CITIZEN FORCES OF THE COMMONWEALTH.

WAR SERVICE INSTRUCTIONS 1916.
WAR SERVICE INSTRUCTIONS.

SECTION I.—GENERAL.

1. For the purpose of carrying out the duties of Military Registrars and Assistant Registrars, Area Officers will be called up under Universal Training Regulation 160A, with pay of their rank; provided that no Area Officer shall draw pay in excess of that laid down for Captain. Whilst so mobilized the Area Officers' allowance will be suspended.

In Districts where the number of Area Officers available is found to be insufficient, other officers may be appointed. The maximum pay for such officers will not exceed that laid down in U.T. Regulation 160A for Lieutenant.

In order that Area Officers may be unfettered in their duties in relation to this appointment, no compulsory parades of Senior Cadets will be held from October, 1916, to February, 1917. Parades so cancelled will be arranged for subsequently.

The allotment of Area Officers for these duties will generally be carried out as follows:

(a) One Military Registrar for the Sub-District.
(b) With him, one Assistant Registrar, who will also act as the Military Representative to attend at the Local Exemption Courts, and perform such other duties as the Military Registrar may decide.
(c) Such other Assistant Registrars as are necessary.
(d) Assistant Registrars will be allotted a definite portion of the Sub-District which, under the Military Registrar, they will administer.

2. Commandants will use every endeavour to effectively co-operate with the State Recruiting Committees, and, to this end, the Organizer or Secretary of such Committee in each District will be appointed to the District Head-Quarters Staff as "District Director of Recruiting." His duties as such will be in addition to those upon which he is already engaged. Whilst holding the appointment the temporary rank of Captain will be granted.

In a similar manner, Military Registrars and their assistants will co-operate to the fullest extent with local Committees in each Sub-District.

Registrars are to exercise great tact and discretion in dealing with the public. As they are performing important public duties they are not to be overbearing in manner, but will at all times be courteous in demeanour and language in answering the many various inquiries which will be made. An extreme degree of tolerance will be exercised with those likely to be at all fractious.

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3. In the case of a Sub-District being divided, each portion of such Sub-District will be distinguished by adding to it a letter of the alphabet, as in the case of existing training areas, and will be referred to as L-visions A, B, C, &c., of the Sub-District. Military Sub-Districts will generally be known by the name of the electorate. The numerical designation will be adopted usually for purposes of records only.

4. At country localities which will furnish an approximate minimum of 50 and a maximum of 100 recruits, "Training Centres" are to be established, where recruits will, for a period not exceeding three weeks, receive preliminary instruction whilst continuing to live in their homes.

To staff these centres, the following establishments are approved:

<table>
<thead>
<tr>
<th>Strength</th>
<th>Lieutenants</th>
<th>Sergeants</th>
<th>Corporals</th>
<th>Remarks</th>
</tr>
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<tr>
<td>60 approx.</td>
<td>1</td>
<td>1</td>
<td>1</td>
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</tr>
<tr>
<td>75</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>Remarks</td>
</tr>
<tr>
<td>100</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Remarks</td>
</tr>
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Where messing and quarters cannot otherwise be arranged, an allowance in lieu thereof may be made on the following scale:

- Officers, 6s. per diem.
- N.C.O.'s, 3s. 6d. per diem.

Whilst on the strength of a Training Centre, recruits will receive pay, plus a commuted allowance of 1s. 6d. per diem in lieu of rations and quarters.

A first issue of boots, dungarees, underclothing, &c., will be made.

Recruits will receive training on the lines laid down in the Syllabus issued by the Chief of the General Staff. In Districts where supplies are available, a limited number of S.M.L.E. Mk. III. rifles will be issued.

5. As soon as practicable, recruits will be moved from Training Centres to Receiving Camps or Depôts, which will be set up in centrally-situated localities.

A minimum strength of 800 should be taken as a guide for the establishment of these Depôts.

In localities which will not provide the minimum number of recruits necessary for the establishment of Training Centres, recruits will be conveyed as soon as practicable after enlistment to the Receiving Camps herein mentioned.

In the case of those who, after enlistment, desire a period to adjust their private affairs, leave may be granted without pay for a period not exceeding 7 days.

Coach or railway warrants will not be granted for return to their places of residence, but a warrant will be issued from the place of enlistment to the Receiving Camp to which they are to proceed.

Such persons will be informed in writing of the date on which they are to report at the Camp specified, and the Military Registrar will inform the Camp Commanding Officer of the name and the dates on which they are due to report.

In the case of recruits resident on or near the border of a State, they may proceed to concentration in either State, according as they wish.
Where recruits proceed to a Camp in a Military District other than
that in which they were enlisted, the Military Registrar will advise the
Commandant of that District direct and forward the soldier's papers.

6. District Commandants will report by telegram daily, from the
first day of mobilization, numbers reported, numbers examined, numbers
fit, numbers attested, numbers unfit, numbers appealing for exemption,
numbers commenced training. This instruction will apply only to the
first 21 days following the issue of a Proclamation.

Progress reports, W.S. Forms 9 and 9a, will be rendered daily.

7. The wish of the Government is that as little time as possible should
elapse between the issue of any Proclamation and the date on which
persons liable under it will commence training.

8. In addition to the posters calling on persons liable to report,
which will be exhibited at all military establishments, post-offices, rail-
way stations, police stations, schools, municipal and shire offices, advertise-
ments will be inserted in the daily and weekly press. Upon the
issue of a Proclamation these advertisements will be inserted for six
successive days where papers are published daily, once in weekly papers,
and once for each issue during the week in papers which are published
twice or thrice weekly.

9. At the place and time at which persons liable are instructed to
report, arrangements should be made for the provision of adequate
clerical assistance, and for the attendance of sufficient medical officers
and apparatus. In regard to the former, arrangements should be made
for the continuance of the services of recruiting sergeants, and local
committees will no doubt be willing to afford much clerical assistance,
male and female.

In all places where Defence or other Government buildings exist, they
should be used as places for medical examination and enlistment.

9a. Each man on enlistment will be given an enlistment number.
The scheme of numbering will be as follows:—Each Sub-District will
commence with the number 1 and proceed consecutively, the succession
number being prefixed with the number of the Sub-District, thus:—
49/265. Registrars, in Sub-Districts which are divided, will allot num-
bers to each division thus:
Division A—1-499
Division B—500-999
as may be necessary.

