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Advanced L.H.Q. - Morotai Force. 1945
Administration Instructions Nos 21 to 99
Ohoi-Tuo, Balikpapan. Part 2 of 2 Parts.

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

SECRET

Copy No.....

Advanced Headquarters

13 Sep 45.

ADV LHQ ADMINIST RATIVE INSTRUCTION NO 71

OCCUPATION OF THE MAKASSAR AREA

(Issued in conjunction with Adv LHQ Operation Instruction No 8 of 12 Sep 45)

INFORMATION

1. The operation is being carried out in three phases:-

(a) Phase One: (i) Command and contact Group with a protective guard ex MOROTAI and BALIKPAPAN.
(ii) Approximate strength 200

(b) Phase Two: (i) One Bn Gp less one Coy from BALIKPAPAN.
(ii) Approximate strength 800.

(c) Phase Three: (i) One Bde Gp less Bn Gp from BALIKPAPAN.
(ii) Approximate strength 4,000.

2. The force will be known as MAKFORCE. The force for Phase One comes under Comd Adv LHQ after it is established in the MAKASSAR area on a date to be notified by Adv LHQ; the remaining components come under comd of MAKFORCE on arrival at MAKASSAR.

3. Phase One of the operation will be mounted from BALIKPAPAN not before 15 Sep 45. The dates of launching Phases Two and Three will be advised separately.

GENERAL MAINTENANCE PLAN

4. Phase One will move with 30 days initial maintenance and Phases Two and Three will move with 60 days initial maintenance, all to be provided from BALIKPAPAN. Particulars are shown in Appendix 'A' attached.

5. Maintenance will be carried out from BALIKPAPAN by 7 Aust Div in accordance with this instruction.

6. Levels of supplies and stores to be maintained will be not less than 30 days and not more than 60 days except for Phase One which will be not less than 15 days and not more than 45 days. For particulars see Appendix 'B' attached.

SHIPPING

7. (a) Shipping for movement of troops of Phases One and Two is being provided by RAN.

(b) Shipping for initial maintenance of Phases One and Two comprises:-

(i) RAN vessel EDUARDO capacity 50 tons m, one or more trips as arranged by Adv LHQ with RAN.

(ii) 125 ft wooden cargo vessel AV 1368 (230 m tons) and 120 ft steel cargo vessel AV 2058 (200 m tons).
These craft will remain on this task until initial maint has been built up to 60 days for whatever force is by that time at MAKASSAR.
These craft will be available at BALIKPAPAN about 20 Sep.

7. (c) Shipping for subsequent maintenance of Phases One and Two will be arranged by Adv LHQ with suitable trips of small ships vide (b) (ii) above, or similar vessels.

(d) Shipping for movement of troops and initial and subsequent maintenance of Phase Three will be arranged by Adv LHQ when practicable.

ENGINEER WORKS

8. (a) As shown in Adv LHQ Adm Instr No 70 of 5 Sep 45.

(b) Existing construction will be used as far as possible

(c) The Force Commander will advise Adv LHQ and HQ 7 Aust Div as early as possible his requirements of Engineer stores to be moved with each of Phases Two and Three.

REFRIGERATION

9. (a) Unit refrigeration on the scale of 1/3 cu ft per man will be provided by 7 Aust Div for each component of the force.

(b) The Force Comd will advise Adv LHQ as soon as possible of any refrigeration available in the area.

STORES AND SUPPLIES

10. S & T Supplies

(a) (i) In addition to initial maintenance of supplies Phases One and Two will be accompanied by such staple commodities of rations as are surplus to stocks in BALIKPAPAN and can be moved in the shipping available for the immediate relief of civilians.

(ii) Details of normal method of supply for civilian relief and for maintenance of Japanese forces in areas taken over are contained in paras 20 and 21 of this instr.

(b) Six days landing rations and two days voyage rations will accompany each component of the force.

(c) (i) Fresh supplies will be supplied from BALIKPAPAN by 7 Aust Div unless special arrangements are made by Adv LHQ.

(ii) Maximum use will be made of local produce without denuding the civil population.

(d) POL.

(i) POL less avgas and avoil to accompany the force will be made up of 55 days in 44 gallon drums and 5 days in 4 gallon drums except for Phase One for which Japanese stocks will be used.

(ii) The following avgas and avoil in 44 gal DRUMS will accompany the components of the force:-
Phase One - 5,000 gals avgas plus 3% avoils
Phase Two -24,000 gals avgas plus 3% avoils.

(iii) As far as is known no bulk oil installations exist nor is there any intention of erecting any such installations.

10. (d) (iv) The Japanese Comd will be ordered to hand over all stocks of POL, petrol installations equipment and plant used therewith in the areas taken over by the Force Comd. Under AMF supervision sufficient POL will be issued from these stocks to permit the running of Japanese vehicles as permitted by Force Comd. Japanese POL for use in Aust and Allied vehicles will be used only after testing of such stocks as to suitability.

(v) Japanese stocks of POL as proved suitable and up to standard will be used for all purposes in order to economise in Aust stocks.

(vi) Particulars of Japanese oil installations and stocks of POL in the areas under the control of the force comd will be advised to Adv LHQ and 7 Aust Div as soon as possible.

11. Ordnance and Ammunition

(a) 10 days at contact rate will move with each component of the force.

(b) Resupply to maintain this level will be on demand.

CIVIL AFFAIRS

12. (a) The Force Comd is responsible for civil administration and for the maintenance of law and order.

(b) A NICA det will accompany the Force to assist the Comd in the performance of this task.

(c) The extent of the responsibilities of the Force Comd, the relationship and responsibilities of NICA to the Force Comd, and the duties of the troops to the civil population are set out in Appendix 'C' to this instruction.

RAPWI

13. (a) Contact teams will carry out their normal functions in respect of all except DUTCH nationality and INDONESIAN nationals vide Adv LHQ Adm Instr 70 para 10(a).

(b) RNIA contact teams will be responsible for these functions in respect of DUTCH nationals and INDONESIANS.

(c) Force comd in consultation with his SMO will decide who are to be evacuated immediately and priority of evacuation, vide [illegible] para 14 of this instruction.

14. Phases Two and Three.

(a) It will be the responsibility of the force commander to decide in respect of all PW and I which will be evacuated as transportation becomes available.

(b) Destination of evacuated PW and I will be as decided by Adv LHQ.

MEDICAL

15. Phase One.

The following medical personnel should be included in Command Party:

(a) 2 i/c of the Fd Amb which will eventually be used in subsequent phases of this operation.

(b) medical specialist from 2/12 AGH

16. The duties of these MOs will be:

(a) to select stretcher cases and according to accommodation in ship allotted any other appropriate hospital patients which will be carried to BALIKPAPAN for hospitalization on the return trip of the ship.

(b) Make medical appreciation of the PsW and Internees with view to ascertaining commitments in this regard.

17. With regard to subsequent phases and evacuation plans no firm decision can be made until information obtained in Phase One is to hand. If consequently hospitalisations are few then hospitalisation at BALIKPAPAN is feasible but if sufficiently in excess of 100 then the question of evacuation by Hospital Ship to MOROTAI can be considered.

18. "A" Branch Adm Matters:

In respect of matters connected with discipline, personal services and Mil Sec, the force will be under command 7 Aust Div.

LABOUR

19. Vide para 17 Adv LHQ Adm Instr No 70 of 5 Sep 45.

CIVIL RELIEF

20. (a) Civil relief supplies will be shipped under arrangements of Adv LHQ and NICA.

(b) All civil relief supplies so arranged will be stored and distributed by the NICA unit in the area under the direction of the Force Comd.

(c) In addition to the above, such supplies, rations as are available in mounting areas without reducing AMF stocks will be taken with the Force for emergency relief.

MAINTENANCE OF THE JAPANESE ARMED FORCES

21. (a) Whilst in occupation it will be the responsibility of the Force Comd to ensure the maintenance of the Japanese Armed Forces in the area under the control of the force.

(b) Attached as Appe ndices 'D' and 'E' are provisional scales for rations and AASC expense stores for disarmed Japanese in areas occupied by the AMF. These are the maximum scales to be issued subject to availability of the commodities, or equivalents at the discretion of the Force Comd subject to the adequate maintenance of the civilian population in the area in accordance with Order No 3 issued to the Comd 2 Japanese Army.

(c) In Phase two where MAKFORCE takes over control of the MAKASSAR area the Japanese comds will be orderdd to advise the quantities of rations by types in the area. Issues in accordance with the ration scale will be made from these stocks under AMF supervision.

(d) The Force Comd will instruct the Comd 2 Japanese Army to maintain the levels of supply laid down in this instruction. Where necessary Japanese equivalents will be used.

(e) Commodities from AMF resources will only be shipped to maintain these levels where the Japanese are unable to do so.

(f) Adv LHQ and 7 Aust Div will be advised of all Japanese stocks in the area as soon as possible.

COLLECTION AND DISPOSAL OF CAPTURED ENEMY EQUIPMENT

22. (a) The Comd of the Japanese Armed Forces in the area will be be required to collect all Japanese arms and equipment in accordance with Adv LHQ Operation Instruction No 5 Appendix "F" in the area under the control of the Force and deliver it to areas designated by the Force Comd where it will be kept under guard.

(b) The Force Commander will forward particulars of all captured enemy equipment to Adv LHQ with copy to 7 Aust Div. Disposal will be advised on receipt of the above information.

(c) All Japanese swords taken over by the force will be held under the custody of the force and particulars forwarded to Adv LHQ who will advise the manner in which they are to be disposed.

(d) Attention is drawn to Adv LHQ Adm Instr No 51 of 9 Jul 45, copy of which is att as Appx "F".

H.L. Grant. Col
for Brigadier
Deputy Adjutant and Quartermaster General

ACK

Signed at 1302 hrs

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APPENDIX 'A'

to Adv LHQ Adm Instr No 71
of 13 Sep 45.

INITIAL MAINTENANCE TO BE MOVED WITH FORCE - MAKASSAR

PHASE	FORCE	STRENGTH	INITIAL MAINT AVAILABLE FROM	ST TONS M		ORD TONS M		CANTEENS TONS M	MED TONS M	ENGRS TONS M	OTHERS TONS M	TOTAL TONS M	REMARKS
				Sups	POL	Stores	Amn						
1	One Coy Gp with Contact Teams etc.	200	BALIKPAPAN (30 days)	24	36 (Avgas) and 3% avoil	8	2	9	1	-	1	81	
2	One Bn Gp less Coy Gp	800	BALIKPAPAN (60 days for 1000)	234	260 Mogas & ADF plus 150 tons avgas & 3% avoil	110	11	90	21	300	20	1196	Emergency relief supplies as stocks and shipping space are available
3	One Bde Gp less Bn Gp	4000	BALIKPAPAN (60 days for 4000)	942	1040 Mogas and ADF	440	44	360	83	1250	80	4239	

Appendix 'B' to Advanced LHQ
Adm Instr No. 71 of 13 Sep 45

LEVELS OF SUPPLY - MAKASSAR

Phase	Engr Stores	Supplies European incl Expense Stores	Japanese Rations	Hospital Supplies	POL	Medical & Dental	Ord Stores	Amn	Canteens	Misc
I	-	15/45 days for 200	-	15/45 days for 20 hospital patients	7000 galls avgas & avoil	15/45 days for 200	15/45 days for 200	10 days contact 200	15/45 days for 200	15/45 days for 200
II	Special Project Stores	30/60 days for 1000	30/60 days for 1000	30/60 days for 60 hospital patients	30/60 days for 1000 24000 galls avgas & avoil	30/60 days for 1000	30/60 days for all units on OOB	10 days contact	30/60 days for 1000	30/60 days for 1000
III	One CRE Depot plus special project stores	30/60 days for 5000	30/60 days for 22000	30/60 days for 300 hospital patients	30/60 days for 5000 24000 galls avgas & avoil	30/60 days for 5000	30/60 days for all units on OOB	10 days contact	30/60 days for 5000	30/60 days for 5000

APPENDIX 'C'

to Adv LHQ Adn Instr No 71
of 13 Sep 45.

CIVIL AFFAIRS

1. GENERAL

The Civil Affairs phases of these operations include :

(a) The furnishing of minimum quantities of food, fuel, clothing, emergency shelter and medical, sanitary and other essential supplies necessary to preserve lines of communication and maintain the health and working capacity of the population and to preserve public order.

(b) The early re-establishment of the Netherlands Indies Government within the occupied area.

(c) The investigation of the possibility of restoring production, storage and loading facilities in the objective area.

2. NETHERLAND INDIES CIVIL ADMINISTRATION UNITS (NICAs)

(a) GENERAL

The Netherlands Indies Government has organised Civil Administration units (NICAs) as units of the Netherlands Indies Army and has made them available to assist Allied Army and Base Commanders in the discharge of their responsibility for Civil Administration and Relief in occupied areas. The NICA units have the authority of the Netherlands Indies Government for administering, disciplining and employing the population in the area of operation in the manner best contributing to the success of the common effort against the enemy. They are not combat forces but are provided to relieve combat forces of the burden of civil administration.

(b) FUNCTIONS

The basic functions of the NICA unit are :

(i) The civil administration and control of all non-military individuals, whether native or otherwise, in re-occupied areas of the Netherlands Indies.

(ii) The procurement, control and administration of civilian labourers.

(c) PERSONNEL

(i) The Commanding Officer of the NICA Detachment (CONICA) will be in command of the NICA Detachment and will be responsible for the control and civil administration of all non-military individuals in re-occupied areas in accordance with established policies and will also provide overseers for labourers.

(ii) Composition of the NICA unit will be as determined by NEI authorities for each projected operation.

3. ADMINISTRATION OF NON-MILITARY INDIVIDUALS

(a) CONICA will recommend to the Commander of the force those individuals to be evacuated from the area of operations and will be responsible for those retained therein. The Commander will be responsible for the evacuation of those individuals whose evacuation he has ordered or approved, and for the application of such restrictions to non-military individuals as he deems necessary.

3.(a)(Cont) The Commander will inform NICA of those individuals evacuated and upon whom restrictions have been placed.

(b) CONICA will -

(i) Prevent the civil population from interfering with the military effort.

(ii) Recruit labour for all purposes.

(iii) Assist in establishing public safety measures.

(iv) Stimulate local food production and fishing.

(v) Institute measures for health and sanitation, including restoration of civilian hospitals.

(vi) Re-establish the Netherlands Civil Administration in accordance with Netherlands East Indies law.

4. LABOUR - NEI

(a) CONICA is responsible for recruiting, clothing, equipping, housing, feeding, paying, working, hospitalising and disciplining labourers.

(b) CONICA will designate an officer in charge of labourers who will :

(i) Be responsible for the efficient employment of labourers.

(ii) Allocate labourers to specific tasks in accordance with priorities established by the Commander.

(c) The Commander will designate one officer who will indicate to CONICA the priority of the tasks to be performed by labour and all requisitions for use of labour will pass through this officer.

(d) Transportation will be provided, as available, for carrying labourers from and to their compounds.

(e) Labourers will not be attached to military units.

(f) Labourers should preferably be employed in construction work, as couriers, clearing ground, in grass cutting, in malaria control, in general work in dumps and in unloading ships. They will not be employed in domestic duties or in tasks other than those mentioned above except in emergencies.

5. RELATIONSHIP WITH INTELLIGENCE SERVICES

(a) AIB and CIC personnel are not part of NICA, have no jurisdiction over the administration or control of the civilian population in occupied area and will, in no case, be placed in a position of authority over CONICA or members of the NICA unit.

(b) If AIB or CIC personnel require civilians for carrying out their duties, appropriate request will be submitted to the officer designated in accordance with paragraph 5 (c).

6. RELATIONSHIP OF TROOPS WITH CIVIL POPULATION

(a) The population of the Netherlands Indies will be of great assistance to the command, once their confidence has been gained. Every effort will be made to maintain friendly relations with the population.

6. (b) The following policies will be observed :

(i) Troops will not molest civil population

(ii) Troops will not enter dwellings without permission of the inhabitants, except in the performance of duties.

(iii) Troops will not obtain articles, including foodstuffs, without the consent of the owners; items will be paid for at rates established by NICA.

(c) Offenders will be apprehended and tried by the authorities set out hereunder :

(i) Member of NEI armed forces serving with NEI units shall be dealt with exclusively by NEI Courts.

(ii) Members of AMF and other Allied Forces and non NEI persons accompanying those Forces shall be dealt with exclusively by the Service Courts of the Force concerned.

(iii) NEI subjects serving with an Allied Force so as to be subject to the law of the Force, may be dealt with by the Service Courts of that Force.

(iv) NEI authorities will make arrangements for the speedy trial in the vicinity by NEI Courts of NEI civilians who are alleged to have committed offences against persons, property or security of the Allied Forces, without prejudice to the power of C in C AMF, if military necessity in his judgment so requires to bring to trial before a military court of any such civilian.

(v) NEI civilians subject to the exclusive jurisdiction of NEI Courts may, in the absence of NEI authorities, be arrested by Allied military police and detained by them until handed over to NEI authorities.

(vi) Persons subject to the exclusive jurisdiction of Allied Service Courts may be arrested by NEI police for offences against NEI law and detained until they can be handed over to appropriate Allied Service authority.

(vii) Mutual assistance to be given in making investigations, collecting evidence and securing attendance of witnesses in cases liable under respective jurisdictions.

(d) Taxation

(i) Members of Allied Forces and persons accompanying these Forces, their property and the property of their Govts, are exempt from taxation, including customs.

(ii) The Force Comd is to ensure that such property is not sold to the public except in agreement with Lieutenant Governor, NEI.

7. PAYMENT FOR SERVICES AND SUPPLIES

By arrangement between Australian and Dutch Governments, payment for all services and supplies for operations within NEI territory will be a charge against the Dutch Government.

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APPENDIX "D"

to Adv LHQ Adm Instr No 71
of 13 Sep 45.

DAILY RATION SCALE OF JAPANESE ARMED FORCES

Tea	2/7 ozs
Biscuits white	7 ozs
Flour white	1/2 oz
Rice Unpolished	3 ozs
Salt	3/7 ozs
Edible animal fat	1/2 oz
Dried fruit	1/2 oz
Tinned fish	3-3/7 ozs
M & V	1-5/7 ozs
Condensed milk	1/2 oz
Sugar	1/4 oz
Native equivalent for potatoes fresh or Dehydrated potatoes 2 ozs	8 ozs
Native equivalent for onions fresh or unattractive varieties of tinned vegetables 1-2/3 ozs	2 ozs

This scale indicates the maximum quantities of rations which may be issued. The calorific value approximates 1685 calories. Only such items and quantities will be issued as are necessary to supplement items available from Japanese stocks or local fresh equivalents to achieve a similarly balanced ration of a total calorific value of approximately 1685 calories.

APPENDIX "E"

to Adv LHQ Adm Instr No 71
of 13 Sep 45.

PROVISIONAL SCALE OF ISSUE OF AASC EXPENSE STORES TO SURRENDERED JAPANESE FORCES

Per 100 Japs per 7 days

Soap, Common	12 lbs
Soda Ash	6 lbs
Water Sterilizing Powder	1½ lbs
Chloride of Lime	½ lb
Mosquito spray	2 gals
Phenol	1 gal

Note : This scale indicates the maximum quantities which may be issued. Only such items, and quantities as are considered absolutely necessary will be issued.

DGMcK/CJCL

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

SECRET

Advanced Headquarters
A1/301.2/Q2
5 Sep 45.

ADV LHQ ADMINISTRATIVE INSTRUCTION NO 70.

ADMINISTRATIVE ARRANGEMENTS FOR THE OCCUPATION OF AUSTRALIAN AREAS OF RESPONSIBILITY IN BORNEO AND NEI

OBJECT

1. This instruction deals with the following:-

(a) The policy with regard to General Administrative aspects involved in the occupation of areas of Australian responsibility and reception of surrender of the Japanese Armed Forces and recovery of Prisoners of War in those areas.

(b) The administrative arrangements necessary to provide for operations contemplated for this purpose.

2. Detailed instructions based on this instruction will be issued for each operation.

INFORMATION

3. The probable composition and command of the forces to be used, the areas to be occupied and the estimated Japanese strengths in those areas are shown in Appendix 'A' attached.

4. The dates on which these operations will be undertaken are not yet known; however administrative arrangements will be made on the basis of the operations taking place in early September.

5. The estimated period of occupation is at least three months, after which it is anticipated that the forces will be reduced to small garrisons which will remain in occupation until the areas are taken over by the governments concerned or by South East Asia Command.

GENERAL MAINTENANCE PLAN

6. Initial Maintenance.

60 days initial maintenance of all types (less Japanese rations) including beer and spirits will accompany all forces moving to new areas. This will be provided from the mounting areas as far as possible; otherwise from MOROTAI. Particulars are shown in Appendix 'B' attached and should be taken into account by LHQ in maintaining levels in all areas.

7. Normal Maintenance.

(a) Normal maintenance will be carried out from areas as shown in Appendix 'C' attached. It will commence 30 days after the arrival of each force in the objective area.

(b) On further information becoming available regarding the new areas to be occupied and the probable duration of such occupation, arrangements will be made for normal maintenance to be direct from AUSTRALIA, where suitable.

8. Levels of Supply.

(a) Appendix 'C' attached shows the levels of supply to be maintained in all areas and will be implemented in existing advanced bases forthwith. Levels of supply in the proposed areas to be occupied and TARAKAN will be implemented on advice from Adv LHQ.

(b) In the event of alteration in composition or delay in the movement of any of the forces concerned, adjustments will be made within this area by Adv LHQ.

(c) Appendix 'A' of Adv LHQ Adm Instr No 53 of 1 Aug 45 is cancelled and Appendix 'C' of this instruction will be substituted.

(d) It is anticipated that re-grouping of forces and reduction due to demobilization will cause variations in strengths in all areas. Adv LHQ will inform LHQ by the fifth of each month of the estimated strength of each area as at the ETA at destination of the resupply shipping on berth the following month.

SHIPPING.

9. (a) Heavy shipping for the maintenance and movement of the occupation forces will be provided as arranged between Adv LHQ and LHQ.

(b) Small ships and watercraft for local coastwise and intra island maintenance will be arranged by Adv LHQ.

ENGINEER WORKS.

10. (a) An airfield in each area will be rehabilitated to take C47 aircraft.

(b) In the first instance existing wharfage will be rehabilitated to the standard necessary to meet the requirements of the force. Further construction will depend on the port facilities existing in the area and future arrangements for ~~the resupply of the force concerned~~ direct from AUSTRALIA.

(c) Coverage will be provided to accommodate all stores and supplies using existing facilities as far as possible.

(d) In the first instance Engineer Scale A Accommodation stores will move with all forces. As shipping and labour permit this accommodation should be expanded to Scale B,

(e) Engineer projects such as roads, water supply, EL light installations etc will only be developed to a standard necessary to meet the requirements of the force.

(f) Japanese maintenance units and labour may be used for construction to the fullest extent.

11. (a) Civil construction works which are not required for army purposes will not be undertaken without the prior authority of Adv LHQ.

(b) In the event of local authorities requiring works of a rehabilitation nature an application stating all facts and aspects will be forwarded to Adv LHQ for consideration.

REFRIGERATION

12. Allotment of refrigeration to all areas is shown in Appendix 'D' attached.

STORES AND SUPPLIES

13. S & T Supplies

(a) (i) In addition to initial maintenance of supplies each force will move into the area with a quantity of emergency relief supplies for the immediate relief of civilians and the maintenance of the Japanese in the area. The quantity to be taken will be laid down by Adv LHQ for each operation.

(ii) Details of normal method of supply for civilians relief and for maintenance of Japanese forces in areas taken over are contained in paras 19 - 20 and 21 of this Instruction.

(b) Four days landing rations and voyage rations will move wi with each force. The quantity of voyage rations will be laid down for each operation.

(c) Fresh supplies.

(i) Fresh supplies will be as arranged by LHQ and should take very high priority. (See Appendix 'D' attached)

(ii) Maximum use will be made of local produce without denuding the civil population.

(d) POL.

(i) POL to accompany each force will be made up of 55 days in 44 gallon drums and 5 days in 4 gallon drums.

(ii) As far as is known no bulk oil installations exist nor is there any intention of erecting any such installations.

(iii) The Japanese Comd will be ordered to hand over all stocks of POL, petrol installations equipment and plant used therewith. Under AMF supervision sufficient POL will be issued from these stocks to permit the running of Japanese vehicles as permitted by the Force Comd. Japanese POL for use in Aust and Allied vehicles will be used only after testing of such stocks as to suitability.

(iv) Japanese stocks of POL as proved suitable and up to standard will be used for all purposes in order to economise in Aust stocks.

(v) Particulars of Japanese oil installations and stocks of POL will be forwarded to LHQ with a copy to Adv LHQ as soon as practicable.

14. Ordnance - Ammunition

(a) 10 days at contact rate will move with each force.

(b) Resupply to maintain this level will be on demand.

MEDICAL

15. (a) Hospitalization in each area will be arranged by the force comd.

Appendix "A" to
Adv LHQ Adm Instr No.70
of 5 Sep 45

SECRET

COMPOSITION OF FORCE

Serial	Force	Estimated Strength	Area From Which To Be Mounted	Objective Area	Responsible For Mounting	Command On Arrival	Estimated Japanese Strength In Area	Remarks
1	TIMFORCE							
	Phase One One Bn Gp	800	DARWIN	TIMOR	NT FORCE	ADV LHQ	) 16,000	
	Phase Two 33 Aust Inf Bde Gp	3,100	MOROTAI	TIMOR	ADV LHQ	ADV LHQ	)	
2	One Bde Gp	5,000	BALIKPAPAN	Reserve Force	1 AUST CORPS	ADV LHQ	9,000	Possible objective Area in LESSER SUNDAS
3	One Bde Gp	5,000	BALIKPAPAN	PINRANG (CELEBES)	1 AUST CORPS	ADV LHQ	9,000	This operation may not be necessary. Would only be one Bn Gp initially reinforced later if required
4	26 Aust Inf Bde Gp	5,000	TARAKAN	AMBON	1 AUST CORPS	ADV LHQ	17,500	

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Appendix "B" to
Adv LHQ Adm Instr No. 70
of 5 Sep 45

60 DAYS INITIAL MAINTENANCE TO BE MOVED WITH FORCES

Area	Force	Mounted From	Initial Maintenance Available From	ST Tons M		Ord Tons M		Canteens Tons M	Med Tons M	Engrs Tons M	Others Tons M	Total Tons M
				Sups	POL	Stores	Amn					
TIMOR	One Bn Gp	DARWIN	DARWIN	236	255	100	20	80	10	1300	20	2021
	33 Bde Gp	MOROTAI	MOROTAI	706	766	285	45	280	36	1200	60	3378
AMBON	26 Bde Gp	TARAKAN	TARAKAN	588	650	450	45	-	72	50	-	1855
			MOROTAI	588	650	100	10	440	-	1500	100	3388
LESSER SUNDAS	One Bde Gp	BALIKPAPAN	BALIKPAPAN	588	1300	550	55	350	104	1500	50	4497
			MOROTAI	588	-	Nil	-	100 (B&S)	-	50	50	788
CELEBES	One Bde Gp	BALIKPAPAN	BALIKPAPAN	588	650	550	55	350	104	1500	50	3847
			MOROTAI	588	650	Nil	Nil	100 (B&S)	-	50	50	1438

15. (b) Evacuations:-

Evacuation will be as follows:-

(i) TIMFORCE - to DARWIN

(ii) /Other areas in the NEI to BALIKPAPAN or MOROTAI by Aust Hosp Ships.

(iii) West Coast of BORNEO to LABUAN

RECOVERY AND RECEPTION OF PW

16. First Contact.

(a) Adv LHQ will make a PW Contact Team available to the Comd of each force

The duties of this team are:-

(i) To establish identity of all live PW and pass essential details to the det 2 Adv 2 Ech accompanying the force.

(ii) To make preliminary interrogations to ensure that all live PW are recovered.

(iii) To make out nominal rolls of recovered PW.

(b) Movement to Reception units and hospitals:- Hospitalization and reception camps will be located at DARWIN LABUAN and MOROTAI and recovered PW will be evacuated to which ever of these areas is the quickest route.

(c) Attention is drawn to Adv LHQ Adm Instr No 62 of 21 Aug 45 regarding procedure for reception of PW and civilians recovered from the enemy. The reception and processing of those evacuated to either MOROTAI or DARWIN will be the responsibility of Adv LHQ and NT Force respectively.

LABOUR.

17. (a) Control of labour both military and civil will be exercised by Force Comd and will be allotted in accordance with priorities determined by him.

(b) Japanese Armed Forces may be used for labour as necessary and appropriate in the maintenance, restoration and operation of such of the civilian services as may be deemed essential to establish or preserve a minimum level of subsistence, prevent disease and epidemics, facilitate the maintenance of law and order, or serve the interests of the occupying forces.

CIVIL AFFAIRS

18. (a) A Netherlands Indies Civil Administrative unit to accompany each force and any increments required for the BBCAU in BORNEO will be arranged by LHQ, on request from Adv LHQ.

(b) Control of civil affairs in the NEI and the duties of NICA will be in accordance with Appx 'F' attached.

CIVIL RELIEF

19. NEI -

(a) As arranged by LHQ with NEI Govt in AUSTRALIA civil relief supplies will be provided as required for the area shown in Appendix 'A' attached.

19. (b) These supplies will be shipped by NICA to the areas concerned on advice and under direction of Adv LHQ.

(c) All civil relief supplies so arranged will be stored and distributed by the NICA unit in the area under the direction of the Force Comd.

(d) In addition to the above, such supplies, rations as are available in mounting areas without reducing AMF stocks will be taken with the Force for emergency relief.

20. BRITISH BORNEO -

(a) Stocks of civil relief supplies are already established in BRITISH BORNEO. BBCAU will distribute these supplies under direction of Force Comd.

(b) Requirements to maintain a level of a minimum of 30 days and a maximum of 60 days in the areas for that portion of the population requiring relief will be advised monthly to ADV LHQ by 9 Aust Div on the advice of the BBCAU in the area. ADV LHQ will arrange with LHQ for this to be shipped to the area.

MAINTENANCE OF THE JAPANESE ARMED FORCES

21. (a) Whilst in occupation it will be the responsibility of the AMF to ensure the maintenance of the Japanese Armed Forces in the occupied areas.

(b) Until the Japanese Govt can arrange for proper maintenance to the areas concerned, a minimum of 30 days and a maximum of 60 days rations, based on the estimated Japanese strength in each area and the minimum essential medical stores will be maintained in areas as shown in Appendix 'C' attached.

(c) (i) Stocks of Japanese rations in new areas will be built up from Adv bases as soon as available.

(ii) It is anticipated however that sufficient Japanese stock will exist in the objective areas to enable this to be done without seriously lowering levels of supply at Adv Bases.

(d) The provisional ration scale for the Japanese is shown in Appendix 'E' attached.

(e) As soon as the surrender is received Japanese stocks including POL, medical stores and clothing in all areas will be issued under AMF supervision for the maintenance of the Japanese Armed Forces.

(f) The quantity of each commodity of Japanese stocks in the area will be advised to LHQ and Adv LHQ as early as possible and will be taken into account in future maintenance shipments.

22. (a) AMF rations will not be used for the maintenance of Japanese unless the Japanese stocks of similar commodities are exhausted. AMF rations will not be allowed to fall below 30 days at any time.

(b) Account will be kept of all AMF stores and supplies issued to the Japanese Forces so that appropriate charges may be made to the Japanese Govt.

COLLECTION AND DISPOSAL OF RECOVERED ENEMY STORES AND EQUIPMENT

23. (a) The Comd of the Japanese Armed Forces in the area will be required to collect all Japanese arms, equipment and stores in accordance with Adv LHQ Operation Instruction No.5 Appendix 'F' and deliver it to areas designated

25. (a) (Contd) by the force comd.

(b) The force comd may use such enemy stores and equipment as he requires; however particulars of all stores and and equipment including recovered stores and equipment not the proven property of any civilian in the area will be advised to Adv LHQ with a copy to LHQ. Disposal will be arranged as required by LHQ.

(c) Attention is drawn to Adv LHQ Adm Instr No 51 of 9 Jul 45.

