

# 25th (County of London) Cyclist Battalion, The London Regiment.



## STANDING ORDERS.

*August, 1912.*

Headquarters . . .  
Fulham House . . .  
Putney Bridge, S.W.

**25th (County of London) Cyclist Battalion,  
The London Regiment.**

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**REGIMENTAL STANDING  
ORDERS**

BY

Lieut.-Col. GILBERTSON SMITH, T.D., Commanding.

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HEADQUARTERS:

**Fulham House, Putney Bridge, London, S.W.**

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A copy of these Standing Orders will be supplied to each Officer, N.C.O. and man, and must be carefully preserved and produced at the Annual Training, and anyone losing his copy must replace it (at his own expense) from

Messrs. Harrison & Sons, 45, St. Martin's Lane, W.C.

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Price Sixpence,

# ESTABLISHMENT (PEACE).

## HEADQUARTERS.

|                        |                       |
|------------------------|-----------------------|
| LIEUT.-COLONEL         | TRANSPORT SERGEANT    |
| MAJOR                  | ORDERLY ROOM SERGEANT |
| QUARTERMASTER          | 4 BUGLERS             |
| QUARTERMASTER-SERGEANT | 3 ARTIFICERS          |
| SERGEANT BUGLER        | 5 BATMEN              |
| SERGEANT COOK          | 2 ORDERLIES for M.O.  |
| SIGNALLING SERGEANT    | (1 L. CORPORAL)       |
|                        | Total ... .. *23      |

## EIGHT COMPANIES.

|                 |                   |
|-----------------|-------------------|
| CAPTAIN         | 4 CORPORALS       |
| SUBALTERN       | 2 LANCE-CORPORALS |
| COLOUR-SERGEANT | 39 CYCLISTS       |
| 4 SERGEANTS     | 4 SIGNALLERS      |
|                 | Total ... .. 447  |

(1 Company will have 3 Sergeants and 3 Corporals,  
and 1 Company will have 40 Cyclists.)

## MACHINE GUN SECTION.

|           |                 |
|-----------|-----------------|
| SUBALTERN | 12 CYCLISTS     |
| SERGEANT  | BATMAN          |
| CORPORAL  | Total ... .. 16 |

## MOTOR CYCLISTS.

|          |                 |
|----------|-----------------|
| SERGEANT | 15 CYCLISTS     |
| CORPORAL | Total ... .. 17 |

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Total Battalion ... .. 503

\* 22 Drivers—2 for Headquarters, 2 per Company, and 4 for  
Machine Guns will be enlisted on Mobilization.

**PERMANENT STAFF.**

ADJUTANT

ACTING SERGEANT-MAJOR

COLOUR-SERGEANT INSTRUCTOR

**ATTACHED, R.A.M.C.**

2 MEDICAL OFFICERS

4 RANK AND FILE

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# History and Origin of the Battalion.

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In the year 1888 the first and for twenty years the only Cyclist Battalion of the British Army was authorised as the result of some manœuvres carried out the previous year by a body of cyclists, volunteer and civilian. The new Corps was known as The Middlesex Cyclist Volunteers, and officially as the 26th Middlesex (Cyclist) R.V. In the same year Infantry Volunteer Battalions were authorised to raise a Section of Cyclists. The 26th Middlesex R.V. had an establishment of 3 Companies of 40 each, increased in 1899 to 3 Companies of 120, the Infantry Cyclist Sections being increased to Cyclist Companies at the same time.

On the establishment of the Territorial Force in April, 1908, the 26th Middlesex (Cyclist) V.R.C. was transferred to the new force as the 25th Battalion (County of London) Regiment Cyclists, subsequently altered to the 25th (County of London) Cyclist Battalion The London Regiment.

The Battalion is composed of Officers, N.C.O.'s and men who transferred from the Cyclist Battalion and Cyclist Companies of the Volunteer Force which ceased to exist on 31st March, 1908.

## OFFICERS.

1. Officers on being gazetted will be posted to a Company and until passed by the Adjutant as sufficiently acquainted with drill, in close and extended order cycle drill, and rifle and musketry exercises, will fall in in the ranks for instruction.

2. Young Officers are expected to take every opportunity of obtaining instruction with the view of passing the necessary examination for Certificate A, which has to be passed within two years of first appointment and entitles to promotion to the rank of Lieutenant when a vacancy occurs. Certificate B has to be obtained before a subaltern can be promoted to Captain, and even if there are no immediate vacancies the Commanding Officer expects all Officers to qualify for the next senior rank to that held at the earliest possible moment.

3. Particulars of the subjects for examination and for the further voluntary examinations are given in T.R., Section 5 and Appendix 4, sub-appendix II (3), and sub-appendix III, and Appendix 6, sub-appendix IV and VIII.

4. Officers are expected to be in possession of the latest edition of Cyclist Training, Field Service Regulations, Infantry Training, Musketry Regulations and Territorial Regulations, and to make themselves, acquainted with such of the King's Regulations as relate to the Territorial Force.

5. Officers should also take every opportunity of reading military works and campaign histories, and

so profit by the strategy and tactics recorded in such works.

**6.** Every Officer is authorised by his commission to check any irregularity or deviation from orders by any one of inferior rank, and should bring to the notice of the Commanding Officer or Adjutant anything unsoldierlike in the appearance or conduct of N.C.O.'s or men. An Officer, being entitled to the salute, must make a point of returning it.

**7.** Junior Officers will always salute a Senior Officer when addressing him, and when addressing an N.C.O. will be careful to give him his rank and not his surname only.

**8.** Officers falling in with their Companies will salute the Officer Commanding the Company and any Senior Officer they may pass in doing so.

**9.** Officers, when their Company has been marched to its place in the Battalion parade ground, will fall out and report their Company to the Adjutant. They will take post again on the order of the Senior Officer present after saluting him.

**10.** When Officers are ordered to fall out before a parade is dismissed they will move out two cycle-lengths clear of the directing flank, salute, and then move up to the Commanding Officer and await his permission to leave the parade.

**11.** No Officer is to dismiss or march off any Military body in the presence of a Senior Officer without obtaining permission of such Officer.

**12.** No Officer detailed for duty can exchange with another except by permission of the Commanding Officer.

**13. Uniform.**—An Officer is not obliged to provide himself with more than Service Dress, but the Undress, Mess Dress, and Full Dress, if in possession, must conform to the Regulation pattern, and no deviation from the authorised uniform will be allowed.

