

AWM 103

AUSTRALIAN WAR MEMORIAL
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AUSTRALIAN



MILITARY FORCES

Australian Regular Army

COMPANY ROLL BOOK

Commencing 1 MAR '69 Ending 30 APR 69

HQ Coy 1 ATF } Squadron } Nui DAT } Locality
Battery }
Company }

.....Regiment or Corps

Book No. 15

NOTE—This AA Book has been re-designed to meet the requirements of numerically small units and it may now be used to cover periods of two, four or six calendar months according to the size of the unit and the space available.

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Instructions for Keeping Company Roll Book

COMPANY ROLL BOOKS TO BE KEPT FOR SUB-UNITS

1. A company roll book will be maintained for personnel of—
 - (a) the headquarters of each battalion or its equivalent;
 - (b) each company or its equivalent;
 - (c) each station, where a company or its equivalent is located at more than one station.
2. Duplicate roll books will not be used.

PERIOD FOR WHICH TO BE USED

3. A company roll book will be used for periods of two, four, or six months, etc., according to the size of the unit and to the space available.

ENTRIES

4. **Entry of names**
 - (a) the names of members will be entered in the company roll book, at the commencement of each two-monthly period, in the following order within each platoon, etc.—
 - (i) officers in order of seniority;
 - (ii) warrant and non-commissioned officers in order of seniority; and
 - (iii) private soldiers in order of taking on strength.
 - (b) Sufficient space will be left between ranks for subsequent entries entailed by enlistments, promotions, transfers, etc.
5. **Entries to be signified by letters**
 - (a) Entries in a company roll book will be signified by letters as follows:—

P signifies "Present"	Y signifies "Detached"
R " " "Absent — Rest Day"	X " " "Absent on Duty other than 'C' or 'Y' "
S " " "Absent through illness"	D " " "Undergoing detention"
H " " "Hospital"	L " " "Absent with leave"
C " " "At Course or School"	A " " "Absent without leave"
 - (b) The letter "P" will be made the full size of the space provided.
 - (c) To facilitate any subsequent alteration, letters, other than the letter "P", will be half the size of the space provided. Such alteration will be made by crossing out the initial entry and inserting the new letter in the top half of the space.

RATIONED UNITS

6. In rationed units the company roll book will be used to check ration enlistments. To facilitate checking blue ink will be used to mark attendance of members rationed, and red ink for those not rationed (leave, detached, etc). Red ink will normally be used for all entries in respect of members "living out" — if for special reasons they are given permission to "live in" blue ink will be used.

PERSONAL OCCURRENCES

7. Where a member is transferred or otherwise struck off strength, or is promoted or reverted, spaces allotted to parades held on or after the date of the personal occurrence will be ruled out in red ink and the appropriate notation (see para 10 below) will be made in the "Remarks" column against the entry.
8. Where a member is promoted or reverted, after action has been taken in accordance with para 7 above, his name will be entered on the line immediately below that of the last member of the rank to which he is promoted or reverted and spaces allotted to parades held before the date of the personal occurrence will be ruled out in red ink.
9. Where a member is transferred in or otherwise taken on strength, spaces allotted to parades held before the date of the personal occurrence will be ruled out in red ink and the appropriate notation (see para 10 below) made in the "Remarks" column against the entry.
10. Notations made in the "Remarks" column will include the nature and date of the personal occurrence and the authority for it, eg, promoted T/Cpl 2 Mar 56, RO 18/56.

PERSONNEL PERMITTED TO MAKE ENTRIES IN A COMPANY ROLL BOOK

11. Entries in a company roll book may be made by an officer, warrant or non-commissioned officer (not below the rank of corporal) but the correctness of such entries shall be certified to by the officer commanding the parade.

CALLING OF ROLL

12. The roll will be called direct from the platoon roll book, and entries of attendance or absence will be made therein at the time in ink or indelible pencil; after it has been called —
 - (a) the names of all personnel entered as absent will be called again and any error will be corrected immediately;
 - (b) the officer commanding the parade will check the entries of attendance and absence at the parade and will initial the column of entries in the space provided for the purpose.

TRANSCRIPTION OF ENTRIES

13. The particulars of attendance entered in a platoon roll book will be transcribed into the company roll book on the same day and initialled by the responsible officer.

PARADE STATES

14. The parade state at the back of the company roll book will be made out each day.

CORRECTION OF ERRORS

15. No erasure is permitted of any entry in a company roll book.
16. Every entry requiring amendment will be crossed out and the correct entry made, and the member authorized to make the correction will place his initials above that correction.

CERTIFICATION BY COMMANDING OFFICER

17. The Commanding Officer of a unit will sign the certificate on completion of the book, if he is satisfied that the statements contained in the form of the certificate are correct.

GENERAL

18. Attention is directed to the following Australian Military Regulations and Orders:—
 - AMR 735 — Roll Books.
 - AMR 736 — Offences in Relation to Roll Books.

DISPOSAL OF ROLL BOOK

19. A company roll book will be retained for two years after completion, and then destroyed.

Certificate of Commanding Officer

I CERTIFY that I have examined the records of (Unit).....
contained in this Company Roll Book and find that all members on the
strength of the Unit during the period have been accounted for.

Date.....

