

**392.** Instructions as to the procedure in the various classes of discharge will be found in the following table. The discharge of a warrant officer in the cases not provided for in this table will not be carried out without reference to the War Office.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
(i) References on enlistment being unsatisfactory - At stations away from the headquarters of the recruiting area. At other stations ..	Recruiting officer.  Approving officer.	Recruiting officer.  Approving officer.	Applies only to a recruit who has been attested pending reference to employers, &c. The discharge will be carried out by an entry on third page of attestation.
(ii) Having been irregularly enlisted - At home .. ..  Abroad .. ..	O.C. ..  O.C. ..	O.C. ..  O.C. ..	When a recruit has been irregularly attested, a report, together with the man's attestation, is to be furnished to the officer i/c recruiting. Applies to a native soldier of colonial corps only.
(iii) Not being likely to become an efficient soldier - (a) Recruit rejected both by medical officer and approving officer.  (b) Recruit passed by medical officer, but rejected by a recruiting officer stationed away from the headquarters of the recruiting area, or by approving officer.	Any approving officer or recruiting officer at the station where the recruit is rejected.  Recruiting officer, or approving officer.	Any approving officer or recruiting officer at the station where the recruit is rejected.  Recruiting officer, or approving officer.	Under (a) and (b) the discharge will be carried out by an entry on the third page of the man's attestation.  Under (b), when such recruit has been attested, the discharge may be carried out without reference to higher authority.

Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(c) Recruit within three months of enlistment considered unfit for service.	O.C. ..	O.C. ..	Under (c), the medical officer is to report (at the end of each month) to the C.O., on A.F. B 204, which will then be forwarded with the man's attestation to the brigade commander, who will arrange for his examination by the deputy director of medical services, assistant director of medical services, or medical inspector of recruits. If the man is found unfit, the O.C. will discharge the man without delay, and an extract from the certificate will be attached to the discharge documents. A recruit admitted to hospital prior to completing three months' service and found to be of defective intelligence, but not actually insane, will also be discharged under (c). A cavalry or R.H.A., recruit who is found not to come up to the educational standard required for that branch of the service, or a recruit considered by his C.O. undesirable on account of conduct and thus unlikely to make an efficient soldier, may be discharged under (c), subject to the approval of the brigade commander.	<u>A.O. 16</u> 1914
(cc) Recruits with more than three months' service considered medically unfit for further military service.	G.O.C.-in-C.	O.C. ..	Under (cc), men with between three and six months' service who in the opinion of the deputy director of medical services, an assistant director of medical services, or a medical inspector of recruits, are unlikely to become efficient soldiers may be discharged. A certificate to that effect will be attached to the discharge documents.	<u>A.O. 126</u> 1913
(d) Recruit who after having undergone a course of physical training is recommended by an examining board to be discharged, or, in the case of a mounted corps, is unable to ride.	O.C. ..	O.C. ..	Under (d), an extract of the proceedings and finding of the board should be attached to the discharge documents. The board will be composed of two regimental officers and one medical officer, the senior officer presiding.	<u>A.O. 16</u> 1914
(e) Soldier of local battalion abroad considered unlikely to become efficient.	O.C. ..	O.C. ..	Under (e), the discharge should be authorized within six months of the date of attestation. In the case of a local battalion R.A. recruited in India the period will be six months from date of landing at station where quartered.	
(f) Boy who, on reaching 18 years of age, is considered to be physically unfit for the ranks.	O.C. ..	O.C. ..	Under (f), the C.O. will arrange for the boy's examination by a medical board, before deciding as to his discharge or retention in the service.	

(iv) Having been claimed as an apprentice.	O.C. ..	O.C. ..	When the requirements of Section 96 of the Army Act are fully complied with, the man will be discharged forthwith.	
--	---------	---------	--	--

