Regulating Station

Rail Head

Divisional Ammunition Park

Roundabout

Refilling Point

Divisional Ammunition Col

Artillery Brigade Am Col

Infantry Brigade Reserve

Regimental Reserve

Trenches

THE  
ORGANIZATION, ADMINISTRATION  
AND  
EQUIPMENT

OF HIS MAJESTY'S LAND FORCES IN PEACE AND WAR

The writer will be grateful if immediate attention is called to any mistakes, discrepancies or errors in this Edition, in order that such may be corrected in the next issue.

*Secretary of Toronto Contingent, C.O.F.C.*

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1916



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## PREFACE.

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This book has been written as a supplement to "The Guide," by Major-General Sir W. D. Otter, K.C.B., C.V.O., and will be included in the new edition at present in the press, and shortly to be published.

In issuing separately—with General Otter's approval—this small edition, the writer desires to state that free use has been made of the official publications dealing with the subjects considered. He also wishes to express his indebtedness to the following officers for their kindness in furnishing the latest information regarding their units and branches of the service—specially necessary in these days of rapid changes—or for assisting with the compilation of data and with proof-reading. Col. J. Fraser Macdonald, C.O.C.; Lt.-Cols. A. J. Van Nostrand, C. of G., J. R. Forbes, C.A.P.C., A. Clyde Caldwell, R.C.E.; Majors W. P. Butcher, C.S. of M., S. deW. Dunn, 44th Regt., G. N. Bramfitt, C.E.; Capt. Ruggles George, 2nd Regt. and 3rd O.S. Bn. C.E.F.; Lieuts. G. O. Smith and Pelham Edgar, C.O. T.C., H. F. Roche, C.F.A., and N. A. Fairhead, C.A.S.C. Also to Messrs. Gale & Polden, for the firm's permission to include the chapter on Mobilization in the British Service, from Lt.-Colonel Banning's book on Organization, Administration and Equipment.

*Toronto, April, 1916.*



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## DEFINITIONS

**ACTIVE MILITIA**—The fighting troops and non-combatant services and departments of the organized forces controlled by the Militia Department other than the Royal Military College, cadet corps, and rifle associations and clubs. The term includes the Permanent Staff and Permanent Force (*q.v.*).

**ACQUITTANCE ROLL**—An army form on which is entered all pay issued to soldiers and signed for by them. It is forwarded on the day of payment to the A.G.'s office at the base, the officer making the payment retaining a carbon copy (including the soldier's signature) for reference. From the A.G.'s office it is passed to the Paymaster at the base.

**ADMINISTRATIVE COMMANDANTS**—Officers appointed to take charge of the administration, discipline, sanitation, interior economy, and policing of the areas comprised in each base, section or post on the L. of C.

**ADMINISTRATIVE COMMANDER**—An officer vested with the command of administrative troops only; *e.g.*, administrative commandants, directors of administrative services and their representatives.

**ADMINISTRATIVE DEPARTMENTS**—The departments of the Judge Advocate General, Principal Chaplain and Paymaster-in-Chief.

**ADMINISTRATIVE SERVICES**—Signal, medical, supplies, transport, ordnance, railways, works, remounts, veterinary, postal.

**ADMINISTRATIVE TROOPS**—Troops, combatant or otherwise, belonging to the administrative services, including R.E. other than those of field units; A.S.C.; R.A.M.C.; A.O.C.; A.V.C.; A.P.C.; A.P.O.C.

**ADVANCED BASE**—The area within which may be situated the advanced depôts of ammunition, supplies, animals and material, from which issues are made to field units.

**ARME BLANCHE**—Literally "white arm." Refers to the sword or lance with which the cavalry is armed.

**ARMY TROOPS**—Units which are not parts of any division or army corps, but are directly under the orders of the commander of an army. They may comprise signal units, air-service, bridging units, supply and ambulance units, cavalry or mounted rifles and one or more infantry battalions according to circumstances.



**BASE**—A place where the lines of communication originate, where magazines of stores for the forces in the field are situated and maintained under direct military management and control, and where the business of supplying these forces is located and organized under the military authorities.

**BRIGADE AREA**—Areas, on active service, allotted to each cavalry and infantry brigade, or organization approximately equal to a brigade.

**CITY CORPS**—Corps of the Active Militia (non-permanent) not rural corps.

**COMMANDER**—An officer vested with the command of a detachment, unit, or formation of fighting or administrative troops.

**CORPS TROOPS**—Units which are not part of any division but are directly under the orders of the Commander of an Army Corps.

**DEPUTY JUDGE ADVOCATE-GENERAL** is the representative of the Judge Advocate-General, and advises a commander on matters of military, martial and international law.

**DIRECTOR OF ARMY POSTAL SERVICES**—Duties :—Provision and administration of all postal communications.

**DIRECTOR OF ARMY SIGNALS**—Duties :—Organization and maintenance of all means of intercommunication, including visual, electrical and mechanical, and despatch riders throughout the theatre of operations.

**DIRECTOR OF MEDICAL SERVICES**—Duties :—Care of the sick and wounded. Provision and administration of hospitals, convalescent depôts and medical equipment. Recommendations regarding precautionary and remedial measures relating to billets, camps, garrisons, hospitals, transports, dress, duties, etc., conducive to the preservation of health, and to the mitigation or prevention of disease in the army and civil population. Subject to sea transport arrangements, control of hospital ships as far as their medical equipment and readiness for the reception of invalids is concerned.

**DIRECTOR OF ORDNANCE SERVICES**—Duties :—Provision of ammunition, equipment, clothing, and stores of all kinds other than medical and veterinary stores. Provision of technical vehicles of artillery and engineer units, and of workshops on L. of C.

**DIRECTOR OF RAILWAY TRANSPORT**—Duties :—Provision of railway transport and administration of railway transport personnel. Controls construction, working and maintenance of all railways.

**DIRECTOR OF REMOUNTS**—Duties :—Provision, training, and distribution of all animals ; administration of remount personnel.

**DIRECTOR OF SUPPLIES**—Duties :—Provision of all food, forage, fuel, light and disinfectants ; administration of personnel engaged in this service.

**DIRECTOR OF TRANSPORT**—Duties :—Provision and distribution of all transport, *excluding* railway and sea transport, but *including* inland water transport.

**DIRECTOR OF VETERINARY SERVICES**—Duties :—Care of sick animals. Provision and administration of veterinary hospitals and stores. Inspections and recommendations with reference to the health and efficiency of the animals of the forces.

**DIRECTOR OF WORKS**—Duties :—Provision, construction, and maintenance of buildings, offices, stores, camping grounds, roads, etc., on the L. of C. Provision of water supply, gas, electric lighting, or other technical plant required for military purposes on the L. of C. and not provided by other services.

**DIVISIONAL AREA**—A term used to indicate the 6 areas into which Eastern Canada is divided for purposes of administering and training the Militia. Corresponds with the term Military District employed in connection with the commands which do not comprise in them troops approximating in composition to a Division.

**DIVISIONAL COLLECTING STATION**—A place where slightly wounded men who are able to walk are collected.

**DIVISIONAL TROOPS**—Units of a division which do not form part of the infantry brigades, but are directly under the orders of the divisional commander.

**ENLISTMENT**—The act of undertaking to serve in His Majesty's forces in the rank of a private soldier, and being attested as such. Familiarly known as "taking the shilling" on account of the coin given to recruits by recruiting sergeants. The term "enlistment" does not apply to the granting of a commission to an individual duly recommended for such.

**FIELD ARMY**—That portion of the forces in the field not allotted to fortresses, coast defences or garrisons.

**FIELD DEPÔT**—A small temporary depôt of supplies in the immediate vicinity of the field units.

**FIELD UNITS**—Mobile units of the field army allotted to divisions, cavalry divisions, brigades, corps troops, army troops, or L. of C. defence troops.

