

*(Issued as a Supplement to Routine Orders.)*

# CANADA

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## CONDUCTING OF TROOPS GENERAL PROCEDURE

WITH DETAILED INSTRUCTIONS

TO

PERMANENT CONDUCTING  
STAFFS

AND

OFFICERS CONDUCTING  
DRAFTS, ETC.

OTTAWA, MAY 1918.

PUBLISHED BY AUTHORITY OF THE  
ADJUTANT-GENERAL.

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Note:—All personnel employed on permanent and temporary conducting duties and officers handling transportation and documents of troops must make themselves thoroughly conversant with all regulations contained herein.

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## PERMANENT CONDUCTING STAFFS.

Too much importance cannot be given to the conscientious carrying out of conducting duties. The success of delivering troops in England and the returning of troops for disposal in Canada largely depends on the completeness with which conducting staffs carry out their work, and many complaints and criticisms will be avoided if these staffs, in handling this work, co-operate with the ship's officials and others with whom they may come in contact.

The personnel of permanent conducting staffs will be taken on the strength of the Quebec Clearing Depot, and will discharge the duties of a regimental staff in accordance with the instructions contained herein.

These staffs while in Canada will be under the direct orders of the O.C. Clearing Depot, Quebec, and will receive full instructions from that officer regarding their further duties and subsequent embarkation. While in England these staffs will be under the authority of the O.C. Discharge Depot, Buxton, and will proceed to Buxton immediately on arrival, where they will await further instructions from that officer regarding their return trip. Medical personnel will proceed direct to Kirkdale Hospital and will report, in writing, to Buxton. The O.C. Discharge Depot, Buxton, will keep in close touch with these staffs and will be responsible for detailing them to returning ships.

### ESTABLISHMENT:

Officer Comdg. Troops.	Orderly Room Sergeant.
Ship's Adjutant.	Ship's Pay Sergeant.
" " Paymaster.	Pay Clerk.
" Medical Officer.	Orderly Room Clerk.
" Nursing-sister.	Dispenser.
" Sergeant-major.	(Y.M.C.A. Repre'tative.)

NOTE.—*This establishment is based to meet the requirements of handling ships transporting approximately 1,500 troops, and is subject to change to suit altered conditions.*



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x—These numbers refer to Ship's Standing Orders.

y—These numbers refer to Train Standing Orders.



# GENERAL INFORMATION AND DETAILED INSTRUCTIONS TO CONDUCTING STAFFS.

**EXPLANATION.** Permanent conducting officers are referred to as "O.C. Troops" in these Instructions. If for any reason the War Office decide to place a senior officer in charge of the ship on any trip, it is expected that such officer will give the permanent conducting officer a free hand in carrying out these instructions.

Should a senior officer be appointed as O.C. Troops, the conducting officer for that trip will be considered as "O.C. Canadian Troops."

## PART I. TROOPS RETURNING TO CANADA.

### BEFORE EMBARKATION.

1. Several days before leaving Buxton troops for each transport, and their documents, will be segregated according to the Military Districts in Canada to which they wish to proceed, irrespective of where they enlisted. Parties will be numbered according to the District in Canada to which they are proceeding, i.e., M.D. No. 1 party; M.D. No. 2 party, etc.
2. (a) An officer will selected in advance by H.Q., O.M.F.C., to take the command of each District party at Buxton, and a suitable num-

ber of officers and N.C.Os will be selected by the O.C., Discharge Depot, from the same party, to assist him with his work.

(b) Two additional medical officers and three nursing-sisters will be selected in advance by H.Q., O.M.F.C., and will be detailed for duty under the directions of the ship's Medical Officer.

### DOCUMENTS.

#### 3. Nominal Rolls, Other Ranks.

Ten copies of nominal rolls of other ranks will be prepared at Buxton separate for each District party on the authorized form, and will be distributed:

One copy to the O.C. Troops (to be handed to O.C.C.D. on arrival).

One copy for party paymaster.

Four copies to be forwarded, by hand, immediately on arrival in Canada to Director of Records, Ottawa.

One copy to accompany documents to District.

One copy to Immigration Officer.

One copy for R.T.O. at point of disembarkation.

One copy for Officer i-c of each District Party.

#### 4. Officers and Nursing-sisters, Nominal Rolls and Documents.

(a) After embarkation of officers has been completed the Permanent Conducting Officer will receive from the Canadian Embarkation Officer *SEVEN* copies of Officers' Nominal Rolls, which will be disposed of as follows:

One copy to the O.C. Troops (to be handed to O.C.C.D. on arrival).

Four copies to be forwarded, by hand, immediately on arrival in Canada, to Director of Records, Ottawa.

One copy to Immigration Officer.

One copy for R.T.O. at point of disembarkation.



In addition to the above, the Permanent Conducting Officer will be handed three parcels of documents of officers—one for the Adjutant-General, Ottawa; one for the Officer in Charge Clearing Depot, Quebec, and one containing last pay certificates, which will be handed to the officers concerned during the voyage.

(b) In each of the first two parcels there will be one officers' roll, this making a total of nine rolls which he will have received. These will also be collected with the authentic roll received from the Embarkation Officer, but will not be detached from the letter and documents with which they have been placed. One copy of the separate nominal roll of officers and nursing-sisters should be prepared, by Districts, during the voyage. This nominal roll to be included in the documents for each Military District referred to in paragraphs 33 and 42.

5. A representative of the Discharge Depot will be detailed to take all documents and nominal rolls to the ship, where he will procure a receipt from the O.C. troops for the documents. The nominal rolls will be handed over to the Embarkation Officer, who, after checking the same, will hand them to the O.C. Troops.

Documents of men whose names have been struck off rolls will be withdrawn and returned to the Discharge Depot by the Embarkation Officer. In the case of officers, these documents will be handed to the Embarkation Officer.

#### **EMBARKATION AND BERTHING:**

6. The O.C. Troops and his conducting staff must be on the ship before arrival of troops.

Officers appointed to command District Parties must report to Discharge Depot, Buxton, at least two days before their party embarks, as it is important that they should get in touch with their N.C.O's and men. These officers,

before leaving Buxton, will be issued with copies of "General Procedure and Detailed Instructions to Conducting Staffs." These officers, on detraining at Liverpool, must remain with their parties until instructed to move by the Embarkation Officer or the O.C. Troops.