9b. Notwithstanding the fact that time and places have been
appointed and advertised for persons liable to report, endeavour must
be made to effect the enlistment of men who, for various reasons, have
failed to report at the time laid down.

Make public the fact that in metropolitan areas Military Registrars
are at certain places during certain hours and will accept any late
comer, and that in country areas the Military Registrar or Assistant
Registrar has his Head-Quarters at certain places, and that any persons
liable, who have not previously reported, may there report either in
person or by letter. Military Registrars will, on receipt of any letter
of this nature, take the necessary steps to effect the enlistment of the
man, or dispose of him in some other way.
9c. Persons not substantially of European origin are liable only for duties of a non-combatant nature—vide the proviso of section 61 of the Defence Act.

Such persons who report in accordance with any Proclamation issued under section 60 will be enlisted if fit, but they are not under any circumstances to be called upon to serve pending the issue of further instructions on this matter. An entry will be made on the Index Card of any such person:

"Enlisted (Date)——

Not substantially of European origin.

Not called upon to serve pending further instructions."

10. Persons claiming exemption will not be required to perform any military service pending the hearing of their application by a local Exemption Court.

10a. Persons liable to report for enlistment under any Proclamation are not absolved from such liability by reason of the fact that they are, at the time of issue of the Proclamation, absent from their permanent place of abode. Such persons, who will include commercial travellers and others of roving occupations, will report to the nearest place appointed for enlistment, and the Military Registrar to whom they report will advise the Registrar of the Sub-District in which their permanent abode is situated of the fact of their reporting, and the manner in which such persons have been finally disposed of.

11. At places of enrolment and medical examination, those who are classified "Fit" will be enlisted and instructed when and where to report for duty. Between the date of enlistment and the date of commencing duty, arrangements will be made for the establishment of a Training Centre, or for the conveyance of the recruits to a receiving depot or camp, as the case may be. Before dismissal the enlisting officer will explain to the men that should they fail to attend, they will be regarded as soldiers absent without leave, and dealt with accordingly. Should they be absent more than seven days, they will be dealt with for desertion.

Persons holding Rejection Certificates will be required to surrender them and again undergo medical examination. If again classified unfit, a certificate of medical unfitness (Form W.S. 6) will be issued.

12. The pay issuable to men called up will be in accordance with the orders for members of the A.I.F. "Prior to Embarkation." (Vide A.I.F. Order 112 (1).) Officers not gazetted to the A.I.F. will be paid as laid down in U.T. Regulation 160A.

13. In the case of persons required to proceed from their homes to the place appointed for enlistment, arrangements should be made for the issue of coach, rail, or steamer warrants as required, by an official of the local Recruiting Committee, stationmaster, postmaster, or police. Where this is for any reason impracticable, the necessary warrants will be issued at the place of enlistment on the completion of the journey, and the company concerned will be instructed to claim on the Department (Form 9).

14. At the time of enlistment, one attestation paper will be made out for each man. All liable, including applicants for exemption, will be medically examined; and the particulars thereof will be entered on the attestation paper.
At the same time, the "General Index Card." will be made out.

A second attestation (true copy) will be made out as soon as time permits.

In the case of those found "Fit," duplicate attestation papers will be forwarded with the recruits to the place of training. A nominal roll will also accompany each party.

At Training Centres and Receiving Depôts, Company Conduct Sheets, Medical History Sheets, and other necessary papers will be completed.

In the case of those found "Temporarily Unfit," or "Doubtful," the necessary entries will be made on the attestation paper and index card, and the person will be issued with a written notice (sample attached, W.S. 5).

In the case of the "Unfit," the index card will be completed, and the person issued with a written notice (W.S. 5), and should the Medical Referee Board subsequently confirm this opinion, he will then be issued with a certificate of medical unfitness.

In the case of persons claiming exemption, the necessary entries on the attestation paper and index card will be completed.

Much trafficking is known to have gone on in the past in rejection certificates and discharges, and every endeavour must be made to terminate these practices. To this end, it is approved that where recruits are not classified fit they will have their thumb-prints inserted on attestation papers and certificates of medical unfitness. Exemption certificates will be similarly treated.

Furthermore, rejection certificates and exemption certificates will be numbered consecutively as issued. The following system will be taken into use:—

Each District will have a distinguishing letter, as follows:—

1st M.D., Q; 2nd M.D., N; 3rd M.D., V; 4th M.D., S; 5th M.D., W; and 6th M.D., T.

Sub-Districts are numbered consecutively, and certificates will be similarly numbered.

Thus, Q/2/14 means the 14th certificate issued in the 2nd Sub-District (Kennedy electorate) of the 1st M.D.; and V/40/8, means the 8th certificate issued in the 40th Sub-District (Henty electorate) of the 3rd M.D.

Where Sub-Districts are further divided in accordance with paragraph 3, the letter of the division will be added, thus, Q/2A/14.

Cross references to the numbers of the certificates issued will, in all cases, be made on the general index card.

15. At Training Centres and Receiving Depôts or Camps, every effort will constantly be made to obtain voluntary recruits for the Australian Imperial Force from men called up, until the date of the taking of the referendum.

On their signifying their willingness to volunteer for service abroad, prompt action will be taken for their enlistment in the Australian Imperial Force and transfer to an Australian Imperial Force Depot.

In order that this be not overlooked, all ranks be specially paraded twice weekly and recruits called for.

15a. Members of the Naval Forces (Militia) are not to be required to report for enlistment. Military Registrars of Sub-Districts which find this personnel under Part XII. of the Defence Act will co-operate with Sub-District Naval Officers in this regard.
SECTION II.—MEDICAL.

16. Under the conditions of voluntary enlistment, it has been the practice on the part of large numbers of volunteers to magnify minor defects and disabilities, and simulate unfitness for active service. Under compulsion, this attitude will, no doubt, be much more marked, and medical officers therefore will exercise the utmost care. Rush work, with its possibilities for error, will not be tolerated.

17. Medical examinations will be of two kinds:—

(a) Preliminary.—At the place of enrolment.
(b) Final.—At Training Centres, Receiving Depots or Camps, or other places appointed by the Military Registrar.