**14. Service Dress** is Khaki cap (forage), frock and breeches, stockings, spats and brown shoes, Sam Brown belt without the frog. **In Drill Order** the braces of the belt will not be worn except by the Officers of the Day or Week, who will wear one brace over the right shoulder. **In Marching Order** both braces will be worn and the following equipment: Water bottle, haversack, field glasses, whistle, compass, revolver and pouch on the belt; map case over the right shoulder; on cycle: cape, black pouch, identity disc and luggage carrier. Officers are to provide themselves with the foregoing clothing and equipment out of the uniform grant allowed by the Regulations.

**Undress** will be peaked cap, dark blue patrol jacket and regimental trousers, and will not be worn on parade.

**No watch chains** or trinkets are to be visible when in uniform—Service, Undress, Mess or Full Dress.

**With Mess Dress** plain mother-of-pearl or pearl studs and links will be worn with black satin neckties.

**15. Subaltern Officers** are to assist their Captain to the best of their ability in every way, to act under his

orders and bring to his notice every irregularity. They will make it their business to identify themselves with the Company and take a personal interest in every member of it and encourage all ranks by their example to become efficient soldiers.

**16. The Captain** has the entire management of his Company and its training for war. He should be prepared at any moment to give information as to the age, service and character of any man in the Company. He is responsible for the arms and equipment issued to his Company and that same is duly returned to the Armoury and Store. He will render all returns punctually, and is responsible for their accuracy. He will, with the assistance of his Subaltern and N.C.O.'s see to the comfort of the men in camp or bivouac, and promptly notify the Orderly Room if any member of his Company is getting slack in his duties, and if there is no improvement report the man to the Orderly Room at once. He is responsible for the correctness of entries in the Parade States of his Company, and that they are forwarded to the Orderly Room before the 7th of each month in order that the drills may be entered in Army Book 220 ; and last, but by no means least, will use his best endeavours that his men get their drills and musketry completed early in the season. He will keep a Roll of his Company with record of each man's regimental number, rifle number, equipment number, address, and occupation. He will acquaint the Adjutant by the last Tuesday in each month the drills proposed to be performed away from Headquarters during the following month.

**17. The Adjutant** is the direct and confidential agent of the Commanding Officer. All orders, written or verbal, issued through or conveyed by him, must be taken to have been issued by the Officer-in-Command, and be immediately obeyed.

**18 The Quartermaster** is responsible to the Commanding Officer only, and is not to be interfered with by any other Officer. His duties relate to everything connected with stores, ammunition, and preservation of public property in charge of the Battalion, arranging for camps and billets, carriage of stores and making any contracts in connection therewith.

**19.** The duties of the Medical Officer are laid down in the Regulations of the R.A.M.C.

**20. Correspondence.**—All correspondence must be promptly attended to and returns rendered punctually. All correspondence will be addressed to Headquarters and not to the private addresses of the Commanding Officer or Adjutant.

No official correspondence will be addressed to the Commanding Officer by name. It will be submitted through the Adjutant and addressed to "The Adjutant," and not to that Officer by name (he might be on leave, or away on duty, and correspondence delayed if this is not done).

Officers signing documents will write their Rank and Battalion immediately after their name.

Erasures are to be made with a single line and initialled.

Communications on ordinary routine will be made on memos., and the right side of the paper left blank for the reply :—

From  
O.C. “ ” Company.

To  
The Adjutant.

Date.

Captain.  
Commanding  
“ ” Company.

Communications which are to be submitted to the Commanding Officer will be written as an official letter on foolscap paper, with quarter margin, and all paragraphs numbered. No words are to be abbreviated in the body of an official letter.

From Lieutenant A.B.,  
25th (C. of L.) Cyclist Battalion,  
The London Regiment.

To The Adjutant,  
25th (C. of L.) Cyclist Battalion,  
The London Regiment.

Address.

Date.

Sir,

I. I have the honour to request that you will forward and recommend this my application, etc.

II.

I have the honour to be,

Sir,

Your Obedient Servant,

A.B., Lieutenant,  
25th (C. of L.) Cyclist Battalion,  
The London Regiment.

Communications which are to be submitted to higher authority are to be written in the form of an official letter and in *duplicate*.

Correspondence from N.C.Os. and men must not be sent direct to the Commanding Officer or Adjutant, but should be submitted in letter form as above (not memo.) through Company Commanders.



**21.** Officers are at all times subject to military law, and must not quit the United Kingdom without special permission. Application for permission must reach the Orderly Room three weeks before the Officer wishes to start in order that it may be forwarded to the G.O.C., 2nd London Division, for approval.

Officers requiring leave of absence must apply in time to allow arrangements to be made for the performance of their duties by another Officer.

Officers on leave must keep the Orderly Room advised of an address which will find them if necessary.

Officers are responsible that arms, clothing and equipment issued to N.C.O.'s and men of their Company are kept in good order and that same are returned to the Armoury or Store when ordered.

**22.** No Officer will reprimand an N.C.O. in the presence or hearing of the men. When necessary the reprimand should be given in private.

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### N.C.O.'s AND MEN.

**23. The Sergeant-Major** is the head of the N.C.O.'s. He is always on duty and the good order and discipline of the Battalion depend in a great measure on his unceasing vigilance and care. No one but the Commanding Officer and the Adjutant has any authority to interfere with him. He is entitled to the greatest respect by all the N.C.O.'s and men of the Battalion, who will accord him the compliment of "Sir," and

stand at attention when he addresses them. Other members of the Permanent Staff of Sergt.-Instructors rank on parade as Senior to all other N.C.O.'s of their rank.

**24. The Quartermaster-Sergeant** will assist the Quartermaster in his duties, and is under his orders.

**25. The Orderly Room Sergeant** is under the direct orders of the Adjutant, and will assist in the clerical work of the Battalion.

**26. The Colour-Sergeant** of a Company will assist his Company Commander in every way, and in the absence of his Company Officers will be responsible for the care of his Company in the field. He will use his influence as Senior N.C.O. of the Company to settle any matters which can be settled without reference to the Company Commander. He will see that the parade states are properly kept and assist in getting in arms, clothing and equipment from men resigning or struck off the strength of the Battalion.