Deputy Adjutant and Quartermaster General Brigadier

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Appendix "C" to
Adv LHQ Adm Instr No.70
of 5 Sep 45

LEVELS OF SUPPLY

Area To Be Maintained	To Be Maintained From	Figure On Which Maintenance Based	Engrs	Supplies European incl Expense Stores	Japanese Rations	Hospital Supplies	POL	Medical & Dental	Ord Stores	Amn	Canteens	Miscellaneous
MOROTAI	AUSTRALIA	AMF 17000 / RAAF 6000 MOROTAI 17000 / 6000 TARAKAN 2600 / 4900 AMBON 5000 / 18000 LESSER SUNDAS 5000 / 9000 29600 / 10900 / 27000 10900 40500	½ Base Depot plus special project stores	30/60 days for 40,500	30/60 days for 27,000	30/60 days for 5,000 Hospital Patients	30/60 days HBF & SAO for 23,000 POL less MT80 & AVGAS for 7,500 POL all items for 10,000	60/90 days for 29,600(a)	60/90 days for all units on OOB	10 days Contact	30/60 days for 40,500	30/60 days for 40,500
LABUAN	AUSTRALIA	AMF 22000 RAAF 8000 30000 JAPS 13000	½ Base Depot plus 1 CRE Depot plus special project stores	30/60 days for 30,000	30/60 days for 13,000	30/60 days for 2,000 Hospital Patients	30/60 days POL less ADF,MT80 & AVGAS for 30,000	60/90 days for 22,000(a)	60/90 days for all units on OOB	10 days Contact	30/60 days for 30,000	30/60 days for 30,000
BALIKPAPAN	AUSTRALIA	AMF / RAAF / JAPS BALIKPAPAN 16000 / 9000 / 9000 CELEBES 5000 / - / 9000 21000 / 9000 / 18000 9000 30000	½ Base Depot plus one CRE Depot and special project stores	30/60 days for 30,000	30/60 days for 18,000	30/60 days for 1,500 Hospital Patients	30/60 days POL less ADF,MT80 & AVGAS for 25,000 POL all items for 5,000	60/90 days for 21,000(a)	60/90 days for all units on OOB	10 days Contact	30/60 days for 30,000	30/60 days for 30,000
TARAKAN	MOROTAI	AMF 2600 RAAF 4900 7500	-	15/45 days for 7,500	-	15/45 days for 700 Hospital Patients	15/45 days POL less MT80 & AVGAS for 7,500	30/60 days for 2,600	30/60 days for all units on OOB	10 days Contact	15/45 days for 7,500	15/45 days for 7,500
TIMOR	AUSTRALIA	AMF 3900 1850 JAPS 16000	One CRE Depot plus special project stores	30/60 days for 3,900	30/60 days for 16,000	30/60 days for 300 Hospital Patients	30/60 days POL all items for 3,900	30/60 days for 3,900(a)	60/90 days for all units on OOB	10 days Contact	30/60 days for 3,900	30/60 days for 3,900
AMBON	MOROTAI	AMF 5000 JAPS 18000	One CRE Depot plus special project stores	30/60 days for 5,000	30/60 days for 18,000	30/60 days for 300 Hospital Patients	30/60 days POL all items for 5,000	30/60 days for 5,000(a)	30/60 days for all units on OOB	10 days Contact	30/60 days for 5,000	30/60 days for 5,000
LESSER SUNDAS	MOROTAI	AMF 5000 JAPS 9000	One CRE Depot plus special project stores	30/60 days for 5,000	30/60 days for 9,000	30/60 days for 300 Hospital Patients	30/60 days POL all items for 5,000	30/60 days for 5,000(a)	30/60 days for all units on OOB	10 days Contact	30/60 days for 5,000	30/60 days for 5,000
CELEBES	BALIKPAPAN	AMF 5000 JAPS 9000	One CRE Depot plus special project stores	30/60 days for 5,000	30/60 days for 9,000	30/60 days for 300 Hospital Patients	30/60 days POL all items for 5,000	30/60 days for 5,000(a)	30/60 days for all units on OOB	10 days Contact	30/60 days for 5,000	30/60 days for 5,000

(a) Medical & Dental Supplies for Japanese - will be provided as available

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Appendix "D" to
Adv LHQ Adm Instr No.70
of 5 Sep 45

REFRIGERATION

Area	Force	Approx Strength	Mounting Area	Refrigeration At Present in Mounting Area	Requirements			Suggested Allotment				Remarks
					Unit @ 1/3 cu ft per man	Base @ 3/4 cu ft per man	Total cu ft	Type	Unit	Base	Total	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)	(n)
AMBON	26 Bde Gp	5,000	TARAKAN	4 x 300 1 x 9000	1,667	3,750	5,417	100 9000	4(a)	1(b)	10000	Allowance for Bde dispensed (a) From MOROTAI (b) From TARAKAN Reefer Barge
CELEBES	Bde Gp	5,000	BALIKPAPAN	12 x 100 18 x 300 3 x 5000	1,667	3,750	5,417	100 300 5000	2(c) 3(c)	1(d)	6100	(c) From BALIKPAPAN (d) From AUST via MOROTAI
LESSER SUNDAS	Bde Gp	5,000	BALIKPAPAN	as above	1,667	3,750	5,417	100 300 9000	2(c) 3(c)	1(e)	10100	(c) From BALIKPAPAN (e) From MOROTAI Reefer Barge
TIMOR (f)	Two Bns	3,900 total strength incl Force from DARWIN	MOROTAI	18 x 100 17 x 300 3 x 5000 1 x 9000								(f) All refrigeration from this area will be drawn from DARWIN or AUST

NOTE :(g) The following refrigeration has yet to be shipped ex AUST in resupply shipping direct to ports shown:-

MOROTAI - 4 x 100 cu ft
BALIKPAPAN - 13 x 100 cu ft
11 x 300 cu ft
LABUAN - 15 x 100 cu ft
2 x 300 cu ft

(h) 9000 cu ft reefer barge from MOROTAI referred to in note(e) to go to first area occupied

(j) 2 x 5000 cu ft to be called fwd from AUST to replace 9000 cu ft reefer barge withdrawn from MOROTAI

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APPENDIX 'E'
to Adv LHQ Adm Instr No 70
of 5 Sep 45.

DAILY RATION SCALE OF JAPANESE ARMED FORCES

Tea		2/7 oz
Biscuits white		7 oz
Flour white		1/2 oz
Rice unpolished		3 oz
Salt		3/7 oz
Edible animal fat		1/2 oz
Dried fruit		1/2 oz
Tinned fish		3-3/7 oz
M & V		1-5/7 oz
Condensed milk		1/2 oz
Sugar		1/4 oz
Native equivalents for potatoes fresh		8 oz
or Dehyrated potatoes	2 oz	
Native equivalent for onions fresh		2 oz
or Unattractive varieties of tinned vegetables	1-2/3 oz	

This scale indicates maximum quantities of rations which may be issued. The calorific value approximates 1685 calories. Only such items and quantities will be issued as are necessary to supplement items available from Japanese stocks or local fresh equivalents to achieve a similarly balanced ration of a total calorific value of approximately 1685 calories.

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Appendix "F" to
Adv LHQ Adm Instr No.70
of 5 Sep 45

CIVIL AFFAIRS

1. GENERAL

The Civil Affairs phases of these operations include:

(a) The furnishing of minimum quantities of food, fuel, clothing, emergency shelter and medical, sanitary and other essential supplies necessary to preserve lines of communication and maintain the health and working capacity of the population and to preserve public order.

(b) The early re-establishment of the Netherlands Indies Government within the occupied area.

(c) The investigation of the possibility of restoring production, storage and loading facilities in the objective area.

2. NETHERLAND INDIES CIVIL ADMINISTRATION UNITS (NICAs)

(a) GENERAL

The Netherlands Indies Government has organised Civil Administration units (NICAs) as units of the Netherlands Indies Army and has made them available to assist Allied Army and Base Commanders in the discharge of their responsibility for Civil Administration and Relief in occupied areas. The NICA units have the authority of the Netherlands Indies Government for administering, disciplining and employing the population in the area of operation in the manner best contributing to the success of the common effort against the enemy. They are not combat forces but are provided to relieve combat forces of the burden of civil administration.

(b) FUNCTIONS

The basic functions of the NICA unit are:

(i) The civil administration and control of all non-military individuals, whether native or otherwise, in re-occupied areas of the Netherlands Indies.

(ii) The procurement, control and administration of civilian labourers.

(c) PERSONNEL

(i) The Commanding Officer of the NICA Detachment (CONICA) will be in command of the NICA Detachment and will be responsible for the control and civil administration of all non-military individuals in re-occupied areas in accordance with established policies and will also provide overseers for labourers.

(ii) Composition of the NICA unit will be as determined by NEI authorities for each projected operation.

3. ADMINISTRATION OF NON-MILITARY INDIVIDUALS

(a) CONICA will recommend to the Commander of the force those individuals to be evacuated from the area of operations and will be responsible for those retained therein. The Commander will be responsible for the evacuation of those individuals whose evacuation he has ordered or approved, and for the application of such restrictions to non-military individuals as he deems necessary.

3. (a)(Cont) The Commander will inform NICA of those individuals evacuated and upon whom restrictions have been placed.

(b) CONICA will -

(i) Prevent the civil population from interfering with the military effort.

(ii) Recruit labour for all purposes.

(iii) Assist in establishing public safety measures.

(iv) Stimulate local food production and fishing.

(v) Institute measures for health and sanitation, including restoration of civilian hospitals.

(vi) Re-establish the Netherlands Civil Administration in accordance with Netherlands East Indies law.

4. LABOUR - NEI

(a) CONICA is responsible for recruiting, clothing, equipping, housing, feeding, paying, working, hospitalising and disciplining labourers.

(b) CONICA will designate an officer in charge of labourers who will:

(i) Be responsible for the efficient employment of labourers.

(ii) Allocate labourers to specific tasks in accordance with priorities established by the Commander.

(c) The Commander will designate one officer who will indicate to CONICA the priority of the tasks to be performed by labour and all requisitions for use of labour will pass through this officer.

(d) Transportation will be provided, as available, for carrying labourers from and to their compounds.

(e) Labourers will not be attached to military units.

(f) Labourers should preferably be employed in construction work, as couriers, clearing ground, in grass cutting, in malaria control, in general work in dumps and in unloading ships. They will not be employed in domestic duties or in tasks other than those mentioned above except in emergencies.

5. RELATIONSHIP WITH INTELLIGENCE SERVICES

(a) AIB and CIC personnel are not part of NICA, have no jurisdiction over the administration or control of the civilian population in occupied area and will, in no case, be placed in a position of authority over CONICA or members of the NICA unit.

(b) If AIB or CIC personnel require civilians for carrying out their duties, appropriate request will be submitted to the officer designated in accordance with paragraph 5 (c).

6. RELATIONSHIP OF TROOPS WITH CIVIL POPULATION

(a) The population of the Netherlands Indies will be of great assistance to the command, once their confidence has been gained. Every effort will be made to maintain friendly relations with the population.

6.(cont) (b) The following policies will be observed:

(i) Troops will not molest civil population

(ii) Troops will not enter dwellings without permission of the inhabitants, except in the performance of duties.

(iii) Troops will not obtain articles, including foodstuffs, without the consent of the owner; items will be paid for at rates established by NICA.

7. PAYMENT FOR SERVICES AND SUPPLIES

By arrangement between Australian and Dutch Governments, payment for all services and supplies for operations within NEI territory will be a charge against the Dutch Government.

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Annexure "A" to
Appendix "F" of
Adv LHQ Adm Instr No.70
of 5 Sep 45

PRINCIPLES GOVERNING ARRANGEMENTS FOR CIVIL ADMINISTRATION AND JURISDICTION IN NETHERLANDS TERRITORY IN THE SOUTHWEST PACIFIC AREA

The discussions which have taken place between the Netherlands and the United States representatives concerning the principles which will govern questions of civil administration and jurisdiction of Netherlands territory in the Southwest Pacific Area liberated by Allied Forces under the Commander-in-Chief of that Area, have led to agreement upon the following broad conclusions.

The principles set out below are designed to provide a practical solution of immediate problems and to facilitate as far as possible the work of the Commander-in-Chief and thereby the common purpose of the Allied Governments, to expel the Japanese from the Netherlands Indies and gain final victory over Japan. It is understood that these arrangements in no way affect the sovereignty of the Netherlands Government

---

1. In combat areas, it is recognised that the Commander-in-Chief, Southwest Pacific Area, will, to the extent necessitated by the military situation, possess de facto authority to take all necessary measures.

2. It is agreed that the Netherlands Government will resume as rapidly as practicable, even in combat areas, full responsibility for the civil administration of reoccupied Netherlands territory. To accomplish this, it will reestablish the Netherlands Indies administrative and judicial services as rapidly as possible and will make available key members of its civil administrative service to accompany the military forces reoccupying Netherlands territory. The Commander-in-Chief will, as rapidly and as fully as the military situation in his judgment permits, notify the Lieutenant-Governor-General of the extent to which such responsibility should be resumed.

3. As long and in so far as the full responsibility for the civil administration has not yet been transferred to the Netherlands Government, the allied military commanders will as a rule, for matters relative to the civilian population, make use of the intermediary of the Netherlands Indies civil affairs officers available in the area.

4. The Netherlands Indies Government will, in any territory wherein it has resumed responsibility for the civil administration render all possible assistance to the Commander-in-Chief in the prosecution of the war, particularly with reference to the use of ports, lines of communication and airfields and other facilities of military importance.

5. Appointments in the Netherlands Indies administration and judicial services will be made by the competent Netherlands Indies authorities in accordance with Netherlands Indies law.

6. Members of the Netherlands armed forces serving in Netherlands units with the Allied forces in Netherlands territory shall come under the exclusive jurisdiction of Netherlands courts. Netherlands subjects who, at the time of entering the Netherlands Indies, are serving as members of the Allied forces under conditions which render them subject to the naval, military or air force law of another Allied Government, will not be regarded as members of the Netherlands armed forces for this purpose.

7. In the exercise of jurisdiction over civilians, the Netherlands Indies authorities will make the necessary arrangements for ensuring the speedy trial in the vicinity by Netherlands Indies Courts of such civilians as are alleged to have committed offences against the persons, property or security of the Allied forces, without prejudice however to the power of the Commander-in-Chief, Southwest Pacific Area, if military necessity in his judgment so requires, to bring to trial before a military court any such civilian.

8. Without prejudice to the provision of paragraph 14, the Service Courts and authorities of the Allies whose forces are co-operating with the Netherlands forces in the liberation of Netherlands territory will have exclusive jurisdiction over all members of their respective forces and overall persons of non-Netherlands nationalty not belonging to such forces who are employed by or who accompany those forces and are subject to their naval, military or air force law. The question of jurisdiction over such merchant seamen (not of Netherlands nationalty) as are not subject to Allied Service law will require special consideration and should form the subject of a separate agreement.

9. (a) Persons who are subject to the exclusive jurisdiction of Netherlands authorities, as mentioned in paragraph 6, may, in the absence of Netherlands authorities, be arrestedby Allied military police and detained by them until they can be handed over to competent Netherlands authorities.

(b) Persons subject to the exclusive jurisdiction of the Allied Service courts and authorities, as mentioned in paragraph 8, may, however, be arrested by the Netherlands Indies police for offences against Netherlands Indies law and detained until they can be handed over to the appropriate Allied Service authority. A certificate signed by an Allied service officer of field rank or its equivalent, that the person to whom it refers belongs to one of the classes to whom paragraph 8 applies, will be conclusive. The procedure for handing over such persons is a matter for local arrangement.

10. The Commander-in-Chief, Southwest Pacific Area, and the Netherlands Indies authorities will take the necessary steps to provide machinery for such mutual assistance as may be required in making investigations, collecting evidence and securing the attendance of witnesses in relation to cases triable under their respective jurisdictions.

11. Members of the Allied Forces referred to in paragraph 8 and organisations and persons employed by or accompanying those forces, and all property belonging to them, or to their Governments, shall be exempt from all Netherlands Indies taxation (including customs) except as may be subsequently agreed between the Netherlands Government and the Allied Governments concerned. The authorities of such forces will take the necessary steps to ensure that such property is not sold to the Public in the Netherlands Indies except in agreement with the Lieutenant-Governor-General.

12. The Netherlands Indies authorities, in accordance with Netherlands Indies law, will make available to the Commander-in-Chief, Southwest Pacific Area, such labour, billets and supplies, the use of lands, buildings, transportation and other services as he may request for the military needs of his command.

13. The immunity from Netherlands jurisdiction and taxation resulting from paragraphs 8 and 11 will extend to such selected civilian officials and employees of the Allied Governments present in the Netherlands Indies on duty in furtherance of the purposes set forth in the preamble hereto, as may from time to time be notified by the Commander-in-Chief, Southwest Pacific Area, to the Lieutenant- Governor-General.

14. Should circumstances in future be such as to require provision to be made for the exercise of jurisdiction in civil matters over non-Netherlands members of the Allied forces present in the Netherlands Indies, the Allied Governments concerned and the Netherlands Government will consult together as to the measures to be adopted.

15. Other questions arising as a result of the liberation of Netherlands territory by Allied Forces, (in particular, questions relating to finance and currency, the handling of claims for compensation for damage or injury preferred by Netherlands subjects) which are not dealt with in this statement of principles are subject to separate agreement as far as necessary.

16. It is understood that when changes in the situation make it urgently necessary, the Commander-in-Chief, Southwest Pacific Area, and the Lieutenant-Governor-General may by mutual agreement temporarily modify or suspend the application of any of the provisions of this agreement, subject to later confirmation by the United States and Netherlands Governments.

(s) H J van Mook
(t) H J van Mook

Lieutenant-Governor-General
Netherlands Indies

(s) Douglas MacArthur
(t) Douglas MacArthur

Commander-in-Chief,
Southwest Pacific Area

10 Dec 45

WJGD/RM/28

ALLIED LAND FORCES

SOUTHWEST PACIFIC AREA

Advanced Headquarters

AQ 301.2/Q1

28 Aug 45

ADV LHQ ADM INSTR NO 69

Subject: AIR MOVEMENT PRIORITIES

1 Aust Corps (8)
HQ 11 Aust MC Gp (5)
HQ 12 Aust MC Gp (2)
1 Aust Base Sub Area (5)

Copy to:

RAAF Air Tpt Comd Post (4)

1. Every effort is to be exerted to use all available space in all aircraft for movement ex BORNEO to MOROTAI, and from MOROTAI to AUSTRALIA.

2. Priorities for use of space are :-

(a) Personnel on duty and freight (both as authorised by ADV LHQ, and mail.

(b) Compassionate and emergency leave.

(c) Medical cases. (Subject to suitability of aircraft and route).

(d) Occupational releases.

(e) Long service releases.

(f) If space is available, other freight including urgent MFO packages and other personnel not already authorised for air move.

3. MC will make suitable arrangements to hold personnel of appropriate priority ready for immediate emplanement in "opportunity" aircraft.

4. MC will authorise air movement for priorities (c) to (f) should space become available and air movement be NOT already authorised.

5.(a) In addition to normal arrangements re transport aircraft, MC will maintain closest liaison with operational squadrons etc to obtain space in operational aircraft. Such space to be used vide para 2.

(b) Should space in operational aircraft become available through channels other than MC, such space is to be used by MC vide para 2.

(c) Should space on any aircraft be offered by an air authority direct to any member of AMF for his personal travel only, such member will not so travel without prior approval by ADV LHQ ("A" Branch). This approval will be given only when the member concerned holds a suitably high position within his particular priority vide para 2.

AE 28 Aug
AQMG Secn
D.A.Q. (3)
S C (5)

Lt Colonel for Brigadier
Deputy Adjutant and Quartermaster General

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AMENDMENT No 1 to APPENDIX 'C' to
Adv LHQ Adm Inst# No 70
of 5 Sep 45

LEVELS OF SUPPLY

rea to be aintained	To be Maintained From	Figures on which Maint is based	Engrs	Supplies European incl expense stores	RNIA Native rations	JAP Rations	Hospital Supplies	POL	Medical and Dental	Ord Stores	Amn	Canteens	Miscellaneous
OROTAI	AUSTRALIA	AMF RAAF RNIA JAPS MOROTAI 9800 2000 300 1000 TARAKAN 4500 1000 300 - AMBON 2700 - 1400 1000 17000 3000 2000 2000	60/90 days stock level	30/60 days for 20000	30/60 days for 2000	30/60 days for 2000	30/60 days for 700 Hospital Patients	30/60 d ys POL less MT80, ADF and Avgas for 22000. 30/60 days bulk MT80, ADF and Avgas for MOROTAI, TARAKAN, AMBON, LABUAN, BALIKPAPAN, MAKASSAR.	60/90 days for 19000	60/90 days for all units on COB	10 days contact for NON REDUNDANT units only	30/60 days for 20000	30/60 days for 22000
ABUAN	AUSTRALIA	14000 2000 - 16000	60/90 days stock level	30/60 days for 16000	-	30/60 days for 16000	30/60 days for 1700 Hospital Patients	30/60 days POL for 16000 (bulk MT80, ADF and Avgas to be supplied from MOROTAI)	60/90 days for 14000	60/90 days for all units on COB	10 days contact for NON REDUNDANT units	30/60 days for 16000	30/60 days for 16000
ALIKPAPAN	AUSTRALIA	BALIK- 12300 2000 1500 6000 PAPAN MAKAS- 2700 - 500 - SAR 15000 2000 2000 6000	60/90 days stock level	30/60 days for 17000	30/60 days for 2000	30/60 days for 6000	30/60 days for 500 Hospital Patients	30/60 days POL for 19000 (bulk MT80, ADF and Avgas to be supplied from MOROTAI)	60/90 days for 17000	60/90 days for all units on COB	10 days contact for NON REDUNDANT units	30/60 days for 17000	30/60 days for 19000
TIMOR	AUSTRALIA	1000 - 800 -	60/90 days stock level	30/60 days for 1000	30/60 days for 800	-	30/60 days for 50 Hospital Patients	30/60 days POL for 1800 plus 24000 gal Avgas plus 3% Avoil	30/60 days for 1800	30/60 days for all units on COB	10 days contact for NON REDUNDANT units	30/60 days for 1000	30/60 days for 1800
TARAKAN	MOROTAI	4500 1000 300 -	60/90 days stock level	15/45 days for 5500	15/45 days for 300	-	15/45 days for 100 Hospital Patients	15/45 days POL for 5800	30/60 days for 4800	30/60 days for all units on COB	10 days contact for NON REDUNDANT units	15/45 days for 5500	15/45 days for 5800
MBON	MOROTAI	2700 - 1400 1000	60/90 days stock level	30/60 days for 2700	30/60 days for 1400	30/60 days for 1000	30/60 days for 50 Hospital Patients	30/60 days POL for 4100 plus 21000 gal Avgas plus 3% Avoil	30/60 days for 4100	30/60 days for all units on COB	10 days contact for NON REDUNDANT units	30/60 days for 2700	30/60 days for 4100
KASSAR	BALIKPAPAN	2700 - 500 -	60/90 days stock level	30/60 days for 2700	30/60 days for 500	-	30/60 days for 100 Hospital Patients	30/60 days POL for 3200 plus 24000 gal Avgas plus 3% Avoil	30/60 days for 3200	30/60 days for all units on COB	10 days contact for NON REDUNDANT units	30/60 days for 2700	30/60 days for 3200

DGMcK/FBN

ALLIED LAND FORCES

SOUTHWEST PACIFIC AREA

SECRET

ADV LHQ

AQ/301.2-/Q2

30 Aug 45

ADV LHQ ADMINISTRATIVE INSTRUCTION NO.68

OCCUPATION OF TIMOR AND ACCEPTANCE OF SURRENDER OF THE JAPANESE ARMED FORCES IN THAT AREA

(Issued in conjunction with Adv LHQ Operation Instruction No.6 of 28 Aug 45)

INFORMATION

1. The operation is being carried out in two phases:-

   (a) Phase One - One Bn Gp from DARWIN

   (b) Phase Two - 33 Aust Inf Bde Gp from MOROTAI

2. The force is to be known as TIMFORCE and will come under comd of Adv LHQ on the establishment in TIMOR of the Bn Gp from DARWIN.

3. Phase One of the operation will be mounted not before 21 Sep 45. The date of launching Phase Two is being advised later.

GENERAL MAINTENANCE PLAN

4. Each component of the force will be mounted with 60 days initial maintenance, to be provided from their respective mounting areas.

5. (a) Maintenance of Phase One will be carried out from DARWIN under arrangements of NT Force until the commencement of Phase Two.

   (b) Maintenance of the force as from the commencement of Phase Two will be direct from AUSTRALIA under arrangements of LHQ.

6. Levels of supplies and stores to be maintained at not less than 30 days and not more than 60 days. See Appx "A" attached.

SHIPPING

7. (a) Shipping for the movement of the Bn Gp from DARWIN and for the maintenance of the whole force including 33 Aust Inf Bde Gp on arrival at TIMOR will be as arranged by LHQ.

   (b) Shipping for the movement of 33 Aust Inf Bde Gp from MOROTAI will be arranged by Adv LHQ.

ENGINEER WORKS

8. (a) An airfield will be rehabilitated to take C47 aircraft.

   (b) Existing wharves or jetties will be rehabilitated to that standard necessary to meet requirements of the Force.

   (c) Coverage will be provided to accommodate all stores and supplies using existing facilities as far as possible.

   (d) Engineer Scale "A" accommodation stores will move with the Force.

8.(cont) (c) Engineering projects such as roads, water supply, EL installations etc will only be developed to a standard necessary to meet the requirements of the Force.

9. (a) Civil construction works which are not required for Army purposes will not be undertaken without the prior authority of Adv LHQ.

(b) In the event of local civil authorities requiring assistance for works of a rehabilitation nature an application stating all facts and aspects will be forwarded to Adv LHQ for consideration.

REFRIGERATION

10. (a) Refrigeration on the following scale will be provided by NT Force for the whole Force and will be moved into the area with Phase One; &

Unit Refrigeration - 1/3 cu ft per man

Bulk Refrigeration - 3/4 cu ft per man

(b) NT Force will advise any deficiencies direct to LHQ who will implement the necessary provision.

STORES AND SUPPLIES

11. (a) Supplies - S & T

(i) 60 days will accompany each component of the Force.

(ii) Landing Rations - 4 days landing rations will accompany each component of the Force.

(iii) Voyage Rations -

One Bn Gp from DARWIN - as arranged by NT Force

33 Aust Inf Bde Gp from MOROTAI - 7 days

(b) Fresh Supplies -

(i) Fresh supplies will be arranged by NT Force for Phase One and by LHQ for Phase Two.

(ii) Maximum use will be made of local facilities without denuding the local population.

(c) POL

(i) POL to accompany the Force will be made up of 55 days in 44 gallon drums and 5 days in 4 gallon drums.

(ii) As far as is known no bulk oil installations exist nor is there any intention of erecting any such installations.

(iii) The Japanese Comd will be ordered to hand over all stocks of POL, petrol installations equipment and plant used therewith. Under AMF supervision sufficient POL will be issued from these stocks to permit the running of Japanese vehicles as permitted by Force Comd. Japanese POL for use in Aust and Allied vehicles will be used only after testing of such stocks as to suitability.

(iv) Japanese stocks of POL as proved suitable and up to standard will be used for all purposes in order to economise in Aust stocks.

(v) Particulars of Japanese oil installations and stocks of POL will be forwarded to LHQ with a copy to Adv LHQ as soon as practicable.

(d) Water

Each component of the Force will land with two days water for use until water points are established. Scale 2 gallons per man per day.

Ordnance - Ammunition

12. (a) 10 days at contact rate will accompany each component of the Force.

12.(cont) (b) Resupply will be sufficient to maintain this level at a quiet rate of expenditure until further demands are received.

Canteen Stores

13. 60 days including beer and spirits will accompany the Force. Beer and spirits will be paletized in ARC mesh and its security will be the direct responsibility of the Force Comd.

MEDICAL

14. (a) Hospitalization in the area will be arranged by the Force Commander.

(b) Evacuation will be to DARWIN.

AEME

15. Repairs beyond the capacity of the facilities, including civil in the area will be evacuated to DARWIN during Phase One and to ports designated by LHQ during Phase Two.

RECOVERY AND RECEPTION OF PW

16. First Contact

(a) Adv LHQ will make a PW Contact Team available to the Comd of the Force.

The duties of this team are:

(i) To establish identity of all live PW and to pass essential details to the det 2 Adv 2 Ech accompanying the Force.

(ii) To make preliminary interrogations to ensure that all live PW are recovered.

(iii) To make out nominal rolls of recovered PW

(b) Movement to Reception Units or Hospitals

It is the responsibility of the comd of the Force recovering PW to move them by best means to DARWIN where Reception Camp and necessary hospitalization will be made available.

(c) Reception and Processing

Attention is drawn to Adv LHQ Adm Instr 62 of 21 Aug 45 (despatched separately) regarding procedure for reception of PW and civilians recovered from the enemy. The reception and processing of those evacuated are the responsibilities of NT Force

LABOUR

17. (a) Control of labour both military and civil, will be exercised by Force Comd and will be allotted in accordance with priorities determined by him.

(b) Japanese Armed Forces may be used for labour as necessary and appropriate, in the maintenance, restoration and operation of such of the civilian services as may be deemed essential to establish or preserve a minimum level of subsistence, prevent disease and epidemics, facilitate the maintenance of law and order, or serve the interests of the occupying Forces.

CIVIL AFFAIRS

18. (a) A Netherlands Indies Civil Administrative Unit to accompany the Force will be arranged by LHQ.

(b) Control of civil affairs will be the responsibility initially of the Force Comd and will be exercised through the NICA unit. This unit will progressively take over control of all civil administration as and when decided by the Force Comd.

(c) The responsibilities of NICA are shown in Appendix "B" attached.

(d) The above provisions do not apply to any operations in Portuguese territory. This matter will be advised later.

(e) The provision, movement, custody and distribution of relief supplies is the responsibility of NICA. Emergency supplies for the immediate relief of the civil population will be taken into the area by the Force on the scale of 10 days for 5000. These supplies will be made available to Force Comd by NT Force.

MAINTENANCE OF THE JAPANESE ARMED FORCES

19. (a) Whilst in occupation it will be the responsibility of the Force Comd to ensure the maintenance of the Japanese Armed Forces.

(b) Attached as Appendix "C" is a provisional ration scale for Japanese. This is the maximum scale to be issued subject to the availability of the commodities, or equivalents at the discretion of the Force Comd.

(c) As soon as the Japanese surrender is received the Japanese Comds will be ordered to advise the quantities of rations by types in each area. Issues in accordance with the ration scale will be made from these stocks under AMF supervision.

(d) As soon as possible after arrival in the area the Force Comd will signal LHQ repeating to Adv LHQ and NT Force the number of days supplies by commodities for the Japanese Force. Japanese stocks of supplies will be used as far as possible. Aust rations are not to be issued to Japanese until their stocks of similar commodities are exhausted.

COLLECTION AND DISPOSAL OF CAPTURED ENEMY EQUIPMENT

20. (a) The Comdr of the Japanese Armed Forces in the area will be required to collect all Japanese arms and equipment in accordance with Adv LHQ Operation Instruction No.5, Appendix "F" and deliver it to areas designated by the Force Comd where it will be kept under guard.

(b) The Force Commander will forward particulars of all captured enemy equipment to Adv LHQ with copy to LHQ. Disposal will be advised on receipt of the above information.

(c) Attention is drawn to Adv LHQ Adm Instr No.51 of 9 Jul 45.

H.Seccombe Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION OF ADV LHQ ADM INSTR NO.68

NT FORCE	4
LHQ	5
FWD ECH LHQ	1
FIRST AUST ARMY	1
1 AUST CORPS	8
AIB	1
NOIC MOLUCCAS	1
RAAF COMD	1
11 GP RAAF	1

33 Bde
AIEA

INTERNAL DISTRIBUTION

C in C

C of S

Col GS

OPS

AIR

INT

SD

ARTY

ENGRS

SIGS

DA&QMG

A

MED

Col Q

Q(Maint)

Q(Mov)

ST

ORD

AEME

FILE

WAR DIARY

Point Postal Canteen

SECRET

Appendix "A"
to Adv LHQ Adm Instr NO.68
of 30 Aug 45

LEVELS OF SUPPLY - TIMOR

Engr Stores	Supplies European Incl Expense Stores	Japanese Rations	Hospital Sups	POL	Medical & Dental	Ord Stores	Amn	Canteens	Miscellaneous
ONE CRE Depot plus special project stores	30/60 days for 3,900	30/60 days for 16,000	30/60 days for 300 Hospital Patients	30/60 days for 3900	30/60 days for 3,900	60/90 days for all units on OOB	10 days contact	30/60 days for 3,900	30/60 days for 3,900

SECRET

Appendix "B"
to Adv LHQ Adm Instr No.68
of 30 Aug 45

CIVIL AFFAIRS AND ADMINISTRATION OF LIBERATED AREA -NEI

1. Relations Between AMF and Civil Population

(a) Supplies and Services

(i) NEI Govt will provide, without payment by the Commonwealth, local produce, materials, services, labour (including that needed in the construction of military projects, tasks and similar capital works) and other locally available facilities. They will also ration labour provided to the AMF.

(ii) Civilian requirements for the period immediately succeeding re-occupation of NEI territories will be paid for by NEI Govt.

(iii) NEI authorities to render all possible assistance in the acceptance of surrender, including use of ports, L's of C, air fields and other facilities of military importance.

(iv) Subject in each case to specific approval by Adv LHQ when AMF troops are withdrawn from NEI territory, such equipment, materials, stores or accommodation as are required by NEI Forces or authorities may be handed over to them.

(b) Judicial Functions

(i) Member of NEI armed forces serving with NEI units shall be dealt with exclusively by NEI Courts.

(ii) Members of AMF and other Allied Forces and non NEI persons accompanying those Forces shall be dealt with exclusively by the Service Courts of the Force concerned.

(iii) NEI subjects serving with an Allied Force so as to be subject to the law of the Force, may be dealt with by the Service Courts of that Force.

(iv) NEI authorities will make arrangements for the speedy trial in the vicinity by NEI Courts of NEI civilians who are alleged to have committed offences against persons, property or security of the Allied Forces, without prejudice to the power of C in C AMF, if military necessity in his judgment so requires to bring to trial before a military court of any such civilian.

(v) NEI civilians subject to the exclusive jurisdiction of NEI Courts may, in the absence of NEI authorities, be arrested by Allied military police and detained by them until handed over to NEI authorities.

(vi) Persons subject to the exclusive jurisdiction of Allied Service Courts may be arrested by NEI police for offences against NEI law and detained until they can be handed over to appropriate Allied Service authority.

(vii) Mutual assistance to be given in making investigations, collecting evidence and securing attendance of witnesses in cases liable under respective jurisdictions.

(c) Taxation

(i) Members of Allied Forces and persons accompanying those Forces, their property and the property of their Govts, are exempt from taxation, including customs.

1.(c)(cont) (ii) The authorities of such Forces are to ensure that such property is not sold to the public except in agreement with Lieutenant-Governor, NEI.

2. Functions of NICA

(a) Exercising progressive control of the civilian population

(b) Setting up Netherlands Indies Courts

(c) Securing and paying labour required.

(d) Establishing control over local businesses.

(e) Developing the production of local food supplies and Fisheries.

(f) Initial medical treatment of the civil population.

(g) Provision of civil police

(h) The provision, movement, custody and distribution of relief supplies.

(i) Such other duties with respect to the civil population as required by the Force Comd.

SECRET

Appendix "C"
to
Adv LHQ Adm Instr No. 68
of 30 Aug 45

RATION SCALE FOR JAPANESE ARMED FORCES

Tea	2/7 oz
Biscuits white	8 oz
Flour white	1/2 oz
Rice unpolished	6 oz
Salt	3/7 oz
Edible animal fat	1 oz
Dried fruit	1/2 oz
Tinned fish	3-3/7 oz
M & V	1-5/7 oz
Condensed Milk	1 oz
Sugar	1/2 oz
Tinned assorted vegetables	10 oz
Native equivalent for potatoes fresh	8 oz
Onions	2 oz

MGA, RAA

Q (Maint)

Advanced LHQ
AQ 402.
25 Aug 45

Adv LHQ Administrative Instruction No. 67

Raising of 3 Aust PW Reception Gp Wksp Sec

Information

1. 3 Aust PW Reception Gp Wksp Sec is being raised at MOROTAI for use with 3 Aust PW Reception Gp MANILA.

2. Approval is given for raising on provisional war establishment detailed in Appendix A attached.

War Office Serial No.	Unit	Higher Formation	Allotment
To be advised	3 Aust PW Reception Gp Wksp Sec	Adv LHQ	3 PW Reception Gp.