	Cause of discharge.	Competent officer to		Special instructions.
		Authorize discharge.	Confirm discharge.	
Para 392 (contd.)	(v) Having claimed it on payment of 10/- within three months after his attestation - At home and abroad.	..	O.C. ..	The 10/- must be paid to the C.O., paymaster, or regimental agent within three months after date of attestation. Directly the money is received the discharge must be carried out. A copy of A.F. O 1633 will be kept with the man's discharge documents.
<u>A.O. 402</u> 1913	(vi) Having made a mis-statement as to age of enlistment -			Applies only to a soldier serving in the United Kingdom, who, on enlistment, stated his age as 18 years, or upwards, and for whose free discharge application is made by his parents, on the ground that he is less than 18 years of age: -
	(a) Soldier under 17 years of age at date of application for discharge.	O.C. ..	O.C. ..	(a) The C.O., after satisfying himself that the birth certificate produced refers to the soldier in question, will proceed with the discharge.
	(b) Soldier between 17 and 18 years of age at date of application for discharge.	*Brigade commander	O.C. ..	(b) Application will be submitted for the decision of the brigade commander, together with:- (1) The parent's application; (2) the certificate of birth, with the C.O.'s certificate that it refers to the soldier in question; (3) the soldier's duplicate attestation; (4) statement of soldier whether he wishes to continue serving or not; (5) report by C.O. as to number and circumstances of the soldier's family, if that is a point in the application. In all cases under (a) or (b) the discharge will not be carried out until the soldier is in possession of sufficient money to defray the cost of his journey home.
	(vii) Having been claimed for wife desertion. (a) By the parish authorities.	O.C. ..	O.C. ..	Applies only to a man married before enlistment. (a) If the parish authorities send a constable with a warrant for his apprehension, the C.O. will discharge the man, "in consequence of his having been claimed by the parish authorities for wife desertion"; and the man will be handed over to the constable. If the parish authorities do not send a constable with a warrant, the soldier will be held to serve, and the C.O. will apply to the brigade commander for authority to withhold a portion of the soldier's pay for the support of the wife, under Section 145 of the Army Act.

\*The power to authorize these discharges at home may be exercised by an O.C. district.

Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
Para 392 (contd.)	(b) By the wife.			(b) If the wife applies for the man's discharge within six months from the date of attestation, and produces the necessary evidence, the C.O. will apply for a portion of the soldier's pay to be withheld, or for summary proceedings to be taken under Section 99 of the Army Act, with a view to his discharge, if convicted, under class (viii). If six months have elapsed since his attestation, and the C.O. considers it desirable to retain the man in the service, he will reply to the wife that the soldier can only be discharged if claimed by the parish. Should the wife then claim alimony, the C.O. will apply to the brigade commander for authority. The case, having been thus dealt with, will not be reopened.
	(viii) Having made a false answer on attestation - At home and abroad  Man sent home for discharge.	* Brigade commander.  *Brigade commander	O.C. ..  G.O.C. at port of disembarkation, or commandant, discharge depôt.	When a man has been convicted, either under Section 33 or 99 of the Army Act, the brigade commander will decide whether he is to be retained in the service or not.

<u>A.O. 151</u> 1912	(ix) Unfitted for the duties of the corps - N.C.Os. and men. Royal Flying Corps (military wing). Re-enlisted pensioner. Other soldiers - At home and abroad. Man sent home for discharge.	O.C. .. O.C. .. *Brigadier-general *Brigadier-general, at station abroad	O.C. .. O.C. .. O.C. .. O.C. .. G.O.C., port of disembarkation or commandant discharge depôt.	Applies to men who are no longer suitable for the duties of the corps. Applies only to a man found unlikely to become efficient, within three months of enlistment. Applies only to a private of the R.E., A.S.C., R.A.M.C., A.V.C. and departmental corps unfitted for the corps for causes other than misconduct, whom it is not possible to transfer to other corps. A N.C.O. will be dealt with under class (xxv) except a N.C.O. of the machinery artificers' section A.O.C., who may be discharged under this section during the first 12 months of his service. A man considered unfit in consequence of misconduct should be dealt with under class (xi)
<u>A.O. 180</u> 1912				

