

## RECOMMENDATIONS OF OFFICERS FOR COMMAND, AND FOR APPOINTMENT TO, AND ADVANCEMENT ON, THE STAFF.

Experience shows that a uniform procedure is essential in submitting such recommendations in order to secure full consideration of the claims of all suitable officers, and to avoid unnecessary work for the officers charged with the duty of rendering the reports.

The following procedure will, therefore, be adopted for all such recommendations:—

These instructions will be issued simultaneously by all Armies, and consequently the procedure will be identically the same wherever a Corps or Division is serving.

### QUARTERLY LISTS.

1. All the quarterly lists detailed below will be submitted on the following dates, beginning 20th January and 1st February, 1918, respectively:—

From Divisions to Corps ... ..	On 20th January, 20th April, 20th July and 20th October.
From Corps to Army H.Q. ... ..	On 1st February, 1st May, 1st August and 1st November.

2. Lists will be submitted through the usual channels to the Assistant Military Secretary, Army Headquarters, of the names, in order of merit, of all officers *recommended for*:—

- (a) The command of a Division in the Field.
- (b) The command of an Infantry Brigade in the Field.

A separate list will be submitted by each Division for each class of appointment specified in (2) in the form shewn in Appendix "A." These lists will, as far as possible, be collated and placed in order of merit by Corps Commanders.

3. Lists will be submitted through the usual channels to the Assistant Military Secretary, Army Headquarters, of the names of all officers recommended for the following appointments in the form shown in Appendix "B." These lists will not be placed in order of merit, but, if any officer is specially recommended for accelerated advancement, his name will be starred on the list, and the special recommendation, with the reasons for it, will be recorded on the Army Form W.3723 rendered in regard to this officer. Only officers of really outstanding merit should be starred.

(c) Any of the following appointments in the R.A.:—

G.O.C., R.A. of a Corps.  
B.G., R.A. of a Division.  
B.G., R.A. of a Corps Heavy Artillery.  
S.O., R.A. Corps.  
B.M., R.A. of a Division.  
B.M., R.A. of a Corps Heavy Artillery.  
Lieut.-Colonel for counter-battery work.  
Staff Captain R.A. of Corps.  
Staff Officer (for reconnaissance) Corps.  
Staff Lieut. (for reconnaissance) Division.  
Staff Captain, R.A., Corps Heavy Artillery and Division.  
Command of Brigade, R.F.A.  
Command of Heavy Artillery Group.  
Command of Divisional Ammunition Column.

(d) Any of the following appointments in the Royal Engineers:—

C.E., Army.  
C.E., Corps.  
S.O. to C.E.  
C.R.E., Army or Corps Troops.  
C.R.E. of a Division.

It should be noted that R.A. and R.E. officers may also be put forward for other staff appointments and commands.

(e) The following staff appointments:—

B.G.G.S.	D.A. and Q.M.G. of a Corps.
G.S.O. 1.	A.A.G.
G.S.O. 2.	D.A.A.G.
Brig.-Major.	A.A. and Q.M.G.
G.S.O. 3.	A.Q.M.G.
	D.A.Q.M.G.
	Staff Captain.

NOTE.—A separate list will be submitted by each Division for each class of appointment specified in (3) in the form shown in Appendix "B."

4. These quarterly lists will be supported by detailed recommendations, which will be submitted with the quarterly lists in quadruplicate, on Army Form W.3723 (obtainable from the Army Printing and Stationery Depots).

A separate form will be used for each officer.

Reports on all officers *holding* the following appointments will be submitted on Army Form W.3723 through the usual channels to the Assistant Military Secretary, Army Headquarters, whether they are recommended for advancement or not:—

G.S.O. 1.	A.A.G.	A.Q.M.G.
G.S.O. 2.	D.A.A.G.	D.A.Q.M.G.
	A.A. & Q.M.G.	

Fresh recommendations on Army Form W.3723 are not required in respect of every officer named in the lists; fresh recommendations are, however, required (a) as stated in the preceding sub-para.; (b) in all cases of officers recommended for command of Divisions and Brigades under para. 2; (c) in the case of all other officers not previously recommended for the same class of appointment; (d) in the case of all officers whose names are starred in the list as being recommended for accelerated advancement.

5. The name of any officer who has served under the command of the reporting officer, during the preceding three months, may be included in the quarterly list. If he has left the formation, his disposal should, when possible, be stated.

Subject to the above every Corps will be responsible for forwarding the quarterly and monthly lists from all those Divisions which are serving in it at midnight on the 18th of the month in question.

#### MONTHLY RETURNS.

6. These returns will be submitted from Divisions to Corps on 20th of each month, and from Corps to Army Headquarters not later than 1st of each month.