3. Adv LHQ is arranging for the Order of Battle AMF to be amended accordingly.

Action

4. Adv LHQ will arrange transfer of NX70982 Capt D A J CROMBIE from Adv LHQ to OC 3 Aust PW Reception Gp Wksp Sec and take action to regularise appointment.

5. 2 Aust Adv 2 Ech will post the following reinforcement personnel at present on attachment to units shown.

Fitter General
VX91724 Cpl MEEHL, F R att 2/4 Mech Eqpt Wksp

Fitter MV
QX54406 Cfn WARD, F J att 2/121 Bde Wksp
VX115355 Cpl HODGSON, P L att 233 LAD

Mech MV
VX71251 Cfn DOHERTY, J W att 233 LAD

Driver Batman
WX27676 Cfn WILLIAMS, J L att 2/121 Bde Wksp.

6. 2/121 Bde Wksp will transfer the following personnel:

Armourer

VX71859 Cpl BARRETT, A G

Fitter MV (motor cycle)

QX31244 Cpl CHANDLER, R S

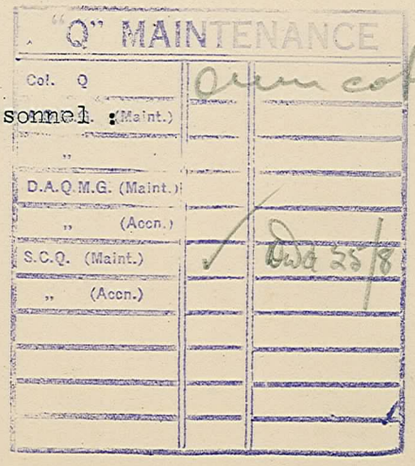
7. 2/93 LAD will transfer the following personnel:

Electrician

NX72307 Cfn WOLTERS, H F

Mech MV

NX16908 Cfn VAUGHAN, H



Equipment

8. Requirements of equipment and vehicles will be advised to DADOS Formation.

General

9. Action will be completed and personnel concentrated under instructions of HQ 3 Aust PW Reception Gp and ready for movement by 25 Aug 45.

H.H. Seccombe Brigadier
Deputy Adjutant and Quartermaster General

Distribution :

LHQ	(6)
Fwd Ech LHQ	(2)
1 Aust Corps	(2)
1 Aust Base Sub Area	(5)
HQ 3 Aust PW Reception Gp	(3)
2 Aust Adv 2 Ech	(2)
5 Aust Adv 2 Ech	
Chief Pmr's Office AIF SWPA	
2/121 Bde Wksp	
2/93 LAD	

Internal distribution :

List B	
DA & QMG	
War Diary	(2)

Appendix A
to Adv LHQ Adm Instr No. 67
of 25 Aug 45.

3 Aust PW Reception Group Workshop Section AEME

War Establishment (provisional)

(i) Summary of ranks

Detail		Number
Captain (Electrical & Mechanical Engineer 3rd class)		1
	Total Officers	1
Serjeant		1
	Total Serjeants	1
Corporals		2
Craftsmen		5
Drivers		1
	Total Rank & File	8
	Total Other Ranks	9
	Total All Ranks	10

(ii) Distribution of other ranks by trades & duties

Detail		Number	
Trade Group 1.			
Armourers		1	
Electricians		1	
Fitters	General	1	
	M V	2	
	M V (Motor Cycle)	1	(a)
Trade Group 2.			
Mechanics	M V	2	
Non Specialists			
Driver Batmen		1	

(iii) Transport

Trucks	¼ ton 4 x 4	1
	2½ ton GS	1
		2

(a) Includes : 1 Serjeant
2 Corporals

Appx A Cont'd...

(iv) Weapons and Ammunition

Detail	Number	Ammunition		
		On man	Reserve	Total
Pistols .38 inch	1	12	6	18
Rifles .303 inch	9	20	-	180

SVB/FBN

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

ADV LHQ
AQ/301.2/Q2

24 Aug 45

ADV LHQ ADMINISTRATION INSTRUCTION NO 66

Purchase of Aerated Waters

1. Aerated Waters will be available for sale as from Thursday 30 Aug 45.

2. The price will be 8 cents per bottle and the distribution will be on a basis of 2 bottles per man per week.

3. Units and/or Messes will purchase their supplies of Aerated Waters from the Factory on the same day as normal canteen goods are purchased at issuing points. Prior to purchase of Aerated Waters Units and/or Messes will submit to the Issuing Officer at the Aerated Water Factory a strength return signed by the Unit CO.

4. The Aerated Water Factory is situated on Route 6 at map reference MOROTAI - 863331 or MOROTAI Base Map Sheet 1 - 154199.

[signature] for Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION — Copies
1 Corps — 60
1 Base Sub Area — 70
All units under command Adv LHQ

INFORMATION
LHQ — 2
Fwd Ech LHQ — 2

INTERNAL DISTRIBUTION
C in C's Mess
"A" Officers' Mess
"B" Officers' Mess
"C" Officers' Mess
Sgts' Mess
Camp

AB 180 - PWQ (Maint

AUSTRALIAN MILITARY FORCES
SOUTHWEST PACIFIC AREA

SECRET

Adv LHQ
17 Aug 45

Adv LHQ Administrative Instruction No 58

Reception of Recovered PsW

1. Owing to the sudden collapse of the Japanese and the anticipated early recovery of Australian PsW, the necessary PW Gps and PW Reception Camps have not been forthcoming ex AUSTRALIA and there will have to be a certain local improvisation.

It is impressed upon all that our highest priority task in the near future will be the reception of our ex PsW and every effort must be made to provide the highest scale of accommodation and comfort practicable even to the detriment of the comfort and amenities of troops in this Area.

2. Estimated Numbers of PsW to be Recovered

AREA "A"	JAPAN and Area NORTH of PHILIPPINES	8,000
AREA "B"	WEST Coast of BORNEO	2,600 (incl 600 civilians)
AREA "C"	SANDAKAN Area	630
AREA "D"	MOLUCCAS and AMBOINA	800.

3. Areas of Concentration and Reception

AREA "A"	- MANILA	-	to be received by No 3 Aust PW Reception Gp.
AREA "B"	- LABUAN	-	to be received by 9 Aust Div.
AREA "C"	- MOROTAI	-	to be received by 1 Aust PW & I Reception Unit.
AREA "D"	- MOROTAI	-	to be received by 1 Aust PW & I Reception Unit.

1430

It is quite possible that No 3 Aust PW & I Reception Gp at MANILA may have to assist in reception of British PsW and the rate of inflow of recovered PsW will be such that congestion will occur in the Australian camp. Provision will therefore be made at MOROTAI to meet the overflow at MANILA.

4. Reception and Processing of Recovered PsW

Attention is drawn to Adv LHQ Administrative Instruction No 43 of 4 Jun 45 regarding procedure for reception of PsW and civilians recovered from the enemy.

5. Hospitalisation

Recovered PsW at MANILA will be hospitalised as necessary in AMERICAN hospitals but it will be the aim of this HQ to move such personnel as early as possible from MANILA to MOROTAI.

Personnel recovered in AREA "B" will be hospitalised

at LABUAN. Those personnel recovered in AREAS "C" and "D" will be hospitalised at MOROTAI.

6. Provision of Stores and Supplies

Stores and supplies were to have been forwarded from AUSTRALIA to meet the commitments of recovered PW Camps. As stated in para 1 above, equipment of these Camps especially in clothing and amenities is to be given first priority from local stocks. To supplement deficiencies, essential stores and supplies are being moved by air from AUSTRALIA and the balance by sea.

7. Returns

In addition to signals and returns as directed in Adv LHQ Administrative Instruction No 43 of 4 Jun 45, PW Reception Gps and 9 Aust Div will signal Adv LHQ at 1800 hrs daily numbers of recovered PsW by officers and other ranks held in their area and indicating numbers in hospital.

Adv LHQ will consolidate these returns and forward information by signal to LHQ.

H.H. Lecombe Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION

LHQ	(6)
Fwd Ech LHQ	(2)
1 Aust Corps	(2)
7 Aust Div	(2)
9 Aust Div	(2)
No 3 Aust PW Reception Gp	(2)
No 1 Aust PW & I Reception Unit	(2)

Internal

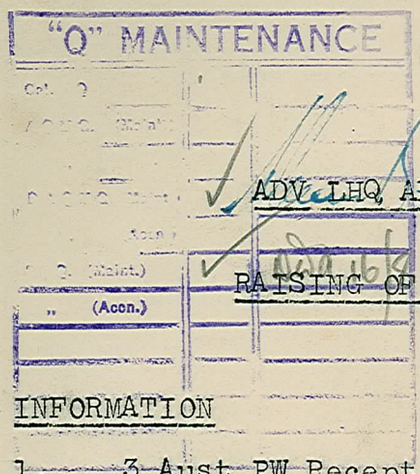
List "B"

plus

C of S

Q (Maint)

Australian Military Forces



Advanced LHQ
AQ 407 -
16 Aug 45

ADV LHQ ADMINISTRATIVE INSTRUCTION 57

RAISING OF 3 AUST PW RECEPTION GROUP

INFORMATION

1. 3 Aust PW Reception Gp will be raised for the purpose of receiving Aust PW recovered by US forces in vicinity of JAPAN. The group will be composed of the following units :-

HQ 3 Aust PW Reception Gp
7 Aust PW Reception Camp
8 Aust PW Reception Camp
% 88 Dental Unit (HQ and two secs)
110 Aust Depot Cash Office (Type A)
% HQ and two secs 1 Aust Armd Div Pro Coy
5 Aust Adv 2 Ech
3 Aust PW Reception Gp Postal Unit
3 Aust PW Reception Gp Canteen Services Det
105 Aust Mob Bac Lab

2. Brig. H. WRIGLEY, CBE MC, is appointed to command the group.

ACTION

3. 1 Aust Base Sub Area will raise forthwith units required in accordance with Appendix 'G' attached and paras 4 and 5 hereunder.

METHOD

4. (a) As far as possible all personnel will be volunteers. Inclusion of personnel liable for long service release is to be avoided where possible.
(b) Personnel may be medically fit Class A or B.

5. Personnel required will be provided as follows :-

(a) HQ 3 Aust PW Reception Gp
7 Aust PW Reception Camp
8 " " "

By selection from HQ 1 Aust Base Sub Area and units under command.
Names of officers selected will be forwarded to Adv LHQ for approval.

(b) Remaining units of the group
By heads of appropriate services Adv LHQ in consultation with 1 Aust Base Sub Area.

EQUIPMENT

6. Instructions to be issued separately.

Brig
Deputy Adjutant and Quartermaster-General

DISTRIBUTION:
LHQ (6)
Fwd Ech LHQ (2)
1 Aust Corps (2)
1 Aust Base Sub Area (5)
A Det 2 Aust Adv 2 Ech (2)
1 Aust Corps Accounts Office

INTERNAL DISTR:
List 'B'
DA & QMG

APPENDIX A issued with
Adv LHQ Administrative
Instruction 57 of 16 Aug 45

HEADQUARTERS, AUSTRALIAN PRISONERS OF WAR RECEPTION ~~CAMP~~ GROUP

(Tropical Scale)

Designed to administer and control Two AIF Reception Camps

WAR ESTABLISHMENT
(Provisional)

(i) Personnel

Detail	Officers	Warrant Offrs Class II	Staff Sgt	Sgts	Cpls	Ptes	Totals
Commander (brigadier)	1	-	-	-	-	-	1
GENERAL STAFF							
Intelligence							
Intelligence officer (Captain of Lieutenant)	1	-	-	-	-	-	1
Clerk	-	-	-	-	1	-	1
BRANCH OF THE ADJUTANT-GENERAL AND QUARTERMASTER GENERAL							
Assistant adjutant and quartermaster-general (lieutenant-colonel)	1	-	-	-	-	-	1
Deputy assistant adjutant-general (major)	1	-	-	-	-	-	1
Deputy assistant quartermaster-general (major)	1	-	-	-	-	-	1
Staff captain (A)	1	-	-	-	-	-	1
Staff captain (Q)	1	-	-	-	-	-	1
Clerks		1	1	1	3	-	6
SERVICES							
A.A.Ch.D.							
Chaplains, 3rd class	(a)3	-	-	-	-	-	3
Medical							
Assistant director of medical services (lieutenant-colonel)	1	-	-	-	-	-	1
Hygiene officer (lieutenant)	1	-	-	-	-	-	1
Clerks, A.A.M.C.	-	-	-	1	1	-	2
Amenities							
Deputy assistant director of amenities (major)	1	-	-	-	-	-	1
Clerk	-	-	-	1	1	-	2
Education							
Education officer (captain)	1	-	-	-	-	-	1
Education NCO	-	-	-	1	-	-	1
	14	1	1	4	6	-	26

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(i) Personnel - continued

Detail	Officers	Warrant Offrs Class II	Staff Sergeants	Sergeants	Corporals	Privates	Total
Legal							
Legal officer (Major)	1	-	-	-	-	-	1
Legal officer (Captain)	1	-	-	-	-	-	1
Clerks	-	-	-	-	1	-	1
Supplies and transport							
Captain AASC (supplies)	1	-	-	-	-	-	1
Clerks, AASC	-	-	-	1	1		2
Ordnance							
Ordnance officer (Captain)	1	-	-	-	-	-	1
Warrant officer	-	1	-	-	-	-	1
Storemen	-	-	-	-	2	-	2
Miscellaneous							
Camp commandant (captain)	1	-	-	-	-	-	1
Catering officer (captain)	1	-	-	-	-	-	1
Interrogation officers (captains)	10	-	-	-	-	-	10
Rehabilitation officer (captain)	2	-	-	-	-	-	2
Transport NCO	-	-	-	1	-	-	1
Company sergeant-major	-	1	-	-	-	-	1
Company quarter-master sergeant	-	-	1	-	-	-	1
Butcher	-	-	-	-	1	-	1
Clerks	-	-	-	1	2	-	3
Clerks for interrogation officers	-	-	-	10	10	-	20
Drivers MT	-	-	-	-	1	(b)8	9
Driver-mechanic	-	-	-	-	-	1	1
General duties	-	-	-	1	2	20	23
Mess Orderlies	-	-	-	1	2	10	13
Storemen	-	-	-	-	1	2	3
Cooks AACC	-	-	-	1	1	1	3
Medical orderlies AAMC	-	-	-	-	2	-	2
Postal orderly AA Postal service	-	-	-	-	1	-	1
Total, Headquarters, Aust. P.W. Reception Group	32	3	2	20	33	42	132

(ii) Transport

Cars D S	2
Trucks $\frac{1}{4}$-ton 4 x 4	3
Truck 15-cwt G S	1

(a) Includes one Church of England, one Roman Catholic and one Presbyterian, Methodist or United Churches.

(b) Includes one lance-corporal

APPENDIX B issued with
Adv LHQ Administrative
Instruction 57 of 16 Aug 45

AUSTRALIAN PRISONERS OF WAR RECEPTION CAMP

(Tropical Scale)

Designed to provide for 50 officers and 1000 other ranks

WAR ESTABLISHMENT

(Provisional)

(i) Summary of ranks

Detail	Headquarters	Four companies (each)	Total, Australian prisoners of war reception camp (tropical scale)
Lieutenant-colonel	1	-	1
Major (2nd in command)	1	-	1
Major or Captain	-	1	4
Captain (adjutant)	1	-	1
Captain (quarter-master)	1	-	1
Captains or lieutenants	-	1	4
Lieutenant (orderly officer)	1	-	1
Total, officers	5	2	13
Warrant officer class I (regimental sergeant-major)	1	-	1
Warrant officer class II(regimental quartermaster-sergeant)	1	-	1
Warrant officers class II (company sergeant majors)	-	1	4
Total, warrant officers	2	1	6
Company quartermaster-sergeants	-	1	4
Sergeant clerks	2	-	2
Sergeant (officers mess)	1	-	1
Duty sergeants	1	1	5
Total, staff-sergeants and sergeants	4	2	12
Corporals	~~XX~~ 9	4	~~XX~~ 25
Privates	~~XX~~ 28	16	~~XX~~ 92
Total, rank and file	37	20	117
Total, all ranks	48	25	148
Attached -			
A.A.M.C. -			
Major (Physician)	1	-	1
Captain	2	-	2
Sergeant	1	-	1
Sergeant (hygiene inspector)	1	-	1
Corporals	1	1	5
Privates (nursing orderlies Trade Gp ~~XX~~)	4	-	4
A.A.P.C. -			
Sergeants	5	-	5

Detail	Headquarters	Four companies (each)	Total, Australian prisoners of war reception camp (tropical scale)
A.A. Postal Service			
Corporals	1	1	5
A.A. Amenities Service			
Lieutenant (Amenities officer)	1	-	1
Sergeants	-	1	4
Corporals	1	-	1
A.A. Education Service			
Sergeants	1	1	5
A.A.C.C.			
Sergeant	1	-	1
Corporal	-	1	4
Privates	4	4	20
Total, attached	24	9	60
Total, all ranks, including attached	72	34	208

(ii) Distribution of rank and file by trades and duties

Trade group 3			
Corporal clerks	3	3	15
Tailor	-	1	4
Non specialists			
Drivers MT -			
Corporal	1	-	1
Privates	6	-	6
Hygiene dutymen privates	4	-	4
Mess Orderlies -			
Corporals	2	-	2
Privates	1	3	13
Storemen -			
Corporal	1	1	5
Privates	2	2	10
Orderlies privates	3	3	15
General duties -			
Corporals	2	-	2
Privates	12	7	40
Total, rank and file	37	20	117

(iii) Transport

Car 6 seater utility	1
Trucks ¼-ton 4 x 4	2
Trucks 3-ton GS	2

Appendix C issued
with Adv LHQ Administrative
Instruction 57 of 16 Aug 45

% HQ and two secs 1 Aust Armd Div Pro Coy

(i) Summary of ranks

Detail	% Headquarters	Two sections (each)	Total
Lieutenant	1	-	1
Total, officers	1	-	1
Warrant officer class II	1	-	1
Total, warrant officers	1	-	1
Sergeants	-	1	2
Total, sergeants	-	1	2
Corporals	1	14	29
Privates	3	1	5
Total, rank and file	4	15	34
Total, other ranks	5	16	37
Total, all ranks	6	16	38
Attached -			
AACC -			
Private (trade group '2')	1	-	1
Total, all ranks, including attached	7	16	39

(ii) Distribution of rank and file by trades and duties

Detail	% Head-quarters	Two Sections (each)	Total
Trade group 3			
Clerk	(a) 1	-	1
Non-specialists			
Batman	1	-	1
Drivers, MT	1	1	3
General dutyman	1	-	1
Military police	-	(b) 14	28
Total, rank and file	4	15	34

(iii) Transport

Detail	% Head-quarters	Two sections (each)	Total
Trucks, ¼-ton	3	5	13
Trailers, 8-cwt	1	1	3

Note (a) Includes a Corporal

(b) Corporals

Australian Military Forces

Q (Maint)

Advanced LHQ
AQ 402.
25 Aug 45

Advanced LHQ Administrative Instruction No. 57

Amendment No. 1

Raising of 3 PW Reception Group

Information and Amendment.

1. Approval is given for the following amendments to appendices of Adv LHQ Administrative Instruction 57 of 16 Aug 45.

(a) Personnel - as per Appendix A and B attached
(b) Transport - as per Appendix C attached.

Action

2. Additional personnel required vide Appendix A will be raised by 1 Aust Base Sub Area under the same conditions as outlined in Adv LHQ Adm Instn 57 of 16 Aug 45 and concentrated ready for mov ~~24~~ 25 Aug 45.

3. Separate raising instruction is being issued for one Wkop Sec comprising 1 offr, 9 OR's, to be allotted 3 Aust PW Reception Gp.

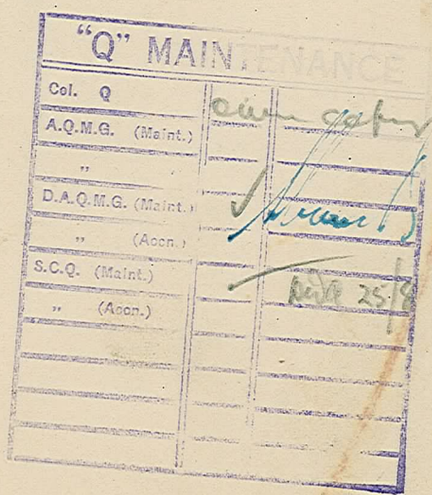
4. Firm WE will be issued when all amendments are finalised.

Brecombe Brigadier
Deputy Adjutant and Quartermaster General

Distribution :

LHQ	(6)
Fwd Ech LHQ	(2)
1 Aust Corps	(2)
1 Aust Base Sub Area	(5)
3 Aust PW Reception Gp	(3)
2 Aust Adv 2nd Ech	(2)
5 Aust Adv 2nd Ech	
Chief Pmr's Office, AIF, SWPA.	

Internal distribution :
List B
DA & QMG.



APPENDIX A

to amendment No. 1 to
Adv LHQ Adm Instr 57
of 10 Aug 45.

25

PERSONNEL.

The following additional personnel are authorised.

HQ 3 PW Reception Gp

Shown in Appendix A of Adv LHQ Adm Instr 57 as provisional WE for Headquarters Australian Prisoners of War Reception Gp. (Tropical Scale).

Detail	Offrs	WO's II	Staff Sjts	Sjts	Cpls	Ptes	Total
Miscellaneous							
Transport Officer(Lt)	1						1
Dispenser			1				1
Clerk (Medical) Trade Group 3						1	1
Storeman Tech(Medical) Trade Group 3						1	1
Carpenter Trade Group 2						1	1
Buglers						2	2
Shoemakers						1	1
Drivers MT				1	1	13	15
TOTAL	1	-	1	1	1	19	23

APPENDIX B

to amendment No 1 to
Adv LHQ Adm Instr 57
of 1 Aug 45.

25

PERSONNEL.

The following additional personnel are authorised.

7 and 8 Aust PW Reception Camps (each)

Shown in Appendix B of Adv LHQ Adm Instr 57 as provisional WE for Australian Prisoners of War Reception Camp (Tropical Scale).

Detail	Headquarters	Four Companies (each)	Total Aust PW Reception Camp (T S)
Captains or Lieutenants	-	2	8
Total additional officers	-	2	8
Orderly Room Serjeants	-	1	4
Ration Sergeant	1	-	1
Regimental Police Serjeant	1	-	1
Transport Serjeant	1	-	1
Total additional Staff Serjeants and Serjeants	3	1	7
Corporals	5	-	5
Privates	37	-	37
Total additional Rank & File	42	-	42
Total additional All Ranks	45	3	57
Distribution of additional rank and file by trades and duties:			
Trade Group 1			
Electrician	1	-	1
Plumber	1	-	1
Trade Group 2			
Carpenter	2	-	2
Trade Group 3			
Shoemaker	2	-	2
Butcher	1	-	1
Non-Specialists			
Regimental Police			
Corporals	4	-	4
Privates	18	-	18
Drivers MT	1	-	1
Corporal	1	-	1
Privates	12	-	12
Total additional Rank & File	42	-	42

APPENDIX C

to amendment No. 1 to
Adv LHQ Adm Instr 57
of 16 Aug 45.
25.

TRANSPORT.

Delete transport as shown in appendices to Adv LHQ Adm Instr No. 57 of 16 Aug 45 and add vehicles in accordance with undermentioned table.

3 Aust PW Reception Gp

Serial	Unit Designation	Cars DS	Truck ¼ ton 4 x 4	Truck 15 cwt GS	Truck 3 ton GS	Truck 3 ton Water	Cars 6 seater utility	Trailers Jeep	Motor Cycles	Total Vehs excl trlrs & MCs
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)
1.	HQ 3 Aust PW Reception Gp	4	12		2			5		18
2.	7 Aust PW Reception Camp		5		6	1	1	5	2	13
3.	8 Aust PW Reception Camp		5		6	1	1	5	2	13
4.	% 88 Aust Dental Unit(HQ and 2 secs)									Nil
5.	110 Aust Depot Cash Office (Type A)		1							1
6.	% HQ and 2 secs 1 Aust Armd Div Pro Coy		3					3	10	3
7.	5 Aust Adv 2 Ech								3	
8.	3 Aust PW Reception Postal Unit		1					1		1
9.	3 Aust PW Reception Gp Canteens Service Det		1					1		1
10.	105 Aust Mob Bac Lab									Nil
		4	28	-	14	2	2	20	17	50

DWA/FGB

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

Advanced Headquarters

AQ 301.2-/Q2

16 Aug 45.

ADV LHQ ADMINISTRATIVE INSTRUCTION No 56.

RETURNED STORES DEPOT.

1. In view of possible reorganisation or reductions of formations in this area, it is anticipated that the rate of return of vehicles and ord stores to Veh Pks and Returned Stores Depots will increase considerably.

2. So that such stores can be handled expeditiously, it is desired that all units ensure that vehicles and stores are returned to RSD's in accordance with the procedure laid down in Unit Administration Stores Accounting, Etc (War) 1945 Chap 14 and are treated as follows :-

(a) Vehicles:

(i) Thoroughly clean the vehicle, carry out 500 miles basic group maintenance, complete minor repairs and adjustments within the scope of unit personnel (vide DME Tech Instr C 19/22 of 24 Jan 44).

(ii) Remove cracked and peeling paint and rust and apply paint wood priming or red lead metal priming as applicable and one coat of paint P.F.U. khaki green No 3. Paint entire undercarriage, chassis, springs etc with paint quick drying black khaki green or grey.

(iii) Spray or brush the whole surface of vehicle and undercarriage with corrosion preventative Type D. Approx two pints are required for each vehicle and petrol may be used as a thinner.

(iv) Drain engine sump and refill with corrosion preventative Type E.2 or oil OE 30 and record in log book.

(v) Check and clean VOL items and treat with corrosion preventative Type D as required.

(vi) Obtain workshop inspection report (AAF G.4)

(vii) Prepare separate AF G1033 for the vehicle and VOL items and forward to ADOS/DADOS for a pproval.

(b) Clothing and General Stores:

(i) Where practicable all stores will be tied in bundles of ten and/or packed in cases or bags. They must be clean, dry and segregated into serviceable, repairable or unserviceable.

(ii) Clothing is to be folded and tied in bundles. Boots are to be tied in pairs.

(iii) Blankets will be rolled in bundles of ten.

(iv) Tentage must be dry, correctly folded and labelled serviceable, repairable or unserviceable.

(v) Tools and ironmongery are to be clean, free from rust and treated with corrosion preventative Type D.

(vi) Cooking utensils are to be clean, free from rust and treated with corrosion preventative Type B or other suitable grease.

2/.

2. Contd.

(c) Technical Stores.

(i) All technical stores must be derusted, cleaned painted where necessary and treated with corrosion preventative or grease as required and where practicable, packed correctly in cases together with all components and accessories. Where this is not practicable, cases should be so marked that major units can be allied with their associated stores. Inspection report (AAF F114) must accompany all tech stores to RSD.

(ii) Weapons, after being thoroughly cleaned will be liberally coated with the appropriate type of grease Artillery equipments are to be prepared for limited storage in accordance with DME Technical Instruction number A.505-1 and must be accompanied by Memorandum of Examination and Recuperator History Sheet.

3. Vehicles and stores will not be accepted by RSD's and Veh Pks until they have been properly prepared as required above.

M.L. Grant. Col
for Brigadier
Deputy Adjutant and Quartermaster - General

DISTRIBUTION

1 Aust Base Sub Area
7 " " " "
8 " " " "
HQ 1 Aust Naval Bombardment Group
27 A ust Maint Pl
1 Aust Mob Litho Sec
12 Aust Fd Svy Dep
Det 2/1 Aust A Topo Svy Coy
Adv LHQ Sigs
24 Pl 2/1 Aust Gd Regt
Det 1 Aust Fd Censorship Coy
Adv LHQ Area Wksp Sec
Adv LHQ Sec AACS.

Copy to : 1 Aust Corps.

INTERNAL DISTRIBUTION:

ORD
AEME
CAMP

Distribution

1 Base Sub Area as list 'A'

(b) Other Ranks

(i) 1 Aust Adv Rft Dep will effect transfers to the new units as required, of personnel on the staff of 1 Aust Adv Rft Dep.

(ii) Remainder of personnel required to raise units to War Establishment will be selected from general reinforcements, with the exception of reinforcements with the following arm or service identity :

Engrs
Sigs
Svy
AA Tn C
AASC
AAMC (30 may be used)
Dental
AACC
AEME

Should insufficient reinforcements be available to fill all requirements from the arms or services already allotted, 1 Aust Adv Rft Dep will notify Adv LHQ who may release such personnel in the categories referred to above as are considered necessary.

(iii) 1 Aust Adv Rft Dep will supply A Det 2 Aust Adv 2 Ech with the arm and trade or duty of all reinforcements selected, and unit to which it is desired personnel be posted.
A Det 2 Aust Adv 2 Ech will issue the necessary reinforcement order.

4. All personnel will be posted with their present ranks and trade groupings. This instruction is not to be regarded as an authority for the promotion of officers and other ranks to conform with new appointments.

5. Equipment and Clothing

(a) Units will be equipped as far as is practicable from available resources of 1 Aust Adv Rft Dep. War Equipment Table E2 - A extracts will be compiled to cover all deficiencies and forwarded to Adv LHQ, who will arrange release of items to availability as 1 Aust Adv Rft Dep requires. It is expected that the new units can be equipped up to at least light scale, that is, all essential weapons and equipment.

(b) Accommodation stores will be provided by 1 Aust Adv Rft Dep.

(c) No additional issues of clothing will be made and personnel will retain all clothing now on issue to them.

6. Unit Records

Officers appointed to command will nominate a suitable officer, who will report to A Det 2 Aust Adv 2 Ech as soon as possible, for instructions in "Unit Records" procedure.

GENERAL

7. All action will be completed by 25 Aug 45 and Adv LHQ advised when units are in a state of readinoss for movement.

8. It will be borne in mind that sufficient staff of 1 Aust Adv Rft Dep must be retained to exercise efficient control over reinforcements remaining after the requirements of the new units are met.

9. Instructions for the re-organisation of 1 Aust Adv Rft Dep as contained in Adv LHQ AQ259.34 of 15 Aug 45 are suspended.

A Beecombe Brigadier
Deputy Adjutant and Quartermaster-General

DISTRIBUTION

LHQ	(6)
Fwd Ech LHQ	(2)
1 Aust Corps	(6)
1 Aust Adv Rft Dep	(6)
A Det 2 Aust Adv 2 Ech	(3)
Chief Pmr's Office, AIF, SWPA	(2)

INTERNAL DISTRIBUTION

List 'B' plus -

C of S
D, & QMG
War Diary (2)

Q (Maint)

MAINTENANCE

MGA/RAA		
A.Q.M.G. (Maint.)	✓	
,,	✓	
D.A.Q.M.G. (Maint.)	✓	
,, (Accn.)	✓	
S.C.Q. (Maint.)	✓	
,, (Accn.)	✓	
	✓	
OBJECT		

Australian Military Forces

Advanced LHQ
AQ 407 -

8 Aug 45.

ADV LHQ ADM INSTRUCTION No. 54

RELEASE OF LONG SERVICE PERSONNEL

1. The object of this instruction is to consolidate and where necessary amplify previous signals and instructions regarding the release of long service personnel.

ELIGIBILITY

2. War Cabinet has directed that all personnel who have completed 5 years full time service, including two or more years operational service overseas, are to be given the option of either being released (discharged) or continuing to serve in the AMF.

3. For the purpose of this instruction, operational service overseas will be deemed to be service qualifying for service chevrons in accordance with GRO 441/44 as amended. Full time service with RAN or RAAF will be included for the purpose of calculating length of service. Where the member is unable by production of an RAN or RAAF discharge certificate or in the case of officers of a certificate of service, to supply evidence of eligibility the necessary inquiry made in accordance with para 8 hereunder will include particulars of the member's former RAN or RAAF number and rank and the service which he claims.

4. The eligibility of members will be verified by reference to the member's AAB.83 and paybook, unit records or 2 Echelon organization.

5. Certain details may not be obtainable from Pay Books and AABs. 83, e.g. -

(a) Date of commencement of Full Time Duty
(b) Dates of embarkation and disembarkation to and from New Guinea
(c) Dependancy status.

6. As records are not held by dets 2 Adv 2 Ech, it will be necessary for A Det 2 Adv 2 Ech, to refer queries to the mainland and delays up to several weeks may result in obtaining this information.

7. In many cases units maintain records, containing personal histories of its members, which will give the required information. In other cases COs or other officers may be able to verify members claims by personal knowledge and interrogation of the individuals. Finally, claims may be supported by statutory declarations.

8. Only in cases where there is no possibility of reasonably deciding members claims, should reference be necessary to dets 2 Adv 2 Ech.

9. A member of the PMF whose period of engagement therein has expired or who has been discharged therefrom on being appointed to commissioned rank in the AIF or CMF will be eligible for release if otherwise qualified. However, before a member of the PMF elects to be released (discharged), he will be advised that : -

(a) Such discharge will be from the PMF as well as the AIF or CMF;
(b) Unless he has had at least 20 years service he will not be entitled to furlough; and
(c) Sec 40 of the Superannuation Act 1822 - 1943 will apply. If aged 55 or over Sec 29 and 60(o) will also apply.

/over

9. Cont'd ....

Other rank members of the PMF on discharge will be issued with both AAF A16 (Certificate of Discharge PMF) and AAF A101 (Certificate of Discharge AIF or CMF).

INDIVIDUAL PRIORITIES.

10. The release of long service personnel is to be spread over the period ending 31 Dec 45. Other rank personnel will (subject to para 29 and 50) be released in accordance with their priority based on age, length of service and dependency status, assessed in accordance with para 11.

ASSESSMENT OF PRIORITIES.

11. (a) Male Members

Two points will be allotted for each completed month of servic with two additional points for each completed year of age at enlistment. Where members claim dependancy status, one additional point for each completed month of service will be added.

(b) Female Members.

One point will be allotted for each completed month of service with three additional points for each completed year of age at enlistment. Female members with dependency status and married women will receive priority over all other female members.

12. In assessing priorities : -

(a) Length of service will be the total completed months of service calculated from the date of commencement of full time duty to 1 Jan 46. This date is to be used for assessment of points for priority of release and has no relationship with the date on which a member may become eligible under para 2 above. Non effective service will NOT be deducted for the purpose of assessing points. Service with RAN or RAAF WILL be included.

(b) Dependency status will be accorded only to those members on whose behalf a dependants allowance is being paid by the Army. The number of dependants does NOT affect points allotted.

(c) Age on enlistment will be the completed years of age at the date of commencement of full time war service.