**27. The Section Commanders** will see to it that their men attend parades regularly and get their musketry done as soon as possible, reporting any slackness to the Captain. They will assist in getting in any arms, clothing and equipment when required, and keep themselves posted as to any change of address (business or private) of their men. They should set a good example to their men by soldierly behaviour, promote a spirit of emulation among them, and generally assist their Captain in promoting the efficiency of their Company by attending as many parades and lectures as possible.

They must always be able to impart instruction and not let their knowledge rust.

**28. O.C. Companies** when a vacancy occurs for the appointment of Lance-Corporal will submit the name of a Cyclist to fill the vacancy. The O.C. Company is responsible that any man so recommended is able to instruct a squad in rifle and firing exercises, and squad drill, mounted and dismounted, and semaphore.

**29.** Lance-Corporals desiring promotion must pass an examination, written and practical, and obtain 50 per cent. of the total marks awarded to qualify for Corporal.

**30.** Lance-Sergeants desiring promotion to Sergeant will be required to pass in the subjects laid down by the Territorial Regulations for a Subaltern Officer's Certificate A.

**31.** Under special circumstances Company Commanders may recommend Lance-Corporals and Corporals for promotion to the next higher rank and appointment, but any such promotion will be provisional only, and the necessary examination must be passed at the next opportunity or the provisional promotion will be cancelled.

**32. The examinations** will be carried out as follows :

**Corporals and Lance-Sergeants :** By a Board consisting of the Second-in-Command and a Captain of the Half Battalion to which the candidate does not belong.

**Sergeants :** By the Adjutant.

## Subjects of the Examination.

**Corporals and Lance-Sergeants :** (a) **Practical** examination in drilling a Company with cycles and a Company without cycles, in extended order drill; posting and relieving a guard and sentries, and instructing a squad in musketry.

(b) **Written** examination on Cyclist Training and knowledge of and competency to superintend target practice.

(c) The writing of orders in connection with a tactical scheme.

**Sergeants :** Written examination on the sections of the current Infantry Training, skirmishing, fire action and discipline, Ranges, the Company in attack and in defence, and guards, also Field Service Regulations, Part I.

**Practical** examination in tactical handling of a Company.

**Oral** examination in care of arms, mechanism of the rifle, and musketry exercises.

**33. A Company Commander** before recommending a Corporal for promotion to Lance-Sergeant will satisfy himself that such man is in a position to punctually defray the authorised subscription to the Sergeants' Mess.

**34. Dress and Equipment.**—Only the articles of dress and equipment as issued are to be worn either on parade or in walking-out, and no deviation from the

sealed patterns is permitted. The following articles of clothing are issued to each N.C.O. and man:—

**Service Dress.**

Breeches.  
Cap (forage).  
Cape.  
Frock.  
Great coat.  
Hose tops.  
Spats.

**Walking-out Dress.**

Cap (peaked).  
Trousers.  
Tunic.

The following articles of equipment are issued to each man:—

|                                    |                     |
|------------------------------------|---------------------|
| Bayonet and frog.                  | Luggage carrier.    |
| Belt.                              | Mess tin and cover. |
| Black pouch.                       | Rifle clip.         |
| Braces.                            | Two pouches.        |
| Haversack.                         | Valise.             |
| Identity disc (cycle).             | Water bottle.       |
| Whistle (Sergeants and Corporals). |                     |

**35. Dress Order (Service Dress):—** *Bayonet & Frog.*

**Drill Order.**—Belt and two pouches, and on cycle: cape (on handle-bar), black pouch (behind saddle), rifle clip and identity disc (on top tube).

**Marching Order.**—Belt, frog, bayonet (the left hook to be inserted in hole in frog), braces, two pouches, mess tin and cover (on belt in centre of back), haversack (on left side), water bottle on right side (behind

belt hook). **On Cycle** : Valise (handle bar), luggage-carrier (on back stays), cape and black pouch, identity disc and rifle clip (as in Drill Order).

Sergeants only will wear gloves (brown leather, plain sewn backs), and in walking-out order bayonet and frog.

**36.** Members to whom clothing and equipment are issued are responsible that due care is taken of them, and if damaged will be required to make good such damage at their own expense. They will not exchange articles of equipment with other members, and any defect in clothing or equipment will be reported through the Company Officer to the Quartermaster. Clothing and equipment must be returned to store in good condition (fair wear and tear excepted), when called for in Regimental Orders or before leaving the Battalion, and the Territorial Association is empowered to recover the value of any clothing and equipment from the defaulter.

**37.** The hair of the head is to be kept cut short, and no man is to come on parade unshaven, *vide* para. 1695, King's Regulations, 1908.

**38.** Medals will not be worn in Service Dress, and no trinkets or watch chains will be worn in uniform.

**39.** No part of the Service Dress is to be worn with the Walking-out Dress or *vice versa*.

**40.** The chin-strap will be worn just above the point of the chin, except on manœuvres, when it may be worn under the chin.

**41. Discipline.**—No cyclist is to presume to reply to an Officer or N.C.O. when reprimanded, even though such Officer or N.C.O. belongs to a different Company, nor is he to argue on the propriety or injustice of any order he may receive from an N.C.O., whom he is commanded to always treat with the greatest respect.

If he thinks himself injured he is afterwards to make his complaint in the regular way to his Company Commander, and if still aggrieved, he can appeal through his Company Commander to the Commanding Officer.

**42.** When a cyclist has occasion to address an Officer on any subject connected with his duty or regimental matters he will invariably be accompanied by an N.C.O. of his Company, and Officers are required to see that this order is enforced.

**43.** No circular, round robin, petition, or any document whatever must be transmitted to members of the Battalion until approved by the Commanding Officer. This is not intended to apply to orders or circulars issued by Company Commanders in connection with the training of their Company.

**44.** When being trained or exercised, and when attached to or acting with or as part of any regular forces, N.C.O.'s and men are subject to Military Law, and are liable to be dealt with under the Army Act, Sect. 45, and can be tried by Court Martial for offences committed while subject to Military Law or afterwards within three months from the date when they cease to be so subject.

**45.** All Territorials are exempt from Jury service.

**46. Saluting.**—All Officers, whether belonging to the Battalion or other units, are entitled to the salute when in uniform, and according to the custom of the service Officers, if recognised, are entitled to the salute even if in plain clothes.