7. During the interval which elapses between the submission of two quarterly lists, modifications, cancellations or corrections in the quarterly lists, and order of merit in the case of para. 2, may be sent in each month on the dates specified. Full reasons should be given in the case of cancellations.

New recommendations submitted during the interval which elapses between the submission of two quarterly lists will be supported by Army Form W.3723.

Recommendations for command of Divisions and Brigades will be given a place in the current list, thus:—

#### *Example.*

If it were desired to place Lieut.-Colonel Smith below Lieut.-Colonel Williams in the list given in Appendix "A," the officer forwarding the recommendation would say "Please place Lieut.-Colonel Smith third on my list dated 20th January, immediately below Lieut.-Colonel Williams."

8. It is desired that any change in the list of recommendations that comes to notice should be included in these monthly lists, but a complete revision of the quarterly list is not required. For example, if a Division moves in March, from First to Third Army, the quarterly list rendered on 1st February to the First Army will still hold good, and a new list will not be required by the Third Army until 1st May.

9. Lists of "Tired Officers" holding the undernamed Staff appointments, who it is considered would benefit by a tour of duty at home, should be submitted through the usual channels to the Assistant Military Secretary, Army Headquarters:—

G.S.O. 2.  
D.A.A.G.  
D.A.Q.M.G.  
Brigade Major.  
G.S.O. 3.  
Staff Captain.  
Artillery Staff appointments of equivalent grading.

These recommendations should be accompanied by a statement shewing how long the officer recommended has served in the Field, and by a confidential report on his efficiency in his present appointment, and a statement by the G.O.C. that he will be willing to re-employ him on his staff after a period of rest. The officers recommended will be noted for consideration for employment on the staff as long as vacancies occur.

10. Lists will be submitted through the usual channels to the Assistant Military Secretary, Army Headquarters, of the names, in order of merit, of all officers recommended for:—

- (a) The command of an Infantry battalion.
- (b) Second in command of an Infantry battalion.

(NOTE.—Officers will not be recommended under this heading unless it is considered that they will train into battalion commanders.)

These recommendations will be submitted for both classes of appointments in the form shewn in Appendix "B," and (in the case of new recommendations only) they will be supported by detailed recommendations on Army Form W.3723.

Lists of officers serving as Second in Command who are not recommended for command of battalions will no longer be required.

#### GENERAL INSTRUCTIONS.

11. No reports, supplementary to the above, in respect of the same classes of appointments, will be called for by formations without authority from Army Headquarters.

12. The remarks of immediate commanders will be shewn under the heading of "Remarks of reporting Officer."

The remarks of Corps Commanders will appear under the heading of "Higher Commander's remarks."

The date on which a recommendation is made by an immediate commander will be shewn on the form.

It should be stated under the heading of p.s.c. whether the officer has passed Staff College, or any staff course held under arrangement by G.H.Q. at home or abroad.

The heading "Services in present war" will be divided into:—

Service in the Field.  
Service at home.



13. The Commander of each Division forwarding a list of recommendations will be responsible for placing the officers for each appointment in order of merit under paras. 2 and 10, or for making recommendations for accelerated promotion under para. 3.

All recommendations will be rendered by Divisions in quadruplicate.

14. Corps Commanders will classify the recommendations for command of Divisions and Brigades in order of merit as far as possible. If they find it impossible to do this, several officers who are considered to be of nearly equal merit may be bracketed together. When the Corps Commander is unable to give any classification to an officer recommended by a Division, he should place him in this list with a note such as the following:—

“Unclassified. Placed 2nd in order of merit in a list of 5 submitted by 20th Division.”

Corps Commanders will endorse the recommendations for accelerated advancement under para. 3. They will also record their views in all cases on A.F. W.3723. If they do not know the officer reported upon they will say so.

Officers recommended for command and second in command, or Major on Headquarters, of Infantry battalions, will be classified by Divisions only.

15. The officer who makes a recommendation must state that he is prepared to accept the officer recommended, in the appointment for which he is recommended, *in his own formation*.

16. When a vacancy occurs in any of the appointments dealt with in this circular, the only names which will be considered with a view to filling this vacancy will (except in very exceptional circumstances) be those of officers already recommended for the appointment in question.

17. The rank of officers must be correctly given by adding, where necessary, the letters required to show the nature of the commission held, *e.g.* :—

Lieutenant ... ..	Lieutenant in the Regular Army.
T/Lieutenant ... ..	Temporary Lieutenant in the New Army.
Lieut. (T/Capt.) ... ..	Lieutenant in the Regular Army holding the temporary rank of Captain.
T/Lieut. (A/Capt.) ... ..	Temporary Lieutenant in the New Army holding an appointment carrying the acting rank of Captain.
	etc. etc.
Captain (R. of O.) ... ..	
Major (S.R.) ... ..	
Lieut.-Colonel (T.F.) ... ..	
	etc.