ELECTION AS TO DISCHARGE.

13. All members who are eligible for release (discharge) under para 2 above will be required to make an election for either release (discharge) or continued service by 31 Aug or within one month of becoming eligible whichever is the later date. The result of such election will be entered on the inside back page of AAB 83 in the following terms and will be signed by an officer :

Long Service	Elected (discharge) (serve on)	(date)

14. A priority will be allotted immediately an election for release (discharge) is made. Units will maintain nominal rolls placing other rank personnel in order of individual priority as at 31 Aug 45 and releases will be effected in accordance therewith (subject to para 29 and 50). Other rank personnel who elect discharge after that date, will be shown on separate rolls maintained for each subsequent month. All personnel shown on rolls as at 31 Aug will be released before those who subsequently elect discharge and thereafter similar action will be taken in regard to the September etc rolls.

15. All personnel electing to be released (discharged) will be warned that releases on long service grounds may be spread over a period of six months and the fact that an election for release (discharge) has been made does not constitute a right to immediate release (discharge).

16. (a) Personnel who elect NOT to be released (discharged) will be given a further opportunity to elect at a later date.
(b) The period which must lapse before a further election can be made is under consideration by War Cabinet and the decision will be notified as soon as it is available.

ALLOTMENT OF DISCHARGE QUOTAS

17. Adv LHQ and 1 Aust Corps in consultation will decide from time to time the quotas of personnel for releases from 1 Aust Corps, Base Sub Areas, and units directly under command Adv LHQ.

18. Adv LHQ will advise Base Sub Areas and 1 Aust Corps is advising formations under command 1 Aust Corps the quotas allotted to such formations.

19. Units directly under command Adv LHQ will be advised names of personnel to be released, such nominations being in accordance with rolls submitted vide para 23.

RETURNS - 1 AUST CORPS

20. (a) 1 Aust Corps memo AG3449 of 3 Aug 45 indicates returns required by 1 Aust Corps from formations and units under command.
(b) Attention is drawn to LHQ memo 101811 of 2 Aug 45, para 16, indicating returns to be forwarded by 1 Aust Corps to Adv LHQ. Such returns are required at Adv LHQ by 15th of each month.

RETURNS - BASE SUB AREAS

21. Base sub areas have submitted to Adv LHQ a return showing the number of other ranks by arms and services as at 30 Jun 45 who are eligible and desire to be released.

22. (a) Additional returns will be forwarded, to reach Adv LHQ by the 15th of each month in respect of personnel who become eligible for and elect discharge during the previous month.
(b) Future returns will be compiled in accordance with Appendix A attached. It will be noted that the returns cover all ranks.

RETURNS - UNITS UNDER COMMAND.

23. Units directly under command of Adv LHQ have submitted nominal rolls of other ranks as at 30 Jun 45 who are eligible and desire to be released. Similar returns will be rendered to reach Adv LHQ by the 15th of each month in respect of personnel who become eligible for and elect release (discharge) during the previous month.

24. Ex prisoners of war will not be included in the returns as such personnel are already covered by previous instructions.

OFFICERS.

25. The release of officers will be controlled by LHQ. 1 Aust Corps will deal direct with LHQ on the matter. Notifications of numbers or names of individual officers to be released from base sub areas and units under command will be issued from time to time by Adv LHQ.

26. Base Sub Areas and units under command of Adv LHQ will submit nominal rolls in triplicate showing officers who are eligible as at 31 Jul 45 and who desire release. Such returns have already been called for, to reach Adv LHQ by 6 Aug 45.

27. Additional rolls, in quadruplicate, will be forwarded to reach ADV LHQ by the seventh day of each month showing officers who elected release in the previous month. Nil returns will be submitted when applicable.

28. (a) Rolls in future will be submitted separately for : -

(i) each HQ unit or unit comprising officers employed extra regimentally (e.g. HQ Base Sub Area, Adv Rft Depot, Details Depot, Press Unit).
(ii) All other units by arms (e.g. Sigs, AASC).
(iii) Officers by arms, corps or services posted for duty with a unit not of their own arm, corps or service (e.g. AAMC officers posted as RMOs, Edn Offr posted to a hospital etc).

(b) The rolls vide sub para (a) will include the following information -

(i) Number, rank (sub and temp) and name
(ii) Unit
(iii) Present appointment
(iv) Medical classification
(v) Present Age
(vi) Date commenced full time duty
(vii) Period of overseas service in months
(viii) Release priority in points vide para 11.
(ix) Comd or L of C Area in which officer desires to be finalised.

KEY PERSONNEL

29. Personnel whose release in the opinion of Formation Commanders would seriously affect the efficiency of the units under command will NOT be marched out for discharge pending further instructions. Retention under this heading must be rigorously restricted to real military necessity.

30. War Cabinet approval is being sought for temporary deferment of release (discharge) in such cases for periods up to six months to enable replacements to be trained.

31. It is anticipated that sufficient reinforcements and 'X' list personnel will be made available in all areas during months of August and September to meet deficiencies in units as at 31 Jul 45.

32. Units under direct command of Adv LHQ will show reasons for recommended retention of any unit personnel on the nominal rolls submitted para 23 and 28.

MOVEMENT

33. On receipt of advice from Adv LHQ of quota to be released, base sub areas will, arrange for personnel selected to be marched out to appropriate Base Sub Area Details Depot for embarkation or emplanement.

34. Similar action will be taken by formations under command 1 Aust Corps on receipt of quotas from that HQs.

35. Arrangements are in hand to move the majority of personnel by sea. Advice of ETA of vessels at appropriate ports or the programme of movement by air will be supplied to 1 Aust Corps and base sub areas as early as possible.

36. A firm movement programme cannot always be forecast and therefore administrative preparations should be foreseen as much as possible to cope with emergency moves.

37. OC troops and draft conducting officers or W or NCO's will be selected by formation commanders from officers or W or NCO's being released under the instructions of Adv LHQ and 1 Aust Corps.

38. Units under direct command of Adv LHQ will march out personnel nominated for release to Base Sub Area Details Depot in accordance with instructions as issued by Adv LHQ.

DOCUMENTATION

39. Units will march out personnel on AAF Mob 3 to appropriate Base Sub Area Details Depot for on movement to RR & GDD of Comd or L of C Area of discharge.

40. AAF Mob 3 will be made out for "duty". The unit with which the member was serving at time of lodgement of kit will be shown in the remarks column under heading "Kit". The words "Longser Discharge" will also be shown in the remarks column.

41. Separate AAF Mob 3 will be compiled by units for each Comd or L of C Area of discharge. The forms used for long service releases will NOT include personnel marched out for other reasons.

42. The utmost care will be taken to ensure that members' personal and regimental documents are transmitted in accordance with GRO 41/45, and that the appropriate notations are made on AAF Mob 3.

43. Embarkation rolls, AAF T51 and GHQ Regulating System Form A1 will be prepared under arrangements base sub areas. Separate documents will be compiled for each Comd or L of C Area of discharge, and for Officers and ORs.

44. The unit with which a member was serving at time of lodgment of kit as notified by present units on AAF Mob 3 will be shown in the right hand column of embarkation rolls. The words "Longser Discharge" will also be shown in the remarks column of embarkation documents and as reason for travel on form A1.

45. (a) Three copies of embarkation rolls and AAF T51 of other ranks and five copies of embarkation rolls and AAF T51 of officers, in addition to normal distribution, will be submitted to Movt Control who will distribute as follows :

(i) Officers and Other Ranks

One copy by direct bag to Comd or L of C Area of discharge

Two copies by direct bag to Kit Store Liaison Officer, HQ Qld L of C Area.

(ii) Officers

Two copies by direct bag to Adv LHQ.

45. Cont'd ...

(b) Where troops are moved from BORNEO to MOROTAI for transshipment to another vessel there, the extra copies vide (a) above will be despatched direct by Movements at port of embarkation in BORNEO. OC Tps of such transhipped parties will carry with him from BORNEO, eleven copies of nominal rolls and AAF T51 to cover re-embarkation at MOROTAI.

(c) When movement is by air, base sub area from which troops emplaned to mainland will despatch the following signals :

(i) To Comd or L of C Area of discharge (info Movement Control at mainland airfield) the army number, rank, name and initials of members emplaned together with aircraft number and time of departure (as obtained by base sub area from Movement Control). "Longser Discharge" will be included as the first words of the text of the signals.

(ii) To A sub HQ Kit Store IPSWICH the army number, rank, name and initials, name of members unit at time of lodgment of kit and the required destination of kits of members emplaned. "Longser Discharge" will be included as the first words in the text of the signal.

(d) Movement Control will include personnel in daily advice to 2 Ech of emplanements and deplanements, showing "Longser" as reason for travel.

PERSONAL EQUIPMENT

46. Personnel returning to the mainland by sea will move with personal arms and equipment, mosquito nets and cots folding Aust and one blanket. Personnel moving by air will move with one blanket and personal equipment less personal arms and helmet steel. Tents shelter half, capes, shelter, and controlled stores with exception of personal arms in case of personnel moving by sea, will be withdrawn from all personnel by units. Special attention should be paid to withdrawal of watches, compasses, binoculars and sub-machine guns.

KITS

47. The notification to Kit Stores of name of the members unit at time of lodgment of kit, by means of copies of embarkation nominal rolls or signal advice vide para 45, will enable kits to be available on arrival at the first RR & GDD.

48. Where kits have been lodged under an army number other than the current one (e.g. a CMF number) such original numbers will be shown on the AAF Mob 3 and embarkation rolls or signal advices to kit stores

ACCELERATED DISCHARGE ON COMPASSIONATE GROUNDS.

49. Applications received from relatively low priority personnel for early discharge based on compassionate grounds will be forwarded for investigation direct by Formation Hqrs to HQ Comd or L of C Area in which discharge is desired.

50. When applications are recommended by HQ Comd or L of C Area the n members will be moved to mainland with long service personnel at earliest opportunity.

REHABILITATION

51. Members being released on long service grounds who have employment in view are to be permitted to engage in such employment and are NOT to be subject to compulsory direction in regard to nature of employment. Members who desire assistance in obtaining employment are to be given assistance from Manpower Employment Section at RR & GDD.

for Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION:

1 Aust Corps (6)
1 Aust Base Sub Area (6)
7 Aust Base Sub Area (6)
8 Aust Base Sub Area (6)
HQ 1 Naval Bombardment Gp
27 Maint Pl
Det 2/1 Topo Svy Coy
1 Mob Litho Sec
13 Fd Svy Dep
Adv LHQ Sigs
A det Special Wireless Gp
24 Pl 2/1 Fd Regt
Adv ATIS
Allied Intelligence Bureau
Adv LHQ Wksp
107 Dep Cash Office
1 Press Unit
Adv LHQ Det AA Canteens Service

COPIES TO :

LHQ (3)
Fwd Ech LHQ
A Det 2 Adv 2 Ech (3)

INTERNAL DISTRIBUTION:

List B
plus DA & QMG
War Diary. (2)

Appendix 'A' to Adv LHQ Adm Instr No 54
of 8 Aug 45

FIVE YEAR RELEASE PLAN

Number of Personnel by Arms and Services who are eligible for and elect Release

ARM or SERVICE	Balance of pers to be released brought fwd from last return			Number of personnel elected release during month ending			Progressive total pers to be released		Pers marched out from area for release since submitting last return			Authority for release	Balance of pers to be released			
	Fd rank & above	Below Fd rank	OR	Fd rank & above	Below Fd rank	OR	Offrs	OR	Fd rank & above	Below Fd rank	OR		Fd rank & above	Below Fd rank	OR	Total Offrs & OR
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)
HQ & HQ Units																
(etc)																
For MEDICAL see (b) below																

NOTE : (a) Adv LHQ Operational Order of Battle - OBOE Ops, G213.13 SD of 2[illegible] Jul 45 will be used as the OOB.

(b) AAMC personnel will be further divided into :

MOs) (i) Officers FD Rank and above.
Non-MEDICAL) (ii)Officers below Fd Rank.
AANS)

OR

.....Commander
.....Formation
.....Date

DGMcK/FGB

SECRET

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

Advanced Headquarters

AQ 301.2/Q2

1 Aug 45.

ADV LHQ ADMINISTRATIVE INSTRUCTION No 53.

MAINTENANCE LEVELS OF STORES AND SUPPLIES - MOROTAI AND BORNEO AREAS

1. Appendix 'A' attached shows the levels of supply to be maintained in the MOROTAI - BORNEO areas.

2. As from the 31 Aug 45 the levels shown for MOROTAI, LABUAN and BALIKPAPAN will be maintained by LHQ in the normal manner in accordance with the requisitions and stock sheets received direct from the Advanced Depots concerned except that in the case of engineer and canteens stores requisitions will continue to be co-ordinated by the D E in C and ADCS Adv LHQ respectively. Adv LHQ will continue to maintain the TARAKAN area from MOROTAI.

3. Adv LHQ will arrange shipping each month on receipt of advice from LHQ of the estimated quantities of stores and supplies, including refrigerated and cooler cargo, requiring movement. This information is required to reach Adv LHQ by the fifteenth of each month for the following month.

4. Fwd Ech LHQ Administrative Instruction No 2 of the 10 Dec 44 and Adv LHQ Administrative Instruction No 32 of the 27 Apr 45 are cancelled.

W.K. Grant Col for Brigadier
Deputy Adjutant and Quartermaster - General

DISTRIBUTION:

LHQ (20)	1 Aust Base Sub Area (6)
Fwd Ech LHQ (6)	7 Aust Base Sub Area (6)
1 Aust Corps (6)	8 Aust Base Sub Area (6)

INTERNAL DISTRIBUTION

G (Ops)	Q Maint
G (SD)	Q Mov (2)
Engrs	ST
Sigs	Ord
A (2)	Print
Med	Canteens

SECRET
APPENDIX 'A'
to Adv LHQ
Adm Instr No.53
of 1 SEP 45.

SUPPLY LEVELS - MOROTAI - BORNEO AREA

Serial No.	AREA	ENGINEER STORES	SUPPLIES EUROPEAN INCLUDING EXPENSE STORES	NATIVE RATIONS (NEI forces Scale)	HOSPITAL SUPPLIES	POL	MEDICAL & DENTAL	ORDNANCE STORES	AMMUNITION	CANTEENS	MISCELLANEOUS	REMARKS
1	MOROTAI	½ Base Depot plus special project stores	30/60 days for 38500 incl 12000 RAAF	30/60 days for 1000 natives	30/60 days for 2500 hospital patients	30/60 days HBF and SAO for 26000 30/60 days POL less MT 80 ADF Avgas & Avoil for 12500	60/90 Days for 26500	60/90 days scaling for all units on OOB	Minimum 30 days intense Maximum 30 days intense and 30 days quiet for one Bde Gp plus one Bn Gp	30/60 days (Tobacco 60/90 days) for 38500 incl 12000 RAAF	30/60 days for 26500	To be maintained direct from AUSTRALIA and includes stocks for TARAKAN
2	LABUAN	½ Base Depot plus one CRE Depot plus special project stores	30/60 days for 32000 incl 6000 RAAF	BBCAU responsible for provision	30/60 days for 2000 hospital patients	30/60 days POL less MT 80 ADF & AVGAS for 32000	60/90 days for 26000	60/90 days scaling for all units on OOB	Minimum 30 days intense Maximum 30 days intense 30 days quiet	30/60 days (Tobacco 60/90 days) for 32000	30/60 days for 26000	To be maintained direct from AUSTRALIA
3	BALIKPAPAN	½ Base Depot plus one CRE depot plus special project stores	30/60 days for 34000 incl 4000 RAAF	30/60 days for 1000 natives	30/60 days for 1500 hospital patients	30/60 days POL less MT 80 ADF and AVGAS for 34000	60/90 days for 30000	60/90 days scaling for all units on OOB	Minimum 30 days intense Maximum 30 days intense 30 days quiet	30/60 Days (Tobacco 60/90 days) for 34000	30/60 days for 30000	To be maintained direct from AUSTRALIA
4	TARAKAN	One CRE Depot plus special project stores	15/45 days for 12500 incl 5000 RAAF	15/45 days for 1000 natives	15/45 days for 300 hospital patients	15/45 days POL less MT 80 and AVGAS for 12500	15/45 days for 7500	60/90 days scaling for all units on OOB	Minimum 30 days intense Maximum 30 days intense 30 days quiet	15/45 days for 12500	15/45 days for 7500	Being maintained from MOROTAI see Serial 1.

AUSTRALIAN MILITARY FORCES
SOUTHWEST PACIFIC AREA

CONFIDENTIAL

Adv LHQ

9/9 Jul 45

Adv LHQ Administrative Instruction No 52

Command and Administration of Watercraft Units - 9 Aust Div Area

Object

1. The object of this instruction is to set out the command and administration of Watercraft Units in 9 Aust Div Area, and the principle regarding the employment of the craft.

Command of Units

2. The following units will be under the command of 8 Aust Base Sub Area:

One HQ Aust Water Transport Group;
41 Aust Landing Craft Coy;
11 Aust Small Ships Coy;
Det 12 Aust Small Ships Coy;
Det 3 Aust Water Transport Group;
1 Aust Landing Craft Wksp;
2 Aust Floating Watercraft Wksp.

Watercraft Available

3. (a) Watercraft which will be available in area are shown in Appendix "A" attached.

(b) Of these craft it is considered that the following availability should be maintained:-

LCM 50% daily
All other craft 60% daily.

Principles of Employment of Craft

4. (a) It must be clearly understood that the role of 41 Aust Landing Craft Coy and 11 Aust Small Ships Coy in this area, is to meet all the operational and administrative demands of 9 Aust Div and sufficient craft have been provided for this purpose.

(b) In general, so that most economical use will be made of all craft in the area, TASKS rather than specific requests for craft should be given to 8 Aust Base Sub Area, with the exception listed in sub para (c) below.

(c) To meet operational requirements LCMs or ALCs will be made available to be placed under command of Bde or other HQ as directed by 9 Aust Div.

(d) Priority of allocation of Landing Craft should be

as follows:-

i. Urgent operational tasks;
ii. Port working;
iii. Normal re-supply tasks.

Repair of Watercraft

5. (a) The following units have been placed under the command of OC 2 Aust Floating Watercraft Wksp:-

1 Aust Landing Craft Wksp;
Det 13 Aust Adv Wksp;
Det 2 Aust Floating Watercraft Wksp.

(b) OC 2 Aust Floating Watercraft Wksp will be responsible for repair of all AMF vessels in the area, plus BBCAU vessel until such time as BBCAU establish their own workshop facilities.

(c) 8 Aust Base Sub Area will lay down priorities for the repair of watercraft.

Spare Parts

6. (a) 3 months scaling of spare parts will be held by Ord at LABUAN.

(b) Requirements of spares for LCMs will be submitted to Adv LHQ monthly, so that these may be obtained from American sources under Lend-Lease.

H.E. Combe Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION

LHQ	(2)
Fwd Ech LHQ	(2)
1 Aust Corps	(4)
8 Aust Base Sub Area	(10)

INTERNAL DISTRIBUTION

SD
Q
Q (Mov)
Ord
AEME

War Diary (2)
File.

Copy: Maj Pinniger

APPENDIX "A"
To Adv LHQ -
Adm Instr No
52 of 18 Jul 45

Watercraft Which Will be Available in 9 Aust Div Area

	For command and internal adm	Task Craft	
41 Aust Landing Craft Coy			
LCMs		42	
ALC 40		10	
ALC 120		3	
38' FS vessels	2	3	(a)
40' Workboats	3		
11 Aust Small Ships Coy			
106' Steel Cargo Vessels		4	
66' Wooden Cargo vessels		4	
125' Wooden Cargo Vessel refrigerated		1	
60' Hospital Launch		1	
80' Hospital Launch		1	
ALC 20		5	
40' Workboats	3	6	(b)
38' FS Vessels		2	(a)
45' Steel Tugs	2		
75' Steel tugs	1		
106' Repair vessel	1		
Det 12 Aust Small Ships Coy			
LCM		4	(c)
Det 3 Aust Water Transport Gp			
62' Command Launch		1	(d)

Notes

(a) For use of Divisional Staff or allotment to Bde Comds.
(b) 1 for use Comd 8 Aust Base Sub Area and 1 for use Det 11 Aust MC Gp.
(c) For port working.
(d) For use Comd 9 Aust Div.

APPENDIX F
to Adv LHQ Adm Instr No. 71
of 13 Sep 45

Adv LHQ Administration Instruction No 51

Subject : Accounting for Enemy Property and Requisitioning of Civilian Property in OBOE Operations

Enemy Property

1. Property of the Japanese Armed Forces or of the Japanese Government or any Japanese public authority recovered in areas occupied by the AMF will be treated as booty. It becomes the property of the Commonwealth, and not of the individual member of the unit taking it into possession.

2. Where a reasonable doubt exists as to whether Japanese property is public or private property, it will be treated as public property (i.e. as booty) until the contrary is proved.

3. Captured enemy equipment will be disposed of as directed by GROs G 473/43 and G 238/44. All other booty will be dealt with as prescribed in the following paras.

4. Japanese machinery and equipment erected in sites on any oilfield will not be dismantled except under the orders of a Div or Bde Comd, who will only give permission for it to be dismantled for urgent operational reasons.

5. (a) All other Japanese materials and supplies which fall within the category of booty will be collected and where practicable, delivered as soon as possible to nearest Eng, S&T, Ord or Salvage depot or dump, as may be appropriate, by the unit occupying the area in which the materials and supplies are. In the event of large quantities of supplies or stores being captured it may be more practicable to place a guard and the appropriate Service personnel at this site, than to attempt to move the booty to a Service dump. An inventory of it will be made at the depot or dump and the materials and supplies taken on charge.

(b) Where there is no appropriate Service dump or depot, the unit recovering the materials and supplies will collect them into one salvage dump and make an inventory by appropriate classifications - e.g., engineer stores, ordnance stores, miscellaneous.

(c) As soon as completed, the unit making the inventory will forward a copy through normal channels to the appropriate Base Sub Area.

6. (a) After being taken on charge, the materials and supplies may be issued for Army purposes in the normal manner.

(b) If any of the materials and supplies are required by BBCAU, or NICA, the Div Comd or any service representative authorised by him may approve of the issue of all or part of the requirements of BBCAU or NICA, as the case may be.

Private Property

7. Subject to paras 9,10 and 11 of this Instruction, private property of civilians will not be taken or requisitioned except through BBCAU or NICA, as the case may be.

8. (a) Notwithstanding para 7, in the case of urgent operational necessity, a Div or Bde Comd may authorise the requisitioning of private property.

(b) An inventory of the property so requisitioned will be made, recording the nature, description, quantity and condition of the property, and the name of the owner, where known, or where the name is not known, the location of the property at the time of requisitioning.

(c) A copy of the inventory will be forwarded forthwith to BBCAU or NICA, as the case may be.

9. In all other cases, requisitions for private property will be submitted to BBCAU or NICA, as the case may be, which will take the necessary action to complete the requisition and make the property available to the unit for which it is requisitioned.

10. Where it is necessary to remove private property which has been damaged during the course of operations, the property will be treated as salvage and will be collected in a salvage dump. It may be issued from the salvage dump as required by any of the Services or by BBCAU or NICA as the case may be.

11. Where practicable and the property can be readily identified, an inventory will be made giving the description, quantity and condition of the property, the name of the owner, if known, and the location in which the property was. A copy of the inventory will be forwarded to BBCAU or NICA, as the case may be.

(sgd) V C Secombe Brigadier
Deputy Adjutant and Quartermaster General.

APPENDIX 'C'

to Adv LHQ Adn Instr No 73
of SEP 17 1945

CIVIL AFFAIRS

1. GENERAL

The Civil Affairs phases of these operations include :

(a) The furnishing of minimum quantities of food, fuel, clothing, emergency shelter and medical, sanitary and other essential supplies necessary to preserve lines of communication and maintain the health and working capacity of the population and to preserve public order.

(b) The early re-establishment of the Netherlands Indies Government within the occupied area.

(c) The investigation of the possibility of restoring production, storage and loading facilities in the objective area.

2. NETHERLAND INDIES CIVIL ADMINISTRATION UNITS (NICAs)

(a) GENERAL

The Netherlands Indies Government has organised Civil Administration units (NICAs) as units of the Netherlands Indies Army and has made them available to assist Allied Army and Base Commanders in the discharge of their responsibility for Civil Administration and Relief in occupied areas. The NICA units have the authority of the Netherlands Indies Government for administering, disciplining and employing the population in the area of operation in the manner best contributing to the success of the common effort against the enemy. They are not combat forces but are provided to relieve combat forces of the burden of civil administration.

(b) FUNCTIONS

The basic functions of the NICA unit are :

(i) The civil administration and control of all non-military individuals, whether native or otherwise, in re-occupied areas of the Netherlands Indies.

(ii) The procurement, control and administration of civilian labourers.

(c) PERSONNEL

(i) The Commanding Officer of the NICA Detachment (CONICA) will be in command of the NICA Detachment and will be responsible for the control and civil administration of all non-military individuals in re-occupied areas in accordance with established policies and will also provide overseers for labourers.

(ii) Composition of the NICA unit will be as determined by NEI authorities for each projected operation.

3. ADMINISTRATION OF NON-MILITARY INDIVIDUALS

(a) CONICA will recommend to the Commander of the force those individuals to be evacuated from the area of operations and will be responsible for those retained therein. The Commander will be responsible for the evacuation of those individuals whose evacuation he has ordered or approved, and for the application of such restrictions to non-military individuals as he deems necessary.

3.(a)(Cont) The Commander will inform NICA of those individuals evacuated and upon whom restrictions have been placed.

(b) CONICA will -

(i) Prevent the civil population from interfering with the military effort.

(ii) Recruit labour for all purposes.

(iii) Assist in establishing public safety measures.

(iv) Stimulate local food production and fishing.

(v) Institute measures for health and sanitation, including restoration of civilian hospitals.

(vi) Re-establish the Netherlands Civil Administration in accordance with Netherlands East Indies law.

4. LABOUR - NEI

(a) CONICA is responsible for recruiting, clothing, equipping, housing, feeding, paying, working, hospitalising and disciplining labourers.

(b) CONICA will designate an officer in charge of labourers who will :

(i) Be responsible for the efficient employment of labourers.

(ii) Allocate labourers to specific tasks in accordance with priorities established by the Commander.

(c) The Commander will designate one officer who will indicate to CONICA the priority of the tasks to be performed by labour and all requisitions for use of labour will pass through this officer.

(d) Transportation will be provided, as available, for carrying labourers from and to their compounds.

(e) Labourers will not be attached to military units.

(f) Labourers should preferably be employed in construction work, as couriers, clearing ground, in grass cutting, in malaria control, in general work in dumps and in unloading ships. They will not be employed in domestic duties or in tasks other than those mentioned above except in emergencies.

5. RELATIONSHIP WITH INTELLIGENCE SERVICES

(a) AIB and CIC personnel are not part of NICA, have no jurisdiction over the administration or control of the civilian population in occupied area and will, in no case, be placed in a position of authority over CONICA or members of the NICA unit.

(b) If AIB or CIC personnel require civilians for carrying out their duties, appropriate request will be submitted to the officer designated in accordance with paragraph 5 (c).

6. RELATIONSHIP OF TROOPS WITH CIVIL POPULATION

(a) The population of the Netherlands Indies will be of great assistance to the command, once their confidence has been gained. Every effort will be made to maintain friendly relations with the population.

6. (b) The following policies will be observed :

(i) Troops will not molest civil population

(ii) Troops will not enter dwellings without permission of the inhabitants, except in the performance of duties.

(iii) Troops will not obtain articles, including foodstuffs, without the consent of the owners; items will be paid for at rates established by NICA.

(c) Offenders will be apprehended and tried by the authorities set out hereunder :

(i) Member of NEI armed forces serving with NEI units shall be dealt with exclusively by NEI Courts.

(ii) Members of AMF and other Allied Forces and non NEI persons accompanying those Forces shall be dealt with exclusively by the Service Courts of the Force concerned.

(iii) NEI subjects serving with an Allied Force so as to be subject to the law of the Force, may be dealt with by the Service Courts of that Force.

(iv) NEI authorities will make arrangements for the speedy trial in the vicinity by NEI Courts of NEI civilians who are alleged to have committed offences against persons, property or security of the Allied Forces, without prejudice to the power of C in C AMF, if military necessity in his judgment so requires to bring to trial before a military court of any such civilian.

(v) NEI civilians subject to the exclusive jurisdiction of NEI Courts may, in the absence of NEI authorities, be arrested by Allied military police and detained by them until handed over to NEI authorities.

(vi) Persons subject to the exclusive jurisdiction of Allied Service Courts may be arrested by NEI police for offences against NEI law and detained until they can be handed over to appropriate Allied Service authority.

(vii) Mutual assistance to be given in making investigations, collecting evidence and securing attendance of witnesses in cases liable under respective jurisdictions.

(d) Taxation

(i) Members of Allied Forces and persons accompanying these Forces, their property and the property of their Govts, are exempt from taxation, including customs.

(ii) The Force Comd is to ensure that such property is not sold to the public except in agreement with Lieutenant Governor, NEI.

7. PAYMENT FOR SERVICES AND SUPPLIES

By arrangement between Australian and Dutch Governments, payment for all services and supplies for operations within NEI territory will be a charge against the Dutch Government.

SECRET

APPENDIX D

to Adv LHQ Adm Instr No 73

of SEP 17 1945

DAILY RATION SCALE OF JAPANESE ARMED FORCES

Tea	2/7 ozs
Biscuits white	7 ozs
Flour white	1/2 oz
Rice Unpolished	3 ozs
Salt	3/7 ozs
Edible animal fat	1/2 oz
Dried fruit	1/2 oz
Tinned fish	3-3/7 ozs
M & V	1-5/7 ozs
Condensed milk	1/2 oz
Sugar	1/4 oz
Native equivalent for potatoes fresh or Dehydrated potatoes 2 ozs	8 ozs
Native equivalent for onions fresh or unattractive varieties of tinned vegetables 1-2/3 ozs	2 ozs

This scale indicates the maximum quantities of rations which may be issued. The calorific value approximates 1685 calories. Only such items and quantities will be issued as are necessary to supplement items available from Japanese stocks or local fresh equivalents to achieve a similarly balanced ration of a total calorific value of approximately 1685 calories.

APPENDIX E

to Adv LHQ Adm Instr No 73
of
SEP 17 1945

PROVISIONAL SCALE OF ISSUE OF AASC EXPENSE STORES TO SURRENDERED JAPANESE FORCES

Per 100 Japs per 7 days

Soap, Common	12 lbs
Soda Ash	6 lbs
Water Sterilizing Powder	1½ lbs
Chloride of Lime	½ lb
Mosquito spray	2 gals
Phenol	1 gal

Note : This scale indicates the maximum quantities which may be issued. Only such items, and quantities as are considered absolutely necessary will be issued.

APPENDIX F
to Adv LHQ Adm Instr No. 73
of SEP 17 1945

Adv LHQ Administration Instruction No 51

Subject : Accounting for Enemy Property and Requisitioning of Civilian Property in OBOE Operations

Enemy Property

1. Property of the Japanese Armed Forces or of the Japanese Government or any Japanese public authority recovered in areas occupied by the AMF will be treated as booty. It becomes the property of the Commonwealth, and not of the individual member of the unit taking it into possession.

2. Where a reasonable doubt exists as to whether Japanese property is public or private property, it will be treated as public property (i.e. as booty) until the contrary is proved.

3. Captured enemy equipment will be disposed of as directed by GROs G 473/43 and G 238/44. All other booty will be dealt with as prescribed in the following paras.

4. Japanese machinery and equipment erected in sites on any oilfield will not be dismantled except under the orders of a Div or Bde Comd, who will only give permission for it to be dismantled for urgent operational reasons.

5. (a) All other Japanese materials and supplies which fall within the category of booty will be collected and where practicable, delivered as soon as possible to nearest Eng, S&T, Ord or Salvage depot or dump, as may be appropriate, by the unit occupying the area in which the materials and supplies are. In the event of large quantities of supplies or stores being captured it may be more practicable to place a guard and the appropriate Service personnel at this site, than to attempt to move the booty to a Service dump. An inventory of it will be made at the depot or dump and the materials and supplies taken on charge.

(b) Where there is no appropriate Service dump or depot, the unit recovering the materials and supplies will collect them into one salvage dump and make an inventory by appropriate classifications - e.g., engineer stores, ordnance stores, miscellaneous.

(c) As soon as completed, the unit making the inventory will forward a copy through normal channels to the appropriate Base Sub Area.

6. (a) After being taken on charge, the materials and supplies may be issued for Army purposes in the normal manner.

(b) If any of the materials and supplies are required by BBCAU, or NICA, the Div Comd or any service representative authorised by him may approve of the issue of all or part of the requirements of BBCAU or NICA, as the case may be.

Private Property

7. Subject to paras 9, 10 and 11 of this Instruction, private property of civilians will not be taken or requisitioned except through BBCAU or NICA, as the case may be.

8. (a) Notwithstanding para 7, in the case of urgent operational necessity, a Div or Bde Comd may authorise the requisitioning of private property.

(b) An inventory of the property so requisitioned will be made, recording the nature, description, quantity and condition of the property, and the name of the owner, where known, or where the name is not known, the location of the property at the time of requisitioning.

(c) A copy of the inventory will be forwarded forthwith to BBCAU or NICA, as the case may be.

9. In all other cases, requisitions for private property will be submitted to BBCAU or NICA, as the case may be, which will take the necessary action to complete the requisition and make the property available to the unit for which it is requisitioned.

10. Where it is necessary to remove private property which has been damaged during the course of operations, the property will be treated as salvage and will be collected in a salvage dump. It may be issued from the salvage dump as required by any of the Services or by BBCAU or NICA as the case may be.

11. Where practicable and the property can be readily identified, an inventory will be made giving the description, quantity and condition of the property, the name of the owner, if known, and the location in which the property was. A copy of the inventory will be forwarded to BBCAU or NICA, as the case may be.

(sgd) V C Secombe Brigadier
Deputy Adjutant and Quartermaster General.

SECRET.

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

Advanced Headquarters

18 Jun 45.

ADV LHQ ADMINISTRATIVE INSTRUCTION No 49

CENSUS OF WARLIKE STORES.

During the currency of the OBOE series of operations the Census of Warlike Stores, MT, vehicles, watercraft and major machine tools will be maintained on a Force and not on a Formation basis.

2. Unit Census returns will be submitted to the Senior Ord Officer of the Force concerned.

3. The Force basis will be :-

(a) OBOE ONE

(b) OBOE TWO

(c) OBOE SIX

(d) Units under comd 1 Aust Corps remaining on MOROTAI.