At the "Preliminary" examination, which will be conducted by an officer of the Australian Army Medical Corps, an Area Medical Officer (U.T.), or a selected civil medical practitioner, recruits will be classified as indicated in the attestation paper, and the necessary declaration completed by medical officers.

At the "Final" examination, the Medical Referee Board will carefully examine the recruit, and complete that section of the attestation paper set apart for the purpose.

In this connexion, if, at the "Preliminary" examination it has been found that a man is obviously unfit because of, say, loss of an eye or limb, or is an inmate of a consumptive home or a home for incurables, the Medical Referee Board will complete its finding, and issue a certificate of medical unfitness, without requiring the person concerned to actually attend.

18. Sufficient medical officers and clerks will be detailed to attend at places appointed for medical examination. At the final examination each Medical Officer will be allotted not more than fifty recruits per day.

19. The attestation papers of recruits graded in Class 1 (fit) will be taken over by the Military Registrar, or his representative, and the men attested.

In the cases where recruits are graded Class 2 (unfit), 3 (doubtful), or 4 (temporarily unfit), attestation papers will be taken by the Military Registrar, or his assistant, and forwarded to Sub-District Head-Quarters.

At Sub-District Head-Quarters these will be reviewed, and arrangements put in train to determine the movements of the Medical Referee Board, which should commence its operations without delay. Class 3 (doubtful) will be disposed of first.

20. Men unable, through accident or illness, to attend a medical examination of which they have been duly notified, must cause to be produced a medical certificate signed by a qualified medical practitioner. Such certificate will hold good for four weeks only.

Men who produce certificates as above will be put in Class 4.

21. The Medical Referee Board will, if possible, consist of five medical men as members, and will include a senior medical officer with military experience as President, and a member with experience in eye and ear work.

Only responsible medical officers of good experience, and, as far as possible, not liable for military service, will be employed.
District Commandants will exercise their own discretion as to the number of Boards to be appointed, having in view expedition of work and economy in expense.

Military Districts will be so divided that each Board will have a definite area which can be covered without undue delay. A maximum of work and a minimum of travelling should be aimed at.

22. Military Registrars will arrange for suitable and adequate accommodation to be provided for the conduct of medical examinations in order to lessen the possibility of error.

23. All men previously rejected will again be examined, and rejection certificates now on issue will be surrendered. If the Medical Referee Board are of the opinion that such men are "unfit," a certificate of medical unfitness (Form W.S. 5) will be issued. A copy of such certificate will be forwarded by the Medical Referee Board to the Military Registrar or Assistant Registrar.

24. For purposes of identification, thumb-prints will be taken of the palmar surface of both thumbs; if the palmar surface of one or both thumbs should be damaged, then the print of index finger or fingers will be taken, and noted on form.

Thumb-prints will, however, only be inserted on the attestation papers of those not found "fit," certificates of medical unfitness, and exemption certificates.

In taking thumb-prints the following procedure is to be adopted:—

1. Dry thoroughly the palmar surface of the distal phalanges of both thumbs.
2. Lay that surface of both thumbs gently but firmly on the ink pad provided.
3. Then lay the inked surfaces of thumbs on the paper on which imprint is required.
4. Smudged impressions are useless. Too much pressure must not be put on thumbs when taking impressions. Clear impressions are essential.

25. Medical officers, when examining recruits in compliance with provisions of Part IV. of the Defence Act, will be guided by the following physical standards:—

- Height, 5 ft. 2 in. (minimum).
- Chest measurement (fully expanded), 33 inches.

The recruit being wholly undressed, the following should be the order in which the examination is carried out:—

His height is measured under the standard.
His chest measurement is taken.
His vision is tested.

26. The recruit will be placed against the standard with the feet together and the weight thrown on the heels, and not on the toes or the outside of the feet. He will stand erect without rigidity, and with the heels, calves, buttocks, and shoulders touching the standard; the chin will be depressed to bring the vertex of the head level under the horizontal bar, and the height will be noted in parts of an inch to an eighth.
27. The recruit will be made to stand erect with his feet together, and to raise his arms over his head. The tape will be carefully adjusted round the chest, with its posterior upper edge touching the inferior angles of the scapula and its anterior lower edge the upper part of the nipples. The arms will then be lowered to hang loosely by the side, and care will be taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The recruit will then be directed to take a deep inspiration several times, and the maximum expansion of the chest will be carefully noted. It is often attempted to conceal the true measurements, but it can be obtained by a little manipulation and by drawing off attention from the examination by a few questions.

The maximum expansion rarely exceeds the average minimum by more than 2 to 2½ inches. The minimum and maximum will then be recorded thus:

\[
\begin{array}{cc}
33 & 34 \\
36\frac{1}{4} & 36\frac{1}{4} \\
\end{array}
\]

In recording measurements, fractions of less than half-an-inch should not be noted. The maximum is the standard measurement, and a recruit must also reach the range of chest expansion laid down—2 inches.

28. In examining a recruit's vision, he will be placed with his back to the light, and his visual acuteness will be tested by means of test types placed in ordinary daylight at a distance of six metres (20 English feet) from the recruit.

Each eye will be tested separately:

1. If a recruit can read D—24 at 20 feet, or better with each eye without glasses, he will be considered "fit."

2. If a recruit can read D—12 or better at 20 feet without glasses, and without a mistake with the right eye, and D—60 without glasses at 20 feet with the left eye, or if he can read D—12 with the left eye without glasses, and D—60 with the other without glasses, he will be considered "fit."

The above standard will pass for all branches of the Service.

3. If at 20 feet he can read D—9 with one eye with a glass, and D—24 with the other with a glass, provided that the sight in one eye is not lower than D—36 without a glass, he will be considered "fit" for A.S.C., A.M.C., A.O.C., and drivers for Artillery and Engineers.

29. If he satisfies requirements in these respects, the general examination will thus be proceeded with:

In the inspection of recruits, the principal points to be attended to are:

That the recruit is sufficiently intelligent.
That his hearing in good.
That his chest is capacious and well formed, and that his heart and lungs are sound.
That he is not ruptured in any degree or form.
That the limbs are well formed and fully developed.
That there is free and perfect motion of all the joints.
That the feet and toes are not markedly deformed.
That he has no grave congenital malformation or defect.
That he does not bear traces of previous acute or chronic disease pointing to an impaired constitution.
30. Men having any disease or physical defect calculated to unfit them for the duties of a soldier will be rejected. Special attention must be paid by examining medical officers to the following conditions:—

Indications of tuberculous disease, bronchial or laryngeal disease, disease of the heart, generally impaired constitution, under standard of vision, defects of voice or hearing, contraction or deformity of chest or joints, abnormal curvature of spine, defective intelligence and hearing, hernia, varicose veins or varicocele, inveterate cutaneous disease, chronic ulcers.