**FIGHTING TROOPS**—Infantry, cavalry, artillery (including ammunition columns), flying corps and engineer field units. The headquarters of commanders of fighting troops are fighting units.

**FIRING BATTERY**—(*Artillery*) 6 (or 4) guns *plus* 6 (or 4) ammunition wagons.



**FIRST LINE TRANSPORT**—Is an integral part of the war organization of a fighting unit, without which it cannot perform its tactical functions, and by which it must be accompanied in action and at all times. It includes the following vehicles and animals:—Gun carriages; ammunition wagons; pack animals, limbered or G.S. wagons or carts carrying ammunition, tools, machine guns, technical stores or medical equipment; telephone wagons, water carts, and travelling kitchens or other vehicles for cooks, and (in the case of cavalry units, for which no trains are provided,) vehicles for the conveyance of baggage and stores. (See page 101.)

**FIRST LINE WAGONS**—(*Artillery*). The ammunition wagons of a battery which are not with the firing battery (*q.v.*).

**FORCES IN THE FIELD**—The whole of the military forces mobilized in the theatre of operations under the supreme command of the C.-in-C. Includes the field army or armies, fortress, coast defence and garrison troops, and L. of C. units and defence troops.

**GENERAL ORDERS**—Orders issued "By Command," at intervals, having reference to subjects which have been approved by the Governor-General in Council. They appear in the *Canada Gazette*, and are promulgated to the Militia by the Honourable the Minister of Militia and Defence in Militia Council as General Orders, over the signature of the Adjutant-General, and numbered consecutively throughout the year. They are sent to officers commanding districts and units, to enable them to notify in their orders such portions of them as affect their commands. The subjects comprised include:—

Organization, localization, establishments and nomenclature of units.

Amendments and additions to *K. R. and O.*, *P. and A. R.* and official publications.

Award of honours, decorations and medals.

Appointments, promotions and retirements of officers, and publication of extracts from the *London Gazette*, affecting officers in Canada.

With General Orders are also issued, when required, lists of changes in War Material and in patterns of military stores which have been approved.

A General Order can be cancelled only by a subsequent General Order.

**HEADQUARTERS, ARMY**—The headquarters of the commander of an army or group of army corps. If army corps are not grouped in separate armies, army headquarters and general headquarters become identical, and the latter term will be used.

**HEADQUARTERS, ARMY CORPS**—The headquarters of the commander of an army corps or group of divisions.

**HEADQUARTERS, DIVISIONAL**—The headquarters of the commander of a division.

**HEADQUARTERS, GENERAL**—The headquarters of the C.-in-C. of the forces in the field.

**LINES OF COMMUNICATION**—The systems of communication by rail, road and navigable waterways between the army and its base or bases inclusive, together with the districts through which they pass, within such limits as the C.-in-C. may determine.

**L. OF C. DEFENCES**—The defences of that portion of the L. of C. for the security of which the commander of L. of C. defences is made responsible by the C.-in-C., together with all fortifications and defences in that area.

**L. OF C. DEFENCE TROOPS**—That portion of the field army which is detailed for the defence of the L. of C.

**L. OF C. UNITS**—Administrative units on the L. of C. and under the command of the I.G.C.

**MILITIA ORDERS**—Orders issued to promulgate to the Militia subjects which have been approved by the Honourable the Minister of Militia and Defence in Militia Council. They are issued to all concerned in the same way as are General Orders (*q.v.*).

They are divided into two portions,—*General Staff* and *Administrative Staff*. The former deal with:—

Schools of instruction, training, the issue of certificates of qualification, and subjects dealt with by the G.S. branch of the Staff.

The latter are issued over the signature of the Adjutant-General and deal with:—

Attachments, postings, and transfers of officers, and authorization for officers detailed for duty with units.

Appointments to Warrant Rank.

Subjects dealt with by the A.G.'s branch of the Staff, including (in war-time) notification of casualties.

A General Order overrules a Militia Order.

**MILITARY DISTRICT**—See Divisional Area.

**MOBILIZATION** is the process by which an armed force passes from a peace to a war footing. The mobilization, therefore, of a unit means its completion for war in men, horses and material.

**ORDERS, OPERATION**—Orders which deal with all strategical and tactical operations, and which include such information regarding supply, transport, etc., as it is necessary to publish to the troops.



✓ ORDERS, ROUTINE—Orders which deal with matters not concerned with operations, such as discipline and interior economy.

✓ ORDERS, STANDING—Orders issued to adapt existing regulations to local conditions, and to save frequent repetitions in operation and routine orders.

✓ PAYMASTER-IN-CHIEF is charged with the general supervision of the pay and cash accounting services. He is responsible that moneys payable and receivable on public service are promptly brought to account.

✓ PERMANENT FORCE—Such permanently embodied units of the Active Militia as are enrolled for general continuous service.

✓ PERMANENT STAFF—Officers of the Headquarters, Command and District Staffs not borne upon the cadres of units.

✓ PRINCIPAL CHAPLAIN is responsible for the spiritual administration and welfare of the army.

+ RAILHEAD—A locality on the railway where ammunition and supplies are transferred to ammunition parks and supply columns.

✓ RATION—(The *a* is pronounced as in "rash"). A 24 hours' supply of food for man (and horse).

✓ RATIONS, IRON—An emergency ration contained in a tin, carried on the soldier; not to be touched unless no other rations of any kind are available, and then only by order of a commander. (See section on Supply, *F.S.P.B.*, Chap. VI., Sec. 34.)

✓ REFILLING POINTS—Places where divisional ammunition columns and supply sections of trains are refilled from ammunition parks and supply columns respectively.

✓ REGULATING STATIONS—Places where railway trains are marshalled, and whence they are despatched to railheads.

✓ RENDEZVOUS—Places where ammunition parks and supply columns are met by representatives of the headquarters concerned and directed to refilling points.

✓ REQUISITION—A mode of making inhabitants of a district contribute supplies, etc., to an army. Must be paid for, but a Requisition Receipt Note implies no promise to pay.

✓ RURAL CORPS—A Corps of the Active Militia (non-permanent) which performs its annual training in camp.

✓ S.A.A.—Small-arms ammunition, *i.e.*, for rifles and machine guns. Packed in boxes of 1,000 rounds; also (Mk. VII) in boxes containing 20 bandoliers of 50 rounds in chargers.

✓ S.A.A. CARTS—Two-horsed vehicles, normally carrying 16 boxes S.A.A., charger packed.

✓ SIGNAL UNITS—Units employed on the service of intercommunication. They include signal squadrons and troops, divisional and L. of C. Sig. Cos., Hd.-Qrs. of a Gen. Hd.-Qrs. Sig. Co., Hd.-Qrs. of an Army Hd.-Qrs. Sig. Co., and air-line, cable, and wireless sections, but do not include regimental signallers on the establishment of other units.

✓ STAFF, The—Staff officers appointed to the General Staff, to the A.G.'s and Q.M.G.'s branches of the staff, or as brigade-majors and staff captains, to assist certain commanders in the discharge of their duties.

✓ SUPPLIES—Food, forage, fuel, light and disinfectants.

+ TRAIN—Carts, wagons and vehicles belonging to units, which on reaching concentration areas are organized under the A.S.C. into companies. They carry baggage and supplies. (See page 101.)



## IMPORTANT NOTICE

Since going to press, a General Order, dated March 1st, 1916, abolished the term Division or Divisional Area for the 6 higher administrative commands: all are now to be termed Military Districts. The text in what follows should be amended accordingly.

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## CHAPTER I.

### CONTROL AT MILITIA HEADQUARTERS.<sup>1</sup>

To obtain success in war there must be unity of effort towards the desired object, and to obtain this there must be unity of control. To ensure the proper carrying out of the intentions of the controlling Head, efficient organization is essential, and the essentials of all efficient organization lie in the due sub-division of labour and decentralization amongst subordinates, each individual being given duties which he can perform adequately. At the same time central control and co-ordination of subordinate parts for the attainment of the common end must be assured. The larger the organization the greater the extent to which the sub-division of labour can be profitably carried, and the greater the necessity for specialization.