(e) (Adv LHQ and units under comd at MOROTAI
(1 Aust Base Sub Area and units under comd at MOROTAI.

4. Units moving inter force will render census returns of the actual position as at the date of movement, to both the Force from w ich move is made, and to the Force to which the move is made.

5. One copy of such census returns will be forwarded to DDOS 1 Aust Corps by units moving to or from Forces as per para 3 sub paras (a) , (b), (c) and (d).

6. Similarly units moving to or from Force as per para 3 sub para (e) will submit one copy of census return to DADOS 1 Aust Base Sub Area.

for Brigadier
Deputy Adjutant and Quartermaster - General

DISTRIBUTION:

1 Aust Corps (10)
1 Aust Base Sub Area (10)
11 Aust MC Group
27 Aust Maint Pl
Det 2/1 Aust Topo Svy Coy
12 Aust Fd Svy Depot
1 Aust Mob Litho Sec
Adv LHQ Sigs
24 A Pl 2/1 Aust Gd Regt
66 Aust Camp Hospital
Adv LHQ Wksp Sec
Det 2 Aust Adv 2 Ech
1 Aust Press Unit
det AACS Adv LHQ

INTERNAL DISTRIBUTION:

List 'A' plus Camp.

VCS/EB

AUSTRALIAN MILITARY FORCES

SECRET

Adv LHQ
AQ 301.2
14 Jun 45

Adv LHQ Administrative Instruction No 48

MOROTAI Advanced Base

1. Object

On movement of Follow Up Convoy of OBOE TWO Operation, to exercise economy in labour, materials and administrative units, re-organisation and re-grouping in the Area will be necessary.

2. Allocation of Areas

(a) Units Under Command 1 Aust Corps

That area between SABATAI River and BOUNDARY Creek.

(b) 1 Aust Base Sub Area and Units Under Command

i. That area allocated to AMF WEST of SABATAI River, including GILA Peninsula.

ii. That area EAST of BOUNDARY Creek.

(c) 1 Aust Corps and 1 Aust Base Sub Area will concentrate units under command in the areas allocated to make best use of existing accommodation, consistent with minimizing road traffic and road maintenance.

(d) Allocation of camp sites within 1 Aust Base area for Corps Units and vice versa may be mutually arranged between 1 Aust Corps and 1 Aust Base Sub Area, but it is desirable that such allocations be kept to a minimum.

(e) Location statement of units will be forwarded by 1 Aust Corps and 1 Aust Base Sub Area to Adv LHQ by 20 Jul 45.

3. Conservation of Areas

The care and preservation of all buildings, water points, installations and maintenance of roads in each of the areas allocated will be the responsibility respectively of 1 Aust Corps and 1 Aust Base Sub Area. Removable accommodation stores other than those on WET of a unit, such as shower buckets, ablution benches, etc, are to be taken into stock on vacation of a camp site by a unit.

4. Maintenance Plan

The system of maintenance will be as at present. 1 Aust Base Sub Area is responsible for delivering to Group Maintenance Areas supplies and stores as indicated below. 1 Aust

Corps and 1 Aust Base Sub Area respectively are responsible for the manning of Gp Maintenance Areas and detailed issues to units.

(a) AASC Supplies

Delivered in bulk bi-weekly with the exception of fresh food and bread which will be delivered daily.

(b) Ordnance Stores

As demanded.

(c) Postal

Daily.

(d) Canteen Supplies

Once per week.

(e) Engineer Stores

A limited number of engineer stores are available for improving camp sites, but it will be necessary for this to be done by unit labour. Such stores will be demanded through 1 Aust Base Sub Area.

5. Medical

An Advanced Dressing Station will be established by 1 Aust Corps in 1 Aust Corps Area. If no medical units are available to 1 Aust Corps, application for the necessary personnel will be made to Adv LHQ.

Evacuations beyond Advanced Dressing Station either to 2/5 Aust Gen Hosp or 2/9 Aust Gen Hosp as directed.

6. Command

(a) All units between SABATAI River and BOUNDARY Creek will be under command 1 Aust Corps.

(b) All units in 1 Aust Base Sub Area, other than Adv LHQ ancilliary units, will be under command 1 Aust Base Sub Area.

7. Administration

(a) Adv LHQ is responsible for all general administration.

(b) Local administration within respective areas is the responsibility of 1 Aust Corps and 1 Aust Base Sub Area.

(c) The following general administrative depots, camps and installations are placed under 1 Aust Base Sub Area for local administration:-

Advanced Supply Depot
Advanced Ordnance Depot
Advanced Ammunition Depot
Returned Stores Depot
Advanced Workshops
Bulk Canteen
Australian General Hospitals
Convalescent Depots
General Details Depot
Advanced Reinforcement Depot
Recovered Prisoner of War Camp
Prisoner of War Camp.

Deputy Adjutant and Quartermaster General

DISTRIBUTION

HQ 1 Aust Corps (5)
HQ 1 Aust Base Sub Area (5)

Internal

List B
plus
BGS

PLB/RHD

Australian Military Forces

SECRET

AQ 402.3
13 Jun 45.

Adv LHQ Administrative Instruction No. 47

Subject : Disposal of Enemy PW.

1. The procedure to be followed with regard to captured enemy PW is set out hereunder:

2. Separate instructions have been issued by DMI regarding the interrogation of enemy PW and the disposal of enemy documents.

Personnel to be classified as PW

3. (a) All captured members of the armed forces and camp followers of the enemy, whether Japanese, Koreans, or Formosans.

(b) Captured natives regarded as hostile will NOT be classified as PW. They will be entirely segregated from PW and held in custody until handed over to either the appropriate British or Dutch authority.

PW Classification

4. At cages and hospitals PW will be classified by an ATIS representative as :-

Category A - PW having immediate operational significance.

Category B, C and D - PW with information of decreasing intelligence significance.

Accommodation

5. Pending evacuation PW will be held in a PW cage or, if necessary in hospital. Normally the cage will be controlled bythe appropriate Base Sub Area.

Rations

6. PW will be issued with rations in accordance with the PW scale as set out in Appendix 'A' to this instruction.

Documentation

7. On arrival at PW cages, or, if admitted first to hospital at hospital PW will be registered with identification numbers allotted consecutively by the Det 2 Aust Adv 2 Ech in the respective area.

8. The following documents will be prepared and disposed of as shown for each PW arriving at a cage or hospital :

Document	Disposal
(a) AF W.3000 (Descriptive report and personal particulars of PW)	Part 1 - always accompanies PW Part 2 - units will forward to appropriate Det 2 Aust Adv 2 Ech in the respective area.
(b) AAF A.113 (Casualty return of PW)	Two copies will beforwarded to the relevant Det 2 Aust Adv 2 Ech, be serially numbered and be rendered for PW marching in, evacuation to Australia, and to and from hospital.

"Q" MAINTENANCE

Col. Q	✓	
A.Q.M.G. (Maint.)		
,,		
D.A.Q.M.G. (Maint.)	✓	
,, (Accn.)		
S.C.Q. (Maint.)	✓	
,, (Accn.)		

9. If time does not permit the compilation and rendition of the abovementioned forms, such data will be obtained from the PW on his arrival at MOROTAI. It is not the function of ATIS personnel to compile these records. If the documents referred to in para 7 above are not available full personal particulars and casualties affecting PW will be rendered in the most suitable manner.

Evacuation

10. (a) PW will be evacuated from the objective area to MOROTAI when returning shipping is available.

(b) Category 'A' PW referred to in para 4 may be evacuated by more expeditious means to MOROTAI.

(c) Sick and wounded PW may be evacuated by hospital ships.

Escorts and Nominal Rolls

11. (a) Escorts will be provided by the respective Base Sub Areas.

(b) Field Security personnel will act as escort for important PW to ensure that they are sent back for interrogation as soon as possible, and act as escort during interrogation of PW by intelligence officers (vide LHQ Intelligence Instruction No. 3, para 6, (vii) (c) (i) and (ii)).

(c) A nominal roll in duplicate, showing identification numbers, ranks and names will accompany all PW being evacuated. AF W.3000 Part 1 will be attached. Duplicate copy of the nominal roll will be receipted by the receiving authority and handed to OC escort. A further copy of the nominal roll will be forwarded to ATIS Adv Ech 1 Aust Corps.

Disposal of PWs Personel Effects

12. (a) PW will be permitted to retain in their possession personal effects after an examination of them by a representative of the Field Security Service or an Intelligence Officer.

(b) Personal effects of sick and wounded enemy PW will, normally, after an examination of them by a representative of the Field Security Service or an Intelligence Officer, accompany the PW to the medical unit to which he is evacuated.

(c) If the action indicated in para 12 (b) above is not practicable, the effects will be made up into a package, securely fastened, sealed and labelled with an AF W.11 (wounded enemy effects) and despatched to the medical unit to which the PW has been evacuated, if known.

Medical Arrangements

13. (a) A medical inspection of all PW will be made at the earliest opportunity, and invariably before evacuation from the area in which captured, for the following diseases - Smallpox, Plague, Epidemic-Typhus, Cholera and Yellow Fever. If any of these diseases are present, a report to Adv LHQ by signal will be made immediately. PW suffering from any of these diseases will be isolated and retained pending further instructions from Adv LHQ.

13. Cont'd ....

(b) As soon as possible after arrival at MOROTAI each PW will be medically examined thoroughly and a clinical and laboratory test made for the following diseases -- Dysentry, Typhoid Fever, TB, Leprosy, Leishmaniasis, VD, Helminthiasis and Leptospirosis.

14. The Base Sub Area in which PW are concentrated for movement will ensure that all PW are vaccinated against Smallpox before movement to the mainland of Australia. AF W.3000 Part 1 will be endorsed accordingly and will be signed by a medical officer.

15. PW will sleep under mosquito nets at all times and will be given 0.01 gms Plasmoquine thrice daily for three days under medical supervision, followed after one day's interval by suppressive atebrin 0.1 gms twice daily for 7 days and once daily thereafter.

16. Owing to the risk of dysentry infections, sanitation arrangements will be closely supervised during transit. All cases of diarrhoea will be referred at once to the appropriate medical authority.

17. If a PW is placed on the dangerously or seriously ill lists telegraphic advice will be forwarded to the appropriate Det 2 Aust Adv 2 Ech, with a weekly telegraphic progress report until the PW is removed from these lists.

Spiritual Welfare

18. Chaplains at hospitals through which PW are passing will be informed of any PW who are Christians. If a Christian PW is placed on SI or DI list, the appropriate Chaplain will be sent for as soon as possible.

Deaths and Burials

19. In the event of death, suitable arrangements for burial will be made by a representative of the War Graves Service. A Christian PW will be given a Christian burial. In the case of PW of Japanese native religious beliefs, opportunity will be given to other Japanese PW who are available to conduct a religious ceremony of the Cult professed by the deceased PW. Deaths subsequent to capture will be reported by signal to the appropriate Det 2 Aust Adv 2 Ech in the respective area.

Notification

20. (a) As at 0600 hrs each Saturday a report will be submitted by a formation or Base Sub Area holding PW to Adv LHQ as follows:

PW Report (Date)

(i) Number received at cage or hospital since previous report
(ii) Deaths
(iii) Number transferred to MOROTAI
(iv) Number transferred to BRISBANE

Example: "PW Report 10 Jun (first) 5 (second) 1 (third) 10 (fourth) Nil."

(b) In the event of no change in numbers during the week the signal report will be in the following form:
"PW Report 10 Jun - No Change."

(c) HQ 7 and 8 Base Sub Areas will notify the evacuation of PW in the following manner - by message to 1 Aust Base Sub Area repeated for information to Adv LHQ.

P.J. Macourke Brigadier
Deputy Adjutant and Quartermaster General.

Distribution:

LHQ (3)
1 Aust Corps (10)
1 Base Sub Area (6)
7 Base Sub Area (6)
8 Base Sub Area (6)
Det 2 Adv 2 Ech (6)

Internal:

List B
DA & QMG

Appendix 'A' to Adv LHQ Administrative Instruction
No. 47 of 12 Jun 45

Beverages		
	Coffee	1/20 oz
	Tea	1/6 oz
Cereals		
	Biscuits	6 oz
	Flour	2 oz
	Rice unpolished	16 oz
Condiments		
	Curry Powder	1/50 oz
	Salt	2/3 oz
	Tomato Sauce	1 fl oz
	Pepper	1/100 oz
Fats		
	Butter Concentrated	1/2 oz
	or	
	Margarine	1/2 oz
Fruits		
	Dried	1/10 oz
Meat		
	Preserved	2 oz
	Fish Tinned	3.3/7 oz (Pilchards or Herrings)
	Cheese	1/7 oz
Milk		
	Condensed	1 1/2 oz
Risings		
	Baking Powder	1/25 oz
Sugars		
	Jam	3/4 oz
	Sugar	2.1/2 oz
Vegetables		
	Potatoes Fresh	3 oz
	Onions Fresh	1 oz
	Vegetables Tinned	5 5/7 oz
Oils		
	Cooking Oil	1/2 fl oz

EEG/FGB

ALLIED LAND FORCES

SOUTHWEST PACIFIC AREA

Advanced Hoadquartors

AQ 301.2/Q2

10 Jun 45.

ADV LHQ ADM INSTRUCTION No 46.

DISPATCH OF PLANTS ETC TO AUSTRALIA.

1. A member of the AMF will NOT send or take with him from areas outside AUSTRALIA to the mainland, any plant which grows or any bulb, seed or cutting from such plant.

Permission will be granted for the despatch, to herbaria or scientific bodies, as approved by Director-General of Health (Quarantine Section - Plant, CANBERRA)

2. Coconuts will NOT be accepted for transmission by post to any address.

H.L. Grant Col for Brigadier
Deputy Adjutant and Quartermaster - General

DISTRIBUTION

1 Aust Corps 10
1 Aust Base Sub Area 10
11 Aust MC Gp
12 " " "
det 2 Adv 2 Ech

27 Maint Pl
2/1 Army Topo Svy Coy
1 Mob Litho Sec
12 Fd Svy Depot
23 L of C Sigs

2 Pl 2/1 Gd Regt
66 Camp Hosp
Adv LHQ Area
Wksp Sec
107 Depot Cash Office

INTERNAL DISTRIBUTION:
List 'B'

SVB/CJCL

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

Advanced Headquarters
AQ/301.2/Q2
7 June 45.

ADV LHQ ADM INSTRUCTION NO 45

PROCEDURE FOR DISPOSAL OF LANDING RATIONS.

Pending instructions being issued by LHQ to ensure that landing rations are shipped in bulk consigned to BSD MOROTAI and not marked as unit stores the following procedure will be adopted:

(a) On arrival at MOROTAI landing rations loaded in bulk and NOT marked as unit stores will be placed in the BSD MOROTAI.

(b) On arrival at MOROTAI landing rations marked as or shipped with unit stores will be taken to unit areas and sorted. When rations are segregated from unit stores they will be handed over to the DID from which the unit concerned is being supplied.

(c) Rations delivered to BSD or DID will be taken into stock and a receipt will be issued for such rations.

(d) In the event of unit stores and equipment being found amongst rations the BSD will ensure that the unit concerned is notified immediately.

[signature]
for Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION

1 Aust Corps 10
1 Aust Base Sub Area 10
11 Aust MC Gp 5

Copies for information to:-

LHQ 5
Fwd Ech LHQ
First Aust Army 5

INTERNAL DISTRIBUTION

SD
Engrs
A
Pro
Q (Mov) 4
Q (Maint) 2
ST
Ord
Canteens
Camp
War Diary 2
File

Q maint

Lt Col Barnard to file

Q (Maint)

RLB/RAA

Australian Military Forces

SECRET

Subject : ADV LHQ ADMINISTRATION INSTRUCTION No. 43

Adv LHQ
AQ 402.
14 Jun 45.

Subject : Reception of PW and Civilians recovered from the Enemy

GENERAL

1. (a) As operations in the SWPA extend further into enemy occupied territory it is to be expected that from time to time numbers of PW and civilians will be recovered from the enemy and come into the hands of the AMF.

(b) Amendments No 3 of 24 May 45 to 1 Aust Corps Admin Orders Nos 4 and 5 outline the procedure to be followed on the recovery of PW and Civilians in forward areas.

(c) 1 Aust Corps Amendments No 3 will be read in conjunction with this Admin Instruction.

EVACUATION TO MOROTAI

2. (a) Australian, British and Indian PW

All recovered Australian, British and Indian PW will be evacuated to MOROTAI by shipping or aircraft as soon as possible.

(b) Allied PW

Allied PW will be evacuated to MOROTAI by the means set out in para 2(a) above, only if requested by the respective authorities controlling them.

"Q" MAINTENANCE

Col. Q		
A.Q.M.G. (Maint.)	✓	
,,		
D.A.Q.M.G. (Maint.)		
,, (Accn.)	✓	AMcD 20/6
S.C.Q. (Maint.)	✓	Dick 16/6
,, (Accn.)		
Return to base		
passed to file		

(c) Civilians

(i) Unless the Operational Commander in any special cases directs a civilian to remain, or approves of him remaining in the area of recovery, Australian and British civilians will be evacuated to MOROTAI by the means set out in para 2 (a) above.

(ii) If the respective authorities controlling them so request, similar action will be taken in respect of Allied Civilians.

(d) A medical inspection of all recovered PW and civilians will be made prior to their evacuation from the area in which they are recovered for the following diseases : -
Smallpox, Plague, Epidemic-Typhus, Cholera and Yellow Fever. If any of these diseases are present a report to Adv LHQ by signal will be made immediately. Recovered PW and civilians suffering from any of these diseases will be isolated and retained in the objective area pending further instructions from Adv LHQ.

(e) Draft Conducting Officers and NCOs

A Draft Conducting Officer or NCO from the recovered PW will be appointed for each evacuation, and he will have in his possession a complete nominal roll of all recovered personnel in his draft, together with separate complete or partly completed interrogation pro forma set out in Appendix 'A' hereto for each recovered personnel. The draft conducting officer or NCO will be responsible for closely supervising sanitary arrangements during transit.

2. Cont'd...

(f) Advice of Movement

Signal advice will be sent to Adv LHQ and 1 Aust Base Sub-Area concerning each separate movement of the abovementioned personnel to MOROTAI, and such advice will include expected date of departure, expected date of arrival at MOROTAI, numbers, composition and medical categories of those concerned.

(g) During the assault phase 1 Aust Corps will be responsible for the movement of PW and Civilians from the operational area and thereafter responsibility will pass to Base Sub areas.

RECEPTION

3. 1 Aust Base Sub Area will be responsible for arranging the reception of all recovered personnel evacuated to MOROTAI and for their subsequent marching in to 1 Aust PW and Internee Reception Unit or admission to hospital, if required, in the MOROTAI area.

LOCAL ADMINISTRATION

4. 1 Aust PW and Internee Reception Unit will be under command of 1 Aust Base Sub Area for local administration from the date of arrival at MOROTAI.

GENERAL FUNCTIONS OF 1 AUST PW AND INTERNEE RECEPTION UNIT

Matters of local adm which will be controlled by 1 Aust Base Sub Area

5. 1 Aust PW and Internee Reception Unit will be responsible for arranging -

(a) Reception at unit lines.
(b) Medical examination as provided in para 7 of this order and additional medical attention and hospitalisation where necessary.
(c) Modification and amplification of nominal rolls.
(d) Augmenting of clothing, and special issues where necessary in accordance with the provisions of para 9 of GRO 112/45.
(e) Liaison with Naval and Airforce authorities in connection with the issue of clothing and equipment to recovered RN, RAN, RAF and RAAF personnel.
(f) Accommodation and rationing and, where necessary, the issuing of special rations as directed by medical authorities. The issue of rations to recovered Indian Army personnel will be on the scale set out in Appendix 'E'.
(g) Special philanthropic and Red Cross issues.
(h) Pay, postal, amenities and canteen facilities.
(i) An Enquiry Bureau to furnish information concerning pay, uniforms, service chevrons, medals and generally to assist the recovered personnel to inform themselves of world developments during their period of captivity.

INTERROGATION.

Matters of General adm which will be controlled by Adv LHQ

6. (a) Intelligence Interrogation

At the request of Intelligence Branch Adv LHQ, 1 Aust PW and Internee Reception Unit will make recovered personnel available for interrogation as required.

(b) Adjutant General's Branch Interrogation

1 Aust PW and Internee Reception Unit, with the assistance of attached officers, will complete and amplify the interrogation of recovered personnel in the terms set out-

6. (b) Cont'd ...

(i) in Appendix 'A' hereto - Personal history and particulars of treatment during period in enemy custody ;
(ii) in Appendix 'B' hereto - Particulars of pay of Aust PW during period in enemy custody ;
(iii) in Appendix 'D' hereto - Particulars known relating to other PW or British and Australian civilians in

6A "A Liaison Offr will be attached to 1 Aust PW and Internee Reception Unit who will be responsible to the OC for --

(a) Arranging timings for the following processes:

(i) Intelligence interrogation.
(ii) 'A' Branch interrogation.

(b) Maintenance of roll indicating completion of all processes for each individual.

(c) Liaison with appropriate branches of staff of Adv LHQ.

(d) Advising Adv LHQ daily of number of recovered PW completely ready for onward movement. This will be done by the rendition of a suitable pro-forma agreed upon by the staffs concerned.

(e) Organisation of Enquiry Bureau as in para 5 (i)."

Officers above the rank of Lt.Col and corresponding ranks in the Royal Navy and the Royal Air Force	£6.5.0.Aust. a week
Officers of the rank of Lt.Col or below and corresponding ranks in the Royal Navy (incl Naval WO's) and the Royal Air Force (except Viceroy's Commissioned Officers)	£2.10.0. " " "
Other ranks and naval ratings (except Indians and other Asiatics)	£1. 5.0. " " "
Viceroy's Commissioned Officers	£1.11.6. " " "
Indian and other Asiatic other ranks	12.6. " " "

Merchant Navy

Officers	£2.10.0. " " "
Ratings (except Indians and other Asiatics)	£1. 5.0. " " "
Indian and other Asiatic ratings	12.6. " " "

(iii) Immediately on disembarkation at any "settled base" in AUSTRALIA or outside AUSTRALIA and on each subsequent weekly pay day except during a voyage period : -

Armed Forces

General Officers and corresponding ranks in the Royal Navy and the Royal Air Force	£12.10.0.Aust. a week

6. (b) Cont'd ...

(i) in Appendix 'A' hereto - Personal history and particulars of treatment during period in enemy custody ;
(ii) in Appendix 'B' hereto - Particulars of pay of Aust PW during period in enemy custody ;
(iii) in Appendix 'D' hereto - Particulars known relating to other PW or British and Australian civilians in enemy custody.

MEDICAL ARRANGEMENTS

7. 1 Aust PW and Internee Reception Unit will arrange as soon as possible after arrival at MOROTAI for all recovered personnel to be thoroughly medically examined and a clinical and laboratory test made for the following diseases : - Dysentery, Typhoid Fever, T B, Leprosy, Läishmaniasis, V D, Helminthiasis and Leptospirosis.

PAY ARRANGEMENTS - Service Personnel and Merchant Seamen

8. (a) Members of the Armed Forces of the British Commonwealth (including members of the RAN, AMF and RAAF) and Merchant Seamen PW recovered from the Japanese will receive, in appropriate currency, advances of pay at the following rates:-

(i) A lump sum advance to be made at such time as the local Formation, &c HQ determines between date of release from the enemy and date of embarkation -
All ranks - £6.5.0. Aust.

(ii) During the subsequent period whilst they remain in the area where they are released and during all voyage periods-

Armed Forces

Officers above the rank of Lt.Col and corresponding ranks in the Royal Navy and the Royal Air Force	£6.5.0.Aust.	a week
Officers of the rank of Lt.Col or below and corresponding ranks in the Royal Navy (incl Naval WO's) and the Royal Air Force (except Viceroy's Commissioned Officers)	£2.10.0.	" " "
Other ranks and naval ratings (except Indians and other Asiatics)	£1. 5.0.	" " "
Viceroy's Commissioned Officers	£1.11.6.	" " "
Indian and other Asiatic other ranks	12.6.	" " "

Merchant Navy

Officers	£2.10.0.	" " "
Ratings (except Indians and other Asiatics)	£1. 5.0.	" " "
Indian and other Asiatic ratings	12.6.	" " "

(iii) Immediately on disembarkation at any "settled base" in AUSTRALIA or outside AUSTRALIA and on each subsequent weekly pay day except during a voyage period : -

Armed Forces

General Officers and corresponding ranks in the Royal Navy and the Royal Air Force	£12.10.0.Aust. a week

8.(a) (iii) Cont'd ...

Brigadiers, Colonels, Lt.Cols, and corresponding ranks in the Royal Navy and the Royal Air Force	£7.10.0. Aust. a week
Officers of rank of Major or below and corresponding ranks in the Royal Navy (including Naval WOs) and the Royal Air Force (except Viceroy's Commissioned Officers)	£5. 0.0. " " "
Army warrant officers and corresponding ratings in the Royal Navy or ranks in the Royal Air Force (except Indians and other Asiatics)	£3. 2.6. " " "
Sergeants and corresponding ratings in the Royal Navy or ranks in the Royal Air Force (except Indians and other Asistics)	£2.10.0. " " "
Rank and file, ratings in the Royal Navy or ranks in the Royal Air Force (except Indians and other Asiatics)	£2. 3.9. " " "
Viceroy's Commissioned Officers	£1.11.3 " " "
Indian and other Asiatic other ranks and Naval ratings	12.6 " " "
Merchant Navy Officers	£5. 0.0. " " "
Ratings (other than Indian and other Asiatics)	£2. 3.9. " " "
Indians and other Asiatics	12.6. " " "

Note : No payments are to be made to any recovered civilian personnel, except as may be authorised under separate instructions or by para 9 hereof.

(b) Detailed instructions to paymasters are contained in Paymaster-in-Chief Instruction to Cash Offices No 9 dated 1 Jun 45.

SURRENDER OF CAMP TOKEN MONEY AND/OR FOREIGN CURRENCY

9. (a) After arrival at 1 Aust PW and Internee Reception Unit, all recovered Australian service personnel will be asked to surrender any camp token money and/or foreign currency in their possession received before coming under Allied Military Control.

(b) Each member surrendering camp token money and/or foreign currency will make a declaration in the form of Appendix 'C' hereto. A duplicate copy of the declaration duly certified by an AAPC representative will be given to the member surrendering the camp token money and/or foreign currency.

BRITISH CIVILIANS

10. Arrangements have been made for dets of the British Borneo Civil Affairs Unit to pay all British civilian nationals other than Australians. Payments will be made by this unit to such liberated persons whether they remain in BORNEO or are to be evacuated to AUSTRALIA. Further advances will be made to such personnel if such payments are needed whilst staging en route to AUSTRALIA.

POSTAL ARRANGEMENTS

11. (a) From the earliest possible stage, recovered personnel will be given opportunities to write letters to their families and friends. Such letters will be despatched by air from forward areas to the Aust Army Base Postal Office MOROTAI in bags marked "PW MAIL". Adv LHQ will ensure that such mail is despatched by air to AUSTRALIA at the earliest date after next of kin have been notified of recovery by O2E.

(b) Until the recovered personnel reach MOROTAI, their letters to persons in AUSTRALIA will not contain information about casualties, but will be confined to personal matters.

(c) Initially the address for mail addressed to recovered personnel will be care of 1 Aust PW and Internee Reception Unit. LHQ has arranged for next of kin to be so informed.

(d) Correspondence lodged by recovered personnel will indicate Army Number, Rank and Name in full of the sender on the back of the covers of all such correspondence.

RECORD ARRANGEMENTS

12. Final amplification of nominal rolls and advice to LHQ through Echelon channels, together with all other relevant information required by para 11 (g) of GRO 112/45 will be implemented by Adv LHQ.

EVACUATION TO AUSTRALIA

13. (a) Under no circumstances will recovered personnel be moved to AUSTRALIA before the expiration of 14 days after their recovery from the enemy.

(b) Australian, British and Indian PW, and Australian and British Civilians.

All recovered Australian, British and Indian PW and Australian and British Civilians will be evacuated to AUSTRALIA from MOROTAI by means of shipping and aircraft. Liaison will be effected and completed with RAN and RAAF authorities before RN, RAN, RIN, RAF, RIAF, and RAAF recovered personnel are so evacuated.

(c) Allied PW and Civilians

Action will be taken to evacuate Allied PW to AUSTRALIA from MOROTAI by the means set out in para 13(b) above, if the authorities controlling them so desire.

ACTIVITIES OF THE AUST RED CROSS SOCIETY

14. For the purpose of providing funds and relief for personnel recovered from Japanese custody, the Aust Red Cross has provided funds for distribution. The procedure for issuing these funds will be as set out hereunder : -

(a) Funds for distribution in cash to civilians in forward areas

(i) As soon as possible after liberation a uniform per capita gift of up to £1.(Aust) will be made on behalf of the Society to each man, woman and child within the following category - White people of British descent and white citizens of the USA.

(ii) The provision will be applied to recovered persons released by the AMF or handed over to the AMF in a forward area after release.

(iii) The total distribution will not exceed £5000 (Aust.) i.e. £1 to each of 5000 people.

(iv) If recovered personnel are held outside AUSTRALIA for more than 30 days after liberation, a further uniform per papita gift of up to £1 may be made to such persons. The total amount so distributed will not exceed £5000 (Aust.).

(v) If circumstances warrant, advice should be forwarded to Adv LHQ recommending that the Aust Red Cross Society authorise a greater per capita distribution. Explicit reasons supporting the recommendation will be given.

14.Cont'd ...

(b) Funds for application for civilians and PW -

In order to supplement supplies made available in accordance with paras 9 and 10 of GRO 112/45, the Aust Red Cross Society has provided a sum of £10,000 (Aust.) which may be used for the purchase of local supplies of foodstuffs, comforts and amenities not available from the abovementioned resources. Items so purchased will be used for recovered civilians and PW irrespective of nationality.

(c) Adv LHQ will sub-divide and allocate the funds to Formations &c as may be deemed necessary.

(d) To the greatest extent possible the services of Aust Red Cross personnel will be used to assist in the application of these funds.

(e) All concerned will be particularly scrupulous in expending and accounting for Aust Red Cross Funds in order to safeguard the reputation of the AMF and of the Society. Separate accountancy instructions will be issued.

15a. Limitation to Activities of the Aust Red Cross Society.

15. Until LHQ has received full casualty advices, no information will be sent to AUSTRALIA by or through AUST RED CROSS PERSONNEL.

L.L.Lecombe Brigadier
Deputy Adjutant and Quartermaster General

Distribution :

LHQ	(6)
1 Aust Corps	(20)
1 Aust Base Sub Area	(20)
7 Aust Base Sub Area	(15)
8 Aust Base Sub Area	(15)

Internal distribution :
List B
DA & QMG

Appendix 'A' to Adv LHQ
Adm Instn No 43.

'A' INTERROGATION No. 1

Statement of Recovered PW and Civilian Relating to His or Her Self

1. Personal Particulars

(a) Number :

(b) Names in Full : (surname in BLOCK letters first)

(c) Sex :

(d) Age :

(e) Nationality:

(f) Rank (substantive, temporary, or acting, held at time of capture):

(g) Original Unit or Ship :

(h) Unit to which subsequently transferred :

(i) Religion :

(j) Next of Kin, Address and Relationship :

(k) Name and address of person to be advised :

(l) Prewar Occupation or Business :

(m) Private and Business Address :

2. Circumstances of Capture

(a) Date :

(b) Place :

(c) Events immediately prior to capture (briefly) :

(d) State if wounded, sick or injured prior to capture and nature of disability :

3. Events Following Capture :

(a) Names of camps at which interned and approximate dates spent at each camp in which detained :

Period		Camp
From	To	

(b) Describe in respect of each camp :

Particulars required	Name of Camp	Name of Camp	Name of Camp
(i) Camp organisation and administration			
(ii) Security arrangements and guards			
(iii) Accommodation including interior arrangements			
(iv) Cooking, ablutions and sanitary arrangements			
(v) Rations and means of implementing			
(vi) Issue of clothing and footwear			
(vii) Canteen facilities			
(viii) Facilities given to Aust PW to write to next of kin in AUST			
(ix) What mails received from AUST			
(x) Other information regarding handling of inward and outward mails			

3. (b) Cont'd ...

Particulars required	Name of Camp	Name of Camp	Name of Camp
(xi) Final action taken regarding envelopes or cards addressed to Aust PW and if any available for inspection			
(xii) Advice concerning receipt of messages by cable or wireless from next of kin in AUST			
(xiii) Relief supplies and distribution by Red Cross or other organization			
(xiv) Treatment by guards (giving names of individuals responsible for atrocities and nature thereof)			
(xv) Treatment of complaints			
(xvi) Enemy propaganda			
(xvii) Discipline of enemy			
(xviii) Religious activities permitted			
(xix) Recreation facilities and amenities			
(xx) Numbers and nationalities in each camp			

3. Cont'd ...

(c) Places of embarkation and disembarkation and of movement after embarkation :

4. Medical Treatment

(a) Medical treatment received : _____

(b) Place of treatment : _____

(c) For What treated : _____

(d) By Whom treated (enemy or allied MOs) : _____

(e) Medical facilities and supplies : _____

(f) Medical treatment required and not received : _____

5. Employment and Payment Therefor

(a) Nature of work : _____

(b) Hours worked per day : _____

(c) Places where such work was carried out : _____

(d) Pay or remuneration received : _____

6. Circumstances of Recovery :

(a) Place of recovery : _____

(b) Date : _____

(c) Recovering unit : _____

(d) Details of recovery : _____

(e) Medical condition : _____

7. Special Courageous or Meritorious Actions Witnessed of any PW or Civilian During Period Held in Enemy Custody

(a) No. : _____

(b) Name in full : _____

(c) Rank : _____

(d) Unit : _____

(e) Place : _____

(f) Date : _____

(g) Act : _____
(If more than one, attach additional sheets)

8. Civilian not requiring Repatriation

(a) Name in full (Surname in BLOCK Letters first) : _____

(b) Nationality : _____

(c) Reasons for remaining in re-occupied territory : _____

_____

9. Any other remarks desired to be recorded : _____

_____

_____

_____

I certify that to the best of my belief the above particulars deposed by me are correct :

Signature of person making statement : _____

Signature of Officer before whom statement is made : _____

Appendix 'B' to Adv LHQ
Adm Instn No 43.