31. Venereal diseases will not necessarily be cause of rejection, and men so suffering will be noted by medical officer at preliminary medical examination, and the Medical Referee Board will decide whether they consider treatment in Military Camp will render the recruit fit for service.

32. Recruits who have been successfully operated on for hernia, and are otherwise medically fit, may be accepted if, in the opinion of the medical referees, they will stand the strain of service.

33. Men of good physique, and men highly skilled in the use of arms, will not be rejected for minor ailments or defects which technically are causes of rejection. Ordinary recruits will not be rejected as medically unfit owing to minor defects, but they will be passed as fit, and later taken into a Military Hospital and treated as required to render them fit.

34. Great care is to be taken in ascertaining the mental capacity of a recruit.

35. The recruit will be then directed to walk up and down the room smartly two or three times, to hop across the room on the right foot and back again on the left. (The hops should be short, and upon the toes.)

He is halted, standing upright, with his arms extended above his head, while the medical officer walks slowly round him carefully inspecting the whole surface of his body.

An estimate is formed of his general physique, of his age, and whether he presents the appearance of having served before.

36. The objects to be observed and noted in this part of the examination are the following:—

The formation and development of the limbs; the power of joints, especially in the feet and hips; extreme flatness of the feet; formation of the toes; skin disease; varicose veins; cicatrices or ulcers; and any special marks from congenital or accidental causes; and tattoo marks. If no disabling defects are found, the second part of the examination will be proceeded with.

The trunk will be examined from below upwards. The recruit stands with his arms extended above his head, the backs of the hands being in contact. The following will be the order of inspection:—

He examines the scrotum to ascertain if the testicles have descended and are normal, but in the cases of partial descent of testicle, he will only reject when testicle is in inguinal canal.

He inserts the point of his finger in the external abdominal ring of each side, and desires the recruit to cough two or three times to ascertain if he is ruptured, or liable to that condition.

He examines the abdominal walls and parietes of the chest.
He desires the recruit to "take a full breath" several times, while he watches the action and notes the capacity of the chest.

Careful stethoscopic examination of lungs is made.

37. He examines the action of the heart and the heart sounds.

38. Time is saved by the medical officer himself acting as well as telling the recruit the movements he desires to be made.

The following are the directions:
- Stretch out your arms, with palms of your hands upwards.
- Bend the fingers backwards and forwards.
- Bend your thumbs across the palms of your hands.
- Bend the fingers over your thumbs.
- Bend your wrists backwards and forwards.
- Bend the elbows.
- Turn the backs of the hands upwards.
- Swing your arms round at the shoulders.

This comprehends the inspection for loss or defects of the fingers, thumbs, wrists, elbow and shoulder joints, power of rotating the forearm, and vaccination.

39. The inspection of the lower extremities and back will be made from below upwards. The recruit first faces the medical officer, afterwards turns his back to him.

The following are the directions which should be given:
- Stand on one foot, put the other forward.
- Bend the ankle-joint and toes of each foot alternately backwards and forwards.
- Kneel down on one knee.
- Up again.
- Down on the other knee.
- Up again.
- Down on both knees, and up from that position with a simultaneous spring of both legs.
- Turn round. Separate the legs.
- Touch the ground with the hands.

While the recruit performs these movements, the medical officers will observe the action of the knee joints, the condition of the perineum, and the spinal column.

This includes the inspection for defects of the toes, ankle and knee joints, for haemorrhoids, prolapsus ani, fistula in perineo, and spinal deformity.

The examination of the head and neck will be made from above downwards. The medical officer will note the intelligence, character of voice, and power of hearing of the recruit by his replies to the questions put to him. The following are the directions:
- He examines the scalp, and asks the recruit, "Have you ever had any blows or cuts on the head?"
- He examines the ears.
- He examines the eyes and eyelids.
- He examines the nostrils.
- He examines the mouth, teeth, palate and fauces, and then tells the recruit to say loudly "Who comes there?"
- He examines the neck.
This comprehends the inspection for injuries of the head, deafness, disease of ears, defect of voice, polypus of nose, tuberculous ulceration, glandular enlargements, and defects of the eyes.

Each recruit will be asked by medical officer:

1. Are you subject to fits of any kind?
2. Have you ever been treated in a mental institution?
3. Have you ever had consumption?

If the recruit answers "Yes" to any of these questions, and the medical officer is satisfied that the statement is not made for the purpose of escaping military service, he shall be rejected.

40. The acceptance or rejection of a recruit on account of loss or decay of teeth will depend on the physical condition of the recruit—thus the loss of many teeth in a man of indifferent constitution would point to rejection, whilst the robust recruit would be accepted. Deficiency of teeth must not be confused with diseases of the mouth. It is manifestly wrong to enlist a man with a diseased mouth, or with any pathological condition of the mouth which would require long and tedious treatment. False teeth will be allowed. Recruits otherwise fit, but whose teeth are not up to the standard, will be passed. The necessary dental treatment will be provided by the Department after enlistment. In doubtful cases, the Medical Referee Board will decide as to whether the candidate is fit for active service or not.

41. The medical officers will be careful to see that all notes are entered on the attestation sheets before signing them, and any mark or marks indicating peculiarities or previous disease or defect will be included, and where there are no distinctive marks or peculiarities or evidence of previous disease, this fact must be stated.

Any marks relative to defects in the recruit will be in the examining medical officer's own handwriting.

The signature of the examining medical officers will be considered a declaration that the recruit in question has been personally examined according to these instructions, and that the man has no blemish or defect except those noted on the attestation.

The medical officer will enter, in his own handwriting, on the attestation sheets, his reason for having placed the recruit other than in Class 1 (fit).

SECTION IIa.—THE MEDICAL PROFESSION.