**47.** The following instructions are to be strictly adhered to in saluting:—

Any man standing when an Officer passes, will turn towards him, come to attention, and salute when the Officer is three paces from him ; if sitting, he will rise, stand at attention, and salute. If several men are standing together the Senior N.C.O. or man will call the men to attention, and he alone will salute the Officer.

When walking, he will commence the salute three paces before he passes, and finish three paces after the Officer has passed ; when several are walking together, they will take the time from the inner man.

When a member has no cap on, or in carrying anything which prevents him saluting with his hand, he will salute, if walking, by turning his head and eyes towards the Officer ; if sitting, by rising and standing at attention, but will not in either case raise his hand to his forehead.

Whenever an Officer enters a barrack room, the men are immediately to stand at attention, and so continue while the Officer remains.

No N.C.O. or soldier is ever to continue sitting when an Officer passes.



N.C.O.'s and men, with arms, passing an Officer, are to carry their rifles at the slope and salute; if coming up to speak to an Officer, they should deliver their message with sloped arms, saluting as they halt, and whilst speaking to him stand perfectly still and upright, as if on parade.

**48.** Quitting the ranks on the march for any purpose whatever, without leave from the Officer Commanding the Company, is strictly prohibited. Officers and N.C.O.'s will be most careful to check any irregularity of the kind. Men, as a rule, should not be permitted to fall out except during periodical halts.

**49.** The Commanding Officer strongly impresses upon all ranks the absolute necessity of keeping silence in the ranks when drilling, and he will deal severely with those who disregard this order. He looks to the aid and energetic support of Officers and N.C.O.'s in rigorously enforcing this order at all times.

**50.** N.C.O.'s and Cyclists are on no account to fall out on parade, except by the outer flank.

**51.** Members who obtain permission to fall out after drill are prohibited from proceeding to Headquarters independently—this indulgence is only intended for those who wish to proceed direct to their homes.

**52. Recruits.**—Rifles will be issued to recruits on joining. Clothing and equipment only on completion of ten drills.

**53.** The age for enlistment is from 17 to 35 years; term of service, four years.

**54. Recruits** will be required to be of the height, weight, and chest measurement laid down in the Territorial Regulations, and to pass a medical examination.

**55. Recruits** will not be posted to a Company until passed by the Adjutant in drill and musketry.

**56. Recruits** must (1) Put in forty drills in the first year of service, and of these twenty must be performed before the Annual Camp.

- (2) Attend the Annual Camp for at least eight days.
- (3) Perform the prescribed musketry course.

**57. A Trained man** must :

- (1) Put in ten drills, all before Camp.
- (2) Attend the Annual Camp for at least eight days.
- (3) Perform the prescribed musketry course.

**58. A Territorial Soldier** will cease to be such at the expiration of the period for which he enlisted, unless he has signified his intention of re-engaging and signed the requisite Army Form one month prior to the date of the completion of his then current term of service.

**59. A Territorial Soldier** (Recruit or Trained Man), may resign at any time, except when the Territorial Force has been embodied,

- (1) On giving three months' notice in writing to the Commanding Officer ;

(2) Paying to the County Association the prescribed sum ;

(3) Returning in good order all arms, clothing and equipment issued to him.

**60. Drill.**—No man can count a drill unless he parades with his rifle ; and, if a mounted parade, with his cycle.

**61.** Officers commanding Companies will, on the 1st of April and 1st of June in each year, communicate with men who have not up to date made any attempt to attend drill, and send in the result through the proper channel for the Commanding Officer's information, as the efficiency of the Battalion at the Annual Training may be materially affected by the backwardness of a few shirkers.

**62.** Whenever a man is absent from London, and is desirous of doing his drills with another Battalion, he must obtain leave from the Commanding Officer, who will make arrangements accordingly.

**63.** All changes of address must be notified to Company Commanders, and by them to the Orderly Room, immediately.

**63.** Transfers from one Company to another will only be sanctioned with the concurrence of both Company Commanders.

**64. Arms.**—Rifles will be cleaned at the first opportunity after use. After blank firing rifles will be cleaned

before the parade is dismissed, and when used at the range before leaving the range. Any damage to a rifle through neglect or misuse renders the man to whom it was issued liable to pay for the damage.

**65. Annual Training.**—The Camp is usually held in August within the area allotted to the Battalion on mobilisation.

All ranks must attend for at least eight days unless excused.

Leave from Camp can only be granted on application to the Commanding Officer, and will only be granted in case of :

- (1) Sickness medically certified ;
- (2) Refusal of employer to allow attendance at Camp.

Non-attendance at Camp for the minimum period of eight days, without leave obtained and after receipt of Army Form E 654, renders the defaulter liable to legal proceedings and fine of £5.

**66.** The following duties will be detailed daily and will commence each day at Reveille and finish the following day at Reveille :—

- Captain of the Day.
- Battalion Orderly Officer.
- Battalion Orderly Sergeant.
- Battalion Orderly Corporal.
- Sergeant and Corporal on Gate Duty and Canteen, if required.

Orderly Sergeant and Orderly Corporal for each Company.

**67. Captain of the day.**—He will take general supervision of the Orderly duties of the Battalion.

Inspect the rations and meals.

Visit the guard and sentries once by day and once by night.

Accompany the Commanding Officer at his inspection of tents.

Render a report, together with that of the Orderly Officer, which he will examine and countersign, to the Adjutant by 8 a.m. on the day after duty.

His duties will commence and end at Reveille.

When performing his duties will wear Sam Brown belt with strap over the right shoulder.

**68. Battalion Orderly Officer.**—He will be under the orders of the Captain of the day.

Attend with the Captain of the day when the Commanding Officer inspects the tents, etc., and accompany the Captain of the day at all his inspections.

Visit the canteen during the time it is open and inspect the kitchens after the last meal.

Receive the absentee reports at Tattoo.

See all lights but those authorised extinguished at Lights Out except in the Sergeants' Mess, the lights of which will be extinguished at 11 p.m.

Parade and mount the guard in the absence of the Adjutant.

Render a report by 8 a.m. on the day after duty to the Captain of the day.

His duties will commence and end at Reveille.

During his duty he will always appear in uniform, and will wear a Sam Brown belt with strap over the right shoulder.

**69. Battalion Orderly Sergeant.**—Will be under the immediate orders of the Captain of the day and Battalion Orderly Officer, and will attend them in their duties about Camp.