'A' Interrogation Form No.2

EX-PRISONERS OF WAR - AUSTRALIAN PERSONNEL
ADJUSTMENT OF ACCOUNTS

Statement of pay and/or working pay received during captivity

The particulars asked for on this form are required to assist the Pay authorities to adjust your account. Please do your best to furnish the required information as accurately and as quickly as you can, asking for an explanation of anything which is not clear to you.

If it is impossible to put all the details of the information on one form, use a separate piece of paper and attach it to the form.

Attach any documents in your possession which relate to the information required overleaf.

-----oOo-----

Note :

Section 1 should be completed by ALL personnel.

Section 11 should be completed by OFFICERS and PROTECTED PERSONNEL

Section 111 should be completed by ALL OTHER RANKS (not officers). If you were not employed, say so. It is not sufficient to leave this space blank.

Sections IV and V should be completed by ALL personnel.

SECTION 1.

Personal Particulars

Name _____ Rank _____ Number _____

Unit or Corps _____

Force or Service _____

PW No. _____ PW Camp _____

Date of Capture _____ Date of Escape or Release (state which) _____

Is original paybook in your possession? _____

Camps in which detained :

_____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

SECTION II.

Military Pay from JAPANESE GOVERNMENT

1. Were you paid by the JAPANESE Authorities _____

2. State period(s) From _____ To _____

   From _____ To _____

   From _____ To _____

   From _____ To _____

3. State Rate(s) of Pay received _____ per month
   per week

4. If you were NOT paid for any period of captivity, state period(s) and reason, if known to you.

SECTION III.

Working Pay

5. Were you employed (e.g. in agricultural or factory work etc.) at any time during captivity?

6. State nature of employment. 7. State period(s). 8. State Rate of Pay Received.

_____ From _____ To _____ Rate _____ per month / per week

_____ From _____ To _____ Rate _____

_____ From _____ To _____ Rate _____

_____ From _____ To _____ Rate _____

_____ From _____ To _____ Rate _____

_____ From _____ To _____ Rate _____

SECTION IV.

Credit Balance

9. Have you any statement from JAPANESE authorities or the Camp Leader showing your credit balance at date of release? If so, please attach and state as far as possible, how much was from :

(a) Credits of Military Pay under Section II _____

(b) Credits of Working Pay under Section III _____

(c) Money deposited by you as unexpended pay or as a result of private transactions (give details). _____

_____

_____

_____

_____

_____

(d) Unexplained to you : (give what information you can, e.g. date, etc.).

_____

_____

_____

_____

(Section IV Continued Overleaf)

SECTION IV. (Cont'd)..

10. If you have NO statement from JAPANESE authorities or the Camp Leader showing your credit balance, state the amount IF ANY owed to you by JAPANESE for : -

(a) Pay credited to your account but NOT received in cash _____

(b) Money deposited by you as savings from convention pay issued _____

(c) Money deposited by you as savings from Working Pay _____

(d) Money deposited by you as savings from other sources. (give details of sources) _____

_____

_____

_____

_____

_____

SECTION V.

Token (Camp) Money and Foreign Currency

11. If you are in possession of any token(camp) money and/or foreign currency, state amount(s), complete a separate declaration and attach hereto any such token(camp) money and/or foreign currency.

_____

_____

12. If you are in possession of any receipts for token (camp) money and/or foreign currency already surrendered, attach hereto, and state amount(s) covered by such receipts.

_____

_____

_____

I certify that the information furnished in answer to the above questions is correct to the best of my knowledge and belief.

Date : _____ Signature : _____

Witness : _____

Appendix 'C' to Adv LHQ
Adm Instn No. 43

'A' Interrogation Form No. 3

EX-PRISONERS OF WAR - STATEMENT OF CAMP TOKEN MONEY AND/OR FOREIGN CURRENCY SURRENDERED TO AUSTRALIAN MILITARY AUTHORITY by : -

Name _____

Rank _____ Number _____ Unit _____

Force or Service _____ PW No. _____

I declare that the token money and/or foreign currency hereby surrendered was received by me as follows :

1. Before capture. Amount(s)

(a) as pay issued to me before capture (a)

(b) from other source(s) and in my possession at date of capture (give details of source(s)). (b)

2. During captivity

(a) as pay issued to me during captivity (a)

(b) as working pay issued to me during captivity (b)

(c) from other source(s) during captivity (give details of source(s)). (c)

3. After release from captivity.

(Give details of source(s)).

Date : _____ Signed : _____

Certified that token camp money and/or foreign currency as detailed above has been duly received.

Date : _____ Signed : _____

Witness : _____ Rank & Appointment : _____

Appendix 'D' to Adv LHQ
Adm Instn No. 43.

'A' Interrogation Form No.4

STATEMENT RELATING TO ANY PW OR CIVILIAN KNOWN OR BELIEVED TO HAVE BEEN OR TO BE HELD IN ENEMY CUSTODY

1. Particulars of person making statement

(a) Number : _____

(b) Names in full (Surname in BLOCK letters first) :

_____

(c) Nationality : _____

(d) Rank : _____

(e) Unit or Ship : _____

2. General Particulars of PW or Civilian known or believed to be at present held in Enemy Custody.

(a) Number : _____

(b) Names in full (Surname in BLOCK letters first) :

_____

(c) Nickname or pet name : _____

(d) Nationality : _____

(e) Rank : _____

(f) Original Unit or Ship : _____

(g) Unit to which subsequently transferred : _____

(h) Religion : _____

(i) Next of kin, address and relationship : _____

_____

(j) Pre-war occupation or business : _____

(k) Private and business address : _____

_____

_____

(l) Number of children : _____

(m) Names of children : _____

_____

_____

(n) Date when last seen or heard of : _____

(o) Place where person then was : _____

3. Physical Particulars of PW or Civilian known or believed to be at present held in Enemy Custody

(a) Age : _____

(b) Sex : _____

(c) Height : _____

(d) Weight : _____

(e) Colour of Eyes : _____

(f) Colour of Hair : _____

(g) Scars, disfigurements and physical idiosyncrasies :

_____

_____

(h) Woundings or illnesses : _____

(i) Medical condition : _____

(j) Source of information : _____

_____

4. Particulars of PW or Civilians known or believed to have died whilst held in Enemy Custody

(a) Number : _____

(b) Names in full (surname in BLOCK letters first) :

_____

_____

(c) Nickname or petname : _____

(d) Nationality : _____

(e) Rank : _____

(f) Sex : _____

(g) Original Unit or Ship : _____

(h) Unit to which subsequently transferred : _____

(i) Religion : _____

(j) Next of kin, address and relationship : _____

_____

(k) Date of death : _____

(l) Place of death : _____

(m) Cause of death : _____

(n) Condition of camp in which died : _____

(o) Location of grave : _____

(p) Source of information : _____

_____

5. Any other remarks desired to be recorded :

_____

_____

_____

_____

_____

_____

I certify that to the best of my belief the above particulars deposed to by me are correct.

_____
Signature of person making statement

_____
Signature of officer before whom statement is made.

Appendix 'E' to Adv LHQ
Adm Instn No. 43

The following PROVISIONAL ration scale for issue to personnel of the Indian Army will be :

Daily -	Flour	20 oz	
	Bread	6 "	
	Tea	½ "	
	Curry powder	1/50"	
	Salt	½ "	
	Tropical spread or Margarine	4 "	
	Fruit Dried	1½ "	
	Fruit Fresh	4 "	3 times weekly
	Fruit Juice	3 "	
	Meat - mutton	6 "	
	Fish	4 "	
	Milk Cond	3 "	
	Sugar	4 "	
	Vegetables tinned	4 "	
	Peas split	½ "	
	Potatoes Dehyd	2 "	
	Onions tinned	2 "	
	Ginger	1/6"	
	Marmite	¼ "	3 times weekly
	Cigarettes	80	per week
	Matches	2	boxes per week
	Soap	1	cake per week.

DGMcK/CJCL

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

Advanced Headquarters,
AQ 301.2/Q2
19 May 45.

ADV LHQ ADM INSTR NO 41

PROCEDURE FOR MOVEMENT OF RAAF UNITS AND STORES OTHER THAN IN ASSAULT AND FOLLOW-UP CONVOYS

OBJECT

1. The object of this instruction is to set out the procedure whereby the movement of First TAF RAAF units and stores will be co-ordinated with AMF movements in the area.

GENERAL PRINCIPLE

2. In order to make the best use of available shipping Adv LHQ will be responsible for the coordination of all movements of stores and units by sea, other than in assault and follow-up convoys, for both First TAF RAAF and AMF in the area.

MOVE OF UNITS

3, RAAF will be responsible for obtaining GHQ authority for the movement of all RAAF units.

4. On receipt of the necessary authority, First TAF RAAF will advise Adv LHQ of the units required to be moved, quoting the number of the Troop Movement Directive giving the following particulars:

(a) Name, location and particulars of unit, including number of personnel, numbers and types of vehicles and measurement and DW tonnage of equipment.

(b) Destination

(c) Date ready to move.

(d) Date required at destination.

(e) Where a number of RAAF units are required to move to any one destination, their relative priority.

5. Adv LHQ will:

(a) In consultation with 1 Aust Corps and RAAF, determine the relative priority with AMF units and issue a priority list to all concerned. This will be regarded as a warning order for movement.

(b) Arrange shipping and advise RAAF estimated date of movement.

6. On shipping being made available Adv LHQ will issue a Movement Order indicating allotment of units to vessels. One copy will be forwarded to First TAF RAAF with another to RAAF T & MO.

7. RAAF units will be called forward by Aust Movement Control through T & MO.

MOVEMENT OF STORES

8. Application for movement of all RAAF stores other than unit equipment or stores moving with units, will be made to Adv LHQ in triplicate giving the following particulars:

(a) Brief description

(b) Measurement and DW tonnage

(c) Destination

(d) Date required at destination or other particulars indicating degree of urgency.

(e) Where more than one consignment is concerned, relative priorities.

(f) Serial numbe r of T 58 submitted in accordance with para 9 below.

9. At the same time as forwarding the request vide para 8 above, RAAF will lodge (through T & MO), with Aust Movement Control an application for space on form T 58 in quadruplicate.

10. Adv LHQ will:

(a) in consultation with RAAF, determine the priorities of both AMF and RAAF stores to be moved, and advise RAAF and Aust Movement Control accordingly.

(b) arrange shipping and advise RAAF of estimated date of movement.

11. When shipping is made available, Aust Movement Control will call the stores forward for loading through RAAF T & MO.

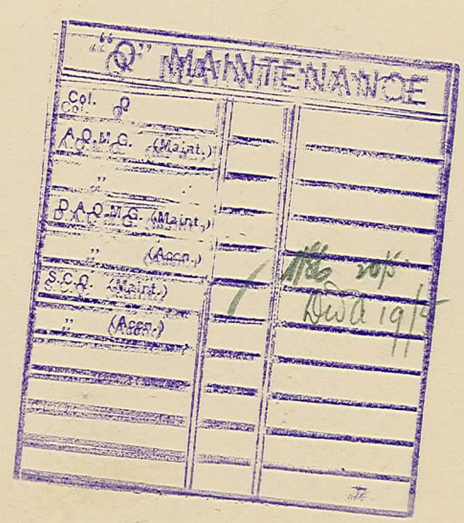
W.L. Grant Col
for Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION

LHQ (2)
Fwd Ech LHQ (2)
1 Aust Corps (6)
Adv RAAF Comd
1 TAF RAAF
9 TMO
HQ MOROTAI Staging Area
HQ 8 Aust Base Sub Area
11 Aust MC Gp
12 Aust MC Gp.

INTERNAL DISTRIBUTION

G (Ops)
G.(SD)
Engrs
Sigs
A (3)
Q Maint (2)
Q (Mov)
ST
Ord
Print



ALLIED LAND FORCES

SOUTHWEST PACIFIC AREA

Adv LHQ
AG 301.2-42
8 May 45

ADV LHQ ADM INSTRUCTION No 38

Return of Empty Beer Bottles and Straw or Fibre Containers to AA Canteens Service

1. Owing to the extreme shortage of Beer bottles and particularly straw or fibre envelopes in Australia, the supply of bottled beer for consumption of members of AMF in all areas in the SWPA is now contingent upon the return of empty bottles and envelopes to AA Canteens Service for return to the mainland.

2. The following procedure will therefore be adopted by all Units.

(a) Units and/or Messes will arrange for the collection of all empty beer bottles, straws and/or packing material. All bottles will be packed in their original cases.

(b) Cases will contain 48 bottles and MUST be securely packed and fastened to allow for handling and shipping direct to the mainland.

(c) Units will return all such cases once per week to the Canteens Issuing Point from which they draw supplies.

H.H. Grant. Col for Brigadier
Deputy Adjutant and Quartermaster - General

DISTRIBUTION.

HQ 1 Aust Corps	60
HQ MOBTAI Staging Area	200
11 Aust MC Gp	1
27 Aust Maint Pl	1
det 2/1 Aust Topo Svy Coy	1
23 Aust L of C Sigs	1
10 Pl 2/1 Aust HQ Gd Bn	1
66 Aust Camp Hosp	1
Adv LHQ Wksp Sec	1
1 Aust A L Gp	15
AACS Adv LHQ	2
Adv Ech AIB	4

INFORMATION

LHQ
Fwd Ech LHQ

INTERNAL DISTRIBUTION

C in C Mess	
A Officers' Mess	
B " "	
C " "	
Sgts' Mess	
Camp	3

Advanced LHQ
AQ 330.9
7 May 45

Adv LHQ Administrative Instruction No 36

Subject : Location of Picture Shows and restricted use of transport for attendance at Picture Shows

1. It is necessary to restrict the use of vehicles for the conveyance of personnel to picture shows.

2. The use of MT will not be authorised, nor will MT be used, to convey to any picture show personnel of a unit if there is a regular weekly picture show available within one mile of the unit.

3. If there is no regular weekly picture show available within one mile of a unit, the CO or OC of the unit may authorise the use of MT to convey members of his unit to the nearest available picture show on the following conditions :

(a) sufficient transport only will be used to enable each officer and OR to attend a picture show once each week.
(b) the most economical use will be made of the transport authorised.

4. The following instructions relating to the loading of personnel on to mechanical vehicles where material is not loaded in addition to personnel will be strictly enforced.

(a) Unless otherwise ordered in writing by an officer, the number of personnel carried in load carrying vehicles will not exceed :

Type of Vehicle	Maximum number in body of vehicle (without equipment)
¼ ton Jeep	4
12-15 cwt	6
1 ton	10
30 cwt SWB	18
30 cwt LWB	25
3 ton SWB	18
3 ton LWB	25

(b) An officer will not give an order to exceed the above figures except by endorsement on the drivers AAF G.2, Such an order will not be given unless the exigencies of the service demand it. The officer giving such order will be held responsible that this action is justified by the circumstances.

(c) Personnel must be seated wholly within the confines of the body, and will not ride on the canopy, cabin roof, sides or tailboard of the vehicle.

(d) Should these orders be contravened, the driver will not move his vehicle until the contravention has been rectified. In addition he will report the matter on return to his unit.

5. Picture shows will be shown at the following locations on the nights enumerated hereunder : -

(a) Army Picture Shows

Location	Nights	Remarks
Adv LHQ Area	Nightly	(Plant not mobile)
Morotai Staging Area	Monday, Wednesday and Friday	
2/5 AGH Area	Tuesday, Thursday, and Saturday	(Patients and invited guests only)
Staging Maintenance Area	Monday, Wednesday and Friday	
Transit Area	Tuesday, Thursday and Saturday	
113 Aust Con Depot	Tuesday, Thursday and Saturday	(Patients and invited guests only)
Staging Area (four sites) East of Sabatai R	Each site showing tri-weekly under arrangements 1 Aust Corps.	

(b) RAAF Picture Shows

1st TAF RAAF Area	Nightly

(c) Allied Forces Picture Shows

Long Rangers Area	Nightly
Bomber Command Area	Nightly
29 Service Command) near	
321 Service Command) Red Beach	"
13 Air Force Command) Near	
13 Service Command) PITOE	"
air strip.	

6. This instruction will be produced in all unit ROs.

for Brigadier
Deputy Adjutant and Quartermaster General

Distribution :

HQ 1 Aust Corps	(3)
HQ Morotai Staging Area	(3)
Det 11 Aust MC Gp	(1)
27 Aust Maint Pl	(1)
1 Aust Mob Litho Sec	(1)
Det 2/1 Aust Topo Svy Coy	(1)
12 Aust Fd Svy Dep	(1)
HQ 23 Aust L of C Sigs	(1)
66 Aust Camp Hosp	(1)
Adv LHQ Wksps	(1)
det 2 Aust Adv 2 Ech	(1)

Internal distribution :

MA to C in C	(1)
DA & QMG	(1)
Camp Comd	(1)

Advanced LHQ
AQ 301.2

7 May 45

Subject : Adv LHQ Administrative Instruction No 35

Safeguarding of Vehicles

1. Owing to the prevalence of thefts of MT, it is necessary that the utmost care be taken for the safeguarding of all vehicles.

2. The following provisions will be observed :

(a) The CO or OC of a unit will ensure that in unit lines his unit vehicles are parked in the recognised transport lines when not in use. The transport lines will not be left unattended. If no other personnel are on duty in the transport lines, a picquet will be posted.

(b) Except in his unit transport lines, a driver will not leave his vehicle unattended. A vehicle is left "unattended" if the driver leaves the vehicle unoccupied out of his sight, unless the vehicle is in a parking area in which a picquet is posted for the purpose of guarding vehicles left there.

3. Roving provost patrols will check frequently vehicles at picture sites and hospitals. Particulars will be taken of any vehicle left unattended.

4. It is the duty of every officer who sees a vehicle left unattended to take particulars of the vehicle and report it to HQ Morotai Staging Area as soon as possible.

5. Every driver leaving a vehicle unattended will be charged and application made for trial by Court-Martial.
Similar action will be taken against any member, senior in rank to the driver, who permits a vehicle to be left unattended.

6. This instruction will be reproduced in all unit ROs.

for Brigadier
Deputy Adjutant and Quartermaster General

Distribution :

LHQ	(3)
Fwd Ech Adv LHQ	(2)
HQ 1 Aust Corps	(4)
HQ Morotai Staging Area	(3)
27 Aust Maint Pl RAE	(1)
HQ 23 Aust L of C Sigs	(2)
Adv LHQ Wkshops	(1)
66 Aust Camp Hosp	(1)

Internal Distribution :

MA to C in C	(1)
DA & QMG	(1)
Camp	(1)
War Diary	(2)
File	(4)

ALLIED LAND FORCES

SOUTHWEST PACIFIC AREA

Adv LHQ
A. 301.2

ADV LHQ ADMINISTRATIVE INSTRUCTION No 34 30 Apr 45

Correct use of AAF G2 forms (work ticket)

A driver when driving a vehicle on duty will always have in his possession his work ticket (AAF G2) and must produce same on demand of a superior officer or a member of the Aust Army Provost Corps.

2. At all times the form AAF G2 will be set out in full detail giving :-

(a) place of reporting (name of unit etc)

(b) time of departure

(c) Nature of duty (No of personnel or description and weights of load)

(d) Place of commencement of journey

(e) Place of termination of journey

(f) time of arrival

(g) Signature of passenger on completion of duty.

3. In compliance with the entry required by Para 2 sub para (c) such entries as :-

"Unit administrative duties" and "unit duties MOROTAI" will NOT be recognised as being adequate and specific tasks will be detailed.

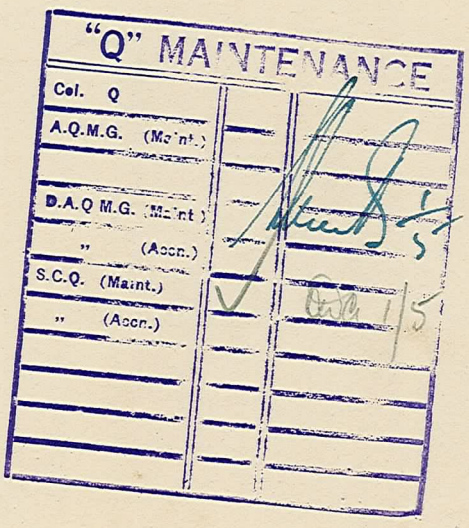
4. The preceding paras will be promulgated in Routine orders of all units in the MOROTAI area.

R. Shepard. Col
for Brigadier
Deputy Adjutant and Quartermaster - General

DISTRIBUTION.

HQ 1 Aust Corps	100
HQ MOROTAI Staging Area	300
11 Aust MC Group	4
27 Aust Maint Pl	1
Det 2/1 Aust Topo Svy Coy	1
23 Aust L of C Sigs	4
10 Pl 2/1 Aust HQ Gd Bn	1
66 Aust Camp hosp	1
Adv LHQ Wksp sec	2
1 Aust AL Group	6
Adv Ech AIB	2

INTERNAL DISTRIBUTION
List B.



Adv HQ AMF

AQ 631. /Q1.

14 Oct 45

SUPPLEMENT NO. 3 TO ADV LHQ ADM INSTRUCTION NO. 33.

AIR MOVEMENT RETURN OF PERSONNEL TO AUST FOR DEMOBILISATION.

"Q" MAINTENANCE
Col. Q
A.Q.M.G. (Maint.) ✓
"
D.A.Q.M.G. (Maint.)
" (Accn.)
S.C.Q. (Maint.)
" (Accn.)

7 Div	(3)
9 Div	(3)
1 Base Sub-Area	(3)
HQ 11 MC Gp	(3)
Det 11 MC Gp LABUAN	(2)
HQ 12 MC Gp	(3)

For infm to :

HQ AMF	(5)
First Army	(2)
Det 11 MC Gp AMBON	(2)
Det 11 MC Gp TARAKAN	(2)
Det 12 MC Gp MAKASSAR	(2)
5 MC Gp	(2)
Det 5 MC Gp KOEPANG	(2)

1st TAF RAAF
11 Ops Gp RAAF
RAAF ATCP MOROTAI
" TMO MOROTAI
" TMO LABUAN
" TMO BALIKPAPAN
" TMO TARAKAN

1. As part of the overall plan for return of Aust Service personnel to Australia the RAAF are instituting forthwith the following additional regular services :-

(a) ex LABUAN - Catalinas at the rate of 1 A/C per day

(b) ex BALIKPAPAN - Catalinas at the rate of 1 A/C per day

(c) ex MOROTAI - Liberators at the rate of 1 A/C per day

(d) Instructions have been issued by HQ RAAF to AOC each area to use local resources to concentrate personnel of all services at LABUAN, BALIKPAPAN and MOROTAI at a rate which will fit in with air services to Australia.

2. Terminal Routings :-

(a) For Catalinas: Cairns,

(b) For Liberators: Townsville, Amberley, Laverton, Gawler, Guilford.

3. All loadings will be under TMO arrangements and according to States of destination.

MC will ensure the closest co-operation with RAAF authorities and will also ensure that :-

(a) AMF personnel are despatched as far as possible direct to State in which the soldier has elected to obtain his discharge.

(b) Only essential personal belongings are taken, to enable maximum use of A/C capacity for evacuation of personnel.

(c) NO arms or unnecessary equipment accompany personnel moving by air.

4. As a result of interservice collaboration, it has been agreed that all Services will be moved on an equal basis, observing existing priorities, except that RAAF active service air crew will be given first priority amongst time expired personnel.

/2

5. In addition to the normal movement advices despatched on departure of each A/C, a consolidated weekly return will be furnished by MC to HQ AMF and ADV HQ AMF, by signal, setting out the number of AMF, RAAF and RAN personnel by States moved by air from MOROTAI, LABUAN and BALIKPAPAN respectively during the week.

6. Returns will be signalled by MC each Sunday covering the week ended previous day (SATURDAY).

7. To reduce signal traffic the following code will be used in signalling returns: Moved A No AMF B No RAAF C No RAN D Total.

Example :

"MOVEMENTS MOROTAI

TO LANDFORCES LANDOPS

QM 0000 UNCLASSIFIED air evac W/E 13 oct

Qld A10 B12 C Nil D22

NSW A-6 B-6 C -2 D- 14

Vic & Tas A Nil B2 C Nil D2

Other States NIL

Note: Figures for VIC & TAS will be shown together as one combined total.

8. 7 Div, 9 Div and 1 Base Sub Area will ensure that advice is furnished to local TMOs through Movement Control as at 1800 hrs each Saturday, setting out the total number of personnel (AMF & RAN separately by destinations) awaiting evacuation from Details Depots, Reception Camps, etc., at BALIKPAPAN, LABUAN and MOROTAI respectively. The information concerning the total numbers of personnel awaiting evacuation will be confined to those personnel who are allotted special priorities for movement in advance of normal priorities under orders for Demobilisation AMF (DO 69(a) and D Instr 9 refer).

9. This information is required by TMOs to compile a consolidated weekly return of all services awaiting movement for transmission to RAAF HQ.

10. The scale of effort by operational A/C as outlined above will be notified as and when additional DAKOTA A/C become available within the area. Further advice in this regard will follow.

for Brigadier
Deputy Adjutant and Quarter-Master General

INTERNAL DISTRIBUTION:

SD
DAQMG
Col A
Q Maint
RAAF LO
File AQ 301.2

ALLIED LAND FORCES

SOUTHWEST PACIFIC AREA

Adv LHQ
QQ 301.2- Q2
23 Apr 45.

ADV LHQ ADM INSTRUCTION NO 31

CONTROL OF LIQUOR ISSUES

Previous Instructions

1. Attention is directed to Adv LHQ Adm Instr No. 26 of 22 Mar 45 with reference to arrangements for issue of alcoholic liquors in MOROTAI Area.

Sub-paras 7 (b) and (c) of Adm Instr 26 with reference to issue of beer to rank and file are repeated for information.

"7. Issue of Beer to Other Ranks

(b) Rank and File

Issues to other ranks other than WO's and Sgts will be under unit arrangement which will ensure that no man receives more than two bottles per week. Issues will normally be on two days per week, one bottle per man on each occasion.

For units close to a Canteen Issuing Point, individual issues on chit system may be arranged.

Units which are unable to arrange individual issues from a Canteen Issuing Point or which desire to draw in bulk and issue under unit arrangements may draw in bulk twice weekly and will ensure that only sufficient is drawn on each occasion to allow for issue of one bottle to each man who is desirous of purchasing and consuming beer. If any surplus remains after an issue is made it will be returned without delay to the Canteen Bulk Store or Issuing Point. If it is not convenient for a unit to draw twice weekly, issue of two bottles per man once each week may be approved provided the unit -

(i) is able to arrange safe storage between issues, and

(ii) ensures that only one bottle per man is issued on any one day.

(c) Issues in bulk will be made only to an officer authorised in writing by the CO of the unit. For pro forma of authorisation see Appx "A".

2. The scale of issue of two bottles of beer per man per week will not be exceeded in any circumstances.

3. Units are reminded that lists submitted by Units and Messes will be checked by Adv LHQ with Unit's strengths, and any unit or mess over drawing its entitlement may be refused further issues.

Control of Issues to Individuals.

4. It is not desired to impose irksome restrictions, or to lay down arbitrarily the system of issue units will adopt to ensure that beer is prop erly consumed by members of units. Units are expected to take suitable measures to ensure that no trafficking in liquor takes place.

Return of an empty bottle before purchase of a full bottle is one method of restricting improper disposal, but in some units additional precautions may be necessary. In some instances removal of crown seals at time of sale has been recommended. It is desired, however, to leave the method of prevention of improper disposal to the discretion of COs.

5. Reports received indicate that in some units the liquor issue is not under proper control. Instances have occurred of some members of the AMF in this area selling their liquor issue to members of other services.

Units are reminded that further issues to any unit will be refused if,

(a) any member of the unit is known to have improperly disposed of any liquor, or

(b) the unit over draws its ration strength.

H Alcombe Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION

HQ 1 Aust Corps	60
HQ MOROTAI Staging Area	200
11 Aust MC Group	1
27 Aust Maint Pl	1
det 2/1 Aust Topo Svy Coy	1
23 Aust L of C Sigs	1
10 pl 2/1 Aust HQ Gd Bn	1
66 Aust Camp Hosp	1
Adv LHQ Wksp Sec	1
1 Aust AL Group	15
AACS Adv LHQ	2
Adv Ech AIB	4

INFORMATION

LHQ
Fwd Ech LHQ

INTERNAL DISTRIBUTION

List 'B'

War Diary
File

LC/NFN

AQ 301.2

Adv LHQ
16 Apr 45

Adv LHQ Administrative Instruction No. 30.

RAT CONTROL ROUTINE

1. Control of rat-borne diseases - Bubonic Plague, Weils Disease, Rat-bite Fever and certain Bowel disorders - requires:

(a) strict protection of food stores.
(b) thorough incineration of wastes.
(c) complete elimination of surface water from camp areas.
(d) rat destruction.

2. Methods of giving effect to the first three of these measures are detailed in Adv LHQ Admin Instn No 28.

3. The following method of organising rat destruction is designed to meet field conditions with materials usually at hand.

4. It is to be borne in mind that rat fleas leave the corpses of rats as they cool. When plague is endemic therefore rat carcases should not be handled. When found, they and the surrounding ground should be sprayed with kerosene or malariol, and the rats either burned where they lie or removed on a spade or bucket for immediate incineration. In plague areas men engaged in rat destruction routine should use repellent and wear gloves and rubber knee boots.

5. Rat control routine will conform to the following sequence:

(a) Preliminary Survey

Principal infested areas are first ascertained by noting sites of:

(i) burrows and holes,
(ii) gnawings,

and the principal paths of movement by noting:

(i) rat runs,
(ii) smears,
(iii) droppings,
(iv) damage.

(b) Prebatting

Prebatting is necessary to determine the best sites for laying poison and to develop in the rat a habit for the bait. Poison free baits are laid in infested areas determined by the preliminary survey - at entry of burrows, in corners, on runs etc, on five consecutive days.

The baits are inspected daily and

(i) replenished when taken,
(ii) replaced when spoiled,
(iii) situation and number of baits wholly and partly taken each day recorded.

On morning of 6th consecutive day all baits are removed and burned.

Suitable baits for prebaiting are:

(i) crust free waste bread soaked in water to consisteney of a stiff porridge.
(ii) Oatmeal sweetened with sugar and made into a paste with dripping.
(iii) Canned Herrings.

Rats in different localities are liable to have different food preferences and preliminary tests may be required to ascertain the optimum bait for the area.

(c) Poison Baiting

On the afternoon or evening of sixth day freshly prepared poison baits are laid where prebaits have been previously taken, a record of the baited situations being retained. Baits are inspected next day and those remaining swept up and burned.

The only Rat poison at present available to AMF is Barium Carbonate. Scale of Issue - ½ oz per 100 men per 7 days.

To prepare Poison Baits. The even distribution of the poison in the bait is most important and must be carefully effected.

(i) One ounce of Barium Carbonate is thoroughly mixed with four ounces of the Bread paste above described. This makes sufficient for about 150 baits, or
(ii) One ounce of Barium Carbonate and one ounce of raw Oatmeal, sweetened with sugar and thoroughly mixed, made into a paste with dripping. Sufficient for 150 baits, or
(iii) One ounce of Barium Carbonate thoroughly mixed with two ounces of canned herrings - 150 baits.

(d) Post Baiting

Success of the kill cannot be ascertained from the number of corpses found, as rats will die in concealment.

To ascertain the success of the kill post baiting may be employed. A week should elapse between poisoning and post baiting. For post baiting a different unpoisoned bait is distributed in the localities previously poison baited and the number of baits removed counted next morning - vide prebaiting.

6. If post baiting indicates a residual rat infestation poison baiting should be repeated. For this purpose a different bait and a different poison are preferable but on Active Service it may only be possible to change the food basis of the bait.

7. WARNING

Barium Carbonate is poisonous for man. It will not be stored in or near cookhouses, messes or in any place where food is stored.

In case of accidental poisoning by Barium Carbonate -

(i) Give Zinc Sulphate in 30 grain dose as an emetic.
(ii) Alternatively use stomach pump.
(iii) Follow emesis by Sodium Sulphate in 1 ounce doses.
(iv) Apply warmth.
(v) Give stimulants freely.

8. Trapping

Traps are useful for rat reduction but reliance cannot be placed upon trapping alone, for the elimination of rats. Trapping is useful also in kitchens and food stores where the use of poison is not desirable.

(a) Trap

The trap should be of the spring break-back type and care should be taken to adjust the trigger finely. Gloves need not be used - there is no foundation for the often repeated statement that rats are shy of human scent.

(b) Siting

The traps should be sited at right angles to rat runs - against walls, on beams, near holes etc. Indiscriminate laying of traps is a waste of time.

(c) Method

The secret of successful trapping is to lay the traps in large numbers at one time, leave only for a short period and then remove altogether so that rats will not become trap shy. Traps may be sited and baited unset for a day or so previously, to accustom rats to them.

(d) Bait for traps

The best baits for traps are fish and fat bacon.

9. Mice

Mice, unlike rats, may be completely eradicated by trapping. Prebaiting is unnecessary .

(a) Trap

Traps should be of spring break back type.

(b) Siting

Site in large numbers across runs, near holes and against piles of foodstuffs.

(c) Method

Large numbers of traps set close together should be used at one time, and a short rest period should follow.

(d) Bait

The best baits for mice are flour or oatmeal dusted on the treadle of the trap.

W. J. Gracie Coe
for Brigadier
Deputy Adjutant and Quartermaster General

Distribution :

HQ 1 Aust Corps	(2)
HQ MOROTAI Staging Area	(2)
HQ 23 Aust L of C Sigs	(2)
Camp Adv LHQ	(2)
War Diary	(2)
File	

WOII Mcpherson
Q Mast

R (Maint)

ADV. LHQ
AQ520
Survey of ... of 1939-45 War commenced in 1951
This record came from ... Advanced Force
Provisional Classification No. 621

10 April 1945

ADV LHQ ADMINISTRATIVE INSTRUCTION NO. 28

STANDARDISED HYGIENE ROUTINE

1. In order to standardise measures of epidemic control with a view to reducing preventable sickness casualties to a minimum, hygiene procedure to be adopted in units under command has been summarised.

2. Commanding Officers will be responsible for familiarising themselves with the standards set out and for strict compliance in the smallest detail.

3. Commanding Officers will ensure that Orderly Officers are fully familiar with these standards and that they conduct daily inspections to verify the strict application of each provision within the unit area.

4. Hygiene NCO's will conduct not less frequently than once in each week, a complete inspection of the units to which they are attached.

   Hygiene NCO's will furnish unit commanders with a weekly report on Pro Forma "D" upon the results of such inspections indicating corrective action recommended to be taken.