42. It has been decided that a District Medical Committee be established in each Military District.

Such Committee is to consist of:

Principal Medical Officer, President.
Two representatives from the British Medical Association Branch of that district.
One medical representative from the University (only in districts where there is a medical school in connexion with University).
Two representatives of medical practitioners of the Military District (nominated by Commandant for the approval of Military Board).
43. The functions of each District Committee involve the selection for, or recommendation of, exemption from A.A.M.C. service of medical men and medical students, and in particular the establishment and conducting of a comprehensive scheme which, as proclamations may be issued from time to time, will absorb in the Defence Force all qualified medical practitioners up to forty-five years of age who have not joined the A.A.M.C. voluntarily. Each District Medical Committee may have an organization of local Medical Committees throughout its district from which the District Committee can obtain information and advice.

Appeals.

Any medical practitioner or medical student whom the District Medical Committee do not recommend for exemption, and who considers himself aggrieved by such decision, may appeal to a District Appeal Court in the same manner as any other applicant for exemption.

Volunteers.

45. Any duly qualified medical man under forty-five years of age, who volunteers his services in writing to the Principal Medical Officer of his Military District, will be given a commission as captain in the A.A.M.C., and he will receive at least a month's notice before being called up for duty. He will be called up only when his services are needed and for such duty in or out of the Commonwealth for which it is considered he is most suitable, and every effort will be made to place him in a suitable position.

Registers of medical men.

46. The Principal Medical Officer of each district will compile a register, and lay before the District Medical Committee the names of the medical men in each Military District who have been granted commissions in A.A.M.C.

Exemptions.

47. All medical men other than members of the A.A.M.C. who are affected by a proclamation calling upon persons to enlist, and who desire exemption from service, will require to make an application to the Military Registrar of the Sub-District in which they reside accordingly, and the War Service Regulations provide that such applications will be referred to a District Medical Committee for inquiry and a recommendation to a Local Exemption Court.

Resources in medical men.

48. The District Medical Committee will compile a register from detailed information supplied by Local Medical Committees indicating what men are available in each area who have not applied for commission in A.A.M.C., and what special qualifications they possess.

It will be found convenient for these purposes to consider the medical profession in three categories:

(a) Doctors under forty-five years of age who have been granted
    commissions in the A.A.M.C.

(b) Doctors' under forty-five years of age who have not applied
    for a commission in the A.A.M.C.

(c) Doctors over forty-five years of age.

Liability for service.

49. In any proclamation issued under section 60 of the Defence Act, every male medical practitioner, single or married, is in the same position as other citizens as regards the compulsory provisions of the Act; but if he has a commission in the A.A.M.C. he will not be called up by the Military Authority; that is to say, the Department refrains from applying to him the compulsory powers as to combatant service if and so long as he holds a commission in the A.A.M.C.
It is, therefore, important that every medical man under forty-five should at once apply for a commission in the A.A.M.C. Such as do will be given the rank of Captain.

50. A medical man with a commission in A.A.M.C. has no personal concern with any Local Exemption Court, nor any Local Exemption Court with him. He is not called up by the Military Authority for ordinary service, and if any such A.A.M.C. officer does receive a notice from the Military Authority calling him up for combatant service, he should refer it to the Principal Medical Officer of his District, who will arrange with the Military Authority of the Sub-District concerned for the cancellation of the notice, and the practitioner will remain in reserve until called up for duty in the A.A.M.C.

Being thus held in reserve, the medical man will remember that, as before stated, the decision as to whether and when he is to be taken from his civil practice to serve as medical officer of the A.A.M.C. has been delegated to the P.M.O. Thus, every medical man granted a commission in the A.A.M.C. will remain in reserve unless and until it is proposed to call him up for duty.

52. In any proclamation issued under section 60 of the Defence Act, a medical man under forty-five, who does not hold or does not apply for a commission in the A.A.M.C. does not have any of the advantages explained above, and he is liable at any time to be called up by a Recruiting Officer for combatant service under the compulsory provisions of the Act. If he does not undertake service with the A.A.M.C., unless recommended for exemption by the District Medical Committee, he will be required to undertake combatant service. If, on thus being called up, he desires exemption from ordinary service, he must lodge an application with the Military Registrar of his sub-district for exemption; his claim will (unless it is on the ground of conscientious objection) be sent on by the Military Registrar to the P.M.O. for consideration by the District Medical Committee. This Committee will determine whether it is, or is not, in the national interests that he should be allowed to continue his civil practice or be allotted for military duty temporarily or permanently.

53. If it is decided that he should remain in civil practice, whether for a time or indefinitely, the Committee will recommend exemption for such period and subject to such conditions as they deem suitable, and the Local Exemption Court will issue to the medical man a certificate of exemption accordingly.

If, on the other hand, it is decided that it is not in the national interests that he should remain in his civil practice, the Committee will so recommend, and the Local Exemption Court will decide accordingly. He will then be called up for enlistment and service in the ranks for ordinary military duty under the compulsory provisions of the Act, and the Department may or may not then offer him a commission in the A.A.M.C.

54. Those who, on the Committee's recommendation, obtain temporary exemption will similarly be called up by the Military Authority for military duty at the expiration of the period fixed unless on the application of the medical man the Court extends the period of exemption.
55. The Government earnestly hopes that all medical men between the ages of forty-five and sixty who have not yet applied for a commission in the A.A.M.C. will now do so, and thus place themselves on the list of possible candidates for commissions. Doubtless, just as in the case of those under forty-five, many of them cannot be spared from their civilian practice, or are so placed financially or otherwise that the Committee would decide that they ought not to be taken at all, or not until very late. Possibly a large proportion of them may not be required, but, on the other hand, the addition of all medical men between forty-five and sixty to the number of those under forty-five (now that so many of the much younger men have already joined the Army) would mean a large addition to the field of selection and thus obviously tend to diminish very greatly the difficulties arising both for their professional brethren under forty-five, for the needs of the civil population, and for the requirements of the Naval and Military Forces.

SECTION III.—EXEMPTION COURTS.

56. The regulations concerning exemption provide for the establishment of three Courts to decide such matters as may be brought before them.

The Courts are as follow:

(a) Local Exemption Courts, for each Sub-District;
(b) District Appeal Courts, for each Military District;
(c) A Central Appeal Court, for the Commonwealth.