Buxton will notify by wire Embarkation Officer, at least 12 hours before entrainment, as to composition and berthing arrangements for the several District Parties.

The O.C. Discharge Depot will give the O.C. Troops a duplicate copy of the plan of the ship, showing the location of each District Party.

7. Soldiers whose disability warrants special consideration will be berthed separately at Buxton. These men will be withdrawn from District Parties for purposes of berthing and will be treated as a separate party for that purpose only. They will be placed in charge of an officer.
8. The Embarkation Officer will instruct each officer in charge of District Parties regarding the berthing of his men.

The Officer Commanding each District Party will accompany his party to its portion of the ship. N.C.Os and men will remain by their berths until after the whole District Party has been berthed. No changes in berthing will take place without the sanction of the O.C. Troops.
9. The party of incapacitated soldiers referred to in para 7 will be given berth quarters close to the dining saloon, and on upper decks, and as near as possible to deck companion ways and lavatories.

#### **BAGGAGE:**

10. Arrangements should be made to have all baggage belonging to troops and civilians legibly marked by Districts, and, if possible, segregated accordingly.



## ON TRANSPORTS:

11. Suitable accommodation must be provided for an orderly room, where all clerical work should be carried out. At least one officer of the conducting staff should be at all times during the day present in the orderly room.

*NOTE.—Paras 12 to 23 refer also to troops proceeding to England.*

12. The authority of the adjutant of the conducting staff is precisely that of an adjutant to a commanding officer, and he will discharge the same regimental duties.
- (a) He will exercise watchfulness for any deviation from orders or breach of discipline and will at once take disciplinary action.
  - (b) He is responsible for all orderly room work and daily orders, and, under instructions of the O.C. Troops, will supervise the orderly room staff, ship's sergeant-major and provost sergeant.
  - (c) He will also see that necessary military guards, sentries and military police are appointed.
  - (d) He will allot necessary decks for parade purposes, and will arrange suitable hours for all parades and will see that buglers are detailed to sound the routine calls.
  - (e) He will have posted in the orderly room written instructions to duty officers.
13. The O.C. Troops will be responsible for the maintenance of discipline, and will see that copies of "Standing Orders" (which will be supplied) are distributed in all parts of the ship, and that copies are also distributed to all Officers Commanding District Parties.
14. Officers Commanding District Parties, and their assistants, will be responsible to the O.C. Troops, throughout the voyage, for the discipline of their respective parties.

## INSPECTION OF SHIP:

15. The O.C. Troops, with the Medical Officer, will carefully inspect the ship as to sanitation, position of life boats and life-belts before sailing.

## LIFE BOATS:

16. It is imperative that all troops and civilian passengers, as soon after embarkation as possible, and **before the ship leaves harbour**, are made conversant with the various parades, location and method of loading life boats as laid down for each transport. The Admiralty demands that these instructions be carried out, and the O.C. Troops will be held personally responsible in this matter. (See Appendix I.).

## SIGNALS AND DECKS:

17. All troops must be immediately informed regarding the various emergency signals, and also regarding regulations concerning the use of the various decks.

## SENTRIES:

18. The O.C. Troops, in conjunction with the master of the ship, will arrange for a guard of sufficient number of N.C.Os and men; also a requisite number of sentries. These sentries will be placed at posts selected by the master of the ship and the O.C. Troops. The guard will be divided into three reliefs, and will be obtained from the N.C.Os and men of parties on board.

The O.C. Troops will give instructions in writing to the officer in charge of the guard regarding his duties.

## SHIP'S STANDING ORDERS:

19. The O.C. Troops will be responsible that ship's standing orders, which are to be posted in conspicuous places, are adhered to by all ranks on board.



## ROUTINE.

20. Daily routine will be posted up on all notice boards as soon as troops are embarked.

## ILLICIT TRAFFIC IN LIQUOR.

21. Every precaution is to be taken to prevent liquor being supplied to troops. Civilian passengers should be warned that if found supplying liquor to troops they will be reported to the captain.

## SUPPLIES OF STATIONERY, Etc.

22. Special arrangements have been made by the Red Cross and Y.M.C.A. to place on board all transports, for the use of troops, magazines, papers, cigarettes, stationery, comforts, etc. Care should be taken to see that these articles are equally distributed among all units on board.

## AMUSEMENTS.

23. It is essential that concerts and other amusements should be arranged for both officers and men. It is equally necessary to promote the spirits of the troops proceeding to and from England, as it is on active service. A Y.M.C.A. representative will be detailed to the conducting staff, and he should be given every assistance in arranging entertainments.

## DEATHS ON VOYAGE.

24. Reports are to be telegraphed by the O.C. Clearing Depot, on the arrival of the vessel in Canada, to the Secretary, Militia Council, Ottawa, and to "Canrecords, London." A.F.B. 2090a, wills, pay books and documents will be sent to the Secretary, Militia Council, Ottawa.

## PAY.

25. After documents have been received by the O.C. Troops last pay certificates, pay books and all other financial documents will be handed over to the Conducting Paymaster.
26. After the ship leaves port an advance not exceeding (£1) will be paid to each man on

forms supplied by the Chief Paymaster. This advance is considered sufficient to cover expenses en route to Canada.

27. Last pay certificates will be sorted into Districts, and a cheque not exceeding \$50.00 (if sufficient credit balance) in favour of the man will be drawn up by the Paymaster and attached to each certificate.
28. Last pay certificates and cheques will be attached to each man's documents. Where soldiers are permitted to proceed on furlough from points east of their District Headquarters, cheques will be detached at Clearing Depots and given to O.C. District Party, who will hand them to the soldiers on detraining. (See para 41.)
29. A cash payment of \$5.00 will be made to each soldier at port of debarkation to cover expenses en route to destination.
30. Pay books will be handed to soldiers on debarkation.
31. All other questions relating to pay are fully covered by special instructions issued to conducting paymasters.

## REPORT ON OFFICERS.

32. Any officer failing to carry out the regulations or duties for which he has been detailed must be reported by the O.C. Troops in writing to the O.C. Clearing Depots, Quebec, and full particulars furnished in each case.

## PREPARATION OF DOCUMENTS.

33. The conducting staff during the voyage will divide all soldiers' documents by Districts in the order in which the names appear on the nominal roll. A copy of the Nominal Roll of Officers and Nursing Sisters, referred to in Paragraph 4 (b), must be attached to the documents of each District. (See Paragraph 42.)