.....
Commanding Officer

Wo's

MARCH

Army Number	RANK AND NAME	ATTENDANCE FOR MONTH OF MARCH																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
29412	Wo ² ADAMS				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X													
13551	Wo ² WOODROW R.M.																															
210468	Wo ² STEPHENSON T.E.																															
211046	Wo ² FAULKNER R.																															
217655	SGT BULL M.N.																															
42018	SGT ELSON																															
2790049	SGT GOMBE D.																															
2468	SGT JONES L.				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X													
212803	SGT LUXFORD A.E.																															
15309	SGT BUTLER J.T.																															
RAAF	SGT DEWAR																															

DAILY PARADE STATE

Establishment..... Officers..... Other Ranks..... Total.....

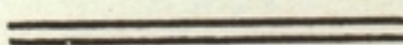
Month and Date	Posted Strength			Present with Unit						Detached— Hospital, Schools/ Courses, Detention, etc	Absent with Leave			Absent without Leave			Initials of Officer commanding Sqn, Bty, or Coy
				Available for Duty			Not available for Duty. (Including Sick and those on Light Duty and Rest Day)										
	Officers	Other Ranks	Total	Officers	Other Ranks	Total	Officers	Other Ranks	Total		Officers	Other Ranks	Total	Officers	Other Ranks	Total	
1	15	73	88	14	73	87				1	-	1				M	
2	15	73	88	14	73	87				1	-	1				M	
3	15	73	88	14	73	87				1	-	1				M	
4	16	70	86	15	73	88				1	3	4				M	
5	17	76	93	16	73	89				1	3	4				M	
6	16	76	92	15	73	88				1	3	4				M	
7	16	77	93	15	74	89				1	3	4				M	
8	16	77	93	15	74	89				1	3	4				M	
9	16	77	93	15	74	89				1	3	4				M	
10	15	77	92	14	74	88				1	3	4				M	
11	16	74	90	15	71	86				1	3	4				M	
12	16	74	90	15	70	85				1	3	4	1	1		M	
13	16	74	90	15	70	85				1	3	4	1	1		M	
14	16	74	90	15	70	85				1	3	4	1	1		M	
15	16	74	90	15	70	85				1	3	4	1	1		M	
16	16	74	90	15	70	85				1	3	4	1	1		M	
17	16	74	90	15	70	85				1	3	4	1	1		M	
18	16	74	90	15	70	85				1	3	4	1	1		M	
19	15	74	89	14	73	87				1	1	2				M	
20	16	71	87	15	70	85				1	1	2				M	
21	16	71	87	15	70	85				1	1	2				M	
22	16	71	87	15	70	85				1	1	2				M	
23	15	71	86	15	70	85							1	1		M	
24	15	71	86	15	70	85							1	1		M	
25	15	69	84	15	68	83							1	1		M	
26	15	68	83	15	67	82							1	1		M	
27	15	68	83	15	67	82							1	1		M	
28	16	68	84	16	67	83							1	1		M	
29	16	68	84	16	67	83							1	1		M	
30	16	69	85	16	68	84							1	1		M	
31	16	69	85	16	68	84							1	1		M	

DAILY PARADE STATE

Establishment..... Officers..... Other Ranks..... Total.....

Month and Date	Posted Strength			Present with Unit						Detached— Hospital, Schools/ Courses, Detention, etc	Absent with Leave			Absent without Leave			Initials of Officer commanding Sqn, Bty, or Coy
				Available for Duty			Not available for Duty. (Including Sick and those on Light Duty and Rest Day)										
	Officers	Other Ranks	Total	Officers	Other Ranks	Total	Officers	Other Ranks	Total		Officers	Other Ranks	Total	Officers	Other Ranks	Total	
1	16	73	89	16	72	88							1	1			
2	16	72	88	16	70	86							2	2			
3	16	72	88	15	70	85				1	2	3					
4	16	72	88	15	69	84				1	2	3	1	1			
5	16	72	88	15	69	84				1	2	3	1	1			
6	16	72	88	15	69	84				1	2	3	1	1			
7	16	72	88	15	69	84				1	2	3	1	1			
8	16	72	88	15	69	84				1	2	3	1	1			
9	16	72	88	15	69	84				1	2	3	1	1			
10	16	72	88	15	69	84				1	2	3	1	1			
11	16	73	89	15	70	85				1	2	3					
12	16	73	89	15	70	85				1	2	3	1	1			
13	16	72	88	15	70	85				1	2	3	1	1			
14	16	72	88	15	70	85				1	2	3	1	1			
15	16	72	88	15	70	85				1	2	3					
16	16	72	88	15	71	86				1	1	2					
17	16	72	88	15	71	86				1	1	2					
18	16	72	88	15	71	86				1	1	2					
19	16	72	88	15	71	86				1	1	2					
20	16	72	88	15	71	86				1	1	2					
21	16	72	88	15	71	86				1	1	2					
22	16	72	88	15	71	86				1	1	2					
23	16	72	88	15	71	86				1	1	2					
24	16	72	88	15	71	86				1	1	2					
25	16	72	88	15	71	86				1	1	2					
26	16	72	88	15	71	86				1	1	2					
27	16	72	88	15	71	86				1	1	2					
28	15	72	87	14	71	85				1	1	2					
29	15	72	87	14	71	85				1	1	2					
30	15	72	87	14	71	85				1	1	2					

GENERAL NOTES



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