As the number of stipendiary magistrates available is not sufficient to admit of one magistrate being engaged solely on the work of one Local Exemption Court, Commandants will confer with the State Crown Law authorities with a view to arranging circuits for the magistrates, so as to minimize travelling and expedite the hearing of applications. When this has been arranged, the appointment and circuits, together with the dates on which Courts will sit, will be published in the local press and in District Military Orders, and Head-Quarters notified accordingly, a copy of the District Order accompanying the communication. It might be specially requested that during the month of October, 1916, magistrates be made available almost solely for this work. Later on it will probably be found that this work can be carried out with their ordinary duties.

57. Subject to any special provisions in the regulations, it will be for the Local Exemption Court to determine what evidence shall be taken to elucidate the facts of the case under consideration. The applicant, whether he is the man or the employer under Division 4 of the War Service Regulations, or his representative, has the right of being heard. The option will be given to any applicant to make a statutory declaration if he is not able to appear in person.

The military representative will also have the right of being present and of examining and cross-examining witnesses, and the same right is given to the duly authorized representative of any Government or other Department (referred to in Division 4—Regulation 46), which may be concerned in the retention in civil employment of the man whose case is under consideration. Under Regulation 17 (2) no party to an application can be represented by counsel or solicitor or paid agent. Regulation 65 (2) also debars such representatives appearing in appeal case.
58. The regulations contemplate that cases shall be conducted in public. The Court may adjourn the proceedings and reserve its decision in any case.

59. A special class of applications which will come before the Local Exemption Court is dealt with separately in Division 3 of the regulations. Under this Division applications for certificates of exemption may be made on any of the following grounds:

(a) On the ground that it is expedient in the national interest that the man should, instead of being employed in military service, be engaged in other work in which he is habitually engaged; or

(b) on the ground that it is expedient in the national interest that the man should, instead of being employed in military service, be engaged in other work in which he wishes to be engaged; or

(c) if a man is being educated or trained for any work, on the ground that it is expedient in the national interest that, instead of being employed in military service, he should continue to be so educated or trained; or

(d) on the ground that serious hardship would ensue if the man were called up for military service, owing to his exceptional domestic financial obligations; or

(e) on the ground that he is the sole remaining son or one of the remaining sons of a family of whose sons one-half, at the least, have enlisted prior to the second day of October, 1916; or

(f) on the ground that he is the sole support of aged parents or a widowed mother, or orphan brothers and sisters under the age of sixteen years or physically incapable of earning their own living; or

(g) on the ground that he is the only son of a family; or

60. The certificates of exemption which a Local Exemption Court is empowered to grant may be absolute, conditional, partial, or temporary.

In the case of an application on conscientious grounds the Court is required to refuse a certificate unless the applicant agrees to undertake non-combatant service.

A certificate granted on the ground of continuance of training or education, or on the ground of exceptional domestic financial obligation, must be a conditional or temporary certificate only, as will also be those granted under paragraphs (b), (c), (i), (j), (f), and (g) of section 61 of the Defence Act. It is further provided that, except in the case of a Government Department or one of the bodies referred to in Division 4, it shall not be made a condition of the granting of a certificate of exemption that the man in respect of whom it is granted shall continue in or enter employment under any specified employer or in any specified place or establishment. This provision does not preclude the granting of a certificate of exemption to a man whose claim may be on the ground that he is individually indispensable to a particular employer, and that it is in the national interest that he be retained in his employment. But the certificate cannot be made conditional on his remaining in the service of the particular employer. If the circumstances are such that it would not be proper to grant a certificate of absolute exemption, the certificate should be temporary or may, for instance, be made conditional on his remaining in a particular trade, or occupation, or State.
In his connexion with exemption cases which will come before the Court, the military representative should bear in mind that the primary principle of the regulations is that every man who comes within the provisions of same, and who is available for military service, should undertake that service, exemptions being granted only in cases expressly provided for in the regulations.

61. The following observations as regards the different classes of cases may be of service:

Employment Cases.—The question to be considered in these cases is, not whether the man has a claim to exceptional treatment in his own interests, but whether it is or is not in the national interests that he should be retained in civil employment. "National interests" has to be construed broadly. It covers, not only services which minister directly to the prosecution of the war, but also productive services which are essential to the country at the present time, whether, for instance, in the maintenance of food supply or of the export or import trade, or in the performance of other services which it is desirable should be carried on in the interests of the community. In cases of this class, account should be taken, not only (a) whether the service is such as minister to the national interests at the present time, but also (b) whether it is in the national interest that the particular man should continue in civil employment, and whether, even if the services which he renders are essential, they cannot be performed by available men not of military age or otherwise not fit for military service, or by returned soldiers who have been discharged.

It is provided that exemption (which must in this case be conditional or temporary) may be granted to a man who is being educated or trained for any work if it is expedient in the national interests that he should continue to be so educated or trained.

It is not intended that the mere fact that a man is being educated or trained shall be a sufficient reason for exemption; it must be clearly shown that it is in the national interest that he should continue his education or training either because he will become so valuable for work ministering, directly or indirectly, to the national requirements in connexion with the war, that it would be unwise to take him away from his education or training, or because, quite apart from any service which he is likely to render during the course of the war, his education or training will hereafter render him so essential to the community that it would be unwise to interrupt his education or training.

The presumption will generally be that a man undergoing education or training, who is young and free from the responsibilities of older men, should do his duty to his country at the present time by undertaking military service, and, therefore, it will be for a Local Exemption Court in each instance to make sure that the conditions in the particular case are such as to justify special treatment before exemption is granted.

62. Cases of Serious Hardship.—(Division 3, 35 (d)).—The provision with regard to this class enables the Local Exemption Court to deal with cases which will occur here and there, meriting special consideration on personal, as distinguished from national, grounds. To justify exemption under the regulations the hardship must be "serious" and the domestic financial position "exceptional."
63. There will be a number of obvious cases of men suffering from serious permanent infirmity of mind or body to whom absolute certificates will at once be granted. In such cases applications can be made by some person, including the military representative, in respect of the man or men for whom exemption is sought, but see W.S. Regulation 40 (8).

64. As to other cases, it is important to bear in mind that men can be classified for—

(i) Active service;
(ii) clerical or camp duties.