## ADVICE OF ARRIVAL.

34. Each soldier has the option of advising one person in Canada of his arrival. As the Government has undertaken to forward this notification, and in order to facilitate the despatch of the necessary telegrams, and also for purposes of transportation, the following data will be prepared in quadruplicate (by Districts) and handed over to the O.C. Clearing Depot at the port of debarkation immediately on arrival.

- (a) The soldier's number, rank, name, initials, unit and full postal address.
- (b) The name and address of one person whom soldier wishes advised of his arrival.
- (c) The name of railway station to which the soldier purposes to go on furlough, and to which a warrant is desired.
- (d) The name of wife and number of children, if on board, and stating destination.

This information will be procured from card M.F.W. 2502, which must be filled in by each returning soldier during the voyage.

## WIRELESS.

35. If possible, before arrival in port, the O.C. Troops will send a wireless to the O.C. Clearing Depot at point of debarkation, giving particulars of any cases requiring other than ordinary transportation.

## MEDICAL CASES.

36. Should any case develop on the voyage which, in the opinion of the Medical Officer, it will be necessary to retain at the point of debarkation all documents of such cases must be extracted from those of the District Party and handed over to the O.C. Clearing Depot, with a special nominal roll, and full particulars, including number, rank, name, original destina-

tion, disability, etc. A notation must also be made on the copies of the nominal rolls being forwarded to Militia Headquarters and the Districts concerned. These soldiers will be on command to the District Depots until fit to travel, when they will be forwarded to the District to which they were originally proceeding.

37. If, in the opinion of the ship's medical officer, a soldier (who is well enough to travel to his District) should receive medical attention or treatment before proceeding on furlough, he shall hand a list of such cases to the O.C. Troops, who will have instructions issued to the Officers Commanding the various District Parties that such soldiers must be handed over in their respective Districts for medical care, and must, under no circumstances, be granted furlough or transportation direct from the train.

## BAGGAGE.

38. The O. C. Troops, before leaving the ship, will be responsible that no baggage, arms or accoutrements are left on board. **Note**—Rifles and ammunition are placed on board each vessel to be used should occasion arise.

## REPORTS.

39. The O. C. Troops, before debarking, will prepare, in triplicate, a proper Mess Certificate, signed by himself and the purser. Two copies will be retained by the purser, and the third copy will be mailed to the Director-General Supplies and Transport, Ottawa. The O. C. Troops will also, as soon as possible after arrival in Canada, prepare and forward to the Director-General Supplies and Transport, a confidential report on the accommodation and food supplied to the officers and troops under his command, also a return of units (by Officers, Staff-Sergeants, Sergeants and other ranks), on board, duly signed.



40. As soon as his duty is completed in Canada, the O. C. Troops will prepare a report covering the following points:

1. Composition of party.
2. Dates of departure and arrival.
3. Accommodation.
4. Messing.
5. Conduct.
6. Routine.
7. Medical inspection (in which he will state that all troops were medically inspected on board ship, and that infectious and hospital cases were handed over to Officer Commanding Clearing Depot at point of debarkation. He will include a copy of the Medical Officer's report.)

The O.C. Troops will forward three copies of this report to the Officer Commanding the Clearing Depot, Quebec, who will send two copies to the Adjutant-General, Ottawa, one of the latter copies to be forwarded to the Overseas authorities.

## PART II.

### CONDUCTING OF TROOPS FROM CLEARING DEPOTS TO DISTRICT HEADQUARTERS.

41. (a) Immediately on arrival of ship the O.C. Clearing Depot will detail an officer to proceed by first train to Ottawa to deliver to Director of Records the nominal rolls referred to in paras. 3 and 4.

(b) All arrangements for special trains, furlough and transportation will be made at the Clearing Depot, and Officers Commanding District Parties will act as Train Conducting Officers, and be responsible for their parties and documents, until they are handed over to the District representative on arrival at District Headquarters. Troops for Military Districts No. 6 and 7 will be handed over and dealt with at the Clearing Depots at Halifax or St. John.

(c) After necessary warrants and furlough forms have been prepared for troops at the Clearing Depots, they will proceed to their respective Districts by special train. In the event of troops who have been granted furlough being permitted to detain east of their District Headquarters, it will be the duty of the O.C. District party to hand to each soldier his (a) transport warrant, (b) furlough form, (c) cheque, and to see that such soldiers leave the train at the point from which their furlough transportation (to their homes) has been prepared, and they must be specially warned to proceed to their District Headquarters immediately on the expiration of their furlough. (Officers in charge of District Parties must always accompany troops as far as District Headquarters.)



## DELIVERY OF DOCUMENTS.

42. The greatest care must be taken that all documents, together with the Nominal Rolls referred to in paragraph 33, are carefully wrapped up, addressed to each Military District, and that these packages are delivered, by the Train Conducting Officer, to the respective Military Districts, immediately on arrival in the Districts.
43. The O.C. District Party will be given any necessary special instructions, in writing, by the O.C. Clearing Depot, and he will see that the Standing Orders, laid down for Troop Trains are strictly adhered to.
44. In order to enable the Military Authorities in Military District No. 4 to provide Military Police to assist in the maintenance of discipline on troop trains passing through Montreal, instructions will be issued to Officers Commanding all troop trains east or west-bound that they will, not less than five hours before time of arrival at Montreal, despatch to the G.O.C., M.D. No. 4, a telegram, stating the number in their party and time of expected arrival at Montreal. (Routine Order No. 402).
45. The O.C. District Party will telegraph to the District Headquarters stating the new probable time of arrival. This telegram should reach the District at least five hours before arrival.
46. On arrival at the District, the O.C. District Party will hand over the troops, and their documents, to the District Representative, and will receive a receipt for same.
47. Upon completion of his duties, the O.C. District Party will forward the receipt for documents and a detailed report to the Clearing Depot at point of clearance, covering the following points:—

1. Discipline.
2. Equipment.
3. Meals.
4. Rate of travel.
5. Arrival at destination.
6. Any suggestions he may have to make regarding better methods which might be employed in handling returned soldiers.



# PART III.

## GENERAL PROCEDURE REGARD- ING DRAFTS PROCEEDING TO ENGLAND.

### INSPECTION OF DOCUMENTS OF DRAFTS WARNED FOR OVERSEAS.

48. For detailed instructions from date of warning to embarkation point refer to Routine Order No. 361 and Routine Order No.