\* The power to authorize the discharges at home may be exercised by an O.C. district.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
(x) Having been convicted by the civil power of ---- or of an offence committed before enlistment+... At home and abroad, except India. In India .. ..	* Brigadier-general Brigadier-general	O.C. .. O.C. ..	Para. 392 (contd.)  Every conviction for an offence of a felonious nature will be referred to an officer not below the rank of brigadier-general at home and at stations abroad, or to a brigade commander in India. Applications for discharge, accompanied by copies of conduct sheets, and of civil convictions, will be made on A.F. B 130. If satisfied that the soldier has misconducted himself with a view to discharge, the C.O. will report the same to the authority having power to authorize the discharge. The application should be made, and the discharge, if authorized, carried out, as soon as possible after the case has been dealt with by the civil power. The discharge certificate confirmed for the date of despatch will be sent to the governor of the prison in which the man is confined. If it is considered advisable to discharge a soldier who has been bound over to come up for conviction or judgment in a civil court, his case will be dealt with under class (xi). Every case of discharge of a soldier abroad under this heading will be specially reported to the War Office, and the date and duration of the sentence given.
(xi) For misconduct - At home .. .. In India .. .. Other stations abroad	* Brigadier-general. Brigade Commander. Brigadier-general	O.C. .. O.C. .. O.C. ..	The application, accompanied by conduct sheets (or copies) and copies of civil convictions, will be made on A.F. B 130, and should state if the man is thought to have misconducted himself with a view to discharge. The application should be made as soon as the last offence has been dealt with, whether by C.O. or by court-martial.
Man sent home for discharge.	In India, brigade commander, or brigadier-general at other stations abroad.	G.O.C., port of disembarkation, or commandant, discharge depôt.	The discharge certificate confirmed for the date of despatch should be sent to the governor of the prison or commandant of the detention barrack as the case may be. A man serving abroad will be sent home for discharge unless enlisted at the station where serving when convicted in which case he will be discharged locally. This heading is not applicable to a boy. If a boy misconducts himself an application for his discharge may be submitted under class (xxv).



Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(xiv) At his own request, on payment of --- under Article 1130 (i), Pay Warrant - At home and abroad.	O.C. ..	O.C. ..	See paras. 393 to 398	
(xv) Free, after --- years' service under Article 1130 (ii), Pay Warrant - At home and abroad	*Brigade commander.	O.C. ..	<p>See paras. 393 to 398.</p> <p>This privilege should not as a rule be granted to soldiers who have proceeded abroad within six months after re-engagement, unless they have completed a period of not less than two years' continuous service abroad since they left the United Kingdom.</p>	
Sent home from abroad for discharge.	Do. at station abroad.	Commandant, discharge depôt. O.C. at home.	<p><u>A.O. 151</u> 1912</p>	

<p>(xv a) Free under Article 1130 (i). Pay Warrant -</p>	<p>G.O.C.-in-C.</p>	<p>O.C. ..</p>	<p>This applies only to -  (a) A British soldier serving in the United Kingdom who has not been in receipt of service pay.  (b) A native soldier of a colonial force serving in the locality in which he enlisted.  Before sanctioning, the G.O.C.-in-C. will satisfy himself by enquiries from the police or other responsible persons, as to the <i>bona fides</i> of the application, the destitute condition of the parents or other near relatives to be supported, and the prospect of the soldier obtaining suitable employment. He will also have regard to the conduct of the soldier while serving, the general circumstances of the case, and his inability to purchase his discharge under Article 1130, Pay Warrant.  <i>See para. 371.</i></p>	<p><u>A.O. 323</u> 1912</p>
<p>(xv b) Free. To take up civil employment which cannot be held open.</p>	<p>G.O.C.-in-C.</p>	<p>O.C. ..</p>	<p>This applies only to a N.C.O. or man serving at home who is within 3 months of the termination of his 1<sup>st</sup> period of engagement. Furlough will not be granted in addition to premature discharge.  <i>See para. 416.</i></p>	<p><u>A.O. 402</u> 1913</p>
<p>(xvi) No longer physically fit for war service -  At home ..    Abroad ..  Man sent home for discharge.</p>	<p>O.C. ..    Do.</p>	<p>O.C. ..    O.C. ..  O.C. at home.</p>	<p>A soldier found medically unfit to re-engage will be dealt with under this heading.  <i>See paras. 399 to 410.</i>  A soldier under three months' service will be dealt with under class (iii), unless he is suffering from a disability of a serious nature which unfits him for further service and clearly originated after final approval.</p>	<p><u>A.O. 352</u> 1912</p>

Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(xviii) [sic] At his own request after 18 years' service (with a view to pension under the Pay Warrant)*- At home and abroad Man sent home for discharge.	O.C. ..  Do. prior to being sent home.	O.C. ..  Commandant, discharge depôt. O.C. at home.	Application to be submitted on A.F. B 132.	
(xix) For the benefit of the public service after 18 years' service (with a view to pension under the Pay Warrant)*- At home and abroad      Man sent home for discharge.	Brigade commander.      Brigade commander, prior to being sent home.	O.C. ..      Commandant, discharge depôt. O.C. at home.	Applies only to N.C.Os. and men, and should not be used in cases covered by any other class of discharge, such for instance as inefficiency, or misconduct, or medical unfitness, or at own request. Application submitted on A.F. B 130, with copies of conduct sheets and record of service. The reasons for the discharge being "for the benefit of the public service" should invariably be stated.	
(xx) Inefficiency after 18 years' service (with a view to pension under the Pay Warrant)*- At home and abroad Man sent home for discharge.	Brigade commander.  Brigade commander, prior to being sent home.	O.C. ..  Commandant, discharge depôt. O.C. at home.	Application to be submitted on A.F. B 130.	

\* The words in brackets are not to be entered in the discharge certificate, but should be shown on the Proceedings on Discharge.

Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(xxi) The termination of his ---- period of engagement - At home and abroad Man sent home for discharge.	..  ..	O.C. ..  Commandant, discharge depôt. O.C. at home	Discharge should be confirmed for day on which soldier completes engagement, or as soon after as possible. A fortnight before the expiration of first period of engagement the man should be furnished with a notice (A.F. – D 421) showing the conditions of service in Section D, army reserve. A soldier whose continuance in the service beyond 21 years is terminated by his C.O. under para. 271 will be discharged under this heading. A man serving abroad who intends to reside at home will be sent home by the G.O.C. at the station. A pensioner discharged on completion of term for which re-enlisted, the cause of discharge will be worded “On termination of engagement.”	
(xxii) With less than 21 years’ service towards engagement, but with 21 or more years’ service towards pension - At home and abroad Man sent home for discharge.	O.C. ..  O.C. ..	O.C. ..  Commandant, discharge depôt. O.C. at home	<i>See</i> paras. 393 to 398	
(xxiii) Having claimed discharge after three months’ notice - At home and abroad Man sent home for discharge.	..  ..	O.C. ..  Commandant, discharge depôt. O.C. at home.	Only applicable to a soldier who has prolonged his service beyond 21 years. C.O. may dispense with the three months’ notice required from the man. <i>See</i> para. 272.	

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
(xxiv) Having reached the age for discharge - At home and abroad Man sent home for discharge.	.. ..	O.C. Commandant, discharge depôt. O.C. at home.	Only applicable to a warrant officer, re-enlisted pensioner, and the regular establishment (permanently posted) of the special reserve and permanent staff of the territorial force.
(xxv) His services being no longer required - In India .. .. At home or abroad Boy whom, owing to misconduct, it is considered desirable to discharge.	Brigade commander. G.O.C.-in-C.  In India - Brigade commander. Else-where - G.O.C.-in-C.	O.C. O.C. O.C.	Only applicable to:- (a) Soldier who cannot be discharged under any other heading. (b) Boy. Applications will be submitted on A.F. B 130, accompanied by full particulars and copies of conduct sheets. If the man is to be sent home, his discharge documents will be sent with him for confirmation by the G.O.C. at the port of disembarkation, or by the commandant, discharge depôt. The officer who authorizes the discharge will decide whether the soldier should lose his gratuity under Article 1117 (i) (h) of the Pay Warrant. The decision will be stated by the C.O. on A.F. B 268 after the No. and date of the authority for discharge.
(xxvi) At his own request after 21 (or more) years' service (with a view to pension under the Pay Warrant)*- At home and abroad Man sent home for discharge.	O.C. .. O.C. ..	O.C. Commandant, discharge depôt. O.C. at home.	Applies to a re-enlisted soldier whose service under former attestations counts as "service" only ( <i>see</i> para. 275). Such man cannot, even though he has a total service of more than 21 years, be compulsorily discharged to pension prior to the expiration of current engagement.

\* The words in brackets are not to be entered in the discharge certificate, but should be shown on the Proceedings on Discharge.

Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(xxvii) After 21 (or more) years' qualifying service for pension, and with 5 (or more) years' service as warrant officer (with a view to pension under the Pay Warrant)*- At home and abroad Man sent home for discharge.	O.C. .. O.C. ..	O.C. Commandant, discharge depôt. O.C. at home.	Applies only to a warrant officer not recommended for further retention under the Pay Warrant.	

\*The words in brackets are not to be entered in the discharge certificate, but should be shown on the Proceedings on Discharge.