

**BASE RECORDS.****The Soldier's Inquiry Office.**

Before and after discharge the soldier is advised to keep in touch with Base Records, Wellington. He should refer all his difficulties to Director, Base Records, and it is particularly important that this office should have his correct address. When there is any permanent change of address this should be notified to Base Records.

Neglect of this precaution in regard to address may lead to difficulty in obtaining medals, war gratuity, &c.

All matters relating to pay should be addressed to Officer in Charge of War Expenses, Wellington; those relating to pensions to the local Registrar of Pensions, or the Commissioner of Pensions, Wellington; applications for medical treatment to the nearest Defence Office. All other matters should be referred to Base Records.

**OVERSEAS.****Discharge in Sequence.**

The order of return of the troops to New Zealand is according to length of service overseas, those with the longest service returning first.

Married men will be given preference in their class (thus married men who left New Zealand in 1914 will be returned before single men who left New Zealand in 1914, and similarly for other years; but all the men who left New Zealand in 1914 will be returned before those who left New Zealand in 1915).

**Discharge Abroad or return to New Zealand out of Sequence.**

Applications for discharge abroad or return to New Zealand out of normal sequence, for urgent business and domestic reasons, are cabled to New Zealand so that official inquiry into the *bona fides* of the application may be made before the discharge

is approved. The following classes are being given priority in order of return:—

- (i.) Prisoners of war.
- (ii.) Medical and dental students.
- (iii.) Apprentices.
- (iv.) Public Works employees.
- (v.) School-teachers and Railway-men in their class.

**Leave in England.**

Leave before embarkation is granted in the following cases:—

Ordinary privilege leave, when entitled to same, if railway and shipping facilities permit—fourteen days.

Sick-leave, if recommended by the Medical Officer, on discharge from hospital—fourteen days, with ration allowance.

Special leave for repatriated prisoners of war—twenty-eight days, with ration allowance; to be extended to two months, if required.

Special business or educational leave—twenty-eight days. Any additional leave granted under this head will be without pay.

Patients in hospital will, if possible, be given leave before embarkation; but if they are unable, owing to their medical condition, to travel before required for embarkation, their relatives will be granted a free railway warrant to visit them in hospital.

No leave is granted which would delay demobilization.

**Discharge in England.**

Where the soldier desires to be discharged in England, the application is cabled to New Zealand, and a written approval is required from the soldier's next-of-kin.