### ENTRAINING.

49. As soon as an Officer receives orders to entrain his troops, he should get in touch with the A.D. of S. and T., ascertain the hour the train will be ready, including baggage cars. He will see that his baggage is sent to the station in ample time to be loaded and out of the way before the arrival of the troops, leaving a baggage guard in charge.
50. Special attention must be given, before drafts entrain, that all regulations regarding medical examination and inspection and preparation of medical documents, have been carefully carried out.

### EN ROUTE.

51. Draft Conducting Officers will receive detailed instructions before leaving District regarding all questions relating to documents, forms, pay, etc.
52. The Officer Conducting the Draft will be responsible that all ranks strictly conform to Standing Orders for Troop Trains, and also to any special instructions received from District Headquarters before entraining.
53. In order to avoid congestion of cases of contagious disease in Halifax or St. John, the following procedure will be followed on troop trains proceeding east:

As a preventive measure, in every troop train leaving a District in which infection has recently existed, the Conducting Officer shall:

- (a) Post guards at each car door, with orders to prevent the movement of the troops from car to car, except for the purpose of proceeding to the dining-car at meal hours.
- (b) See that in each car there is kept a vessel containing a disinfectant solution in which the hands of all the men in the car shall be dipped before and after each meal.

Any cases of contagious disease arising after leaving the District, and any contacts (determined to be such by the Medical Officer in charge) shall be left off at Winnipeg, Montreal or Quebec.

Where the necessity of leaving such contagious cases or contacts at intermediate points, as mentioned in the preceding paragraph, arises, the Conducting Officer will wire the General Officer Commanding the District in which it is proposed to leave them, full particulars, including the names of the disease, the number of cases and of contacts, and the number of infected cars in the train. (Routine Order No. 348).

54. Many breaches of discipline have been reported in connection with new drafts proceeding to points of embarkation, and the regulations prohibiting alcoholic liquors on trains are reported to have been broken, especially at points in the Province of Quebec, where trains stop, principally Montreal, Cadorna, Chaudiere Junction, Riviere du Loup and Mont Joli Junction.

In addition to Draft Conducting Officers (who should in all cases be experienced Officers), trains carrying untrained troops will be furnished with a special train Conducting



Staff of returned Warrant Officers and Non-commissioned Officers, under a senior returned Officer, at the rate of one Non-commissioned Officer per car.

Sentries will be placed on doors and troops will not be permitted to leave the train, except by the order of, and under the supervision of the officer in charge of the train.

Men guilty of breaches of discipline will be placed under arrest; charge sheets will be made out, and evidence taken. They will, in minor cases be dealt with by the Officer in charge of the train, and men under punishment, together with the record of the award made against them, will be handed over to the Officer Commanding troops on embarkation. In more serious cases they will be handed over to the District Officer Commanding at point of embarkation, and the witnesses who are essential for the purpose of proving the charge, will remain under his orders. Men sentenced to detention by the courts-martial thereupon held will be sent overseas in custody with the next draft leaving that port. The witnesses will be sent overseas or returned to the District in Canada from which they came as the case may be. (Routine Order No. 331).

#### INSPECTION OF DOCUMENTS AT EMBARKATION POINT.

55. A responsible Officer at the embarkation point will be detailed by the Embarkation Officer to receive from the Officers Commanding Drafts, one copy of M.F.W. 103 and as the men proceed on board, each will give his name and regimental number to this Officer, and same will be checked on the roll as he proceeds on board. It must be distinctly understood that it is for this reason that great care must be taken in keeping the men in their proper alphabetical order, according to the Nominal Roll.

56. A satisfactory explanation must be entered in the remarks column of M.F.W. 103 for each individual shown on the roll who does not embark. This entry must be made on both copies of M.F.W. 103, and one copy turned over to the D.O. i-c. R. and S., who will forward same with report to the Director of Records, Militia Headquarters. The second copy will be returned to the O.C. Draft. The documents of those who do not embark will be turned over to the D.O. i-c. R. and S.

#### EMBARKATION.

57. On arrival on board ship, draft conducting officers must immediately report to the O. C. Troops, who will take charge of all troops and their documents, from draft conducting officers, and see that documents are properly checked over and examined en route to England.

#### BERTHING ON SHIP.

58. The berthing on the ship will be carried out by the O.C. Troops in conjunction with the Ship's Officers, and will be commenced under instructions of the Embarkation Staff Officer. The O.C. Troops will instruct each Conducting Officer regarding the berthing of his men.

**Note.**—Berthing should be done by giving each man a berthing card, which will show the number of his birth and state-room, and these numbers should be noted on the Nominal Roll opposite the man's name.

The O.C. Troops will see that each District Party is conducted to its portion of the ship. N.C.Os and men will remain by their berths until the whole ship's party has been berthed.

59. The instructions laid down in paragraphs 12 to 23, inclusive, for troops returning to Canada, shall also be applicable for troops proceeding to England.



60. Draft Conducting Officers will be responsible to the O.C. Troops that all regulations contained in Standing Orders for Troop Ships are strictly adhered to.
61. The O.C. Troops is definitely charged with the responsibility of detailing an officer from each Draft and a sufficient number of men to open the envelopes containing regimental documents, and separate them according to the type of document; thus, original Attestation Papers with a covering Nominal Roll, triplicate Attestation Papers with a covering Nominal Roll, Medical History Sheets with a covering Nominal Roll, etc. All documents are to be filed alphabetically, in separate sets, as per Nominal Roll for each separate draft before arrival in England.
62. (a) Routine Order No. 10 is to be strictly adhered to; and further the Ship's Adjutant will be charged with the responsibility of issuing Daily Orders, Part II., showing any men who are left behind at the last moment, or become casualties en route to England, also all cases of fines and forfeitures. Two copies will be returned immediately upon arrival overseas to the Director of Records, and two copies to the General Auditor, Militia Headquarters, Ottawa.
- (b) "Routine Order No. 10"—
1. "All units, independent detachments, and drafts from draft-giving units will issue Daily Orders, Part II., from the time of entraining in their Military Districts to, and including, the day of embarkation.
  2. "The Daily Orders, Part II., for the day of entraining will show the number of officers and other ranks on board the train, and a nominal roll of all ranks on board will be attached thereto.
  3. "The Daily Order, Part II., for the day of embarkation will record the number of officers and other ranks going on board

ship, and a nominal roll of all ranks on board ship will be attached thereto. This is the last Daily Order, Part II., which will be left in Canada.