In order to fully grasp what follows, it is necessary at this stage to understand what, in broad terms, are the forces whose efficiency depends on this central control with its chain of responsible officials. These may be classified into two main groups.

✓ 1. **The Fighting Troops.** The function of these is to carry out the actual military operations for the defeat of the enemy's forces. They comprise:—Infantry, cavalry, artillery (including ammunition columns), flying corps and engineer field units. The Headquarters<sup>1</sup> of Commanders of fighting troops are fighting units.

✓ 2. **The Administrative Service and Departments.** Their rôle is to furnish the fighting troops with the personnel, animals and material required. They keep the fighting troops in a

<sup>1</sup> The expression "Headquarters" will be constantly occurring; it means the Commander of the unit and his Staff. The Headquarters varies in size with the unit; for example, there are 10 officers on the Headquarters of a Division, 4 on that of an Infantry Battalion.



state of efficiency and provide for their use (*inter alia*) inter-communication services, medical services, supplies, transport, ordnance, railways, works, remounts, and postal services. The Administrative Troops are:—Troops, combatant or otherwise, belonging to administrative services, including R.E., other than those of field units; A.S.C.; R.A.M.C.; A.O.C.; A.V.C.; A.P.C.; A.P.O.C. The Administrative Departments are those of the Judge Advocate-General, the Chaplains' Department, and the Accounts Branch.

The **Army** in Great Britain is composed of individuals who have accepted a definite liability for service. They may belong to the **Regular Army**, the **Special Reserve**, the **Territorial Force**.

The Regular Army and the Territorial Force has each its own Reserves.

The conditions of service vary. In the **Regular Army** men are enlisted for continuous service "with the Colours" extending over a stated number of years, the remainder of their 12 years' engagement being served in the Reserve, during which period they receive a small rate of pay and are known as "Reservists." These men are liable to be recalled for duty anywhere.

The **Special Reserve** took the place of the old County Militia in 1908. Enlistment is—with certain modifications—for 6 years. The period of training is 27 days on an average. These units are not liable for service abroad as units, unless with their own consent.

The **Territorial Force** was formed in 1907 from the former Yeomanry and Volunteer Forces. The period of training—in addition to that done at local headquarters—is 2 weeks. The control of the enlistment in, and the financing of this force, are now in the hands of County Associations, thus relieving the War Office of considerable work. It is organized into Mounted Brigades, Divisions, and Army Troops, with troops allotted to garrison duties, and lines of communication. They are called out for embodiment when the Reserves are called out and are specially for home defence, though individual members engage to serve abroad if required.

Supplementary to the Army are the following:—

The Officers Training Corps.

Certain Military Colleges and Schools.

The National Reserve.

Certain categories of the Technical Reserve.

Officially recognized Cadet units.

The **Militia of Canada** is divided into:—

The **Permanent Force**.

The **Non-Permanent Militia**.

The **Permanent Force** consists of:—

Cavalry, 2 Regiments.

Horse Artillery, 2 Batteries.

Garrison Artillery, 5 Companies.

Engineers.

Infantry, 1 Regiment.

Detachments of Army Service Corps, Medical Corps, Ordnance Corps, Pay Corps, Veterinary Corps, Corps of Military Staff Clerks.

The total strength is about 3,500.

Service in the Permanent Force is voluntary, and for a period of three years. From this force are formed the garrisons, depôts, and Schools of Instruction throughout the Dominion.

The **Non-Permanent Militia** consists of similar troops with a peace establishment of about 70,000; also contingents of the Canadian Officers Training Corps at the large Universities and Colleges throughout the Dominion. The term of service is three years, with an annual training of not less than 12, nor more than 30 days. Full details of the Militia and its distribution will be found in the Quarterly Militia List.

All male inhabitants not disqualified by law, between the ages of 18 and 60, are liable to be called out for military service, and those not serving in the Active Militia are liable



for service in the Reserve Militia for such period as may be prescribed. The Reserve Militia is not yet organized, though regulations regarding it have been promulgated.

In the event of a *levée en masse*, all male inhabitants, without regard to age, class or distinction, may be called upon to serve, if capable of bearing arms.

Supplementary to the Militia as educational and training establishments are:—

The Royal Military College.

Officially authorized Cadet Corps.

Officially authorized Rifle Associations and Clubs.

Closely in touch with the Active Militia are officers of the Reserve who are available for appointments in time of peace and in emergencies. They are differentiated as (a) Corps Reserve, (b) Reserve of Officers.

The Corps Reserve consists of qualified officers not above the rank of Major who may be permitted to withdraw from active duty with their units and be carried on the subsidiary list. They are permitted, under conditions laid down in *K.R. and O.*, to train with their units or to serve in extra-regimental employment when authorized.

The Reserve of Officers is made up as follows:—

- (a) Graduates of the Royal Military College of Canada, commissioned as officers of the Active Militia, unattached.
- (b) Commanding Officers of the Active Militia on completion of their tenure of command.
- (c) Officers, other than those holding honorary commissions, retiring from corps of Active Militia who are eligible to retain their rank on retirement.
- (d) Officers whose past service in the field or during an emergency may be held to be a sufficient qualification.

Officers not otherwise qualified, who served in South Africa, may be placed upon the Reserve of Officers under certain conditions laid down in *K.R. and O.*

All officers of the R. of O. must report themselves in writing on May 1st each year to the Secretary of the Militia Council, at the same time furnishing an address for the current year.

The **SOVEREIGN** is the Head of the Forces of the Crown; the **GOVERNOR-GENERAL** is the Commander-in-Chief of the Canadian Forces. The responsibility for their efficiency and preparedness for war and their efficiency during war lies, in Great Britain, with the **Secretary of State for War**, assisted by the **Army Council**, and in Canada with the **Minister of Militia and Defence** assisted by the **Militia Council**. These Councils are constituted as follows:—

*In Canada.*

1. The Minister of Militia and Defence (*Chairman*).
2. The Chief of the General Staff (*First Military Member*).
3. The Adjutant-General (*Second Military Member*).
4. The Quarter-Master-General (*Third Military Member*).
5. The Master-General of the Ordnance (*Fourth Military Member*).
6. The Deputy Minister (*Vice-Chairman*).
7. The Accountant and Paymaster General (*Finance Member*).
8. The Assistant Deputy Minister.

*In Great Britain.*

1. The Secretary of State for War.
2. The Chief of the Imperial General Staff (*First Military Member*).
3. The Adjutant-General (*Second Military Member*).
4. The Quarter-Master-General (*Third Military Member*).
5. The Master-General of the Ordnance (*Fourth Military Member*).
6. The Parliamentary Under-Secretary of State for War (*Civil Member*).
7. The Financial Secretary (*Finance Member*).
8. *Secretary*:—The Permanent Under-Secretary of State.

D  
Corps Down



Details of the distribution of duties amongst the seven Members of the Militia Council will be found in *K. R. and O., Section I.* Briefly summarized they are as follows:—

### THE CROWN.

Minister of Militia and Defence

(Chairman of Militia Council).

Chief of General Staff.	Adjutant- General.	Quarter-Master- General.
Military Policy.	Organization	Transport. ✓
Organization	(Peace).	Remounts. ✓
(Active Service).	Establishments.	Railways. ✓
Defence.	Distribution.	Barracks.
Intelligence. ✓	Mobilization.	Ordnance. ✓
Training.	Personal Services.	Veterinary
Education of	Appointments.	Services. ✓
Officers.	Promotions.	Reserves of food.
Telegraph	Honours and	Mobilization
Services.	rewards.	stores. ✓
Supervision of	Orders.	Patterns of
General Staff.	Education of	clothing. ✓
Estimates for	N.C.O.s and men.	All military
above services.	Discipline and	stores. ✓
	interior economy.	Injuries to animals
	Ceremonial.	or material.
	Administrative	Selection of Officers
	arrangements	for above services.
	for training and	Postal Services. ✓
	education.	Contracts.
	A.G's Staff.	Estimates for above
	Militia List.	services.
	Medical Stores. ✓	
	Estimates for	
	above services.	