Will see that Company Orderly Sergeants have the N.C.O.'s and men of their Companies out of bed when Reveille sounds.

Is responsible that the Orderly Bugler sounds all calls punctually.

Will parade the Company Orderly Corporals at the issue of rations.

Will take the names of all N.C.O.'s and men who may be late coming on parade.

Will parade all duties, fatigues, etc., throughout the day.

Will parade any N.C.O.'s and men reporting sick at the appointed time, and march them off in charge of the Battalion Orderly Corporal to be seen by the Medical Officer.

Will collect the certificates as to ammunition and inspection of pouches from each Company Orderly Sergeant and hand same to the Orderly Room as soon as possible after parade.

Will attend at the Orderly Room at Tattoo.

Will see that the men on guard receive their meals.

Will not leave Camp during his tour of duty except to attend parade.

Will not appear outside his tent unless properly dressed with waistbelt on.

Will see all lights out in the Battalion lines at 10.15 p.m., and that the Sergeants' Mess is closed and lights out at 11 p.m.

Will render a report to the Orderly Room by 7.30 a.m. the day after duty, stating whether the above duties have been performed or otherwise, and also stating anything unusual that may have occurred during his tour of duty.

**70. Battalion Orderly Corporal.**—Will act under the orders of the Battalion Orderly Sergeant, and generally assist him in the performance of his duty.

Will parade with the sick at the appointed time and march them to the Medical Officer, and hand to the Orderly Room the Medical Officer's remarks on the men seen by him.

Will not leave Camp during his tour of duty except to attend parade.

Will not appear outside his tent unless properly dressed with waistbelt on.

**71. Company Orderly Sergeant.**—An N.C.O., not below the rank of full Corporal, will be detailed daily from each Company to perform the duties of Company Orderly Sergeant.

He will see that the whole of the N.C.O.'s and men of his Company rise at Reveille.

Will call the roll at all parades throughout the day, and at Tattoo, and will give the names of any absentees

from breakfast and dinner to the Battalion Orderly Sergeant.

When a haversack ration is ordered will see that it is drawn and properly issued.

Will see that an N.C.O. of his Company attends to draw the blank ammunition required for the day, and that all unused ammunition and empty cartridge cases are returned on conclusion of each day's operations.

Will detail and parade all Duties, Fatigues, etc., required from his Company.

Will hand to the Battalion Orderly Sergeant, as soon as possible after parade, the certificate as to ammunition and inspection of pouches.

Will render his morning state to the Orderly Room by 8 a.m., with the name of each man of his Company in Camp on the back of the state.

Will render to the Orderly Room by 4 p.m. a list of N.C.O.'s and men having leave after Tattoo; this list must be signed by Officers Commanding Companies.

Will parade at the Orderly Room at Last Post—10 p.m.—to report present or otherwise.

Will give the names of the N.C.O.'s who will act as Orderly Sergeant and Orderly Corporal of his Company the following day to the Sergeant-Major or Colour-Sergeant-Instructor at Tattoo.

Will see that his Company's lines are left clean and tidy before parade.

Will see all lights out and everything quiet in his Company before going to bed.

Will not leave Camp during his tour of duty except to attend parade.



**72. Company Orderly Corporal.**—Will generally assist the Company Orderly Sergeant in his duties.

Will attend at the cook house with an Orderly from each tent ten minutes before each meal to draw the meat for his Company.

Will parade with any sick men of his Company at the appointed time.

Will see that the meals are taken to the men of his Company who are on guard, and that the meals of any man on duty or who has not returned to Camp through cycle breakage, etc., are taken back to the cook house to be kept hot for them.

**73. Principal Camp Bugle Calls.**—

|                  |            |
|------------------|------------|
| Reveille .. ..   | 5.0 a.m.   |
| Retreat .. ..    | 7.0 p.m.   |
| First Post .. .. | 9.30 p.m.  |
| Roll Call .. ..  | 9.40 p.m.  |
| Last Post.. ..   | 10.0 p.m.  |
| Lights Out .. .. | 10.15 p.m. |

**74. Sergeant and Corporal on Canteen Duty.**—One will be on duty at the Canteen during the time it is open, relieving each other by mutual arrangement.

They are responsible that no irregularities occur in the Canteen.

They will not remain in the drinking tent, but will walk or sit about outside. They will, however, visit it frequently:

No man the worse for liquor is to be permitted to enter the Canteen,

Men on guard or picquet are prohibited from entering the Canteen.

**75. Sergeant and Corporal on Gate Duty.**—Will prevent men under the influence of liquor, and men improperly dressed, from leaving Camp.

Will prevent the introduction of spirituous liquors into Camp.

Will relieve each other by mutual consent, unless otherwise directed by the Sergeant-Major.

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### REPORTS, etc.

**76.** In Camp the following Reports will be forwarded to the Orderly Room, when so ordered :—

|   |   |                                   |
|---|---|-----------------------------------|
| Captain of Day's Report ..  | } | By the Captain of the Day, 8 a.m. |
| Orderly Officers' Report ..   |   |                                   |
| Battalion Orderly Sergeant's Report .. .. .   |   | 8 a.m.                            |
| Morning States from each Company .. .. .  |   | 8 a.m.                            |
| Battalion Guard Report ..   |   | 8 a.m.                            |
| List of Men having leave from Tattoo, signed by Officers Commanding Companies .. .. . |   | 4 p.m.                            |

All passes, when for the Commanding Officer's signature, must be backed by Officers Commanding Companies, and sent to the Orderly Room by 9 a.m.

## **COMPANY PARADES FOR ENSUING MONTH.**

**76a.** Officers Commanding Companies must keep Headquarters constantly informed as to drills and parades which they propose to hold away from Headquarters. This information must be sent to the Adjutant by the last Tuesday in each month.

If such drill or parade is to be held at a place which is situated outside the London District, permission must be requested 21 days before, accompanied by the probable numbers and the scheme in triplicate.

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## **INLYING PICQUET.**

**77.** The Battalion Inlying Picquet mounts with the Guard and is under the orders of the Orderly Officer, who inspects it at Retreat and Tattoo.

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## **ORDERLIES.**

**78.** All Orderlies, whether N.C.O.'s or Cyclists, are to be considered as on a most particular duty, and are to be most punctual in the delivery of letters, messages, etc.