4. "Where it will not cause delay, Daily Orders, Part II., for two or more days while on the train, may be written on one sheet, but immediately on arrival at their destination all Daily Orders, Part II., to date, will be sent to the local District Officer i-c Returns and Statistics, at the port of embarkation.

(B) "The District Officer i-c Returns and Statistics at ports of embarkation will insist on production of Daily Orders, Part II., of all units and drafts from the date of entrainment in their Military District to the date of embarkation, and will see that the Daily Orders, Part II., as mentioned in paragraphs 1 and 2 of this Routine Order are included. (H.Q. 650-8-6 of 2, 1, 18.)

#### SUPPLIES.

63. Conducting staffs (before embarking, should procure from the Clearing Depot at point of embarkation, sufficient supplies of stationery, forms, etc., to last for the return trip to Canada.

#### DEATHS ON VOYAGE.

64. Reports are to be telegraphed on the arrival of the vessel in England to "Canrecords, London," A.F.B. 2090a will be sent to the Officer i-c Records, Canadian Record Office, Green Harbour House, Old Bailey, E.C.4. Wills, pay books and effects will be sent to the Officer i-c Estates Branch, Pembroke House, 133 Oxford Street, London, W.I. All documents must be forwarded to Officer i-c Records, with covering letter giving full particulars, including name and number of transport.

#### LANDING RETURNS.

65. "Marching In" state of all troops on board, together with complete Nominal Roll of all Officers of units and details (in duplicate),



must be ready for delivery. One copy to the Imperial Embarkation Staff Officer, and one copy to the Canadian Embarkation Staff Officer. In addition, complete Nominal Roll in duplicate of all N.C.Os and other ranks comprising units must be handed to the Canadian Embarkation Officer.

(Specimen copies of "Marching In" State and Nominal Roll of Officers of units and details, showing the form in which these should be compiled, are attached hereto. Appendices II. and III.)

#### MEDICAL RETURN.

66. A return in triplicate of all patients, giving full details, will be prepared by the senior Medical Officer, and delivered—one to the Imperial Debarkation Medical Officer, and two to the Canadian Embarkation Officer. All patients on sick report who are unable to travel beyond the port of debarkation will be reported on a separate return—their Medical History Sheet and Transfer Clothing Statements, together with kit, to accompany them to hospital, the balance of their documents to go forward with their unit.

#### RATIONS.

67. Each man before disembarkation will be issued with a ration consisting of two meals. The O.C. Troops will satisfy himself that the ration is satisfactory, and that water bottles have been filled with tea or water. On no account must rations be issued in bulk as they cannot be distributed after entrainment, the trains being of non-corridor stock.
68. Officers have to supply their own rations; these can be purchased on board ship, or luncheon baskets can be put on the train en route by notifying the R.T.O. at the station, and they must be paid for at the time of delivery.

## Part IV.

### ARRIVAL OF CANADIAN TROOPS IN ENGLAND.

69. The O.C. Troops or Conducting Officer must remain on board until all units and details have disembarked.
70. On arrival in England, the O.C. Troops will hand over all drafts and their documents to the Debarkation Officer and will obtain receipt for same.

#### BAGGAGE.

71. Only light baggage will accompany troops. This includes Officers' baggage, but no stores or heavy baggage out of the hold. All baggage must be piled on deck properly segregated, according to units, and kept as separate as possible from that of other units in the baggage vans of the trains. Each unit will provide, and have standing by, a fatigue party in charge of an Officer or N.C.O., to unload and entrain its own baggage. Fatigue parties will hand over their kits to other men of their own unit to be carried to the train.
72. Details will look after their own baggage and make their own arrangements for the handling of same.
73. When there are Nursing Sisters on board, the O.C. Troops will supply a fatigue party from a unit leaving on the last train to handle the baggage of the Nursing Sisters.
74. All stores and heavy baggage will be discharged in dock and any unit having such must leave behind a small baggage guard in charge of an Officer, to look after and check it. An Officer or senior N.C.O. who knows what his unit has on board should be selected.

#### ARMS.

75. Any rifles or ammunition on board will be taken off at the dock (not the landing stage).



Ordnance issue voucher to be handed to the Embarkation Officer.

## DISSEMBARKATION.

76. Troops must be held ready to disembark directly the ship comes alongside, and will entrain in accordance with instructions given by the Embarkation Staff Officer, or the Railway Transport Officer. No officers or men must leave the ship without the permission of the Naval Transport Officer on duty.
77. Train schedule for the O.C. Troops will, when possible, be put ABOARD the ship by the Pilot, showing the number of Officers and men to leave by each train. The units to go by the first two trains will be paraded on the ship ready to march off.
78. The Permanent Conducting Staff must assist the Embarkation Officers in every possible way in clearing the ship.
79. The Officer appointed as Officer Commanding train will be in charge of all troops on the train and will be responsible that the orders re "Train Discipline" are strictly carried out. He is responsible that the correct number of Officers and men in the train are given to the R.T.O., who will issue to him the necessary warrant together with the train report. He will enter on the back of the "Train Report" Nominal Roll of all Officers on his train. He will hand this report to the R.T.O. at the detraining station.
80. All details, officers, N.C.Os and other ranks, whether travelling at own or public expense, must be in the lounge when the ship comes alongside the landing stage or dock, and report to the Embarkation Officer to have their travelling papers examined and the necessary transportation issued to them before leaving the ship.

## SHIP'S STANDING ORDERS.

### 1. Duties in case of fire or collision—

Boat stations are detailed and posted on the notice board.

It is imperative that strict quiet be maintained on an outbreak of fire or in the case of collision; all ranks will "fall in" at the boat stations as detailed, in any dress, with lifebelts on.

Any person discovering a fire must immediately convey the information to the ship's officer of the watch on the bridge. For this purpose a sentry may temporarily quit his post.

### 2. Life-Belt Regulations—

Life-belts will be worn by all ranks throughout the voyage. They are to be taken off only to sleep and then they are to be hung close to the head.

### 3. Lights at sea—

All lights at sea are blinded at night. No interference will be made with the methods employed to make the ship light-tight, and at night the double doors only are to be used in passing to and from the promenade deck. Smoking or lighting matches on the decks after dark is forbidden. Sentries will be posted on all doors that cannot be used without letting lights show.

### 4. Routine—

All ranks are responsible that they acquaint themselves with daily routine which is posted on the notice board.