Master-General of the Ordnance.	Accountant and P.M. General.	Deputy Minister.
Armament.	Annual Estimates.	Interior economy
Defences.	Financial advice.	of Department.
Ammunition.	Review of	Administration of
Vehicles.	contracts.	votes.
Technical	Audit and	Parliamentary
equipment.	examination.	business.
Inspection of guns,	Cash payments.	Contracts.
ammunition, etc.	Administration of	Custody and
Technical	Militia Pay Dept.	purchase of lands.
Committees.		Library and
Manufacturing		records.
Establishments.		
Patents and		
Inventions.		
Artillery and		
Rifle Ranges.		
Maintenance of		
Barracks, Build-		
ings and Lands.		
Plans for Buildings.		
Engineer Staff		
employed.		
Technical Inspec-		
tion services.		
Technical ques-		
tions, C.A. & C.E.		
Estimates for		
above services.		
Advice re contracts		
for guns, etc.		



## THE STAFF.

The Staff of the Militia consists of:—

The Staff at Militia Headquarters.

The Staff at Divisional Areas and Military Districts.

The Staff at Militia Headquarters is divided into:—

- (a) That of the Chief of the General Staff.
- (b) That of the Adjutant-General.
- (c) That of the Quarter-Master-General.
- (d) That of the Master-General of the Ordnance.
- (e) That of the Civil Member of the Militia Council.
- (f) That of the Finance Member of the Militia Council.
- (g) That of the Inspector-General.
- (h) That of the Judge Advocate-General.

Complete details of the duties and composition of the branches of the Staff at Militia Headquarters will be found in *K.R. and O., Appendix V.* Briefly, the duties are as follows:—

## A. General Staff.

To advise on the Military defence of the Dominion and on the strategical distribution of its forces.

To supervise the education of officers and the training and preparation of the Militia for Active Service.

To study plans and operations.

To collect and collate military intelligence.

To direct the general policy of military matters and to secure continuity of action in the execution of that policy.

These duties are dealt with under the orders of the Chief of the General Staff by officers styled *Directors* or *Assistant Directors*, these are:—

The Director of Military Operations.

The Director of Military Training.

The Director of Musketry.

The Assistant Director of Military Intelligence.

The Assistant Director of Signalling.

## B. Adjutant-General's Staff.

Discipline.

Recruiting and Organization.

Personal services, appointments, promotions and retirements, honours and rewards, ceremonial, inspection reports.

Promulgation of Orders.

Education of Warrant Officers, Non-Commissioned Officers and men.

Cadet Corps, rifle associations and reserve formations.

Administrative duties in connection with Courses of Musketry and Gunnery.

Military, Martial and International Law.

Administrative arrangements connected with Military training and education, with the Royal Military College and with signalling.

Medical services, hygiene and sanitation.

These duties are dealt with under the Orders of the Adjutant-General by officers styled *Assistant Adjutant-General*, and *Deputy Assistant Adjutant-General*. Also by a *Director of Mobilization*, a *Director-General of Medical Services*, a *Deputy Director-General of Medical Services*, and an officer responsible for Cadet Services.

## C. Quarter-Master-General's Staff.

The duties are numerous and may with advantage be specified in connection with that officer of the Quarter-Master-General's Staff who is responsible for each. These officers and their duties are:

## Director of Supplies and Transport:—

Quarters.

Supplies.

Transportation.

Railways.

Postal Services in war and in camps.

## Director of Veterinary Services:—

Remounts.

Veterinary Services and Stores.



**Director of Clothing and Equipment and Principal Ordnance Officer :—**

Dress, clothing and necessities.

Equipment and general stores, mobilization equipment.

Administration and distribution of the Canadian Ordnance Corps.

**D. Staff of the Master-General of the Ordnance.**

Armament and Ordnance.

Fortifications and works.

These duties are dealt with under the orders of the Master-General of the Ordnance by a staff of directors, assistant directors, and inspectors, namely :—

Director of Artillery.

Director-General of Engineer Services.

Assistant Director-General of Engineer Services.

Director of Works and Buildings.

Assistant Director of Military Surveys.

A number of *Inspectors and Assistant Inspectors* of carriages, arms and ammunition.

**E. Staff of the Civil Member of the Militia Council.**

The duties have been enumerated on page 15. The officers charged with them are members of the Civil Service.

**F. Staff of the Accountant and Paymaster-General.**

An Assistant Paymaster-General, an Assistant Accountant and an Officer in charge of Stores Audit. They deal with the examination of accounts and with cash payments.

**G. Inspector-General's Staff.**

The Inspector-Generals are not members of the Militia Council. The duties are divided between two officers of high rank, one for Eastern Canada, the other for Western Canada. They are assisted in regard to the technical inspection of the various branches of the Service by a number of Inspectors, each familiar with his own branch.

**H. Judge Advocate-General's Staff.**

This officer has one or more *Assistant Judge Advocates-General* to assist him.

**CHAPTER II.**

**DUTIES OF THE REPRESENTATIVES OF THE HEADQUARTERS STAFF IN DIVISIONAL AREAS AND DISTRICTS.**

For administrative and training purposes the country is divided into 6 Divisional Areas (Eastern Canada) and 4 Military Districts (Western Canada). Over each is an **Officer Commanding**, and he, aided by his staff, exercises control under the Militia Council over a limited number of subordinate commanders. These, aided by their staffs and assistants, convey his will to subordinate commanders under them, each of whom carries it still lower down, until eventually all ranks are controlled by it. So, in war time, a similar chain of authority and responsibility exists from the **Commander-in-Chief** of the forces in the field down to the man in the ranks. The **C-in-C.** may himself be instructed in matters of policy and strategy by a **War Council** which acts with the authority of the Government.

Just as each member of the Militia Council has his specific duties, presides over a separate department and controls its staff, so there exists a similar and corresponding system of distribution of duties under the **Officer Commanding each Divisional Area or Military District**. The Divisional Area being the larger command of the two, the conditions obtaining there are taken to illustrate how the multifarious duties are carried out, by what branch of the staff and by what official.

The **Staff** is divided into three groups :

- (i) *Officers of the General Staff.*
- (ii) *Officers of the Administrative Staff.*
- (iii) *Heads of Services and Departments.*

**General Staff.**

The General Staff in a Command is represented by the **General Staff Officer** and any other officer upon the same Staff who may be gazetted as a G.S.O.<sup>1</sup>

<sup>1</sup> There are three grades of G.S.O., 1st, 2nd and 3rd. The grade to which an officer is appointed is not of necessity governed by his rank.

*Substituted*

*F.S.P.B. 25.26.27*



In addition, certain positions on the staff are directly under the G.S.O. and the officers occupying these positions are stated as being "attached to General Staff." These are the **Divisional Intelligence Officer**, and the **Divisional Signalling Officer**. As circumstances demand there may also be officers "specially employed" in connection with the work of instruction, training, or one or other of the duties enumerated below.

Officers of the General Staff assist the Officer Commanding in his work connected with:—

Schemes of defence in his command.

Organization for war.

Training and instruction of troops.

Education and examination of officers.

Preparation and execution of schemes for tactical manœuvres and operations.

Preparation of operation orders.

Intelligence.

Maps.

