

4/13/14/1

SEPTEMBER 1943

ORIGINAL

AUSTRALIAN ARCHIVES
ACCESS STATUS

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102 ANTI AIRCRAFT
REGIMENT

12 OCT 1943

WAR DIARY or INTELLIGENCE SUMMARY

Army Form C. 2718
(adapted)

(Erase heading not required).

H. 1008

Unit 102 Aust. A. A. Regt

Date and Time.—From 2359 hrs 18 Sep 43 To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Camp 22	19 Sep	0800	Posting of Officers: R.H.Q.: C.O. Lt. Col. J. W. Rhoden; 2 i/c. Maj. K. Dyer Adjt. Capt. R. Bidstrup; Q.M. Capt. G. B. Fincham; I.O. Lieut. A. G. Jamson; Chaplain: Lt. Col. C. Dawes 151 Aust. Lt. A. A. Coy: B.C. Capt. K. P. Wood; Lieut. G. J. Plain; Lieut. B. J. Braham; Lieut. K. Robinson; Lieut. K. J. Gillespie. 152 Aust. Lt. A. A. Coy: B.C. Capt. R. Coggins; Capt. G. W. Haslin; Lieut. D. W. Dyce; Lieut. E. J. Cox; Capt. W. Dell; Lieut. J. A. Whitley. Sig Section: Lieut. R. Williams; Lieut. J. Withers. Workshop: Capt. G. R. Mills; Lieut. E. W. Silke	

J. W. Rhoden, Col.
CO 102 AUST AA. REGT.

WAR DIARY ~~OF INTELLIGENCE SUMMARY~~

Army Form C. 278
(adapted.)

(Erase heading not required).

8. 1008

Unit *102 Aust. Comp. d. d. Regt.*

Date and Time.—From *2000 hrs 19 Sep 43* To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
<i>Camp 22</i>	<i>19 Sep</i>	<i>0800</i>	<p><i>Held supernumerary:</i> <i>Major G. H. Lawrence; Capt. G. R. Davidson; Capt.</i> <i>A. D. Forsyth; Lieut. R. J. Dix; Lieut. J. L. Percy;</i> <i>Lieut. R. C. Chamber; Lieut. G. J. Lenardon;</i> <i>Lieut. A. L. Bird.</i></p> <p><i>140 Aust. Coy. d. d. Regt.</i> <i>B. C. Major R. A. Mosley; Capt. G. K. Richards;</i> <i>Lieut. J. Basset; Lieut. C. A. Foster; Lieut</i> <i>K. A. Thomas; Lieut. J. E. Barnes; Lieut. J. E.</i> <i>Davis; Lieut. J. W. Moran; Lieut. J. W. Hubbs,</i> <i>Lieut. R. L. Kelley.</i></p> <p><i>'X' List:</i> <i>Lieut. A. J. Rowe; Lieut. D. C. Jenkins; Lieut</i> <i>R. Lellock; Lieut. E. L. R. Shaw.</i></p>	

John D. ... Lt.-Col.
CO, 102 AUST. AA. REGT.

WAR DIARY OF INTELLIGENCE SUMMARY

Army Form C. 2718
(adapted.)

(Erase heading not required).

8. 1008

Unit *102 Aust. I. I. Regt.*

Date and Time.—From *0800 hrs 19 Sep 43* To *2359 hrs 24 Sep 43*

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
<i>Camp 22</i>	<i>19 Sep</i>		<i>Advice received that unit must be functioning entirely as 102 Aust I. I. Regt on 6 Oct 43</i>	<i>d.</i>
			<i>In the absence of the C.O. 102 Aust I. I. Regt Lt Col. J. W. Rhoden, the 2 1/2 c major K. Dyer is administering command.</i>	<i>Appendix "A"</i>
			<i>102 Aust I. I. Regt Intelligence instruction dealing with the classification of protected documents, was promulgated.</i>	<i>d.</i>
	<i>20 Sep.</i>			
	<i>21 "</i>		<i>The first unit routine orders, serial 1 paras 1 to 18, were promulgated</i>	<i>Appendix "B"</i>
				<i>d.</i>
	<i>23 "</i>		<i>Capt. Phillips of W. A. L of C checking staff visited the unit and thoroughly checked the office routine.</i>	<i>d.</i>
	<i>24 "</i>		<i>Disposal of Officers return to R. A. A 3 Aust Corps. W</i>	

W. J. ... Lt. Col.
CO. 102 AUST AA. REGT.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C. 218
(adapted.)

(Erase heading not required).