65. The man who honestly, and as a matter of conscience, objects to bearing arms is entitled to partial exemption. While care must be taken that the man who shirks his duty to his country does not find unworthy shelter behind this provision, every consideration should be given to the man whose objection genuinely rests on religious or moral conviction.

The certificate of exemption may be from bearing arms only, in which case the man would not be exempt from service in, for instance, the Australian Army Medical Corps or for clerical or camp duties. The exemption should be the minimum required to meet the conscientious scruples of the applicant.

66. The regulations contemplate that in every case individual certificates must be given when exemption is granted. The certificate must be in the authorized form. It must be sent or handed to the man in respect of whom the application is made.

To enable the Military Registrar to keep a complete record of the result of all applications, the duplicate application form, together with a copy of the certificate received by the military representative from the Court, will be forwarded by him to the Military Registrar, together with any other documents in the case, for filing purposes.

The decision of the Local Exemption Court must be noted on the duplicate application form by the military representative.

The man to whom the certificate has been given may, on payment of a fee of 5s., claim a copy of the certificate if the original is destroyed or has been defaced.

Copies issued will be marked as such, and, in addition to the ordinary number of the copy, must also bear the number of the original which it replaces.

The Local Exemption Court is entitled to be satisfied that the original has been so destroyed or defaced, and must require a defaced certificate to be given up to the Court.

67. Application may be made by the man himself who desires exemption or by some other person in respect of him. This enables an employer to make application for an employee who, the employer thinks, should, in the national interests, continue in civil employment. When a man is not able, by reason of absence, or ill-health, or other cause, to make application himself, application may be made on his behalf.

If the application is made on the ground of employment it should, generally speaking, be made by the man himself or his employer unless for some sufficient reason the man or his employer is not able to make it.

68. An application wholly or mainly on industrial grounds has to be made to the nearest Local Exemption Court in the sub-district in which the place of employment is situate.
An application by a man for reasons appertaining to his own business should be made to the nearest Local Exemption Court in the sub-district in which the place of business is situate.

Application made on personal grounds, viz., domestic financial, must be made to the nearest Local Exemption Court in the Sub-District in which the man, in respect of whom the application is made, resides.

In the case of firms or undertakings with establishments in the different sub-districts, it will often be more convenient that applications in respect of all members of their staffs should be made to the one Court, and it is provided, therefore, that in such case application in respect to a man in any of the establishments may be made to the Court for the Sub-District in which the head office of the firm or undertaking is situate. The same principle applies in the case of Government departments.

In some cases of this kind the decision may depend on local circumstances respecting which the Court of the district in which the head office is situate cannot reasonably be expected to obtain satisfactory information, and it may be clearly advantageous that the case should be heard by a Court in the Sub-District in which the particular establishment is situate. In any such case it is competent to the Court of the Sub-District containing the head office to refer the application to the Court in the latter Sub-District.

Applications should not be made to more than one Local Exemption Court in respect of the same case. Where a man has a claim for exemption on more than one ground, all the grounds should be laid before the same Court, except in the case of legally qualified medical practitioners or medical students, the procedure in regard to whom is prescribed by the regulations; but a certificate of exemption should not be granted unless the exemption has been established on one or other of the required grounds.

68A. Applications by returned and discharged soldiers liable for service are dealt with in Division 7, Regulation 73 et seq.

Soldiers of the A.I.F. who have been returned from active service, and discharged on the grounds of medical unfitness, are not required to report. Soldiers of the A.I.F. who, prior to embarkation, were discharged on the ground of medical unfitness, and all ex-members of the A.I.F. discharged for other than medical reasons are required to report and serve if fit.

68B. Where persons liable under any Proclamation are engaged in agriculture or shearing, application may be made by them for temporary exemption for the period required to gather the harvest in the case of farmers, and to complete their present contracts in the case of shearers. Military Representatives will not oppose such applications, but will exercise close scrutiny in regard to the time asked for, and insure that such persons are not lost sight of.

68C. Persons liable under any Proclamation who form portion of any ship's company will not be required to personally attend for enlistment, but will be included in a schedule to be submitted by the master of the ship to the Military Commandant at the home port, who will, if satisfied, recommend to the Local Exemption Court the granting of a certificate of conditional exemption for a period of three months.

69. Applications must be made in duplicate on the authorized form. One form has been provided for all applications under this heading. The Military Registrar of the Military Sub-district should see that all...
information which is required in the particular class of case under consideration is entered on the form before being forwarded for consideration by the Court.

Applications from Government Departments on behalf of a number of employees are dealt with in Division 4, and a large private firm which desires exemption for more than twelve employees may apply in the same manner as a Government Department. The schedule referred to in Division 4 should contain all the information demanded from Government Departments, &c., provided that all the particulars which are required in the form are furnished respecting each man, and provided that no application is made by a Government Department or firm on behalf of any man on the grounds of his conscientious objection, upon which grounds a man must make a personal application. But if an appeal is made in respect of any man in such a schedule to the Appeal Court, a copy of the entries in the schedule must be sent in addition to the notice of appeal.

Applications submitted by Government Departments or large private firms are not to be taken for granted and approved accordingly; they are to be carefully scrutinized, and, if time will not permit of considering each man's case thoroughly within the period allowed, rather than recommend approval of a schedule without careful inquiry the recommendation of the Commandant to the Court should be that exemption be granted to those shown on such schedule for a short period only—say, one month—pending an inquiry into each man's case, by an officer deputed by the Commandant to do so.

The Defence Act provides for penalties in the case of persons making false statements or false representations.

Where a number of applications are being forwarded by a Military Registrar to a Local Exemption Court for hearing they should be scheduled.

70. Applications for exemption must be made within seven days after being called up for military service by the Military Registrar. It will not be competent to a Local Exemption Court to entertain any application for exemption under the regulations made after that date, except that the Local Exemption Court may allow an application to be made after that date in the case of a man who has not been able to make it in time owing to (a) absence abroad, or (b) any other cause which appears to the Court to afford a reasonable ground for allowing the application to be so made.

Where an applicant for exemption appeals against the decision of the Local Exemption Court, the pendency of such appeal shall in no way suspend the obligations of the man for immediate military service. On the allowance of such appeal the appellant may thereupon be released from military service for a specified period, or be released entirely from military service, or be allotted such duties as the terms of the award may provide. But where the military representative appeals against the decision of the Local Exemption Court no service shall be required from the applicant until the appeal has been decided.