#### Administrative Staff.

The Senior Officer of the Administrative Staff is termed **Assistant Adjutant-General i/c Administration**. Attached to the Administrative Staff and under the Assistant Adjutant-General is the **Deputy Assistant Adjutant and Quarter-Master-General**, and any *D.A.A.G.'s* who may be gazetted to that position. In addition, the Heads of the Services and Departments are under the A.A.G. for administration.<sup>2</sup> These officers are:—The **Command Engineer**, the **Assistant Director of Supplies and Transport**, the **Assistant Director of Medical Services**, **Senior Ordnance Officer**, **Divisional Paymaster**, **Principal Veterinary Officer**, and the **Organizer and Inspector of Cadet Corps**.

The Duties of the A.A.G.'s branch of the staff in a command include:—

<sup>2</sup>Officers of Services and Departments are under Officers Commanding Commands and Districts for all purposes of discipline and command. They may correspond on subjects connected solely with their technical duties with the head of their Service or Department at Militia Headquarters, and *vice versa*. They will, however, always keep their local commanders acquainted with any instructions they may receive and any proposals they desire to put forward direct, connected with their technical duties.

Appointments and promotions.

Discipline.

Personal Services.

Military and Martial Law.

Military Police.

Prisons and Detention Barracks.

Recruiting.

Casualties and discharges.

Personnel and distribution of units.

Interior economy.

Mobilization.

Ceremonial.

Standing and Routine Orders.

Fuller details of the duties of the Staff will be found in *K.R. and O., sec. 3*, and *Appendix V*.

Officers of these branches of the staff deal with all routine correspondence connected with them, and their letters are officially the letters of the O.C. They also draft and submit to the O.C. for his approval and signature all letters proceeding from the Command H.Q. to Militia H.Q., these being directed to the Secretary of the Militia Council.

A few examples will serve to illustrate the functions of the various members of the staff at the Headquarters of a Divisional Area, and the channels of correspondence. These for example, through which a recommendation for a commission in a militia unit, or any subsequent recommendation for promotion, transfer, or resignation go, are as follows:—The application is made on *Militia Form B. 287*, which after signature by the Officer Commanding the unit, is forwarded to the Assistant Adjutant-General of the Divisional Area or Military District to which the unit belongs, for the approval and signature of the Officer Commanding the Command. A copy is kept and placed on file in the Local Central Registry, and the original is forwarded to Militia Headquarters. There it is dealt with by the Adjutant General's Department, and the appointment, resignation or promotion appears in due course in *General Orders*<sup>3</sup> and in the *Canada Gazette*.

<sup>3</sup> See Definitions.



An officer on appointment, if not previously qualified by former service or through being in possession of the proficiency certificate granted after examination by the Militia Department to members of the C.O.T.C., or of a Cadet Instructor's Certificate, is required to attend a School of Instruction for his arm of the service, and to pass examinations and tests defined in *K.R. and O.* This is clearly education, hence the application for instruction or examination will be made *by the officer's commanding officer for him*, to the General Staff Officer. When approved, notification is sent to the Officer Commanding his unit, stating when and where the officer is to report. It would lie with the General Staff Officer to prepare a notification for insertion in *Divisional or District Orders*, over his signature, to the effect that a **Board of Officers**, naming them, would assemble at a specified place and on a certain date, for the purpose of conducting the examination. The tests successfully passed, the candidate's name would be forwarded (along with others) on *Militia Form B. 303*, duly signed by the President and Members of the Board, to the G.S.O., who would cause the appropriate certificates to be prepared, sign them and forward them to Militia Headquarters for the signature of a representative of the Adjutant-General's branch there. The certificate would reach the candidate in due course and the fact that such certificate had been issued, with its official number and where it was obtained, would be notified in *Militia Orders* amongst General Staff Orders over the signature of the Chief of the General Staff.

Were an officer detailed to form one of the examining board referred to in the previous case and did the board meet in a centre to which the officer would require to travel, or were the candidate similarly placed, a transport-warrant would be obtained from the Assistant Director of Supplies and Transport, exchangeable for a railway (or steamer) ticket. Claims for other expenses would be forwarded on *Militia Form D. 811* to the G.S.O., who would certify that the duty had been performed and pass it to the Assistant Director of Supplies and Transport to be checked and sent for payment to the Paymaster.

## CHAPTER III.

### THE CANADIAN MILITIA.

A knowledge of the different branches of the Service is essential to an intelligent understanding of how the forces are organized, equipped, administered, trained and directed through the Staff. It would serve no useful purpose to give in the body of this book every detail of the numbers of men, horses, etc., in each unit or formation; references will show where such details are to be found if not contained in the appendices.

A list showing the distribution of Militia Units in each Command appears in the *Quarterly Militia List*, which may be consulted in any Orderly Room. The basis on which the 6 Divisional Areas are constituted is that of the Division; the 4 smaller Commands (Military Districts No. 10, 11, 12 and 13, with Headquarters at Winnipeg, Victoria, B.C., Regina, and Calgary, respectively) do not include in their strength the establishment of a division. In many cases the units in each divisional area are in excess of that called for by the establishment of a division proper, which is a unit organized for service in the field and composed of a definite number of infantry brigades, with a due proportion of other fighting troops and administrative services (see page 62), termed Divisional Troops.<sup>1</sup> But the number of these units sufficiently approximates to a division to render the term applicable. The Division—for active service in the field—will be considered under a subsequent head.

It must be noted that the units of the different branches of the service considered here do not include those of the Canadian Expeditionary Force, but are the actual Territorial Units on the permanent establishment of the Dominion's Militia Forces. The establishments for peace and training are issued annually with *General Orders*, and are governed by the amounts voted by Parliament for military service. The number of units given in the sequel are those existing at the time of writing.

<sup>1</sup>See Definitions.



The Active Militia is composed of Permanent and Non-Permanent units:—The Permanent units are Regulars, the Non-Permanent resemble the Territorial Force of Great Britain.

Officers of the Permanent Force are required to take the same qualifications as the corresponding ranks of the British Regular Army, and written examinations are held simultaneously all over the Empire for this purpose.

In peace time, an important function of the permanent units is the provision of instruction for officers and N.C.O.'s of the non-permanent force, who are from time to time authorized to attend courses for varying periods at the different centres where detachments are quartered. Certain rates of pay are authorized for officers and N.C.O.'s in attendance. These are termed **Royal Schools** and their distribution is given in what follows. A summary of the establishments of the permanent units is given in *Appendix I*.

Officers and N.C.O.'s of the Militia may also be authorized to attend **Provisional Schools** held at convenient localities, such as the headquarters of a district or of a militia unit, the object of these being to bring the instruction to the individual desiring to qualify instead of requiring him to come from his home to go into quarters at a Royal School. In the majority of cases these are night schools and are conducted by an officer or N.C.O. of the **Permanent Instructional Cadre**. The examination and standards are the same as at Royal Schools and the same certificates are issued. No pay is, however, drawn, though an allowance is given to those who are not resident in the immediate neighbourhood of the schools and who are successful in obtaining certificates.

#### Training and Instruction.

The courses of training and instruction for the Permanent Corps are as laid down for the Imperial Regular Forces, with such special modifications as may be made from time to time to suit local conditions.

Units of the non-permanent force carry out their training at local headquarters and at Camps of Instruction, City Corps (see Definitions) performing most of their drills at the former,

and Rural Corps (see Definitions), and branches of the service other than infantry, at the latter. Special memoranda are published annually, giving a syllabus of training to be carried out at camps by each branch; the syllabus is for the guidance of officers commanding units, who are advised and assisted by the General Staff Officer of the Command in carrying it out.

### CAVALRY.

#### Permanent Force:—

The Royal Canadian Dragoons.

Lord Strathcona's Horse (Royal Canadians).

The headquarters of the Royal Canadian Dragoons is in Toronto, with a station also at St. Jean, P.Q., at each of which places are situated Royal Schools of Cavalry.

The headquarters of Lord Strathcona's Horse (Royal Canadians) is at Winnipeg, where is established a Royal School of Instruction at which officers and N.C.O.'s are trained for both Cavalry and Infantry qualifications.

#### Non-Permanent:—

Governor-General's Body Guard.