The Orderly Corporals of Companies will show the orders to the Officers of their Company as soon as possible after their issue. Should that not be practicable, they can be shown just before mess. If, however, an

Officer be at that time absent from his quarters, he can see the orders on his return by sending for them to the Orderly Sergeant, in whose possession the Order Book must always remain, except while being shown to the Officers of the Companies.

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### **GUARDS AND SENTRIES.**

**79.** The Commander of a Guard is to be constantly with it, except while visiting his sentries, which he will perform at least twice by day and twice by night, to ascertain if they are acquainted with their orders and are carrying them out; when proceeding on this duty he will mention his intention and the probable time of his absence to the next in command.

Commanders of Guards are responsible for the alertness of their guards, and the greatest attention is to be paid to the manner in which they turn out.

Commanders of Guards are to make themselves thoroughly acquainted with the orders for their guards and those for each sentry's post.

The orders for the guard are to be distinctly read and explained to the men as soon as the guard is mounted, and again after the sentries first posted return to the guard.

No man is ever to quit his guard except with permission, and then only for a necessary purpose.

Members are on no account to take off any portion of their clothing or accoutrements while on guard (except

as stated for guards mounted on Saturdays), see page 40.

When the Guard is turned out it is expected that the N.C.O.'s will be the first to appear, ready to form the Guard, thereby setting an example to the men, and by their presence causing the most perfect order.

To Members of the Royal Family, to General Officers in uniform, to Colours and Guidons, if uncased, guards will "present arms" and the bugler sound the "Salute."

Guards will "present arms" to General Officers and Field Officers of the day.

To the Commanding Officer, when in uniform, irrespective of his rank, guards will turn out once by day and "present arms."

When General Officers in uniform, or others entitled to a salute, pass in rear of a guard, the guard will fall in and stand with sloped arms, but no bugle will sound.

Guards will turn out with sloped arms to all armed parties. To "Armed Corps," guards and sentries will "present arms." Guards do not turn out to unarmed parties. The expression "Armed Corps" means a Regiment of Cavalry, a Battery of Artillery with its guns, a Battalion of Infantry with or without colours, Garrison Artillery of not less than four Companies, and Engineers of not less than four Companies.

Guards are not to pay compliments between Retreat and Reveille.

Guards are to be under arms and minutely inspected during Retreat, Tattoo, and Reveille beating. They are also to be under arms in case of an alarm of fire, etc.

Officers and N.C.O.'s Commanding Guards are to turn out and inspect their guards a quarter of an hour previous to the arrival of the new guard, when it is expected that every man will be as clean and regular as when he mounted guard.

To General and Field Officers and armed parties sentries "present arms." Parties with side-arms are considered armed parties.

To Officers of inferior rank "slope arms"; to unarmed parties sentries will "slope arms," unless they are commanded by a Field Officer, in which case they will present.

Sentries will not "present arms" to any Officer or unarmed party after sunset; but as long as they can discern an Officer they will come to their front on his approach, and stand steady with "sloped arms" and salute until he has passed.

Sentries in sentry boxes salute by coming smartly to attention.

No drinking or gambling is to be allowed in the Guard Tent.

All reliefs are to be inspected by the Commander of the Guard before they are marched off, and also on their return.

Corporals are to be most careful in giving their orders to sentries and are not to admit of the least deviation therefrom when subsequently repeated to the relieving sentries.

A sentry is not to give up his orders, the parole, or countersign, except to his Commanding Officer, the

Adjutant, the Commander of his Guard, or the Officers on duty, unless in the presence of the Corporal of the Guard.

Sentries are never to quit their arms, or converse, or loiter on their posts, but are to be constantly alert, and to move about in a brisk and soldier-like manner, patrolling to about ten yards on each side of their posts. They are not to go into their sentry boxes in good or even moderate weather.

All sentries are to pay the compliments due to Officers according to their rank, and all reliefs are to slope arms in passing Officers.

Sentries will challenge all persons approaching their posts after Tattoo.

The sentry at the Guard Room Tent will cause all men returning off pass to report themselves to the Commander of the Guard, who will satisfy himself whether they have returned in proper time.

Returned passes will be forwarded to the Orderly Room the following morning with the guard report. The time of each man's return is to be stated on the back of his pass.

As nothing tends more to show off a regiment than the appearance of the men on guard and sentry, N.C.O.'s on Guard are to take particular notice of any men who may appear slovenly or awkward in turning out or on their posts as sentries.

No guard that has been relieved, nor any armed party, is to be dismissed without previous application to the senior Officer present on the parade ground.

All guards previous to dismissal, are to be marched to the parade ground, where they are to be inspected and arms examined.

In relieving sentries the Corporal is responsible that the orders are repeated upon every relief, no matter whether the sentry going on was on the same post before or not.

No sentry is ever, on any account, to quit his post without being regularly relieved by a man of the guard. It is erroneous to suppose that he may, in certain cases, hand his rifle to another member to take charge of his post for him until his return.

All stores and furniture in charge of a guard are to be handed over from one Commander to another.

The guard will mount at 6.30 p.m., unless otherwise ordered, and will be relieved by the Regimental Police half an hour after Reveille, except the guard which mounts on Saturday evenings; this guard will be relieved at the hour appointed for the Church of England Church Parade by the guard detailed for duty on Sunday.

The Commander of the Guard mounted on Saturdays will see that the men wash and clean their equipment, etc., before the breakfast hour. Only half the guard will clean themselves at a time.

The Guard Report and Leave Lists will be handed to the Sergeant-Major at 8 a.m. daily.

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## CAMP REGULATIONS.

**80.** In Camp an Officer per Company will visit his Tent lines before the Battalion parade, to ascertain if they are clean and regular.

On Reveille sounding the N.C.O.'s and Cyclists will rise and proceed to dress.

They will then place all blankets (except in wet weather) outside the tents to air.

A nominal roll of the men in each tent must be placed on the tent pole.

An N.C.O. or the senior soldier will be in charge of each tent, and will be responsible for it in all respects.

Gambling is not allowed in the tents.

In each tent an Orderly Man will be detailed daily, who will be responsible for the cleanliness of the tent and that the curtain is rolled up a quarter of an hour after the "Rouse."

The senior N.C.O. or soldier in each tent is held responsible that all lights are extinguished at the proper hour, and that no smoking is allowed in the tent after 10.15 p.m.

After the lights are out no one is to leave the tent.