71. Provision is made in the regulations for the renewal of a certificate where the case is such as to justify it. A man whose certificate has lapsed is not deemed to be liable for enlistment until fourteen days after the certificate has lapsed. In the meantime he may make application for renewal of his certificate, if he has good grounds for doing so. In any such case it is, of course, desirable that he should make his application for renewal as soon as possible.
72. Any certificate of exemption, whether absolute, conditional, partial, or temporary, may be reviewed on the application of the holder of the certificate or of the military authorities. Review of the certificate will be necessary when the circumstances have materially changed, or if new facts affecting the reason for the exemption have come to light since the certificate was granted.

The Local Exemption Court may decide in any case in which the certificate is reviewed that the certificate should be withdrawn or varied, and in the latter case in what manner it shall be varied.

73. The holder of a conditional or temporary certificate has to report if the conditions on which the certificate has been granted are no longer satisfied. The report has to be made to the authorities issuing the certificate, who must then forward the report to the military representative for the district, and he can apply for a review of the case if he thinks this should be done. The conditions on which a conditional or temporary certificate has been issued shall be indicated on such certificate.

Attention is directed to Regulation 28, which deals with conditional certificates of exemption where the holder removes from one State to another.

74. The composition of Appeal Courts is indicated in Division 6. Appeals from the decision of the Local Exemption Court to the District Appeal Court may be made by any person aggrieved by the decision of the Local Exemption Court or by the military authorities. The appeal must be made on the authorized form not later than three clear days after the decision of the Local Exemption Court.

If the District Appeal Court grants permission, further appeal may be made from that Court to the Central Appeal Court. The military representative should oppose the granting of leave to appeal to the Central Appeal Court, unless important questions of principle are involved, or unless there is some other special reason why leave to appeal should be granted.

75. "The Military Representative" means a military officer or other person appointed by the District Commandant to represent the Department of Defence at the hearing of exemption cases before Exemption Courts and on appeals from decisions of such Courts.

As such representative it will be his duty to conduct cases before the Exemption Courts in such a manner that he will extract material evidence from witnesses under examination, in order to assist the Court in arriving at a decision in the case.

76. Registrars will be held personally responsible that the registers supplied to them are kept up to date, and that a complete record of all applications for exemptions, appeals, &c., is duly entered in the register. Military Registrars should be ready to furnish to the public any information required in regard to procedure, and where required, to assist applicants in preparing their applications.

Forms and documents required by Courts should be rendered complete and within the period specified by the regulations.

77. Naturalized subjects of enemy origin, or the sons of naturalized subjects of enemy origin, or the sons born in Australia of enemy subjects liable for enlistment and service are to be called up for service in Australia. Further instructions relative to such persons will be issued later.

78. The display of public notices is dealt with in Part VII.—Miscellaneous—Regulation 90 et seq.
SECTION IV.—DEFAULTERS.

79. As soon as the first draft of recruits is delivered by Registrars to the places appointed for concentration, which should be approximately not later than the 16th instant, steps will be taken to ascertain particulars of defaulters who have failed to comply with the provisions of the Proclamation. In this connexion it will be necessary to check with—

(a) The Federal electoral rolls;
(b) War census particulars in the hands of Local Recruiting Committees. (These Committees have gathered much valuable information, which must be used to the fullest);
(c) Information gathered by Recruiting Sergeants. (These non-commissioned officers have likewise much detailed information, which must be fully availed of);
(d) Information in possession of the civil police.

80. During the week commencing 23rd instant, warning should be sent out—vide sample attached—War Service Form 8.

81. During the week commencing 30th instant and subsequently, such action as is necessary to enforce compliance with the Act and Regulations will be instituted.

Whilst care must be exercised to prevent evasion of service by those liable, the Regulations will be administered in such a manner as to obviate undue interference with the public.

Before any suspected person is arrested, Registrars should be certain that the persons concerned are liable and have failed to report. Where arrests are necessary the services of the civil police are to be utilized as far as possible, and Form W.S. 8A—sample attached—will be the warrant.

82. Where it is found necessary to arrest any man liable, he should be brought before the Registrar for enlistment if found medically fit. Should he not refuse to take the oath, he will be sworn in and conveyed to a camp or depot, and no prosecution will follow for the present. Prosecutions will likewise not be instituted for the present against any other person so arrested unless, when brought before the Registrar, he refuses to give the information required of him, to submit to the medical examination; or to be enlisted.

83. (1) Registrars and Assistant Registrars will conduct such prosecutions as are determined upon under Defence Act, section 75. Legal assistance will not be permitted excepting with the approval of the District Commandant.

As only "persons liable" are specified in War Service Regulation 9 (2) and (3), it is necessary that Registrars produce irrefutable evidence as to age. It may thus be necessary to obtain the birthplace of accused, and obtain a certified copy of the entry of birth. Arrangements are being made to have this information made available to Registrars on application, without fee. Action is being taken to insure that the civil police will render all possible assistance in furnishing information.

(2) Particular attention is directed to the following sections of the Defence Act:

Section 61A.—"Where any question arises as to whether a person is exempt from service in the Citizen Forces, the burden of proving the exemption shall rest on the person claiming the exemption, and applications for exemption shall be decided by the Courts authorized in that behalf by the Regulations."
Section 74.—"(1) Any person of whom information is required by any officer or person in order to enable him to comply with the provisions of this Act relating to enlistment or enrolment, who refuses or neglects (without just cause, proof whereof shall lie upon him) to give such information, or gives false information, shall be liable to a penalty not exceeding Five pounds for each item of information demanded and refused or neglected to be given or falsely given."

"(2) Any person appointed in that behalf who (without just cause, proof whereof shall lie upon him) refuses or neglects to make any enrolment, or to make or transmit, in the prescribed manner, any prescribed roll or return, or copy thereof, shall be liable to a penalty not exceeding Fifty pounds."

(3) Particulars as to prosecutions conducted, with the results thereof, will be shown in W.S. Forms 9 and 9A (progress reports).

T. H. DODDS, Colonel,
Military Secretary.

Head-Quarters,
Melbourne, 15th October, 1916.
LIST OF WAR SERVICE FORMS AUTHORIZED.

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By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.