N. 1004

Unit *102 Aust. A. Regt.*

Date and Time.—From *2359 hrs 24 Sep 43* To *2359 hrs 30 Sep 43*

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
<i>Camp 22</i>	<i>25 Sep</i>		<i>O.C. B Coy, 151 Coy, Lieut. K. Gillespie and Sgt. L. Hynes volunteered for the paratroops corps</i>	<i>d.</i>
		<i>0900</i>	<i>Sgt. P. Hardest arrived from 3 Aust Corps sigs to conduct a three day course in cipher for Officers and d. C. Co.</i>	<i>d.</i>
	<i>26</i>		<i>Advice received that, consequent upon the introduction of the A. I. Technical efficiency report, the statement of A. I. Defences is no longer required.</i>	<i>d.</i>
	<i>28</i>		<i>The first training syllabus for 102 Aust A. I. Regt was promulgated. Main points were: laying practice, d. C. Co courses, and physical fitness.</i>	<i>Appendix "C"</i>
	<i>30</i>		<i>Report of supernumerary officers to R.A.A 3 Aust Corps</i>	<i>d.</i>

Wm. R. Hodder Col.
CO. 102 AUST A. REGT.

PROTECTED DOCUMENTS - CLASSIFICATION AND HANDLING OF. GRC G.634.

1. All army documents (including correspondence, orders, reports, pamphlets, maps plans, etc.) requiring protection will be classified as follows:-
 - (a) MOST SECRET.
 - (b) SECRET.
 - (c) CONFIDENTIAL.
 - (d) RESTRICTED.

2. The classification of documents as "SECURITY" and "NOT TO BE PUBLISHED" will be discontinued. The effect of this change will not be retrospective; documents previously so graded will be treated as "CONFIDENTIAL" and "RESTRICTED" respectively.

3. The same degree of protection will be afforded documents issued by Allied authorities as is afforded Australian documents of equivalent classification. The U.S.A. categories, with their Australian equivalents, are as follows:-

<u>U.S.A.</u>	<u>AUSTRALIAN.</u>
(a) SECRET.	MOST SECRET.
(b) CONFIDENTIAL.	SECRET.
(c) RESTRICTED.	CONFIDENTIAL.
(d) -	RESTRICTED.

U.S.A. "SECRET" documents covering subjects not included in para 4 below shall not be re-classified as Australian "MOST SECRET" unless the subject is of sufficient importance to merit being included in the latter category.

4. The MOST SECRET category will normally be confined to the following subjects :-
 - (a) Plans of future operations.
 - (b) Particulars of impending troop movement overseas and of convoys and ships.
 - (c) Comprehensive statements regarding strength of our forces and production rates and stocks of major munitions of war.
 - (d) Important political negotiations, national and international.
 - (e) Intelligence obtained by secret means.
 - (f) Technical details of new weapons and devices of war.
 - (g) Cyphers.

5. The SECRET category will normally be confined to the following subjects :-
 - (a) Operations in their executive stages.
 - (b) Troop movement for operational purposes within Australia.
 - (c) Location lists of our forces and orders of battle.
 - (d) Intelligence reports and appreciations.
 - (e) Any of the subjects listed in para 4 above which do not warrant the MOST SECRET category.

6. The CONFIDENTIAL category will normally cover the following subjects:-
 - (a) Troop movement within Australia not for operational purposes; movement of prisoners of war and internees.
 - (b) Locations of Units (except location lists in the SECRET category).
 - (c) Documents which, for purposes of Military Training, general study or administration, require a relatively wide circulation among army personnel and civilian clerks, but which it is desirable to safeguard in the interests of military security or for administrative reasons.
 - (d) Subjects of a personal or disciplinary nature concerning individuals, whether soldiers or civilians.

The RESTRICTED category will be used only for printed matter (books, manuals, pamphlets, etc.), and the contents of which may not be communicated directly or indirectly to the press or to any person not authorised to receive it.