In case of an alarm being sounded, all Officers, N.C.O.'s and men off duty are, without any exception, to immediately turn out on parade, where they will remain until further orders are given.

## **ENTRAINING AND DETRAINING.**

**81.** In entraining, the strictest order and silence is to be maintained whilst the carriages are being entered, and until the train has moved out of the station ; and in detraining, until the Battalion has marched off from the rendezvous outside the station, and is allowed to march at ease.

In detraining the men must quit their carriages without noise, and form up on their Markers at once outside.

Officers Commanding Companies are to attend to the entraining and detraining of their men, which must be performed with silence, celerity, and regularity.

Officers are not to look for their places until their men are seated.

In telling the men off in carriage sections Officers Commanding Companies should arrange for a N.C.O. to be in charge of each compartment.

Men are to retain possession of their rifles ; they must never be laid on the floor of the carriage.

Men are prohibited from leaving their carriages without permission.

Officers Commanding Detachments should invariably report themselves to Railway Staff Officers (should there be any) at Entraining and Detraining Stations.

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## APPENDIX A.

### Instructions for Pitching Tents.

One N.C.O. and six men (one file as polemen, one as packers, one as pegmen), are required to pitch each tent.

The whole of the tent party, with the exception of the front rank poleman of each tent, will march off under a Subaltern from each Company, unpack the wagon, and bring up the tents.

The Officers Commanding Companies will parade the front rank polemen in single rank. The polemen will then receive the word of command. "From the left (or right),—paces, Extend." The Officers Commanding Companies will dress the men from left to right of Companies (or *vice versa*), an Officer covering them in succession from the front. Each tent squad will bring up a tent, pegs, and pole, open the tent bag, and drive a peg between the heels of the poleman, who will grasp the pole; the tent will then be opened and placed on the pole. If the tent has storm guys, they will be fixed, and the ends placed over four pegs driven at right angles to one another five yards from the pole, marking four corners; if the tent has no storm guys, the four red runners will be held each by a man, the N.C.O. seeing that the door points the proper way and that the fly is fastened. On all being reported ready the bugle will sound one G and the whole will be raised at once, the guys fixed, and the pegging down completed.

At night and in rainy weather, the tent ropes should be slackened, to prevent the tent pegs being drawn or the pole broken.

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## **APPENDIX B.**

### **Orders for Commander of a Guard.**

1. Commanders of Guards will make themselves thoroughly acquainted with the orders for the guard, as well as those on each sentry's post.

2. Each relief will be regularly inspected by the N.C.O. of the Guard going to, and returning from, its post.

3. The N.C.O. on Guard will visit his sentries at least twice by day and twice by night.

4. The guard will turn out and "present arms" to the General Officer Commanding, in uniform, and the Bugler sound the "Salute for the Guard."

5. The guard will turn out once by day and "present arms" to the Commanding Officer, if in uniform, and with "sloped arms" to all armed parties.

To armed Corps they will "present arms."

6. The sentry on the Guard Room door will "present arms" with the guard, unless it is the duty of the guard to stand at the "slope," in which case the sentry will at once "present arms" irrespective of the guard.

7. When the General Officer Commanding, in uniform, or persons entitled to salutes, pass in rear of the guard, it will turn out and "slope arms."

8. The guard will not turn out to any Officer not in uniform, except Members of the Royal Family.

Guards will not turn out after sunset as a matter of compliment, but will turn out on the approach of a body of troops, in case of alarm, or to receive "grand" or "visiting" rounds.

9. Guards will turn out at Retreat, Tattoo and Reveille, when they will be carefully inspected by the Commander of the Guard.

10. Sentries will "present arms" to all armed parties, to General and Field Officers and to all parties commanded by a Field Officer, and to guards commanded by a N.C.O. Sentries will "slope arms" and salute to Officers of inferior rank. Parties with side-arms to be considered as armed parties.

11. To all unarmed parties sentries will "slope arms," unless they are commanded by a Field Officer, in which case they will "present."

12. Sentries will not "present arms" to any Officer or armed party after sunset, but they will stand at the slope.

13. Sentries in sentry-boxes will salute by coming smartly to "attention."

14. The guard and sentries will pay the same compliments to the Officers of the Royal Navy, Royal Marines, and Regular Army, as to Officers of the Territorial Force when in uniform.

15. Sentries only pay compliments to Commissioned Officers of the Departments of the Army according to their rank.

16. Great coats will be worn at the discretion of the N.C.O. of the guard, and when they are used belts will be worn over them.

17. In case of fire, the guard will turn out and continue under arms until the fire has been extinguished or they are ordered to fall out.

18. These Orders are to be read and explained to the men, as soon as the guard has mounted, by the Commander of the Guard.

19. The N.C.O. on guard is held responsible that all the men on guard are acquainted with the distinguishing marks on the uniform of Officers, Naval and Military, entitled to the "present."

N.B.—Additional Orders, according to circumstances, will be issued.

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**APPENDIX C.****Orders for a Sentry on the Guard Room or Tent.**

1. To turn out the guard to General Officers (when in uniform), Commanding Officer, once by day if in uniform ; Field Officer of the day, Officers on duty once by day and once by night, and to all armed parties passing his post.

To turn out the guard at Retreat, Tattoo and Reveille.

2. In case of fire, riot, or any unusual occurrence, to immediately alarm the guard.

3. To pay proper compliments to all Officers passing his post, according to rank.

4. To challenge all persons approaching his post from Tattoo until Reveille.

5. To allow no one to enter the Guard Room or Tent except on duty.

6. To take charge of all Government or regimental property on or near the vicinity of his post.

N.B.—Additional Orders, according to circumstances, will be issued if necessary.

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**APPENDIX D.****Notes on the Cleaning of Rifles, etc.****Question.****Answer.**

1. What fouling occurs in the bore of a rifle when ball ammunition is fired ?

1. Superficial or loose fouling which is left on the surface of the bore. Internal fouling which is probably caused by the forcing of gas or deleterious material into the pores of the metal.