### 5. Smoking—

Smoking will be allowed on the upper decks and in smoking rooms only, and is strictly prohibited between decks. The use of matches other than safety is not permitted. Cigarette and cigar ends must be placed in spittoons or scuppers. Pipes are to be knocked out in the scuppers or spittoons and not overboard.

### 6. Gambling—

All ranks are warned that gambling, whether with soldiers or members of the crew, is strictly forbidden.



**7. Photography—**

All concerned are warned that the use of cameras on board transports or passenger ships carrying troops is strictly forbidden.

**8. Letters, etc.—**

Troops are warned that writing of letters or postcards is governed by the following:

- (a) The port of embarkation is not to be mentioned by name or description.
- (b) The posting of letters in civil post offices is forbidden.
- (c) No information as to manner or detail of troops travelling on transports be published or stated in any printed matter issued, or interview.
- (d) The name of the transport conveying the writer or any other transport crossing at the same time, or any of H.M. ships either conveying troops or seen during voyage, is not to be mentioned.
- (e) Picture postcards are prohibited.

**9. Meals not to be served in state rooms—**

Officers are not permitted to have meals served in their rooms without an order from the senior M.O. and initialled by the Adjutant.

**10. Bugler—**

A bugler will sound all calls as laid down in the routine order and as directed by the ship's sergeant-major.

**11. Conversation with crew on duty—**

Officers, N.C.Os and men will not converse with the ship's officers of the watch or the man at the wheel, and they will not go on the bridge without permission.

**12. Troops to be separated from crew—**

Officers, N.C.O's and men are forbidden to go into any part of the ship allotted to the crew, and the crew are not allowed on that part of the ship allotted to troops, except in the performance of their duties. There shall be no traffic between the crew and the troops, and all ranks must report to the orderly room any attempts made by members of the crew to violate these regulations.

**13. Fresh water supply—**

Unnecessary waste of fresh water must be avoided. The fresh water supply is limited. Taps must not be left running.

**14. Closets—**

Troops must not throw any substance in closets likely to choke pipes or sanitary outlet, which cannot be repaired at sea.

**15. Stowage of baggage—**

All ranks are responsible that their baggage is stowed away without delay and is not permitted to encumber the decks and gangways.

**16. "Man Overboard"—**

In the case of the alarm "Man Overboard," all ranks must stand fast where they are at the time of the outcry.

**17. Orders—**

All officers, warrant officers and N.C.Os and men are warned to make themselves acquainted with daily and standing orders, ignorance of which is no excuse.

**18. Parade grounds—**

Parade grounds will be given in daily orders.

**19. Inspection of Quarters—**

All cabins and quarters will be vacated during the prescribed hours for the O.C's inspection. Cabin doors must be hooked back, cabins swept clean and bunks made up previous to inspection. N.C.Os and men must be on deck and clear of cabins and quarters during inspection. One officers from each unit or District Party will be in men's quarter during O.C's inspection. The O.Cs of drafts or District Parties will be responsible that this order is carried out.

**20. Cleanliness of Quarters—**

(a) Where hammocks are used they are to be rolled up tightly at reveille and tied up to the beams. Where bins are available they will be rolled up and placed in them. This is to allow for as much air space as possible. It is important that this order be carried out, as port holes are not allowed to be opened under any consideration.

(b) Where beds or bunks are provided in third-class quarters the mattresses must be



doubled to top of bed and the bed clothes neatly folded and laid on top. All equipment and boots to be neatly placed on other end of bed. No equipment of any kind to be left on the floors. All rooms, alleyways, scuppers and squares to be thoroughly swept every day and scrubbed every third day at least, and thereafter sprayed with disinfectant.

21. Dress—

(a) All ranks must wear uniform throughout the voyage and must disembark in uniform.

(b) Sam Browne belts will only be worn by officers on duty whilst on board ship.

(c) Spurs must not be worn on board.

(d) Under no conditions are distinguishing patches to be worn in Canada. Headquarters, Canadian Routine Order No. 639, dated 28th February, 1917, read as follows:

"Cloth distinguishing patches authorized by the Canadian Corps to be worn overseas will *not* be worn by officers and other ranks evacuated from France and taken on the strength of the Canadian Military Forces in the British Isles."

22. Throwing Articles Overboard—

All waste paper and wood is scrupulously to be burnt, and must in no case be thrown over the side. All rubbish and slops unable to be burnt are to be retained until nightfall and then dropped in one or more discharges, well separated in time. The continuous dropping of refuse is to be prevented.

23. Complaints—

(a) Troops are requested to bear in mind that the conditions and facilities on ships leave much to be desired, and although the authorities, both in Canada and in England, are making every effort to look after the comfort of troops on transports, there are always unforeseen difficulties which may cause minor hardships in certain cases.

(b) Anyone having complaints to make in regard to messing must lodge them with the orderly officer. Complaints in regard to accommodation must be made through the Officer i-c M.D. Parties, and if not attended to in due course, should be laid before the O.C. Troops by letter, giving all details. Where the

complaint is justified, the O.C. Troops will endeavour to have it remedied, and if this is impossible, he will make a report to the Adjutant-General on arrival in port. Any complaints against the ship's staff are to be made to the orderly room.

24. Loss or Damage to Ship or Her Stores—

Any loss or damage to the ship or her stores, which, in the opinion of the O.C. Troops, is wilful or the result of gross carelessness will be charged against those found responsible, and the amount paid over to the purser of the ship before disembarkation.

25. Theft—

All other ranks are particularly warned to guard against the theft of greatcoats or spare boots. These should not be left lying around the decks, but kept in cabins, bunks or racks.

26. Electric Lights—

Troops must not interfere with electric lights. Lights out of order must be reported at once to the orderly officer of the day.

27. Out of Bounds to Civilians—

All decks, quarters and dining rooms occupied or used only by the troops are out of bounds to all civilian passengers.

28. Sentries and Boat Military Police—

Sentries will be known by a white armlet worn on the left arm, and boat military police will be known by an armlet worn on the right arm.

29. Duties of the Sentries of the Armed Watch—

Sentries will be placed at the stations for lowering boats and will be responsible that no rush or panic is caused by troops or passengers. They will be armed with ball ammunition, and in such an emergency will have orders to shoot down anyone not acting properly. They will also under the officer of the watch fire upon any enemy submarine after the officer has received instructions from the bridge.

