Sir,

Birthday Gazette, 3rd June, 1918.

I am directed to request that you will submit by the 5th April, 1918, the names of officers and soldiers recommended for specific reward or mention in connection with the Birthday Gazette, for services in the United Kingdom.

No recommendations for the Order of the British Empire should be included in these lists and names will be asked for on a separate paper in respect of such recommendations, and I am to remind you that the Meritorious Service Medal is not available for Home services.

2. Any recommendations sent in by you for the New Year Gazette but not approved, should be renewed if reconsideration is desired.

3. It is requested that recommendations for Knighthood in the Bath or St. Michael and St. George, may be rendered in a separate cover, so that they may be readily available for review with lists received from the Theatres of War.

4. It has been decided that no officer, unless in special circumstances, should be included in the lists for the Birthday Gazette if he has received two rewards in the following Honours Gazettes, and their Supplements bearing the same date:
   (a) 1st January, 1917.
   (b) 4th June, 1917.
   (c) 1st January, 1918.

"Two rewards" to be understood to mean either two promotions or Brevet promotions, or one promotion and one decoration, or two decorations.

5. It is requested that all recommendations for specific reward or promotion may be recorded on a form, as per specimen enclosed, a brief statement of the services for which recommended being addressed to

Administrative Headquarters Australia, Canada, New Zealand.
High Commissioner Union of South Africa.
Headquarters Australian Army Corps, France.
Headquarters XXIInd A.C., France.

Complimentary copy to
Under Secretary of State, Colonial Office.
Secretary, The Admiralty.
Dpt. Minister Overseas Military Forces of Canada,
Oxford Circus House,
Oxford Circus,
W.1.