2. What happens when blank ammunition is fired ?

2. Only superficial fouling is left in the bore.

3. Why is there no internal fouling after firing blank ammunition ?

3. There is no bullet, therefore not the heat or pressure necessary to cause internal fouling.

4. Why is there more superficial fouling after firing blank than after firing ball ?

4. There is no bullet to sweep away the deposit of the previous round.

5. What is the result of superficial fouling ?

5. It causes rust if left in the bore.

6. How is superficial fouling removed ?

6. By use of the flannelette and pull-through.



**Question.**

7. Why should it be removed as soon as possible ?

8. What is the result of internal fouling ?

9. How is sweating best prevented ?

10. Why is hot water better than cold ?

11. Why should the bore and chamber be thoroughly dried after washing ?

12. Why should the bore be finally cleaned with a clean piece of flannelette ?

13. After removal of the fouling what is necessary ?

**Answer.**

7. Because if allowed to remain it sets hard and becomes difficult to remove.

8. It gradually sweats out and causes rust.

9. By washing out the internal fouling with very hot water after removal of the superficial fouling.

10. Because it is more effective in removing the cause of sweating of the bore, and because the hotter the water the more readily is the bore dried.

11. Because any moisture left would have the effect of causing rust.

12. Because a dirty piece will leave the bore dirty.

13. The bore and chamber should be oiled to keep away the moisture of the air.

**Question.**

14. Why should only enough oil to cover the bore and chamber be used ?

15. Why is the periodical examination of the bore necessary for some days after firing ball ammunition ?

16. How should the pull-through be used ?

17. Why not from muzzle to breech ?

**Answer.**

14. Because if an excessive amount is used it may run into the bolt when the rifle is placed upright and so clog the action and cause missfires.

15. Because all the internal fouling may not have been washed away, and it may sweat out under the oil.

16. It should be pulled through from breech to muzzle without a pause, and without allowing the cord to rub against the muzzle.

17. (a) Because there is a great tendency to wear a groove, known as "cord wear," in the chamber, especially if the bolt has not been removed.

(b) Because the barrel of the rifle is apt to be worn thin at the muzzle owing to the pressure of the flaunelette when introduced into the barrel.

**Question.****Answer.**

(c) Because any superficial dirt is apt to be drawn into the magazine.

18. Why should there be no pause in pulling through ?

18. Because the spot at which the flannelette is checked will not be sufficiently cleaned or properly oiled.

19. What is the effect of "cord wear" in the chamber ?

19. The groove allows the fired case to expand in it. If deep enough the case may burst.

20. What is the effect of "cord wear" at the muzzle ?

20. The gases escape past the bullet and tip it, thereby affecting accuracy.

21. What charges are made for "cord wear" ?

21. If slight, one shilling, or if at both muzzle and breech, two shillings ; if the barrel is unserviceable through "cord wear" its unexpired value is charged.

22. Why should the flannelette fit tight ?

22. So as to clean the the bottom of the grooves as well as the lands of the bore.

**Question.**

23. Why are such good cleaning substances as wire brushes, emery, sand, etc., prohibited ?

24. What is the use of paraffin oil in cleaning a rifle ?

25. Why should it be thoroughly removed after use ?

26. On active service, where hot water cannot be used, how are the results of internal fouling removed ?

27. Why is this wire gauze not generally used in peace ?

28. What precaution should be taken to reduce this friction ?

**Answer.**

23. Because they only clean the metal by rubbing away its surface. They are also liable to scratch the bore.

24. To remove free, *i.e.*, red, rust.

25. Because it is only a rust remover not a rust preventer.

26. By the use of a piece of wire gauze on the pull-through which removes the rust caused by the sweating of the bore, due to internal fouling.

27. (a) Because it only removes the results of fouling and does not prevent sweating.

(b) Because it wears away the metal of the bore by friction.

28. The gauze should be well oiled before use.

**Question.**

29. Why should a plug never be put in the muzzle as a protector ?

30. Why should the bore be always kept free from rust ?

31. WHAT IS THE BEST WAY TO KEEP THE BORE FREE FROM RUST ?

32. Why should a smaller piece of flannelette than 4 inches by 2 inches be used to oil the barrel after cleaning ?

**Answer.**

29. Because it attracts moisture, causing rust, and because it may be forgotten and cause damage to the rifle when it is fired.

30. Because a rough or rusty surface attracts moisture.

31. PROTECT IT FROM THE AIR BY A SKIN OF OIL AT ALL TIMES, except when wiped out for inspection or before firing.

32. A piece half the size is used in order to leave a good deposit of oil in the barrel.

# Addenda to Standing Orders.

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## **Duties.**

In future all Officers, N.C.O's and men for duty will be detailed by name in Regimental Orders. The Adjutant will keep a duty register in his own handwriting.

## **Captain of the Week.**

The Captain of the week will always be present at Headquarters on Tuesday night, but need not be present on any other night unless specially warned. His duties will be as follows :—

1. Assist the Adjutant.
2. Supervise the training of recruits and generally look after the musketry if there is any miniature range practice.
3. Answer for any Company Officer that may not be present.

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### **Subaltern Officer.**

The Orderly Officer will be on duty for three days, viz., Monday, Tuesday and Wednesday, or Thursday, Friday and Saturday. He will always be present at Headquarters on the Tuesday or Thursday, as the case may be, but not on other nights unless specially warned. His duties are :—

1. To take any squad that may be at drill or supervise any musketry that may be taking place.
2. To assist the Captain of the week,

### **Colour-Sergeant.**

The Colour-Sergeant on duty will be detailed the same way as the Captain of the week. His duty will be to assist in the Orderly Room and attend to any men who come upstairs for information, etc.

### **Orderly Sergeant and Orderly Corporal.**

The Orderly Sergeant and Corporal will be detailed in the same manner as the Orderly Officer. Their duties will be to assist the Orderly Officer.

The Officers and N.C.O's on duty are expected to be in uniform.

The Orderly Officer and N.C.O's will report themselves to the Captain of the week on Tuesday evenings at 8 p.m., and he will report to the Adjutant that

they are present, or otherwise, at 8.15 p.m. On Thursday evenings the N.C.O's will report to the Orderly Officer, who will report to the Adjutant in like manner.

The names of all those for duty will be posted on the Regimental Notice Board on the 1st of the month. Anyone wishing to exchange duties must notify the Adjutant in writing on the previous Thursday night, attaching a certificate from the person with whom he is going to exchange, signifying that he is willing to do so.

Service Dress uniform will be worn with belt, trousers optional.

There will be a similar roster kept for range duties.

There will be one Captain and one Subaltern on Range Duty, also two N.C.O's of the rank of Lance-Sergeant, or higher, and one Corporal or Lance-Corporal.



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