35 Other Cavalry Regiments and one independent squadron.

These are designated variously, as Dragoons, Hussars, Horse, Light Horse, and Rangers.

A **Regiment** is commanded by a Lieutenant Colonel with a Regimental Staff consisting of a Major (second in Command), an Adjutant, a Signalling Officer, a Medical Officer, a Quarter-Master, a Paymaster, a Veterinary Officer, and a Chaplain. It is organized in 3 squadrons, each commanded by a Major with a Captain assisting him, and is divided into 4 troops each under a Subaltern. The distribution of the Cavalry Regiments in Canada into Mounted Brigades will be found in the *Militia List*. For establishments see *Appendix IV*.



The Cavalry of Canada is armed with a sword and with a rifle. Though *shock-action* and the use of the *arme-blanche* are considered to be the *métier* of the cavalry soldier, they have been almost entirely used as mounted riflemen during the wars of the past 15 years.

#### Higher Formations.

The higher formations of mounted troops are the **Cavalry Brigade** and the **Cavalry Division**. In Canada the former are known as **Mounted Brigades**, each comprising:—

Headquarters.

3 Cavalry Regiments.

1 ~~Field~~ <sup>HORSE</sup> Battery, Canadian Artillery, and Cavalry Brigade Ammunition Column (not organized).

1 Field Troop C.E.

1 Wireless Detachment C.E.

1 Cavalry Brigade Transport and Supply Column (A.S.C.)

1 Cavalry Field Ambulance (A.M.C.)

Were Cavalry Divisions to be organized they would doubtless be based on the model of the British Service which allots to such a unit:—

Headquarters.

4 Cavalry Brigades.

Headquarters Cavalry Divisional Artillery.

2 Horse Artillery Brigades with Ammunition Columns.

Headquarters Cavalry Divisional Engineers.

4 Field Troops C.E.

1 Signal Squadron.

4 Cavalry Field Ambulances.

The inclusion in the cavalry division of horse artillery, engineers, signal units, and mobile units of the A.M.C. confers on it the power of acting independently for a certain time and of its subdivision into self-contained brigades similarly constituted.

#### ARTILLERY.

The Artillery is divided into 3 corps:—**Horse Artillery**, **Field Artillery** and **Garrison Artillery**. The Horse and Field Artillery may be considered together, being mobile. The Horse Artillery in the British Service is known as "the right of the line and the pride of the Army" on account of the precedence which it takes over all other troops. In full dress also they wear a Hussar jacket which, on account of the thick gold cord with which it is braided, has caused the R.H.A. to be characterised as wearing their ribs both outside and inside their jackets! The Artillery units are:—

##### Permanent Force:—

Royal Canadian Horse Artillery, 2 Batteries.

Royal Canadian Garrison Artillery, 1 Company (Heavy Battery).

Royal Canadian Garrison Artillery, 5 Companies (Coast Defence).

In connection with these, Royal Schools of Artillery are established at Kingston, Ont., for Horse and Field Artillery; at Quebec, P.Q., for Heavy; at Halifax, N.S., and at Esquimaux, B.C., for Coast Defence Artillery. At Esquimaux the school provides instruction leading to both Artillery and Infantry qualifications.

##### Non-Permanent:—

Canadian Field Artillery—

6 Brigades of 3 Batteries and an Ammunition Column.

3 Brigades of 2 Batteries and an Ammunition Column.

1 Brigade of 3 Batteries with no Ammunition Column.

3 Brigades of 2 Batteries with no Ammunition Column.



- 4 Independent Batteries.
- 1 Howitzer Brigade of two Batteries and an Ammunition Column.
- 2 Heavy Brigades of 2 Batteries and an Ammunition Column.
- 1 Independent Heavy Battery.
- Canadian Garrison Artillery—
- 4 Regiments of 3 (and in one case 4) Companies.
- 2 Siege Companies.

Horse Artillery is the most mobile form of Artillery and accompanies mounted troops. Field Artillery is less mobile but has greater shell power: it includes guns and howitzers and with the exception of some Heavy Artillery constitutes the bulk of the artillery accompanying a division in the field. The organization of the Field Artillery into batteries and brigades is best appreciated by a tabular representation.

#### C.F.A. Brigade.

(3 Batteries and an Ammunition Column.)

#### Regimental Staff.

Lt.-Col. Commanding.  
Adjutant.  
Medical Officer.  
Veterinary Officer.

*see list*

Battery.		Battery.		Battery.	
Maj. Commanding.		Maj. Commanding.		Maj. Commanding.	
Captain.		Captain.		Captain.	
Subalt'n.	Subalt'n.	Subalt'n.	Subalt'n.	Subalt'n.	Subalt'n.
2 guns	2 guns	2 guns	2 guns	2 guns	2 guns
4 amm.	4 amm.	4 amm.	4 amm.	4 amm.	4 amm.
wagons	wagons	wagons	wagons	wagons	wagons

#### Ammunition Column.

Captain Commanding.  
2 Subalterns.  
31 wagons.

*Pass Over*

It should be noted that the establishment (*B.W.E. New Armies, 1915*) of a **Field Artillery Brigade** in the British service is now 4 Batteries each of 4 guns (18-pr. Q.F.) and 8 ammunition wagons (limbered). The *personnel* of such a brigade is,

Headquarters:— 3 officers.  
1 Medical officer.  
1 Veterinary officer.  
44 other ranks.

Each Battery:— 3 officers.  
134 other ranks.

The **Artillery Brigade Ammunition Column** has in *personnel*, 4 officers and 149 other ranks. It carries reserve ammunition for the guns of its brigade and also small-arms ammunition for an infantry brigade. Its *first-line transport* comprises,—

16 Ammunition wagons (limbered), for 18-pr. ammunition.  
8 G.S. wagons (limbered), for S.A.A.  
7 G.S. wagons, for S.A.A.  
1 G.S. wagon, for technical stores.

Should a Pioneer Battalion (*q.v.*) be included in a Division, 3 additional G.S. wagons with S.A.A. for its use will accompany the brigade ammunition column.

A **Field Artillery (Howitzer) Brigade** comprises 4 Batteries each of 4 4.5 in. Q.F. howitzers, with 8 ammunition wagons, limbered, and an **Ammunition Column**. The *personnel* is the same as for an 18-pr. brigade. The **Ammunition Column** has a *personnel* of 3 officers and 107 other ranks; its vehicles of the *first line transport* comprise 16 G.S. wagons (limbered) for ammunition and 1 G.S. wagon for technical stores.

The guns of a battery in action *plus* one wagon to each are known as the **Firing Battery**; the other wagons shown above as belonging to each gun are termed **First Line Ammunition Wagons**.

**Divisional Ammunition Columns** are formed on mobilization and are part of the divisional artillery. Such a unit consists of a **Headquarters** and 4 sections, numbers 1 to 3 carrying small-arm and 18-pr. ammunition to replenish the three field artillery



brigade ammunition columns of the division. The fourth section carries a reserve for the howitzer brigade and heavy battery ammunition columns. Plate 16, facing page 165 of the *F.S.P.B.* illustrates the functions of brigade and divisional ammunition columns in the field.

The *personnel* of the latter unit is,

**Headquarters :—** 2 officers.

1 Medical officer.

30 other ranks (including attached).

**Each Section :—** 3 officers.

170 other ranks.

Ammunition is distributed in its *first-line transport* as follows :—

57 G.S. wagons (6-horsed) for 18-pr. guns.

12 " " " for 4.5 in. howitzers.

24 " " " for S.A.A.

1 " " " for technical stores.

1 " " " for explosives.

1 " " (4-horsed) for cooks.

*Note :—*Should heavy draught horses be used, the establishment will differ somewhat from the above.

The Horse Artillery is armed with a 13-pr. quick firing gun; the Field Artillery (but not the Howitzer Batteries) with an 18-pr. Howitzer Batteries, with the gun from which they take their name, fire high explosive shells with a steep angle of descent. Heavy Artillery, the least mobile of that which accompanies an army, is armed with a 60-pr. breech-loading gun of long range and great shell power.