Similarly, the letters (S.R.), (S.) or (T.F.) will be used to indicate Special Reserve, New Army, and Territorial Force battalions or other units respectively.

18. It is most important, both in the interests of the service and of the officers themselves, that Army Form W.3723 should be prepared with the greatest possible accuracy, care and completeness, so that the relative qualifications of the various officers may be gauged correctly.

19. As a rule, an officer should be recommended for the appointment for which he is most suited, and not for several different appointments.

20. Only officers who have qualified as learners under O.B. 1329 or who have been sent out from home for Staff attachment will in future be recommended for appointment as General Staff Officer, 3rd Grade, or as Staff Captains of an Infantry Brigade.

21. Whenever formations, units, or individuals are transferred, their Army Forms W.3723 will be transferred by the Army and by the Corps concerned to their new Army and Corps respectively.

22. No reports are required on Australian, New Zealand, or Canadian Officers serving in Australian, New Zealand or Canadian formations.

23. When a higher formation does not put forward a recommendation sent up by a lower formation, the formation in which the recommendation originated will be so informed.

## METHOD OF FILLING VACANCIES FOR COMMAND AND SECOND IN COMMAND OF BATTALIONS.

24. Divisional Commanders will submit nominations to fill vacancies for the Command or Second in Command of battalions by selecting officers who are serving in their Division, and whose names are included in the list.

When a Division is unusually short of officers recommended, the Corps Commander will, at his discretion, recommend an officer from another Division whose name appears on the Corps list.

It is generally desirable to obtain an officer of the same regiment to fill a vacancy in the Command, or as Major on Headquarters of a Regular battalion; such vacancies will, therefore, require special consideration, and may be filled by transferring available officers from other Corps or Armies.





EXAMPLE OF LIST TO BE USED IN RECOMMENDATIONS FOR  
COMMAND OF A DIVISION, BRIGADE AND BATTALION AND  
SECOND IN COMMAND OF A BATTALION.

Date, 20th January, 1917.

66th DIVISION.

OFFICERS, IN ORDER OF MERIT, RECOMMENDED  
FOR APPOINTMENT TO (COMMAND A BRIGADE).

( ) ( )

See paragraphs 2 and 10.

Number in order of merit.	Rank, Initials, Name.	Unit or Formation.	Present Appointment.
1	Major (T/Lt.-Col.) A. B. Smith	66th Division	G.S.O. 1
2	Lt.-Col. C. D. Williams Lt.-Col. E. F. Jones	2/4th Manch. R. 17th R. War. R.	Bn. Commander Bn. Commander
4	Lt.-Col. G. H. Evans	2/9th Manch. R.	Bn. Commander
5	Lt.-Col. I. J. Robinson	66th Division	G.S.O. 2

NOTE.—This form will be used in the case of recommendations for the following classes of appointment only:—

- Command of a Division.
- Command of an Infantry Brigade.
- Command of a Battalion.
- Second in Command of an Infantry Battalion.

Recommendations submitted by Divisions for the command of a Division and Infantry Brigade will be submitted quarterly and will be re-arranged by Corps in Order of Merit. Recommendations submitted by Divisions for command or second-in-command of Infantry Battalions will be submitted monthly. They require the endorsement of Corps Commanders, but they need not be re-arranged in Order of Merit.

Appendix "B."

Date, 20th January, 1917.

66th DIVISION.

OFFICERS RECOMMENDED FOR APPOINTMENT AS  
(BRIGADE MAJOR OF AN INFANTRY BRIGADE).

( ) ( )

See paragraph 3.

Rank, Initials, Name.	Unit or Formation.	Present Appointment.
Captain A. B. White	66th Division	G.S.O. 3.
Lt. (T/Capt.) C. D. Green	188th Inf. Brigade	Staff Captain.
*Captain G. H. Grey	189th Inf. Brigade	" "