5. The Unit Commander will forward each week to HQ Formation a copy of the Hygiene NCO's report endorsed with an intimation of action taken in terms of its recommendations.

6. Formations will, each week, advise Adv LHQ the average classification standard attained in the formation in respect of each hygiene category returned to Pro Forma "D".

7. AREA:-

   (a) Selection: Subject only to the exigencies of operational necessity, camp areas will be selected with due consideration to their epidemiological security and their suitability in respect of access roads, drainage and wastes disposal methods required by this order. See GRO A479 of 44.

   (b) Animals: No dogs or other animal pets will be permitted in unit lines.

   (c) Cleanliness: Unit areas will be kept clean, thoroughly cleared of weeds and undergrowth, coconut husks and other litter. All incombustible litter removed from area will be buried. All combustible litter including coconuts, palm fronds, cut vegetation etc. will be burned.

   (d) Drainage: No surface water will be permitted to remain in unit areas. All depressions accumulating rain water will be completely drained by absorption trenches into the pervious subsoil. A well drained park will be provided for water carts at water points and ablution points.
   All spillage water around water points and ablution points will be drained underground by absorption trenches.
   Wheeled traffic in unit lines will be rigidly restricted to formed roads and authorised well drained tracks.
   Natural and artificial accumulations of rain water will be sought by careful daily inspection, the water emptied and the cause of collection removed.

(e) Except when provided with a ratproof perimeter wall extending 1 ft 6 ins underground, wooden floors will not be used in any occupied building, storeroom, kitchen or mess, unless raised well clear of the ground so as to permit free access beneath the floor on all sides. No stores or litter will be permitted to be stacked or to accumulate under any such floor.

(f) Precautions to be taken in respect of Malaria are set out in GRO A.321 of 1944.

(g) Vehicles: In every unit area an adequately drained washing park will be provided for the washing of vehicles. No vehicle will be washed in any stream, pool, lagoon or swamp not specifically authorised for that purpose by Formation Comd on the advice of his SMO.

(h) Vermin: Persistent and systematic measures will be taken in the unit area for the destruction of -

(i) Rats by poisoning and trapping;
(ii) Flies by spraying, trapping and the use of Tanglefoot ;
(iii) Mosquitoes by spraying;
(iv) Fleas by DDT spraying and trapping;
(v) Roaches by poisoning.

8. WATER SUPPLIES:

(a) Sterilisation: All water for whatever purpose used, will be sterilised by superchlorination before introduction to unit areas (GRO A.573/43).

Where, in the opinion of SMO Formation, there is a risk of the water source being infected with Schistosomiasis, water will be drawn through a fine wire mesh screen, superchlorinated for not less than half an hour and where possible stored 48 hours before distribution.

For washing purposes only, water suspected of containing Schistosome larvae may be rendered safe by addition of Cresol, 1 part in 10,000. (Approx two tablespoonsful to 44 gal drum).

(b) Protection: No person will be permitted at any time to ride upon drums or tanks used for the carriage of water in vehicles. Drums and tanks used in conveyance of water will be so covered and sealed that splash water cannot run back into the container. Water stored in the camp area in drums or tanks will be so covered and protected that pollution by vermin, snails, dust or casual water cannot occur.

Tanks will be covered with an impermeable lid and tapped, drums will be intact, laid on one side and tapped from bung.

No water other than that at water points in current use or withheld 48 hours for eradication of Schistosome larvae, will be stored in unit lines.

No rain water will be collected from roofs or other surfaces nor stored in any container in the unit area. No drum or container previously used for leaded motor fuel or other poisonous preparation will be used for the transport, storage or distribution of water.

(c) Wells: Where a supplementary water supply is obtained from bores or shallow wells in the camp area, approval will first be obtained from SMO Formation who will satisfy himself as to -

(i) Siting in relation to latrines and other sources of pollution,
(ii) precautionary measures to be taken in construction;
(iii) safety of distribution methods;
(iv) sterilisation.

Every such bore will be cased, provided with an impermeable coping above flood water level and the top of the casing will be screened from vermin pollution.

Every shallow well will be provided with :-

(a) An impermeable coping above flood water level;
(b) An impermeable casing to a depth of not less than 12 ft ;
(c) An impermeable and complete hood protection from verminous and other pollution;
(d) A pump to lift water to storage tank for super-chlorination before use.

9. PERSONAL HYGIENE:-

(a) Dress: Boots, gaiters, trousers and shirts will be worn. Shirt sleeves may be rolled up after sunrise and until dusk, unless otherwise ordered for Dengue control. Permission to remove shirts may, on application by an officer, be granted by CO to troops engaged in laborious work under excessively warm conditions.
Such permission may be granted generally to specified tasks, but shall be valid only for the currency of actual labour and for such personnel as are actually laboriously employed. Suspension of orders for dress will not under any circumstances be granted to driver MT whilst actually engaged in driving - kitchen personnel, or personnel engaged in routine camp duties. Footwear will at all times be worn when the feet are in contact with the ground.

(b) Bathing: Except as required by operational necessity, bathing wading or washing will not be permitted in streams, pools swamps or other surface water except at points specifically authorised by Formation Comd on the advice of his SMO.

(c) Bedding: All bedding including blankets and tents mosquito will be exposed to the direct rays of the sun for three hours at least once in each week.

(d) Excreta: Under no circumstances will promiscuous deposition of excreta or passage of urine be permitted in unit lines, recreation and working areas or on field exercises.

(e) Mosquito Control: Tents and buildings will be effectively sprayed with mosquito spray, one hour after sunrise, one hour before sunset and at such other times that mosquitoes are found to be prevalent. Personal malaria precautions as set out in GRO A321 of 1944 will be taken at all times.

(f) Typhus: Troops moving into new jungle or overgrown abandoned garden areas will wear clothing adequately treated with Anti-mite fluid during the first six weeks of occupancy or until the area has been thoroughly cleared and rendered mite free whichever is the longer.

10. MESSING:

(a) Delivery of Food: No vehicle which has been used for the conveyance of refuse will be used for the transport of food. No personnel will ride except on the seat provided in any vehicle whilst bulk rations are being carried.
All rations during transport will be adequately wrapped or covered and protected from dust, dirt, flies and other contamination.

No rations other than rations packed in impermeable containers will be permitted during transport to come in contact with the floor or any part of the tfuck.

(b) Storage of Food: Food stored in kitchens and messes will be reduced to the minimum necessary to maintain continuity of supply and accumulation of excess issues will not be permitted.

Food will at all times be stored in covered containers which are water, rat and fly proof.

Containers will not be stacked in contact with the ground.

Containers will be kept at all times tidily arranged, easy of access and permitting ready and thorough inspection for prompt detection of vermin invasion.

Prepared food, dripping food in open containers or broken issues requiring free ventilation will be stored in vermin proof safes and cupboards.

Shelves, benches and tables used for storage in cookhouses and messes will be kept at all times scrupulously clean and will be washed down not less often than twice in each week.

(c) Fuel and Litter: Firewood and kindling will not be stacked in or against kitchens or messes. It will be neatly stacked in rain and flood proof shelters, under conditions which minimise vermin harbourage and do not permit accumulation or concealment of litter or garbage in the stack.
Empty cases, cartons and other containers retained for salvage or future use, will not be stacked in or around kitchens and messes but will at all times be tidily stored elsewhere under conditions unfavourable to harbouragd of rats or other vermin and permitting ready and thorough inspection.
Packing material, saw dust, wood wool paper etc. will not be stored but will be completely incinerated forthwith.

(d) Hygiene: No kitchen or mess will be sited within 120 ft. of any road (other than an exclusive access road) MT park, latrine or urinal.
Utensils used in preparation, cooking and service of food will be kept at all times scrupulously clean. No such utensil whether dirty or clean will be placed on the ground. Each utensil will be thoroughly cleansed and scalded immediately after use and stored until again required on clean shelves effectively protected from flies and vermin. Dish cloths used for cleansing or wiping cooking, serving or eating utensils will be kept scrupulously clean and boiled daily. Where on account of inclement weather or other cause, such cloths cannot be dried, utensils will be scalded in boiling water and drained unwiped.

Preparation tables and mess tables will be thoroughly cleansed immediately after each meal.
Floors of kitchens and messes will be swept after each meal.
Earth floors will not be sluiced down but water sprinkling or similar device will be used to reduce dust during sweeping.
Floors may be surfaced by oiling to assist in waterproofing and dust control.
Floors will invariably be swept from perimeter to centre, the sweepings collected and incinerated forthwith.
Where impermeable floors are constructed they will be provided with a low perimeter wall and with a fall to an impermeable spoon drain leading to a screened grease trap situated three feet from the perimeter of the impermeable floor. Effluent from the grease trap will be led directly underground to an absorption trench.

Impermeable floors drained as above required may be flushed only after sweeping to the centre and removal of sweepings for incineration.
Grease traps will be provided with grass or straw screens at intake. They will be skimmed daily and the screenings and skimmings incinerated forthwith.
Grease traps sludge will be removed not less frequently than once in each week and immediately incinerated.
Pollution of ground around grease traps by skimmings or sludge will be carefully avoided.
No method of disposal of grease trap skimmings or sludge other than by complete incineration will be permitted.

(e) Protection of Food : Food will be prepared, and whilst awaiting service will be stored in a fly and vermin proof preparation room of fly wire or improvised from US Tents mosquito.
A sufficient number of effective fly proof covers will be provided in messes for the protection of food exposed on tables. These covers will be immediately replaced after service.
Cans of food will be washed before opening. Precautions to be taken in respect of canned food are set out in GRO Q105 of 1943.

(f) Personal Mess Gear : At messes there will be provided and invariably used :

(i) Boiling water for scalding of men's mess gear before service. This will be sited between mess parade muster point and service point. Containers provided for this purpose will not be used for cleansing mess gear after mess.
(ii) Lighted incinerators for destruction of dixie and mess gear wastes immediately after mess.
(iii) Hot soapy and hot clean water for cleansing mess gear immediately after mess.

(g) Personnel No personnel will be permitted to sleep in any kitchen or mess.
No personnel will be permitted to enter kitchens except in the course of duty.
With the exception of mess staff, no personnel will be permitted to mess in any kitchen.
No personnel will be permitted to smoke in any kitchen.
All kitchen and mess personnel will at all times be scrupulously clean in person and in dress. Finger nails will be kept short and clean.
An ablution point with basin, clean water, soap, nail brush and clean towel will be sited at every kitchen in line of approach from the latrine and urinal used by kitchen and mess staff.
All kitchen and mess personnel will wash thoroughly before handling food and always immediately after using latrines or urinal or handling refuse.
No soldier suffering from any communicable disease and no soldier who has suffered from dysentery, typhoid or intestinal helminthiasis will be employed in or about any kitchen or mess without the written approval of SMO Formation.
No personal clothing or toilet gear will be kept in or about any kitchen or mess.
No clothing will be washed in or around any cookhouse or mess and no kitchen or mess gear will be used for washing clothing or for any other purpose not directly connected with the preparation and service of food.

11. WASTE DISPOSAL :

(a) Excreta : Latrines will be sited conveniently close to unit lines but not less than 120 ft from any kitchen, mess or food store.
Latrines will be of standard Deep Trench or incinerator type, fitted with fly proof seats.
No deep trench latrine will be considered fly proof, the seat of which is not fitted with an efficient fly trap opening into latrine and having unrestricted exposure to daylight. Latrine seats will be scrubbed down daily with soap and water. When no longer in use deep trench latrines will be closed oiled and marked in compliance with the requirements of a hygiene officer.
Urinals : An adequate number of conveniently placed urine pits will be provided in all unit lines. Urinals will be of pedestal type. The pedestal will stand 2 ft 3 in from the ground and will be not less than ten inches nor more than 1 ft 6 in in dismater at the top. Every pedestal will be provided with a readily cleansed fly proof rubbish screen. Urine troughs will not be used except under shelter.
Ablution points will be sited near latrines - where existing ablution points are more than 60 ft from a latrine, a special point will be provided near the exit from latrine.
Shallow trench latrines complying with standards set out by a Hygiene Officer may be used on bivouac sites and during the first 24 hours only of the occupation of a semipermanent camp site.
Excreta in shallow trench latrines will be covered immediately after deposition.
After closure of shallow trench latrines the area for 6 feet round all such latrines will be conspicuously marked as foul ground.
The surface of this area will be thoroughly sprayed with an inflammable liquid and burned immediately after closure and will then be soaked with heavy oil.
In semi-permanent camps where shallow trench latrines have been used during the first 24 hours of occupancy the area used will be placed out of bounds and will be sprayed with inflammable liquid and burned at intervals of 14 days until six weeks have elapsed from closure.

(b) Litter : Impermeable rain proof trash drums, the bottoms covered with straw or grass for the reception of waste paper, cartons, cans and other camp litter, will be placed at convenient points in Unit lines. These drums will be emptied daily, the contents immediately incinerated, and the drums returned to position thoroughly cleansed. No fires for the destruction of rubbish or garbage will be lit in trash drums nor anywhere in unit lines, except in the incinerators provided.
No garbage or litter will be burned in kitchen fires or under camp ovens, Fowler or Soyer stoves.

(c) Refuse : All kitchen and mess refuse, empty containers and litter will be completely incinerated after each meal.
Soiling of the ground round waste collection drums and incinerators will be carefully avoided and all unconsumed combustible wastes and charcoal promptly collected and put through the incinerator again.
When temporary storage of wastes is necessary, pending incineration such wastes will be contained in water proof, fly proof covered drums. Such collection will as far as possible however, be avoided by immediate incineration.
Refuse drums so used and their covers will be thoroughly cleansed daily and the washings passed through a grease trap into a sullage drain. The ground for a radius of not less that 4 feet around incinerators or garbage collection drums

will be rendered impermeable by oiling, and kept at all times thoroughly clean by sweeping to the centre, the sweepings being promptly incinerated.
Thoroughly burned cans from incinerators will be crushed and completely buried daily in unit lines. Such burnt and crushed cans may be used for the construction of urine pits, sullage drains, absorption trenches &c. Dumping of litter or other refuse outside unit lines will under no circumstances be permitted and no vehicle containing such litter and refuse may be driven along any road or track outside the lines of the unit to which the vehicle is allotted.

(d) Sullage : Sullage water from grease traps at kitchens and messes and from soap traps at ablution points will be run underground from the point of production into subsoil absorption trenches. Open surface drains will not be permitted.
No sullage will be run to streams or pools

12. WASHING AND ABLUTION POINTS :-

The ground below and around showers, washing and ablution points will be graded, covered with gravel or sand and drained to an absorption trench at one or more sides.
Sullage water from showers, troughs, etc. will be passed through a soap trap into an absorption trench.
A well drained floor of landing mat, arc mesh, or other such material will be provided under and alongside showers to permit bathing and dressing without contact with the soil.

13. DISENFECTANTS :-

No disinfectant or deodorant other than chlorinated lime will be used in any latrine, urinal, grease trap or sullage drain.

14. RECREATION AREAS :-

(a) Management: Maintenance og hygiene in Recreation and Amenities Areas outside unit lines will be the responsibility of the Area or Formation Commander.
Working parties for the construction and maintenance of sanitary facilities, and for regular cleansing, will be furnished at the direction of Area or Formation Commander by units using the Recreation Area.
The use of Recreation Areas will not be permitted by Area or Formation Commander until adequate latrine, urinal and waste disposal facilities have been installed.

(b) Inspection : The Area or Formation Commander will cause every Recreation Area to be inspected by a Hygiene Officer or Hygiene NCO not less frequently than once in each week.
The Hygiene Officer or NCO will promptly furnish the Area or Formation Commander with a report on the Recreation Area.
If, in the opinion of the inspecting officer or NCO, accumulation of litter, mosquito or rat prevalence, fouling of the area, bad feeding provision, unsafe water supply, inadequate excreta or garbage disposal or the existance of any other nuisance, is prejudical to the health or hygiene discipline of troops, the Area or Formation Commander will consider placing the recreation area out of bounds until the defects have been effectively remedied.

15. RELATIONS WITH NATIVES :-

(a) Bounds : All native villages, camps and habitations are out of bounds to all ranks except on duty.

(b) Food : No food or drink prepared, handled or sold by natives will be consumed.

(c) Working parties : No natives other than those in authorised working parties will be permitted in any camp area at any time. Special urinals and incinerator latrines will be provided for use by such native working parties.

(d) No natives will be permitted within one mile of camp area, between one hour before sunset and one hour after sunrise.

16. INSTRUCTION :-

Commanding Officers will arrange that all ranks periodically receive instruction in -

(a) Epidemic control as set out in Supp ATM 33; and

(b) The epidemiology and prevention of the following tropical diseases endemic in operational areas and not yet encountered :

Cholera
Creeping Eruption
Filariasis
Granuloma Venereum (syn. Dog Pox)
Leptospirosis (syn. Weil's disease)
Lymphogranuloma Inguinale (syn. poradenitis, Climatic Bubo)
Plague
Rabies (syn Hydrophobia)
Schistosomiasis.

Deputy Adjutant and Quartermaster General — Brigadier

DISTRIBUTION :

LHQ	(3)
Fwd Echelon LHQ	(3)
HQ 1 Aust Corps	(400)
HQ Morotai Staging Area	(100)
27 Aust Maint Pl RAE	(2)
HQ 23 Aust L of C Sigs	(3)
Adv LHQ Wkshops	(1)
66 Aust Camp Hosp	(1)
Camp Adv LHQ	(3)
War Diary	(2)
File	(4)

INSTRUCTIONS FOR RETURN OF PRO FORMA D

(1) All unit installations will be inspected at least once in each week to ascertain the degree of compliance with each detail set out in the schedule of Hygiene Standards.

(2) Categories will be classified as follows :

'A' Faultless in terms of the prescribed standards;

'B' Minor defects of a casual impermanent and non-recurring character resulting from negligence on the part of individual troops other than Hygiene Dutymen or Kitchen and Mess personnel.

The chassification 'B' is applicable only to the categories 3c, 5b, 5c, 6 and 7, and will under no circumstances be used for other categories.

Defects classifiable 'B' therefore would include such faults as :

(i) Neglect on the part of an individual other than a member of the kitchen or mess staff, to cover food exposed on a Mess table, where unit responsibilities in providing covers have been adequately discharged and where compliance with food protection requirements are uniformly good.

(ii) Recent and minor scattering of litter by a few individuals in a unit whose lines are otherwise well maintained.

(iii) Isolated instances of refuse spillage by individual troops in tent lines or at refuse disposal points.

(iv) Isolated instances attributable to individual negligence of ablution water spillage else where than at ablution points.

(v) Isolated instances of imperfect hygiene discipline amongst a few individuals - non-compliance with orders for dress, bathing during prohibited hours or at prohibited places, &c.

It should be noted that any 'B' Classification prevents an 'A' grading for Column 7.

'C' All defects attributable to imperfect unit administration whether in the provision and maintenance of installations, in the application of prescribed hygiene routine or in compliance with special instructions.

All defects, however, trivial in categories 1, 2, 3a, 3b, 4, 5a and 5d.

All defects previously classified 'B' but found persisting or recurrent at later inspections.

(3) Classification 'A' 'B' or 'C' as indicated will be entered in the appropriate column of Pro Forma D.

(4) Where a classification 'B' or 'C' is given, the reason for it will be detailed in the body of the Pro Forma, below the classification table, together with recommendations for action to be taken.

(5) The Hygiene Index to be entered in column 8 will be determined as follows :-

(i) The number of 'A' classifications will be multiplied by 5;

(ii) The number of 'B' classifications will be multiplied by 3;

(iii) The sum of the two numbers so obtained will be entered in column 8.

(6) Hygiene Officers and D A D's of Hygiene will at frequent intervals and without prior warning make check inspections of units upon which Hygiene NCO's have reported and will furnish an adverse report to SMO Formation concerning any such NCO found to be repeatedly returning inaccurate reports.

(7) The return to be furnished to Adv LHQ by formations will be prepared as follows : -

Under each category of Pro Forma D will be entered the respective totals of 'A' 'B' and 'C' classifications returned in respect of that category by all units under command.

RT/RG/2

RESTRICTED

ALLIED LAND FORCES

SOUTH WEST PACIFIC AREA

Advanced LHQ

AQ 630/Q1

2 Apr 45

ADV LHQ "Q" ADM INSTN No 27

Authorisation of movement by air - SOUTHBOUND originating MOROTAI and other points in SWPA outside FIRST AUST ARMY Area

In order to simplify and expedite movement from MOROTAI and other points in the SWPA (exclusive of FIRST AUST ARMY Area) in a SOUTHBOUND direction to the mainland of AUSTRALIA or to intermediate points, the following air traffic is authorised additionally to that authorised by GRO Q 155/44.

(a) Personnel for whom authority has been granted for movement SOUTHBOUND but NOT specifically by air. To be moved by air on priority class 4 at the discretion of Movement Control when suitable shipping is NOT available within a few days.

(b) Personnel for medical evacuation by air subject to certification by the SMO of the area.

(c) MFO freight and second class mail matter when suitable shipping is NOT available within a few days.

Lt Col for Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION

Det 11 Aust MC Gp MOROTAI (5)
Det 8 " " HOLLANDIA (1)
Adv 1 Aust Corps (6)
HQ MOROTAI Staging Area (4)

Copy for Information

LHQ (for DQMG II) (2)

INTERNAL DISTRIBUTION

SD
A
Q (2) ✓
Med
Camp
File

MAINTENANCE

Col. Q		
A.Q.M.G. (Maint.)		
D.A.Q.M.G. (Maint.)	✓	D.J.A. 3/4
" (Accn.)		
S.C.Q. (Maint.)		
" (Accn.)		

Sgt Hetherington for Branch File

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

Adv LHQ
AQ 733.1

22 Mar 45

ADV LHQ ADM INSTRUCTION NO 26

Issue of Alcoholic Liquors - MOROTAI Area

1. Canteen supplies (including liquor in accordance with authorised scales) are available from Aust Army Canteens Service to:-

(a) Personnel of AMF;
(b) Personnel of RAN (vide para 2);
(c) Personnel of RAAF.

2. Liquor Supplies RAN

If units of RAN elect to draw liquor from Aust Army Canteens Service instead of through existing channels for shore based or sea going personnel, the Navy Officer i/c will advise the senior Canteen representative in the area concerned, and the Navy Officer i/c will ensure that liquor is not drawn from other sources if he elects to have AA.Canteens Service make supplies available.

Supplies will be drawn in bulk by RAN units from the nearest Bulk Store or Issuing Point.

3. Supplies RAAF

Canteen Supplies required by RAAF units will be drawn in bulk by RAAF units from the nearest Bulk Store or Issuing Point established by the Aust Army Canteens Service.

4. Scale of Issue

The scale of issue of alcoholic liquors is:-

(a) Beer - two bottles per man per week - all ranks

(b) Wines and Spirits - officers only.

i. Wines - ½ bottle per officer per week when stocks are available.

ii. Whisky - one bottle per officer per month. 7/8 will be Australian Whisky and ⅛ will be Scotch

iii. Gin - one bottle per officer per month.

5. Issues for Officers

(a) Issues for officers will be made only through officers' messes. There will be no individual issues to officers from Canteen Bulk Stores or Issuing Points.

(b) No officer will be entitled to an issue of spirits or wines unless he has been or is to be at

least one month in MOROTAI Area and is on unit ration strength on the day of the issue. No officer or man will be entitled to a beer issue unless he is on unit ration strength on the day of the issue.

(c) Normal issues of spirits and wines will be made once per month. Supplementary issues of spirits and wines vide sub para (h) and issues of beer to Officers' messes will be made once weekly.

(d) Monthly, on a date to be notified by Canteens Officer, the Mess Secretary of each Officers' Mess will submit to Canteens Officer a nominal roll of members of the Mess present on that date, who have been, or are expected to be at least one month in MOROTAI Area.

(e) Issues will be made in bulk to Mess Secretaries on production of an authorization signed by the Commanding Officer of the unit. For proforma of authorization see Appx "A". If the Mess Secretary is unable to be present another officer may be detailed by the CO to draw the issue. The drawing Officer will personally sign the receipt for the issue.

(f) Entitlements against nominal roll of members in excess of individual requirements will be taken into Mess Stock.

(g) Lists submitted by Messes will be checked by Adv LHQ with unit strengths in the area and any unit or mess overdrawing its entitlement may be refused further issues.

(h) Officers arriving between monthly issues may receive a pro rata issue of spirits and wines at the end of the first week they are in the area, provided they are to remain for at least one month. Supplementary lists of such officers who have arrived during the week may be submitted by Mess Secretaries once each week, similarly to sub para (d) above. Issues will be drawn similarly to sub para (e) above.

(i) Pro rata issue for officers arriving between monthly issues shall be:-

i. for officers arriving during the first week - full issue.

ii. for officers arriving during the first third weeks - half issue

iii. for officers arriving during fourth week - nil for that month.

(j) Officers of other British and Allied Services if attached to Australian units in the area may be included under conditions similar to officers of Aust Services provided they are not drawing liquor supplies from other sources.

(k) Officers of AMF, RAN and RAAF attached to Allied HQ or units in the area may receive liquor issues on the same basis as officers with Aust units provided the nominal roll of members is accompanied by a certificate, signed by the senior Aust officer of the group, to the effect that:-

i. the officers a re not receiving similar supplies from other sources; and

ii. the senior officer of the Allied HQ or unit has no objection to Aust Officers drawing the supplies. The senior officer of the group should also sign the authorization form vide Appx "A".

6. Authority for Units and Messes to Draw Supplies

The list of units and messes authorised to draw supplies shall be as approved by DA & QMG, Adv LHQ. Before any issue is made the Canteens Officer will ensure that the authorisation of DA & QMG has been given, and that the unit or mess concerned has been added to the list.

7. Issues of Beer to Other Ranks

(a) Warrant Officers and Sergeants

Sgts Messes will draw beer entitlements in bulk weekly under similar arrangements to those outlined in sub paras 5 (e), (f) and (g) above.

(b) Rank and File

Issues to other ranks other than WOs and Sgts will be under unit arrangements which will ensure that no man receives more than two bottles per week. Issues will normally be on two days per week, one bottle per man on each occasion.

For units close to a Canteen Issuing Point, individual issues on chit system may be arranged.

Units which are unable to arrange individual issues from a Canteen Issuing Point or which desire to draw in bulk and issue under unit arrangements may draw in bulk twice weekly and will ensure that only sufficient is drawn on each occasion to allow for issue of one bottle to each man who is desirous of purchasing and consuming beer. If any surplus remains after an issue is made it will be returned without delay to the Canteen Bulk Store or Issuing Point. If it is not convenient for a unit to draw twice weekly, issue of two bottles per man once each week may be approved provided the unit -

(a) is able to arrange safe storage between issues, and
(b) ensures that only one bottle per man is issued on any one day.

(c) Issues in bulk will be made only to an officer authorised in writing by the CO of the unit. For pro forma of authorisation see Appx "A".

T.L. Lecombe Brigadier
Deputy Adjutant and Quartermaster General

DISTRIBUTION

	Copies
Fwd Ech LHQ	2
HQ 1 Aust Corps	4
HQ MOROTAI Staging Area	64
23 Aust L of C Sigs	4
HQ RAE 1 Aust Corps Tps	4
66 Aust Camp Hosp	4
11 Aust Mov Control Gp	4
3 Aust Comd AL Sec	4
2 Aust Comd AL Sec	4
AACS Adv LHQ	4
LHQ	4

INTERNAL DISTRIBUTION

List 'B' plus copies to C of S
BGS
DA&QMG
Offrs Messes - C in C
"A"
"B"
"C"
Sgts Mess

War Diary 2
File 2

AUSTRALIAN WAR MEMORIAL
Survey of records of 1939-45 War commenced in 1951
This record came from
2/3 Aust Fd. Coy.
Provisional Classification No. 6211

2/3 Fd. Coy

HWQ/PWG

CONFIDENTIAL.

Headquarters,
7 Aust Base Sub Area.

3 May 45.

ADMINISTRATIVE ORDER NO 26.

To be read in conjunction with HQ MOROTAI Staging Area Administrative Instruction No 2 of 23 Mar 45.

INTENTION

1. Units and dets of AMF with stores will disembark at MOROTAI on or about 3 May 45 from vessel "FREDERICK LYKES", as shown in Appdx "A" attached.

PREPARATION FOR DISEMBARKATION.

2. Personnel will disembark carrying on the man:-

Filled Water Bottle
Personal Kit
Mosquito Net.
Cot Folding
Tent shelter half (where issued)

ORDER OF DISEMBARKATION

3. (a) Units will disembark in the order prescribed by 11 Aust MC Gp.

(b) Sufficient rear party of each unit with stores loaded on the vessel will remain on the ship to act as guards and checkers of unit stores until such stores are discharged.

DESTINATIONS

4 (a) Upon disembarkation units will proceed to destination shown in relative Appendix.

(b) Unit equipment of units whose destination is shown as "Transit Camp" will be moved direct to unit camp site at SABATAI RIVER Staging Area. Unit sites will be allotted under arrangements 1 Aust Corps.

(c) Transport of units from Transit Camp to Staging Area will be provided under arrangements 1 Aust Corps.

COMMAND.

5. On arrival at unit camp site, all units will come under command of 1 Aust Corps.

DISCHARGE OF VESSEL.

6. (a) The provisions of Adv LHQ Adm Instrn No 22 (Procedure for Discharge of Ships) will be observed.

(b) Vessel will be discharged by Aust personnel under arrangements 11 Aust MC Gp.

(c) Tpt for movement of personnel and stores to destinations will be arranged by 11 Aust MC Gp with DADST this HQ.

(d) Provost personnel will be provided by 2/3 Aust L of C Pro Coy as necessary in consultation with Port MCO.

STORES SORTING AREA AND UNIT ESCORTS.

7. (a) As unit stores and equipment are discharged from the ship into MT, they will be moved to a sorting area adjacent to unloading berth, where they will be identified and despatched in unit lots to destinations.

(b) 11 Aust MC Gp will arrange with DAD Labour for the provision of an independent working party under the control of an officer who will be responsible to the ESO for unloading vehicles and sorting stores into unit lots in the sorting area.

(c) Officers in charge of sorting party will be provided by ESO with a list of serial numbers and colour markings of unit stores and will be responsible for supervision of the sorting of stores by personnel referred to in para 7 (b), and for arranging with Transport Control Point at the Dock for provision of vehicles to lift re-sorted loads.

8. Units are responsible for the safe custody of their own stores. Every vehicle carrying unit stores will be escorted from the Dock by unit personnel.

Parties, including guides and checkers, will normally be called to the Sorting Area from unit site or Transit Camp by the ESO; but in view of the difficulties at present obtaining in regard to communication, unit comds will be held responsible for maintaining constant liaison with ESO and ensuring that their guides are present at the Sorting Area immediately discharge of the units stores commences. It is absolutely essential that every effort be made by all concerned to see that the Sorting Area is cleared as quickly as possible.

An officer or NCO will be in charge of each unit party and will report to ESO immediately on arrival at the Sorting Area. Personnel will be relieved at such times as will enable meals to be taken in camps, and the officer or NCO in charge of each relief will also report to ESO on assuming duty.

9. Fostering unit or Transit Camp as the case may be will provide all necessary transport for changes of shift of personnel under para 8 hereof. Transit Camp will requisition on DADST for transport as required.

RATIONS.

10 (a) Unconsumed voyage rations and landing rations not carried as unit stores will be discharged from ship to DID.

(b) Fostering units hold two days initial rations for units proceeding direct to unit site. Transit Camp will ration units proceeding thereto.

POL

11. Petrol Points have been established to cover requirements of POL. Locations are as follows:-

(a) DID Area - Serviding all units PENINSULA Area.

(b) Staging Maint Area - Servicing all other units within the perimeter.

(c) Camp Maint Centre - Servicing all units in respective Bde etc Gp Camps in SABATAI Area.

WATER

12. Water will be delivered to unit areas under arrangements HQ 9 Div for all units in SABATAI Area, and HQ MOROTAI Staging Area for all units inside the perimeter. Supplies are at present limited and not more than 3 galls per man per day will be available.

CANTEENS

13. Limited stocks are available. Adv LHQ Adm Instn reference issue of alcoholic liquor is attached for units landing from vessel. Canteen Points are located as under:-

(a) DID Area - Servicing all units Peninsula Area.

(b) Transit Camp - Servicing all other units within perimeter.

(c) Camp Maint Centres - Servicing all units in respective Bde etc Gp Camps in SABATAI Area.

DISTRIBUTION.

(a) Oncoming units.

2/8 Aust Fd Regt.
2/12 Aust Fd Regt.
2/3 Aust Fd Coy
2/12 Aust Fd Regt Sig Sec
20 Aust Inf Bde Sig Sec
24 Aust Inf Bde Sig Sec
HQ 20 Aust Inf Bde
HQ 24 Aust Inf Bde.
2/13 Aust Inf Bn
2/15 Aust Inf Bn
2/17 Aust Inf Bn
2/28 Aust Inf Bn
2/32 Aust Inf Bn
1 Pl A Coy 2/1 Gd Regt.
2/26 Aust Sup Dep Pl
2/17 Aust Tpt Pl
2/8 Aust Fd Amb
2/8 Aust Dental Unit
2/122 Aust Bde Ord Fd Pk
2/ 122 Aust Bde Wksp
2/58 Aust LAD
2/61 Aust LAD
O.C. Corps and 9 Div Details.

(b) Local.

Adv LHQ (5)
HQ 1 Aust Corps (3)
HQ 9 Aust Div (4)
HQ 24 Aust Inf Bde
11 Aust MC Gp (5)
1 Aust Base Sub Area Details Depot (3)
6 Aust Base Postal Unit
2/3 Aust L of C Pro
DRLS Office 23 Aust L of C Sigs
Port M.C.O.

POSTAL.

14. (a) APO's are established on the Island to Service units as follows:-

P.O.	To service units located in	Location.
APO 197	Adv LHQ Area	Adv LHQ
APO 239	HQ, Docks, Transport, Initial Maint, Coral Cliff & Coast Gd Rd Areas.	DID Area.
APR 240	Staging Maint Area	6 Aust Base P.O.
FPO 034	Transit Camp	Transit Camp
FPO 036	Hospital Area	2/5 AGH
FPO 168	SABATAI Area.	Camp Maint Area.

(b) Inward mail now held will be delivered to Fostering Unit or Transit Camp for delivery to unit on disembarkation. Subsequent inward and outward mail will be collected from and lodged with appropriate APO or FPO.