Artillery is comparatively defenceless at close range and extremely vulnerable when on the move or in the act of limbering up or unlimbering. It acts by "indirect" fire, observers indicating the effect of its shells which are projected over its own infantry until they come within a comparatively short distance of the enemy's position.

## ENGINEERS.

It is within a comparatively recent date that the Engineers have been established on their present footing.

### Permanent Corps :—

Royal Canadian Engineers, some 30 Officers and 320 Warrant Officers, N.C.O.'s and men.

The personnel of the Royal Canadian Engineers is employed in every Divisional Area and Military District on duties connected with Engineer Services, besides providing instruction to members of the militia at the School of Military Engineering, Halifax. There, too, the Corps has important duties to carry out in connection with defence works connected with that harbour and fortress.

The organization of the corps into field and other units will be more readily understood by a consideration of the non-permanent companies, the personnel and equipment of these being localized at various centres.

### Non-Permanent :—

Canadian Engineers.

4 Field troops.

9 Field Companies (one of them authorized but not organized at time of writing).

1 Fortress Company.

The two **Mobile Units** of the Canadian Engineers are the field troop and the field company: the former are attached to, and take the field with mounted brigades; the latter form part of the divisional troops.

The composition of these units are :—

### Field Troop (includes 2 Sections).

1 Major or Captain in command.

2 Subalterns

87 other ranks when at war strength, 39 others at peace.



The lowest rank in the Engineers is termed **Sapper** and not **Private**. There are 2 grades of corporals, styled **2nd Corporal** and **Corporal**. In the Engineers, corporals but not **2nd corporals** are members of the Sergeants' Mess. (*K.R. and O., para. 925*).

To each Field Troop C.E. is attached a **Wireless Telegraph Detachment** under a subaltern. In war, this detachment would become an independent command as a **Signal Troop with a Mounted Brigade**.

The Field troop is practically a rapidly moving workshop, all ranks being skilled soldier artificers, each expert at his trade, who are either mounted or carried on the 4-horsed tool or technical stores-carts which accompany the troop. Where cavalry will go, they will go; hence Field Troops—like Horse Artillery—are part of the Mounted Brigade, and do not come under the category of divisional troops, as do the Field Companies:—

**Field Company (4 Sections).**

1 Major in command.

1 Captain.

4 Subalterns, each in command of a Section.

204 Other ranks when at war strength; 166 others at peace.

To each Field Company is attached a **Telegraph Detachment (cable)** under a Subaltern; in war this detachment would form part of **No. 1 Section of the Divisional Signal Company**.

Pontoons for bridging purposes are no longer issued to field units of C.E., but the British Field Companies carry two and superstructure, and a trestle-wagon with 2 trestles and superstructure, capable of making 75 feet of medium bridge. The Field Company is not so mobile as the Field Troop, as not all of its men can be carried on horseback or on the tool and technical stores-carts. Each of the 4 sections under a subaltern is self-contained, numbering amongst its personnel a suitable proportion of each trade, has its own tool carts (2), technical stores wagon (1), a pack animal and 8 bicycles, and is available to be detached for duty by itself at any time; it carries tools and explosives and can undertake operations requiring skilled workmen and special tools.

**Divisional Telegraph Company.**

As yet this has not been organized; the telegraph detachment attached to each Field Company is the peace nucleus for it (*q.v.*).

**Wireless Telegraph Company.**

The nucleus of this is the detachment with each Field Troop (*q.v.*).<sup>2</sup>

**Higher Formations.**

The higher formation of Engineers in Canada is the **Divisional Engineers**, comprising 3 Field Companies, formerly 2, which accompany a division in the field. The officers of its headquarters are:—

1 Lt.-Col., The Commanding Divisional Engineer.

1 Adjutant.

1 Medical Officer.

1 Veterinary Officer.

**Other R.E. Units.**

Though as yet not organized in Canada it should be noted that in the British Service there is a great variety of Engineer units, in addition to field troops and field companies; these are such units as:—

A Training Battalion.

A Training Depôt for Field Units.

Field Squadrons.

Bridging Train.

Signal Squadrons.

Signal Troops.

Signal Companies (*air-line*).

Signal Companies (*cable*).

Work Companies.

<sup>2</sup>*Mob. Regs. (1913), para. 100.*



Fortress Companies.			
Printing Companies.			
Railway Companies.			
Survey Companies.			
Coast Battalion Companies.			
Tunnelling Companies	(B. W.E., New Armies, 1915).		
Ranging and Survey Sections	"	"	"
Field Searchlight Companies	"	"	"
Bridging Train ( <i>motor</i> )	"	"	"
Motor Air-line Sections	"	"	"
Cable Sections	"	"	"
Wagon Sections ( <i>wireless</i> )	"	"	"
Pack Sections ( <i>wireless</i> )	"	"	"
Advanced Park Companies	"	"	"
Base Park Companies	"	"	"
Printing Companies	"	"	"
General Base Dépôt	"	"	"
Railway Store Park	"	"	"

The composition of these and how they are equipped will be found in *War Establishments, New Armies, 1915*, and in the *Field Service Manual* for the unit. Owing to the recent addition of a third field company to the Divisional Engineers of the Expeditionary Force and of a Tunnelling Company, the following summary of personnel and equipment will be of interest:—

**Field Company R.E.** (Headquarters and 4 sections).

6 officers.	
53 mounted	} other ranks.
169 dismounted	
3 attached.	
231 all ranks.	

*1st Line Vehicles (technical).*

H.Q.	1 wagon for searchlight.
	2 pontoon wagons (carrying 2 pontoons and super-structure.)
	1 trestle wagon (carrying 2 trestles and super-structure.)
	1 G.S. wagon (4-horsed) for technical stores and baggage.
4 Sections	1 bicycle.
	32 bicycles.
	8 R.E. tool-carts (2-horsed).
	4 R.E. wagons (2-horsed) limbered, for technical stores and baggage.

**Tunnelling Company R.E.**

(Headquarters and 4 Sections, each of 3 Reliefs).

The *Personnel* totals (including attached) 14 Officers and 225 other ranks.

*Transport.* Bicycles, motorcycles, lorries, a box-car and a water-cart.

An **Army Troops Company R.E.**, employed with an Army Corps or with an Army, is not shewn in the *Appendix*. It is composed and equipped as under,

*Personnel*:— 3 officers.  
150 other ranks.

*Vehicles*:— 2 3-ton motor-lorries.  
3 motorcycles and side-cars.  
3 G.S. 2-horsed R.E. wagons.  
2 G.S. limbered wagons.  
4 single tool-carts.  
3 horses.

To specify the functions of the Engineers here would be impossible, for it is difficult to say where their work begins and where it ends. They march with the Advanced Guard and follow with the Rear Guard; they provide wireless and cable communication, and prior to the advent of aeroplanes they provided the balloon service. They take charge of the railways, construct, repair or destroy bridges as required,



direct the digging of trenches, run the Field Post Office and telegraphs, print and photograph for the Army and reproduce sketches of maps by lithography and other processes; they provide searchlights and work them. They carry out surveys in every part of the Empire. Their shortened motto is "Ubique," and like their brethren of the artillery they carry the sentence "Ubique quo fas et gloria ducunt" on their Arms. They do not carry colours.

### CORPS OF GUIDES. (CANADA).

The Corps of Guides is a combatant, mounted organization, organized under Lord Dundonald's direction in 1902-1903, somewhat on the lines and principles of the Guides who were used in Natal during the South African War.

These guides did excellent and invaluable service. The members of the organization received no military title, but were known as "Guide Jones," "Guide Brown," etc. The service they rendered was recognized by one of their chief guides being knighted, and a number of others receiving decorations. They were gentlemen residents of the country, who knew the topography and physical features of their districts, and in many cases, of large areas both in the Transvaal and Free State.