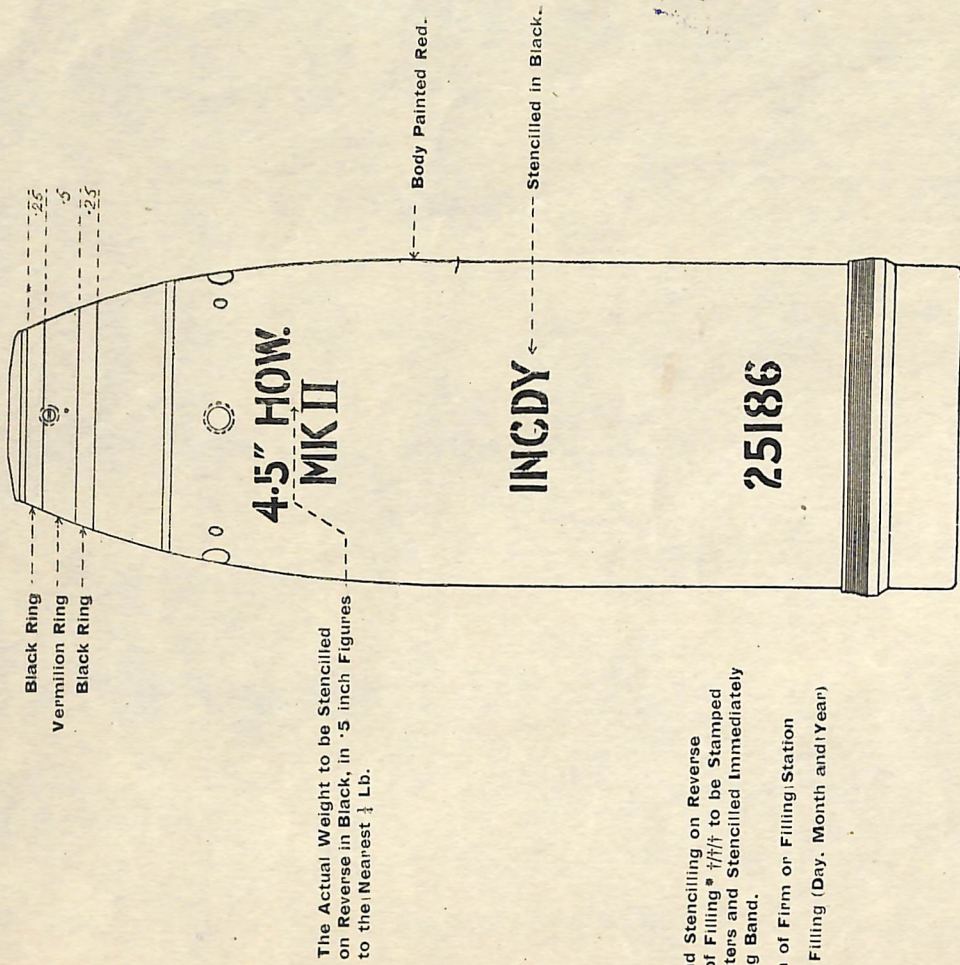
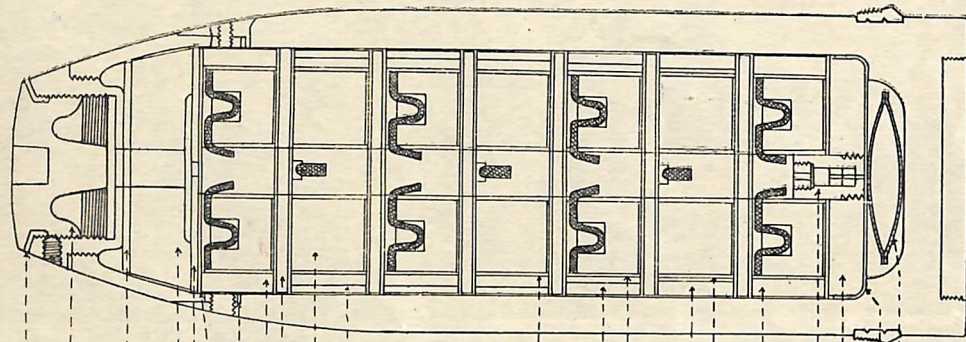
NOTE.—Officers starred (\*) are recommended for accelerated advancement in preference to other officers of more seniority and longer staff-service.



Estado Maior

BIBLIO.

- Leather Washer
- Plug 2 inch Fuze-Hole, No. 2 Mark II
- Felt Washer
- Wood Block
- Steel Washer
- Felt Washers
- Lead Washer
- Paper Collar
- Steel Washers
- Cases filled with Incendiary Composition
- Steel Support
- Paper Collar
- Steel Support
- Paper Collar
- Steel Support
- Primer
- Disc
- Felt Washer
- R.F.G. Powder in Shalloon Bag 3 Drs.



The Actual Weight to be Stencilled on Reverse in Black, in .5 inch Figures to the Nearest 1/2 Lb.

Stamping and Stencilling on Reverse Particulars of Filling \*  $\frac{1}{4}$ / $\frac{1}{4}$  to be Stamped in Small Letters and Stencilled Immediately above Driving Band.  
\* Monogram of Firm or Filling Station  
 $\frac{1}{4}$ / $\frac{1}{4}$  Date of Filling (Day, Month and Year)