FOSTERING

15. ( ) Under arrangements 1 Aust Corps, a fostering officer will be provided for each unit coming under Comd 1 Aust Corps and proceeding to Transit Camp for quartering, pending arrival of unit stores. His duties will include:-

(a) To meet unit comds on arrival at Transit Camp.

(b) To arrange for inspection of unit camp site by unit representatives before arrival of unit stores.

(c) To arrange transport of advance party to unit site to receive unit stores, and to arrange for their rationing.

(d) To provide guides for unit stores from personnel acquainted with the Staging Area, and in particular the unit location.

(e) To inform unit comds of any matters of general information.

(f) To keep O.C. Transit Camp informed in advance of E.T.D. of units and . Adv parties.

ENGINEER STORES.

16. Kitchens (Food Preparation Rooms) have been erected in unit sites as far as possible. R.E stores for additional kitchens necessary and for erection of shower and latrine shelters will be made available on demand to this HQ. One sq yd of sisalkaraft per man will also be issued for roofing of mess huts which unit is expected to provide from bush timber.

COMMUNICATIONS

17. (a) Signal address of HQ MOROTAI Staging Area is "AUSTSTAGE". Telephone on AUSTBASE Switchboard, extensions 1 and 29.

(b) Telephone facilities are very limited and it is unlikely that units will be provided with extensions in the early stages of their occupation.

DEFICIENCIES OF UNIT STORES.

18. Immediately on completion of discharge of ship, units will advise this HQ of:-

(a) any stores deficient from cargo.

(b) any stores belonging to other units held by them.

In each case particulars will be given of case markings - unit serial, colour markings and approximate size of package.

for (F.H.COSTELLO) Lt-Col,
COMD MOROTAI Staging Area.

DISTRIBUTION OVERLEAF.

Ser No.	Unit	Personnel Off	Personnel OR	Personnel Total	Vehicles Jeep	Vehicles Tlr	Vehicles 2½ Ton	Vehicles 3 Ton	Vehicles Others	Stores No.	Stores Ton Meas	Destination
												Pers to Transit Camp
16.	2/12 Fd Regt Sig Sec)	50	679	729								Thence to Unit Site BLACK CAMP
	2/61 Aust LAD)									1591	202	Unit Site BLACK CAMP
17.	2/12 Aust Fd Regt								U/E			
										676	76	Pers to Transit thence to Unit Site Coast Gd Rd
18.	2/3 Aust Fd Coy	5	226	231								Stores to " " "
												Transit thence BLACK CAMP
19.	2/122 Ord Fd Pk	1	19	20								Pers-Unit Site " "
20.	24 Inf Bde Sig Sec		9	9								Transit camp thence respective Unit Areas
21.	Corps & 9 Div Details	9	215	224								HQ 20 Inf Bde for fostering
22.	2/15 Aust Inf Bn	2	2	4								" " " "
23.	Det 2/17 Inf Bn	2	2	4								Transit Camp thence Unit Site - PURPLE CAMP
24.	20 Inf Bde Sig Sec	1	36	39								do.
25.	1 Pl "A" Coy 2/1 Gd Regt	1	33	34								Pers to 20 Inf Bde for fostering
26.	2/8 Aust Fd Regt	1	2	3								do.
27.	9 Div Postal	-	4	4								
									Amn	31	1	Unit Site BLACK CAMP
28.	2/11 Cav Commando Sqn											Refer Lt. FERGUSON
29.	ACF					1						
									Comforts	407	18	1 Aust Corps HQ
30.	Salvation Army								Effects	45	3	11 Aust MC Gp
31.	MFO								Mail	559	56	6 Aust Base Postal Unit
32.	APO											Staging Maint Area

Ser No.	Unit	Personnel			Vehicles					Stores		Destination
		Off	OR	Total	Jeep	Trlr	2½ Ton	3 Ton	Others	No.	Ton Meas	
										2	½	5 Ord Port Det to advise
33.	DADOS											
34.	9 TMO RAAF								Eqpt	180	90	9 TMO
	Total all Loading	144	2656	2800	-	1	-	-		9952	964½	

DISTRIBUTION :

OC Troops	1 - 5
HQ Morotai Staging Area	6 - 7
AEM Adv LHQ	8
1 CRE Works	9
DADST	10
Docks Supt	11 - 16
STO	17
AQMG (Mov & Tn)	18
Port MCO	19 - 20
ESO RED BEACH	21 - 22
ESO	23 - 24
Wharf Transport Officer	25
C/- 2/102 AGT Coy	
ASC Port Det	26
Ord Port Det	27
6 Aust Base Postal	28
9 TMO RAAF	29 - 30
MFO	31
Amen. HQ 1 Aust Corps for Salvation Army	32
1 TAF RAAF for Lt. FERGUSON	33
War Diary	34 - 35
File	36

FOR INFORMATION :

Adv LHQ	37 - 55
US Cargo Control Officer	56
HQ 1 Aust Corps (Adv)	57
Det 2 Aust Adv 2 Ech	58

.....Lt-Col
AQMG (Mov & Tn)

LAND FORCES IN SOUTH WEST PACIFIC AREA. SECRET.

MOVEMENT CONTROL ORDER NO. M/39.

HQ Movement Control,
MOROTAI.
2 May 45. Copy No.....

1. This order will be read in conjunction with "STANDING ORDERS FOR DISEMBARKATION" MOROTAI dated 27 Apr 45.
2. The following personnel will be disembarked and cargo discharged from "FREDERICK LYKES" commencing at an early date.

Ser No.	UNIT.	PERSONNEL.			VEHICLES.					STORES.		
		Off	OR.	Total.	Jeep.	Trlrs.	2½T.	3 Ton	Others.	No.	Ton M.	
	Loaded at [illegible]VILLE.											
1.	ASD.								Rations and Supplies.	2547	98	Staging Maint Area.
2.	2/2 Aust M G Bn.								Amn.	83	3DW.	Unit Site M/ Bn Area.
3.	2/32 Aust Inf Bn.	14	315	329.					Amn. Stores.	51 655	2DW) 55)	Unit Site BLACK CAMP.
4.	2/28 Aust Inf Bn.	1	4	5					Amn. Stores.	121 875	5 80	Pers & Stores to Unit Sites BLACK CAMP.
5.	HQ 24 Aust Inf Bde.	3	16	19					Amn.	17	1DW	do. GREEN CAMP.
6.	2/14 Aust Tpt Pl.								Amn.	4	3 CWT	do. BLACK CAMP.
7.	2/7 Fd Coy.		1	1					Amn. Stores.	16 275	1 47	do. do. Unit site Coast Pt Ld
8.	2/8 Fd Amb.	12	205	217.					4 Pkges Infl. 955 U/E.	959	88	Pers to Transit. Stores - Unit Site PURPLE CAMP.
9.	2/8 Dental Unit.	1	4	5						21	3	Pers & Stores to Unit Site - GREEN CAMP.
10.	2/122 Bde Wksp.	4	125	129					U/E.	360	66	Pers to Transit. Stores to Unit Site BLACK CAMP.
11.	HQ 20 Inf Bde.	6	56	62					U/E.	391	48	Pers to Transit. Stores to Unit Site PURPLE CAMP.
12.	2/58 LAD.	1	18	19						23	4	Pers TRANSIT CAMP thence PURPLE CAMP. Stores to Unit Site PURPLE CAMP.
13.	2/13 Inf Bn.	27	565	592.						1048	95	do.
14.	2/26 Sup Depot Pl.	2	32	34					U/E.	27	3	Pers to TRANSIT CAMP. To Unit Site. PURPLE CAMP.
15.	2/17 Tpt Pl.	1	86	87					U/E.	36	14	Pers to TRANSIT CAMP. Stores to Unit Site PURPLE CAMP.
16.												

SECRET

A/301.2/G

20 Feb 45

ADV LHQ ADMINISTRATIVE INSTRUCTION NO 23

Ref : MAP CARE GILA 1/20000 (Approx)

1. INTENTION

Adv LHQ and certain ancillary units and Staging Area Troops at present in HOLLANDIA will move to MOROTAI as detailed in this instruction.

2. COMMAND

On arrival units will be under command of H.Q. MOROTAI STAGING AREA until the arrival of Adv LHQ.

3. UNITS AND STORES TO BE MOVED

(a) The units to move and their priority of movement will be advised separately.

(b) Stores to be moved are as shown in Appendix "A" attached.

4. RECEPTION AND ACCOMMODATION ON ARRIVAL

H.Q. MOROTAI STAGING AREA will be responsible for the reception and accommodation of all units and the storage and custody of all stores on arrival.

5. ALLOCATION OF AREAS

(a) Units will be sited within the perimeter under arrangements of H.Q. MOROTAI STAGING AREA.

(b) That area on the penissular SW of a line 823255 - 825252 - 823246 - 825245, will be reserved for Adv LHQ and ancillary units.

6. PREPARATION FOR MOVEMENT

(a) Units will be prepared for movement on twelve hours notice from the time of issue of the warning order to move, with the following stores:-

(i) Personal arms and equipment, cots folding and tents shelter halves, with the man.

(ii) Unit accommodation stores including tentage and essential unit equipment - stowed for first discharge.

(iii) As much of their engineer Scale 'A' accommodation stores as possible, stowed for early discharge.

(iv) Balance of unit equipment and vehicles.

(b) Particulars of stores in para 6(a) (ii) (iii) and (iv) will be included in GRO 318/43 details to be advised to 11 Aust MC Gp.

7. TRANSPORT

Transport for movement of units and stores to the wharf will be arranged by 11 Aust MC Gp with HQ Base 'G'.

8. LOADING

(a) Units of Staging Area Troops will be called forward through HQ HOLLANDIA STAGING AREA by 11 Aust MC Gp.

(b) All other units and stores will be called forward through Adv LHQ who will also be responsible for the general co-ordination of movement of all units.

9. UNLOADING

Unloading of units and stores will be under the direction of 31 US Div. HQ MOROTAI STAGING AREA will arrange details of discharge with that formation and render all assistance possible.

10. VOYAGE AND LANDING RATIONS

Adv LHQ will arrange for the following:-

(a) 14 days voyage rations to be delivered to the ship's Quarter Master for the troops embarked on each vessel.

(b) 10 days landing rations to be loaded in bulk for second discharge.

11. CLEARANCE OF AREAS

(a) HQ HOLLANDIA STAGING AREA will be responsible for ensuring that all areas vacated by Staging Area Troops are cleared of all RAF stores, thoroughly clean and handed over to the appropriate US Army Authority.

(b) This HQ will be advised of all stores not able to be shipped.

12. POSTAL ADDRESS

(a) Postal address of all units will remain the same as at present.

(b) Mail for units of which part only is moving will be sorted by the portion of the unit remaining in HOLLANDIA, mail for personnel remaining willbe extracted and the balance returned to Adv LHQ Post Office for onward movement.

for Brig
D. & QMG

DISTRIBUTION:

FWD ECH LHQ
HQ HOLLANDIA STAGING AREA (3
HQ MOROTAI STAGING AREA (3)
23 Aust L of C Sigs
11 Aust MC Gp

INTERNAL DISTRIBUTION:

Ops	'Q' (Maint) (2)	Ord
Int	'Q' (Mov) (2)	AEME
Engrs	Camp	File (2)
Sigs	Med	War Diary (2)
'A' (2)	ST	

SECRET

APPENDIX 'A' TO ADV LHQ ADMINISTRATIVE INSTRUCTION NO 23

STORES FOR MOVEMENT

1. The following stores have already been loaded on the 'EBRICOS'.

Serial	Consignee	Description	Tons (M)
1	Ordnance (a) (b)	Stores 1 jeep 2 Cars DS 3 Cars 6 seater	102
2	Canteens (a) (b)	Stores 1 Car DS	303
3	Engrs (a)	Stores 6 Tractors 1 Excavator 1 Bucket Assy 1 Jib Assy	710
4	Mail	Mail	36
5	Svy (c)	Stores	2
6	Dental (c)	Stores	2
7	23 Aust L of C Sigs	Stores	1
8	AASC	Supplies (c) Hospital Supplies (c) Refrigerated Supplies (d) (2,048 pkgs beef 6 C/s butter)	16
9	American Red Cross (c)	Supplies	8
10	53 Aust W/T Sec	Stores	3
11	17 Aust AOD (a)	1 jeep 1 trailer	
12	Felo (b)	Stores 2 jeeps 1 trailer 1 motor cycle	3
13	Services Radio Det (c)	1 jeep	
14	2/1 Aust Docks Op Coy (a)	1 work boat 4 2½ ton Trucks 7 Cranes 1 Tractor	
15	Adv LHQ (a)	1 Car DS 1 Panel van 1 Miles Cooker (f)	
16	90 Aust High Speed W/T Sec (a)	2 3 ton Trucks 1 jeep 2 Trailers	
17	89 Aust High Speed W/T Sec (a)	2 3 ton Trucks 1 jeep 2 Trailers	

Serial	Consignee	Description	Tons (M)
18	27 Aust Maint Pl (a)	2 3 ton Trucks 1 trailer	
19	7 Pl 1 Aust Port Maint Coy (a)	2 2½ ton Trucks 1 jeep trailers	
20	2/30 Aust Tpt Pl (a)	39 trucks 3 jeeps 3 trailers	
21	66 Aust Camp Hosp (c)	Eqpt	55
22	MFC	3 Pkgs	52
23	33 Aust Wks Coy (a)	1 jeep 1 trailer Qty Eqpt	52
24	5 Aust Mech Eqpt Coy (a)	14 jeeps 15 jeep trailers 12 Tip trucks 12 tractors 12 trucks 3 ton 2 graders 2 scoops 2 rippers 2 transporters 3 trailers generator 67 Drums POL	
25	2/93 LAD (a)	7 trucks 1 jeep 1 trailer	
26	11 Aust MC Gp (a)	2 jeeps 2 trailers	
27	2 Aust Fd Coy (a)	13 trucks 10 jeeps 6 trailers 3 tractors 300 drums POL	
28	Stationery (b)	Stationery	58

NOTES:

(a) All vehicles will be held in a suitable area until units are able to take them over.

(b) (i) Stores will be placed in the staging maintenance area in the charge of the service detachments accompanying them.

(ii) H. MOROTAI Staging Area will arrange for the erection of coverage and necessary enclosures and for the safe custody of the stores concerned.

(c) To be held pending advice as to disposal.

(d) Arrnagements to be made by H. MOROTAI Staging Area for refrigeration on discharge.

(e) To be issued to FELO MOROTAI

4. Additional Stores to be loaded as space available.

	Stores	Remarks
1.	Engrs 150 tons (M) incl 2 x 300 cu ft refrigerators 1 x 118	From Adv HQ dump
2.	44 Gallon drums - 450	From Base G as space is available

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

Adv LHQ
AQ 601.21
16 Feb 45

ADV LHQ ADM INSTRUCTION NO 22

PROCEDURE FOR DISCHARGE OF SHIPS

OBJECT

1. To set down a procedure for discharge of Aust stores and supplies from ships, with a view to prevention of losses by pillaging, and to ensure that there is a proper check of all Aust cargo received from the Mainland or other ports.

DEFINITIONS

2. Duties and Responsibilities

(a) Movement Control

Movement Control is responsible for co-ordination of all arrangements for discharge of ships and clearance of wharves and transit areas.

The senior Aust Movement Control Officer in a port is the Aust Military representative on any committee concerned with port working. He works in close collaboration with the Sea Transport Officer or NOIC and Docks Service representative. In regard to inwards shipping such collaboration includes arrangements for berthing in accordance with Staff priorities, disembarkation of personnel, discharge of Service cargoes and port activities generally. He is represented at the Docks by Movement Control Officers known as Embarkation Staff Officers, Cargo Transport Officers and Railway Transport Officers.

Movement Control is responsible for arrangements with Sea Transport Officer for disembarkation of personnel, animals and accompanied equipment.

(b) Docks Service

The Docks Service is responsible for the discharge of vehicles and cargo from ships and for clearance of stores from the docks area. The Docks Officer in Charge is usually referred to as the Docks Superintendent.

(c) Services Port Detachments

1. Each consignee service (Engrs, ST, Ord, Canteens, etc) will be represented by a Port Detachment, members of which

must be present on the wharf during the unloading of the stores or supplies for their Service. These Service Representatives co-operate with and assist the Port Movement Control Officer and transportation units on matters pertaining to their own particular Service. They will obtain the programme of unloading from the Docks Superintendent and will arrange with their Services for any guides and escorts required. They are responsible for checking stores or supplies being discharged for their Services, and for seeing that the stores or supplies are despatched to the correct depots. They will not interfere in the work of discharging the ship, but will refer any matters concerned therewith to the Docks Superintendent.

Port Detachments will be the normal means of communication between Movement Control and the Services, but nothing in this sub para should be interpreted as in any way affecting Service responsibilities as outlined elsewhere in this instruction.

ii. Should Services desire to have authorised representatives other than regular members of Port Detachments present during discharge of certain cargo, such representatives should be permitted to enter the Docks Area and, if necessary, to board vessels, subject to the provisions of para 5, and provided that, in the opinion of the Docks Superintendent, their presence would not result in any interference with the working of vessels.

(d) Guides

If other than Aust driven vehicles are being used, or if Aust drivers are employed who do not know the location of Services Depots, a guide from the Service concerned should accompany each vehicle. If guides are required the Service concerned will provide such as are necessary, in accordance with information received from the Port detachment.

(e) Escorts

It is the responsibility of the Service concerned to provide escorts to accompany each vehicle carrying attractive items, such as those for which special protection is provided in ships and on wharves. Tobacco, liquor, canteen supplies and certain ASC supplies are attractive items. Port detachments will be responsible for informing Services when escorts are required.

(f) Provost

Strict Provost control will be instituted and Provost personnel posted as follows:-

i. At the entrance and exit to the Docks Area and at gangways of all ships loading and unloading, to check passes and prevent unauthorised persons from entering or leaving the Docks Area, or boarding ships.

ii. In all holds while gangs are working or while crews and other persons have access to hold.

iii. On barges loading or unloading cargo, whether in stream, at ship's side or at wharf.

iv. In addition, and if Provost personnel are available, a roving patrol of one Cpl should be stationed at each wharf where a ship is berthed.

v. Motor cycle patrols will be instituted on all roads to observe vehicles carrying cargo between docks and depots, with the object of preventing unauthorised dumping or removal of stores from vehicles.

vi. Where possible, an efficient motor launch and crew should be provided for the exclusive use of Provost personnel so that water police duties may be performed.

Barges, etc will not be permitted to make any digression between ship and wharf, and will be unloaded only within the Docks Area.

Where practicable, spot checks will be made by Provost personnel of vehicles leaving Docks Area for discrepancies between actual contents of vehicles and delivery docket held by driver.

3. Docks Area

The whole of the facilities available for transferring traffic between sea and land transport are included in a reserved transportation area known as "the docks". If and when time and materials allow and the area is under Australian control, this Area will be securely fenced. The minimum number of entrances and exits, consistent with the efficient working of the docks, will be provided. No unauthorised person will be allowed in the area.

IN and OUT MT Control Posts will be established at entrances and exits to docks area by DADT Area Comd.

4. General Transit Area

(a) To avoid delay in discharge of ships and to enable mixed loads and broken or damaged

cases to be properly sorted and recorded before delivery to depots, a General Transit Area will be established under orders of Area Comd. This General Transit Area will normally be staffed by Docks Op personnel and under the control of Docks Superintendent. Personnel of the Military Forwarding Organisation should also be located in this General Transit Area. Representatives of Services or Port Detachments will be required to assist.

(b) The General Transit Area should be located within or close to the Docks Area.

In Island warfare with limited wharf, road, and coverage development, and on account of nature of terrain it will usually be found that this is not practicable.

General Transit Area then should be established on the route Docks to Depots.

(c) The General Transit Area will be used as follows:-

i. Mixed loads of cargo, broken packages and loose commodities and unescorted unit equipment will be directed by the Docks Superintendent to this area where they will be sorted into unit or service lots prior to despatch to units and depots. To facilitate sorting and to ensure safe custody of packages, cages will be constructed for each service.

ii. Movement Control will arrange for vehicles to transport stores etc from the Area to service depots or unit lines. Services will provide escorts and guides.

iii. When broken packages are being dealt with particulars of items short or broken will be recorded in duplicate and signed by the Docks Op Coy and the Port Detachment representatives.

iv. Units or services receiving packages which it is discovered should not have been delivered to them will immediately inform the Port Movement Control Officer. If the proper destination of the package can be ascertained without difficulty the Port Movement Control Officer may arrange for the package to be collected and delivered direct to the proper unit or service depot. If there is any doubt about the destination of the package the Port Movement Control Officer will arrange for it to be collected and taken to the General Transit

Area. Receipts will be given to units or services when such packages are collected from them.

5. Passes

Passes to enter the docks will be issued by local Area Comd in consultation with Port Movement Control Officer. Permit to board vessels in the docks will be issued only by, and on the authority of, Movement Control, and only to persons holding authority to enter the docks.

LABOUR

6. Hours of Working

To facilitate quick turn round of vehicles all Services will operate a six hour tour of duty, without breaks for meals. This will co-incide with the operating of Docks Op Coys.

7. Precaution to Prevent Pilfering

Parties working in the docks area will be marched in formed bodies to and from their place of duty. Before leaving the docks area on completion of duty parties will be formed up and, before marching off, will be checked to see that all are present and visually inspected to ensure that no stores or supplies are being improperly removed. The officer or NCO in charge of each party will carry a nominal roll which will be made available to the guard at the entrance to the docks area as each party enters and leaves the area.

PROCEDURE OF DISCHARGING CARGO FROM A SHIP

8. Prior to arrival of a ship, Movement Control will have received information of the probable date of arrival and of the cargo carried. A Movement Control Order will have been issued giving details of cargo and vehicles carried and of consignee units and services. Movement Control will have made preliminary arrangements for provision of MT vehicles; and Services will be prepared to receive cargo, and to provide escorts and guides.

9. When the ship berths the Naval Sea Transport Officer (cargo), a Movement Control Officer (Cargo Transport Officer) and the Docks Superintendent board the vessel and confer with the Ships Master regarding the discharge of cargo. Movement Control then arranges for vehicles to transport cargo from the ship and the Docks Superintendent arranges distribution of his gangs and informs Services Port Detachments of arrangements for discharging cargo consigned to their Services. Port Detachments arrange with their Services for any guides and escorts required.

10. Immediately hatches are opened, and before Docks personnel enter the holds, a preliminary inspection of cargo will be carried out by a Docks Op Coy officer and a Provost officer. A combined report will be submitted to Port Movement Control Officer on the condition of the cargo, broken cases, or evidence of any other obvious interference with the cargo.

11. The Docks Service clears cargo from the ship direct on to vehicles, makes out convoy notes and directs vehicles to their destinations. Services Port Detachments assist in recognising cargo for their Services, in checking on to vehicles and

ensure that guides and escorts are detailed to vehicles and the drivers know to which depots to proceed.

CHECKING SYSTEM

The following checking system will be instituted:-

12. Ship's Side

(a) Where vessel is being discharged into vehicles on wharf or in barges, the load will be checked from ship to MT vehicle by a Docks Op Coy checker and the vehicle driver.

(b) Where vessel is being discharged into barges, barge escorts will be provided from Docks Op Coy and will accept from the Docks Op Coy NCO i/c of hatch a docket showing total number of packages only. The escort will deliver his load to Docks Op Coy checker at barge unloading point, where checker will check load in detail with vehicle driver.

(c) Delivery dockets, in quadruplicate, will be prepared by Docks Op checker for each load, setting out date, vessel from which discharged, total number of packages included in load, destination, time of signing, and sufficient description of the packages to indicate the service, and an indication of contents (e.g. 3 drums S & T rations - 5 cases unit equipment.)

(d) Checkers, Port Detachment personnel and Provost must be alert to prevent additional cases or packages being placed on vehicles after delivery dockets are made out.

13. Delivery Dockets

The following procedure will be adopted when using AAB 67:-

After being signed by the Docks Service checker and counter-signed by the driver MT, the copies will be disposed of as follows:-

(a) Original, duplicate and triplicate copies to driver MT, quadruplicate copy to be retained in checker's book.

(b) Upon reaching consignee, driver MT will obtain signature of consignee on the three copies for receipt of goods. The consignee noting discrepancies, if any, in load on each copy, the driver MT initialling same, the consignee retaining the duplicate copy.

(c) Upon return of vehicle to IN MT Control Post, driver hands in original and triplicate copies. Gen Dpt Coy retains triplicate

copy. Original copies will be collected by Docks Op Coy Shipping Jt at least twice daily.

(d) The original copy is then pasted back in checkers book with quadruplicate copy, and is used to reconcile discharge against ship's manifest. The completed books of AAB 67 will be filed away for future reference.

14. Reconciliation of Dockets

(a) To ensure quick detection of losses in transit between ship and depot, the original and quardruplicate copies should be checked at the first available opportunity. By 0900 hrs daily any discrepancies will be reported to Area Comd.

(b) "Q" Staff of the Base Sub Area or Formation responsible for receipt of supplies and stores should visit depots occasionally and observe the receipt and checking-in of supplies and stores.

15. OUT - MT Control Post

A MT Control Post will be set up by DADT Area Comd at entrance to Docks. Driver will proceed there when vehicle is loaded and check destination and vehicle number.

16. Driver's Responsibility

On delivering load and having same checked by Service checker at destination, driver will receive a signature from the Service on all copies of delivery docket. The consignee will take one copy.

17. IN - MT Control Post

Driver will check in vehicle on arrival back at wharf and will hand in delivery dockets signed by Service checker He will then proceed along the line for further loading.

18. Transport Unit Responsibility

In the event of driver not returning to the Docks Area, it will be the responsibility of his unit to collect all dockets and forward same to "IN MT Control Post" within 12 hours.

RECONCILIATION OF CARGOES

19. Action by Docks Op Coys

(a) At least once daily the delivery dockets held by Docks Op Coys will be reconciled with copies received from "IN MT Control Post", and the detailed break up will be checked with respective Services Port Detachments. Discrepancies will be reported to Area Comd daily at 0900 hours.

(b) On completion of discharge of a ship, the

total number of packages will be reconciled with the ship's papers, and a reconciliation statement prepared by Docks Superintendent.

20. Action by Services

The service copy of delivery dockets will be summarised by ships, and checked against the ship's manifest's and service advices.

Services will, in their Transit Areas, sort all supplies or stores received into commodities and check each commodity against the service advice received from consignor.

Supplies or stores from any particular ship will not be dispersed from the Transit Area until reconciled with the Service advice received from consignor.

Difference between the vehicle loads and delivery dockets will be immediately investigated by the consignee, and discrepancy statement including docket numbers, time of receipt, driver's name and vehicle number will be prepared and forwarded to the Docks Superintendent by 0830 hrs daily.

DEPOT WORKING AND SECURITY

21. The following security precautions will be taken:-

(a) When time permits and materials are available, depots will be securely enclosed by a fence (seven feet fences with barbed wire are suggested.)

(b) Where practicable, only one entrance and exit will be provided.

(c) Guards will be posted at entrance and exit of depot. Guards will check all outward vehicles carrying stores or supplies to ensure that drivers carry delivery dockets.

(d) Internal picquets will be provided on "attractive" stores or supplies.

(e) Depots will be adequately lighted.

(f) Personnel will not normally be camped within the Depot Area.

Brigadier
DA & QMG

DISTRIBUTION

HQ HOLLANDIA Staging Area	(20)
HQ HOROTAI Staging Area	(20)
27 Aust Maint Pl	
Det 2/1 Aust Army Topo Svy Coy	
23 Aust L of C Sigs	
10 Pl 2/2 Aust HQ Gd Bn	
"C" Sec 46 Aust Sup Dep Pl	
66 Aust Camp Hospital	
207 Aust LAD	
Det AA Canteens Service	

Copies for information to:-

LHQ	(5)
Fwd Ech LHQ	
First Aust Army	(5)
1 Aust Corps	(20)
1 Aust Base Sub Area	(10)

INTERNAL DISTRIBUTION

Engrs	
A	
Camp	
Pro	
Q (Mov)	(4)
Q (Maint)	(2)
ST	
Ord	
Canteens	
SD	
File	
War Diary	(2).

EB

ALLIED LAND FORCES
SOUTHWEST PACIFIC AREA

Adv LHQ
AQ 733.1
~~17~~ Jan 45

ADV LHQ ADM INSTRUCTION NO ~~21~~

MOROTAI

Issue of Alcoholic Liquors - ~~HOLLANDIA~~ Area

1. Canteen supplies (including liquor in accordance with authorised scales) are available from Aust Army Canteens Service to:-

(a) Personnel of AMF;
(b) Personnel of RAN (vide para 2);
(c) Personnel of RAAF.

2. Liquor Supplies RAN

If units of RAN elect to draw liquor from Aust Army Canteens Service instead of through existing channels for shore based or sea going personnel, the Navy Officer i/c will advise the senior Canteen representative in the area concerned, and the Navy Officer i/c will ensure that liquor is not drawn from other sources if he elects to have AA Canteens Service make supplies available.

Supplies will be drawn in bulk by RAN units from the nearest Bulk Store or Issuing Point.

3. Supplies RAAF

Canteen supplies required by RAAF units will be drawn in bulk by RAAF units from the nearest Bulk Store or Issuing Point established by the Aust Army Canteens Service.

4. Scale of Issue

The scale of issue of alcoholic liquors is:-

(a) Beer - two bottles per man per week - all ranks.

(b) Wines and Spirits - officers only.

i. Wines - ½ bottle per officer per week when stocks are available.

ii. Whisky - one bottle per officer per month. 7/8 will be Australian whisky and ⅛ will be Scotch.

iii. Gin - one bottle per officer per month.

5. Issues for Officers

(a) Issues for officers will be made only through officers' messes. There will be no individual issues to officers from Canteen Bulk Stores or Issuing Points.

(b) No officer will be entitled to an issue of spirits or wines unless he has been or is to be at

least one month in ~~HOLLANDIA~~ MOROTAI Area and is on unit ration strength on the day of the issue. No officer or man will be entitled to a beer issue unless he is on unit ration strength on the day of the issue.

(c) Normal issues of spirits and wines will be made once per month. Supplementary issues of spirits and wines vide sub para (h) and issues of beer to officers' messes will be made once weekly.

(d) Monthly, on a date to be notified by Canteens Officer, the Mess Secretary of each Officers' Mess will submit to Canteens Officer a nominal roll of members of the Mess present on that date, who have been, or are expected to be at least one month in ~~HOLLANDIA~~ MOROTAI Area.

(e) Issues will be made in bulk to Mess Secretaries on production of an authorization signed by the Commanding Officer of the unit. For proforma of authorisation see Appx "A". If the Mess Secretary is unable to be present another officer may be detailed by the CO to draw the issue. The drawing officer will personally sign the receipt for the issue.

(f) Entitlements against nominal roll of members in excess of individual requirements will be taken into Mess Stock.

(g) Lists submitted by Messes will be checked by Adv LHQ with unit strengths in the area and any unit or mess overdrawing its entitlement may be refused further issues.

(h) Officers arriving between monthly issues may receive a pro rata issue of spirits and wines at the end of the first week they are in the area, provided they are to remain for at least one month. Supplementary lists of such officers who have arrived during the week may be submitted by Mess Secretaries once each week, similarly to sub para (d) above. Issues will be drawn similarly to sub para (e) above.

(i) Pro rata issue for officers arriving between monthly issues shall be:-

i. for officers arriving during the first week - full issue;

ii. for officers arriving during second and third weeks - half issue.

iii. for officers arriving during fourth week - nil for that month.

(j) Officers of other British and Allied Services if attached to Australian units in the area may be included under conditions similar to officers of Aust Services provided they are not drawing liquor supplies from other sources.

(k) Officers of AMF, RAN and RAAF attached to Allied HQ or units in the area may receive liquor issues on the same basis as officers with Aust units provided the nominal roll of members is accompanied by a certificate, signed by the senior Aust officer of the group, to the effect that:-

i. the officers are not receiving similar supplies from other sources; and

ii. the senior officer of the Allied HQ or unit has no objection to Aust Officers drawing the supplies. The senior officer of the group should also sign the authorisation form vide Appx "A".

6. Authority for Units and Messes to Draw Supplies

The list of units and messes authorised to draw supplies shall be as approved by DA & QMG, Adv LHQ. Before any issue is made the Canteens Officer will ensure that the authorisation of DA & QMG has been given, and that the unit or mess concerned has been added to the list.

7. Issues of Beer to Other Ranks

(a) Warrant Officers and Sergeants

Sgts Messes will draw beer entitlements in bulk weekly under similar arrangements to those outlined in sub paras 5 (e), (f) and (g) above.

(b) Rank and File

Issues to other ranks other than WOs and Sgts will be under unit arrangements which will ensure that no man receives more than two bottles per week. Issues will normally be on two days per week, one bottle per man on each occasion.

For units close to a Canteen Issuing Point, individual issues on chit system may be arranged.

Units which are unable to arrange individual issues from a Canteen Issuing Point or which desire to draw in bulk and issue under unit arrangements may draw in bulk twice weekly and will ensure that only sufficient is drawn on each occasion to allow for issue of one bottle to each man who is desirous of purchasing and consuming beer. If any surplus remains after an issue is made it will be returned without delay to the Canteen Bulk Store or Issuing Point. If it is not convenient for a unit to draw twice weekly, issue of two bottles per man once each week may be approved provided the unit -

(a) is able to arrange safe storage between issues, and
(b) ensures that only one bottle per man is issued on any one day.

(c) Issues in bulk will be made only to an officer authorised in writing by the CO of the unit. For pro forma of authorisation see Appx "A".

Brigadier
DA & QMG

DISTRIBUTION

	Copies
Fwd Ech LHQ	4
HQ HOLLANDIA Staging Area	52
Det 8 Aust MC Gp	4
8 Aust Fd Coy	4
27 Aust Maint Pl	4
Det 2/1 Aust Topo Svy Coy	4
23 Aust L of C Sigs	4
Det 2/2 Aust HQ Gd Bn	4
Det 1 Aust Fd Censorship Coy	4
C Sec 46 Aust Sup Dep Pl	4
66 Aust Camp Hospital	4
207 Aust LAD (Type A)	4
Det 81 Aust Depot Cash Office	4
3 Aust Base Postal Unit	4
AACS - Adv LHQ	4
Copies to LHQ	4

INTERNAL DISTRIBUTION

List "B" plus copies to C of S	
BGS	
DA & QMG	
Offrs Mess	
C in C	
"A"	
"B"	
"C"	
Sgts Mess	28
War Diary	2
File	1