Lord Dundonald's first idea was to keep a register of the names of men in Canada who would be available when necessity arose, but his idea was enlarged upon to permit the corps being used throughout Canada as Intelligence Officers.

*G.O. No. 55 of 1913* contains the regulations under which the corps is now operated.

A high compliment was paid to the Corps of Guides by the adoption by the Government of the Australian Commonwealth of their organization, with little, if any, change. Gen. Bridges, C.B., of Australia (killed recently at Gallipoli), when travelling through Canada about a decade ago on an

inspection tour, was so impressed by the work being done by Guides officers, and with the value of a military corps of this kind for special staff work, that on his return to Australia, the Australian Intelligence Corps was organized with exactly the same organization, general orders, subdivision of duties, examinations and administration as used by the Corps of Guides in Canada.

### Administration.

The C. of G. is administered under the direction of the C.G.S. by the **Director of Military Operations**, who deals with:—

The appointment, promotion and retirement of officers of the Corps.

The examination of officers on first appointment, under *K.R. and O., Appendix IX.*

Personal questions relating to the transfer of officers.

The training of the Corps.

He may issue regulations for the Corps and Corps Orders, provided that such regulations and orders do not conflict with the responsibility vested in local commanding officers, but he does not exercise command over detachments or units serving under the executive command of divisional (or district) commanders.

### Establishment.

Lt.-Colonels .....	6
Majors.....	16
Captains.....	32
Lieutenants .....	64
Also Mounted Companies, one or two in each Divisional Area (or Military District).	

The Corps of Guides being established on a regimental basis is divided into:—

- (a) Detachments, one for each Divisional Area (or Military District).
- (b) Special Service Officers.
- (c) Corps Reserve.



The command of a **Detachment** is vested in the senior officer therein. Detachments consist of the O.C. and from nine to sixteen other officers (see *Militia List*). One officer from each detachment is specially selected to act as **Divisional (or District) Intelligence Officer**. He is appointed for a period of four years and attached to the general staff of the Division (or Military District). Each Divisional Area (or Military District) is divided into **Intelligence Areas** and these are assigned to the several officers of the detachment, who are held responsible for the collection of intelligence, maps, etc., relating thereto.

**Mounted Companies** were first authorized by G.O. 24 of 1912. A mounted company is commanded by an officer from the detachment, specially selected, and comprises three sections, each consisting of one subaltern, one sergeant, one corporal and eight guides. In addition to the annual training at camp with other troops, it is customary to exercise the members of mounted companies in the interim in mapping and reconnaissance work and to require them to pass competitive examinations.

**Duties in peace time** comprise the collection of intelligence as to military resources, topography, lines of communication by water, rail or road, lines of electric power transmission, telegraph and telephone systems, wireless installations, also the obtaining of information regarding inhabitants who from their local knowledges would be useful as guides in the vicinity of their homes. Data so procured are transmitted through officers commanding detachments to the divisional (or district) commander.

**On mobilization**, officers of the C. of G. will be detailed to serve with mounted companies and on the General Staff of headquarter units.

The duties of officers commanding mounted companies are analogous to those of squadron commanders except that they correspond direct with the headquarters of the field formation or fortress command to which the units are allotted.

### CANADIAN OFFICERS TRAINING CORPS.

The primary object of the C.O.T.C. is to provide students at universities and colleges with a standardized measure of military training while pursuing their academic studies and while at an age when their mental and physical development is most active, with a view to the more highly educated young men of the country acquiring an elementary knowledge of military science and eventually applying for commissions in the Militia after leaving the universities. The formation of Officers Training Corps in Great Britain, which took place in 1908, changed the existing Volunteer units attached to the universities and the Cadet units in the schools into contingents of the O.T.C. The O.T.C. (Great Britain) is organized in two divisions:—

**Senior Division**, contingents at the Universities.

**Junior Division**, contingents at Schools.

Members of both divisions are styled **Cadets**.

The formation of the **Canadian O.T.C.** took place in 1912, the regulations being based on those obtaining in Great Britain, adapted to suit the requirements of the country. The C.O.T.C. does not include cadet units from the schools. The name "cadet" is in Canada replaced by "member." Authority to universities and colleges in the Dominion to form contingents is granted only if the institution has a properly constituted committee on military education and can provide for the efficient carrying out of the instruction of the unit.

**C.O.T.C. contingents are units of the Militia** and their place in the Militia List is at the head of the infantry. University students, and others of equivalent educational qualifications at the discretion of the Military Committee, form the rank and file, and are enlisted for service as laid down in the *K.R. and O.* for men of the non-permanent Militia. The training differs, however, from that of the militiaman in that such of the members as so elect are put through special courses extending



throughout the academic year, and covering the work required of provisional lieutenants of infantry before being confirmed in their rank. Members are encouraged to attain to this standard, and to successful candidates **Proficiency Certificates**, termed **Certificate "A,"** are issued which exempt the holders from certain examinations on being recommended for commissions in the Militia, namely:—

- (i) **Permanent Force**, *exemption from having to obtain a qualifying certificate at a School of Instruction before attending the Long Course.*
- (ii) **Non-permanent**, *exemption from further qualification for the rank of Lieutenant (Infantry).*

A higher certificate can also be obtained subsequent to a candidate's having secured Certificate "A." The subjects of study and examination are the same as those for lieutenants in the Militia (non-permanent) for promotion, and **Certificate "B,"** granted to successful candidates, *exempts them from requiring to obtain further qualifications before promotion to the rank of Captain (Infantry).* The possession of these certificates entitles the holder to have the letters **c.o.t.c.** (for Certificate "A") and **C.O.T.C.** (for Certificate "B") shewn after their names in the Militia List. Members who comply with certain conditions laid down in the *C.O.T.C. Regs.* are termed **efficient**s.

The C.O.T.C. is intended to be a fruitful source from which to draw junior officers for Militia regiments. For purposes of organization, control, administration, discipline and training, contingents are under divisional or district commanders. Units are trained by their own officers, the training being under the direction of the G.S.O. of the command.

**Officers** appointed to contingents should, in the case of seniors, be members of the University Staff when possible, but it is permissible to appoint undergraduates to the junior ranks. Officers may be of three classes:—

- (i) *Gentlemen gazetted to the Militia as commissioned officers, for service in the C.O.T.C.*
- (ii) *Officers from other units seconded for service with the C.O.T.C.*

- (iii) *Officers of other units temporarily attached for duty with the C.O.T.C.*

The services of all C.O.T.C. officers are, on embodiment, at the disposal of the Militia Council, they having the same liability for service as other officers of the Militia; but the C.O.T.C. is not liable to be called out for active service as a whole. In the case of a "levee en masse" its members are, however, liable to military service under the Militia Act.

Units are permitted to proceed to camps of instruction and when there officers and members are entitled to draw pay for 12 days. Officers are entitled to a maximum of 16 days' pay, for training at local headquarters, but no pay is granted to members.

A yearly capitation grant of \$5 is issued for every member who qualifies as "efficient," and individual members are entitled to a grant of \$5 or \$10 respectively on obtaining Proficiency Certificates "A" or "B." A member, also, who receives a commission in the non-permanent Militia is given a grant of \$20 after completing his first year's training.

Contingents of the C.O.T.C. are authorized at the following universities and colleges:—

McGill, with 2 companies at Macdonald College.

Toronto, with 2 companies at Ontario Agricultural College and 1 organized from Members of the University Club.

Laval, Montreal.

Laval, Quebec.

Dalhousie, Halifax.

Acadia, Wolfville, N.S.

Alberta, Edmonton.

Western, London.

King's College, Windsor, N.S.

McGill University College, Vancouver.

Queen's, Kingston.

Manitoba, Winnipeg.

Mount Allison, Sackville, N.B.

St. Francis Xavier, Antigonish, N.S.