30. Orders for Day Orderly Officer—

(a) The day orderly officer will report at the orderly room at 6.30 a.m. and take over his duties from the night orderly officer.



(b) He will visit the mess at all meals, and will visit sentries twice in the morning and twice in the afternoon at uncertain hours. He will be responsible for the discipline of all ranks and that the sentries understand and carry out their duties.

(c) When the alarm is sounded for "Boat Drill" he will immediately proceed to the lowest quarters used by the men and clear the decks upwards, seeing that civilians and troops are out of their cabins and on parade. On completion of the duty he will report to the Conducting Officer that all quarters below decks are clear.

(d) He will make rounds with the captain of the ship daily, and will hand over his duties to the night orderly officer at 6.30 p.m.

(e) He will send in a report on completion of his duties in writing.

### 31. Orders for Night Orderly Officer—

(a) The night orderly officer will commence duty at 6.30 p.m. at the orderly room, and will remain on duty until relieved by the day orderly officer at 6.30 a.m.

(b) He will visit all sentries at least six times during his tour of duty at uncertain hours, and will be responsible that sentries' duties are promptly carried out. He will see that no authorized lights are shown after dark.

(c) Any unusual occurrence during the night will be reported to the ship's adjutant.

(d) All outside decks to be cleared of everybody at 9.00 p.m.

(e) He will hand a written report to the orderly room on completing his tour of duty.

(f) The night orderly officer on completion of each round will report to the officer on the bridge.

### 32. Orders for Sentries—

Sentries must be alert on their post at all hours and **must not smoke** while on duty. Smoking is not permitted by anyone in the alleyway or passages to the cabins, and sentries must see that this order is strictly complied with by all ranks.

When the ship commences her voyage, life-belts will be worn by all ranks and civilian passengers. This order must be strictly enforced.

Sentries must use civility in carrying out their orders and report to the N.C.O. in charge. Sentries will not leave their posts until properly relieved.

All sentries will appear on parade properly dressed.

Any undue noise caused by anyone after 11.00 p.m. must be reported, and the person causing the noise must respectfully be asked to discontinue.

### 33. Duties of the Military Officer of the Watch—

The military officer of the watch will visit each of the armed sentries at least once during each relief. He will be responsible that the sentries are acquainted with the orders and duties of the station. He will take charge of and control any rifle fire required, and then only when definite instructions to open fire have been received from the officer on the bridge. He will see that the sentries have ball ammunition and that the rifles are not loaded. He will inspect the rifles frequently during his tour of duties and see that they are properly cleaned and oiled. He will be responsible that the sentries have no conversation with passengers, and also that passengers do not talk to the seamen on watch.

### 34. Duties of Provost Sergeant—

(a) The provost sergeant is responsible for the conduct of the boat military police and shall instruct them in their duties.

(b) He shall be fully acquainted with standing orders and the daily orders of the ship and shall see that they are fully observed. He shall be considered on duty at all times.

### 35. Duties of Military Police—

(a) The boat military police shall be responsible for the proper observance of all orders issued by the O.C. They shall be on duty from reveille to 10.00 p.m., and during that time they shall patrol the decks, inside and outside. They shall report to the orderly room any unauthorized lights shown on board. They shall see that the order prohibiting smoking on the outside decks at night is strictly enforced. They shall see that all persons except members of the crew and sentries are clear of the outside decks at 9.00 p.m.



(b) They shall prevent loitering in the passageway between decks.

(c) They shall prevent gambling and shall seize any gambling devices in use and report same to the orderly room at once.

(d) If they have any reason to be suspicious of any staterooms they shall report them at once to the provost sergeant.

(e) They shall see that the men are in their rooms by "Lights Out," and that they do not delay in going to their beds.

(f) They shall prevent all other ranks from going below during captain's rounds.

(g) They shall see that all ranks and passengers shall wear life belts at all times at sea.

(h) The military police will be recognised by the white armlet worn on the right arm.

## STANDING ORDERS FOR TROOP TRAINS.

### 1. Sentries—

As soon as the troops are on board, the Train Conducting Officer will place sentries, with instructions that no Officer or man is to leave the train under any circumstances, except with his permission.

### 2. Untenantable Cars—

The Train Conducting Officer will inspect each car and its equipment, and if untenantable, endeavour to have it replaced. Porters must properly make up the berths with sheets before the men retire.

### 3. Meals—

The Train Conducting Officer will attend all meals to hear and adjust complaints.

### 4. Departure—

As soon as everything is completed he will so advise the conductor.

### 5. Responsibility—

Under no circumstances whatever is the Conducting Officer, or any one on his behalf, to interfere with the running of the train, or the passing to and fro of the train crew. The time tables for all movements are made at Headquarters with the object of connecting with ships as closely as possible, and nothing must be done which will interfere with these arrangements.

### 6. Stops and Exercise—

The Conducting Officer should ascertain from the train officials the length of the stops at junction points, so that he may, if possible, take that opportunity for exercising the men.

### 7. Train Comports—

For the convenience of the N.C.Os and men, authority has been given to the news companies' agents to sell papers, fruit, soft drinks and magazines on the troop trains.

### 8. Liquor—

The strictest diligence must be exercised to see that the men do not purchase intoxicating liquors, or bring same on the train.



9. **Dress—**

Spurs, under no circumstances, will be allowed to be worn on board troop trains, by either officers, N.C.Os or men.

10. **Civilians—**

No civilian or unauthorized person will be allowed to travel on troop trains, except by authority from Headquarters.

11. **Notice—**

Under no circumstances are banners, flags or writing to be displayed on the side of the coaches which will indicate in any way the name of the unit on board or its destination.

12. **Sanitation—**

For sanitary purposes, and to avoid the use of the one towel by several persons, it should be arranged that each N.C.O. and man carry his own.

13. **Water—**

Care should be taken not to waste the water, as the tanks only contain a limited quantity.

14. **Dogs—**

Under no circumstances are dogs to be allowed to travel on board troop trains, or to be taken on board ship.

15. **Destination—**

On arrival at destination no troops will leave the train until the Train Conducting Officer has consulted the M.D., H.Q. Representative, who will take over the party, or has given orders for detrainment.

16. **Telegrams—**

Conducting Officers will be responsible for all telegrams despatched from troops trains conveying information as to the movements.

Under no circumstances are telegrams to be despatched by unauthorized parties conveying information as to the movement of troops trains.

## APPENDIX I. EXTRACT FROM ADMIRALTY REGULATIONS.

(To be substituted for Article 40 of Handbook of General Instructions and cancels all other memoranda on the same subject.)

### REVISED MEMORANDUM REGARDING BOAT PRACTICE ON TROOP AND AMBULANCE TRANSPORTS.

With reference to Article 40 of the Handbook of General Instructions for Masters of Transports, it is considered desirable, in view of the considerable number of accidents that have occurred in lowering boats in an emergency to lay down in more detail the requirements which masters of transports are required to fulfill in respect of boat practice on board.

(a) In an emergency reliance cannot be placed on all the crew being present at their boat stations.

(b) Arrangements should therefore be made with the Officer Commanding Troops in the case of all transports on long distance trooping for parties of troops, and on ambulance transports, whether on short or long distance work for the R.A.M.C. Staff, to be detailed and instructed in the lowering of each boat before the ship leaves harbour, in order that they may be at once available should circumstances require.

(c) Every opportunity should be taken of practising the crew in lowering some or all the boats when vessels are occasionally detained in harbour. On such occasions the men utilised should be those who will really lower the boats when abandoning the ship, and should not be the boatswain and a few other picked men. The whole of the manoeuvres should be carried out as smartly and in as seaman-like fashion as would be required in an emergency itself.

(d) On the occasions mentioned in paragraph (c) it is highly important that when troops are on board the parties mentioned in (b) also should be practised and instructed in the lowering of the boats.



(e) You should inform the Officer Commanding Troops beforehand when such drill can take place, and arrange the time as far as possible to suit his convenience, and the fact of such drill taking place should be specially noted in the Log Book, and also reported to the Naval Transport Officer at the port itself where the drill takes place or at the next port of call, if the ship is on voyage; also entered on the "Return of boats placed in the water."

(f) In an actual emergency care must be taken to see that the boats are not overloaded in such a way that the falls or the boats themselves are unequal to the weight of men put on board.

(g) Attention is also called to the necessity of ensuring that the engines are stopped before any lowering of boats takes place, and if the emergency allows, that the boats are not actually lowered into the water before way is off the ship.

(h) No troops other than those trained in lowering the boats should have "alarm posts" in the vicinity of the boats' falls.

(i) Special attention is called to Article 10 of the Instructions to Masters comprised in the Transport Regulations and to Article 1594 of the King's Regulations and Orders for the Army.

## APPENDIX II.

### NOMINAL ROLL OF OFFICERS OF UNITS AND DETAILS ON BOARD .....

#### ARRIVING IN LIVERPOOL. ....

##### CANADIANS.

##### Conducting Staff—

Major Monteith, A. H.  
Capt. Normandin, G.  
Lieut. Porteous, R. W.  
3220567 Sgt. Stethen, R., M.H.C.C.  
3220566 Sgt. Chapdeliene, M.H.C.C.

##### Canadian Engineers—

Lieut. Corbett, F.  
" Blackadder, H.  
" Jennings, G. T.  
" Randlesome, H. G.  
" Young, H. G.

##### C. A. M. C.—

Capt. Fraser, J. R.

##### Quebec Inf. Depot—

Lieut. McEachrin, D.C.A.  
Norris, J. R.

##### Details, Gov. Expense—

Major Carling, I., A.A.G., Ottawa.  
Capt. Nobles, H. R., Chap. Servs.  
" O'Gorman, N. J., Chap. Servs.  
" O'Reilly, A. J., Chap. Servs.

Also, names, numbers and units of any N.C.O's or other ranks on board.

##### Details, Own Expense—

Major Turner, W. G., C.A.M.C.  
Lieut. Wood, W. W., C.A.S.C.

Also names, numbers and units of any N.C.O's or other ranks on board.

##### IMPERIALS.

##### Naval Ratings—

Lt. Com. (N) Vivian, J. G. T., R.N.  
" (T) Bowden-Smith, V.S., R.N.  
Lieut. Bernard, R., R.N.R.  
" Pitcairn, C.M., R.N.R.  
" Haworth, M., R.N.R.  
Capt. Drake Brockman, L. A., R.M.D.I.  
Mr. Piper, J., Art. Eng. R.N.  
Mr. Berry, H. T., Art. Eng. R.N.  
Mr. Bennett, R., Art. Eng. R.N.

##### B.E.F. Draft—

Lieut. Chisholm, G. R.

##### Details, Gov. Expense—

Lieut. Stock, A. P., R.N.A.S.  
Cadet Houltsbee, T. B.

##### Details, Own Expense—

Flt. Lieut. McDonald, K.G., R.N.A.S.  
Lieut. Fraser, Roy, Newfld. Regt.  
(Signed)

Officer Commanding  
Troops.

Specimen copy only.



# APPENDIX III.

## Marching in State of Troops of Board S. S. "....."

Sailed from (port)	(Date)	Sailed from (port)	(Date)	Arrived	(port)	(Date)			Remarks.
Draft Canadians.	On Board.				Going to hospital.	Total proceeding.			
	Offrs.	W.Os & Sgts.	Other Ranks.	Total all ranks	Offrs.	Other Ranks.	Offrs.	Other Ranks.	
Canadian Engineers .....	5	8	291	304	Nil	3	5	296	
50th Dft., C.F.A., M.D. 3..	5	9	223	237	"	5	5	227	
60th Dft., C.F.A., M.D. 3..	1	..	48	49	"	Nil	1	48	
70th Dft., Siege Battery ...	2	1	99	102	"	1	2	99	
80th Dft., Hvy. Battery ...	1	1	99	101	"	1	1	99	
C.A.M.C. ....	1	4	175	180	"	Nil	1	179	
Quebec Inf. Depot .....	2	4	87	93	"	"	2	91	
Details. Gov. expense .....	7	3	...	10	"	"	7	3	
Details. Own expense ....	2	Nil	...	2	"	"	2	...	
IMPERIALS.									
Imperial recruits .....	10	36	435	481	"	"	10	471	
Naval ratings .....	1	2	96	99	"	2	1	96	
Details. Gov. expense ...	2	Nil	1	3	"	Nil	2	1	
Details. Own expense ....	2	Nil	Nil	2	"	"	2	...	
TOTAL .....	41	68	1554	1663	Nil	12	41	1610	

(Signed)

Officer Commanding Troops.

(Specimen copy only.)

Revisions of, and amendments to  
this handbook will be issued from  
time to time.