8. The correct grading of protected documents will be a matter for constant personal attention on the part of officers originating such documents. Careful thought should invariably be given to the question, first, whether for security or other reasons a document deserves special protection at all, and, secondly, which category will adequately achieve the degree of protection desired.
9. Only officers of the rank of Lieutenant-Colonel or higher, or brigade majors at Bde HQ, are authorised to grade papers as MOST SECRET, or to degrade MOST SECRET papers to a lower category.
10. Any officer is authorised to degrade to a lower category, or to issue in a lower category, extracts from SECRET and CONFIDENTIAL papers, if he is satisfied that the higher category is no longer warranted.
11. The excessive use of unnecessarily high classifications quickly lessens their effect. Such misuse leads to a neglect of the safeguards that should be afforded to documents containing genuinely secret information besides causing unnecessary labour and delay. The correct grading and degrading of documents is accordingly of the utmost importance.
12. In order that protected papers may be easily recognizable, their classification will be written or printed at the right-hand top of the page in bold and unmistakable letters. Whenever possible, a rubber stamp will be used for indicating the classification.
13. (a) All documents in the MOST SECRET category will be serially numbered and the requisite receipts obtained.
 - (b) Documents in the SECRET category may, for greater security, be serially numbered and receipts may be demanded at the discretion of the originator. The guiding principles may be stated as follows:-
 - (i) They should only be serially numbered when they are of sufficient importance to make it essential to be able to trace a recipient in the event of loss.
 - (ii) Receipts should only be asked for when it is important to know that the addressees have received the papers without delay.
14. Officers who in the course of duty are required to handle protected documents, especially those in the MOST SECRET and SECRET categories, will be responsible that the number of persons who have access to such documents is reduced to the minimum compatible with efficient action; rank will not be regarded as a criterion of safety. Whenever possible, other officers should be given particulars of only such part of a secret document as directly concerns them.
15. To facilitate handling, the undermentioned rules will be observed with regard to documents in the MOST SECRET, SECRET and CONFIDENTIAL categories :-
 - (a) Transmission of documents outside military offices -
 - (i) Papers marked MOST SECRET will be sent in two envelopes. The outer envelope will contain only the address, and will not be marked with the category of the paper. The inner envelope, besides being marked with security category, will be inscribed and will be wax sealed. Documents in lower category will not be enclosed in an envelope marked MOST SECRET.
 - (ii) SECRET and CONFIDENTIAL papers will similarly be sent in two envelopes, but the inner envelope need not be wax sealed nor inscribed with the reference number.

(iii) When sent by post, MOST SECRET, SECRET and CONFIDENTIAL papers will be registered.

(b) Transmission within military offices -

(i) Papers marked MOST SECRET will be handled as in (a) (1) above.

(ii) Papers marked SECRET or CONFIDENTIAL will be enclosed in a sealed envelope or may be carried by a messenger in a locked bag.

(c) Opening -

(i) Papers marked MOST SECRET will be opened only by an Officer.

(ii) SECRET or CONFIDENTIAL papers may be opened by the senior clerk or by clerical personnel appointed for this purpose by him.

(iii) Whenever an inner envelope is marked "Personal for" it will be opened only by the Officer named. Normally, the holder of an appointment will be mentioned and not an individual officer.

(d) Recording -

The reference number and the subject matter of all protected papers will be recorded by the clerical staff, except when officer originating or receiving papers in the MOST SECRET category decide that, for greater secrecy, only the reference number of any such paper shall be recorded.

(e) Safe keeping -

(i) When not in use, protected documents will always be kept under lock and key; preferably in a safe or steel cabinet.

(ii) Protected documents should not be exposed on office desks to the view of unauthorised persons. When an office is left vacant, even if only temporarily, the door should be locked.

16. MBI G.36/1942 and GRO G 319/1943 are cancelled.

17. Insofar as they are inconsistent with this order, AMR & O 1584 to 1595 will remain in obedience for the duration of the war.

RESTRICTED.

Appendix
"B"

The information contained in this document is not to be communicated either directly or indirectly to the press or to any person not holding an official position in His Majesty's service.

Serial No. 1.
Paras 1 - 18
21 Sep 43.

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I.

by
Major K. DYER, RAA
Admin Comd 102 Aust Comp AA Regt.

1. ROUTINE ORDERS PART I.

The Routine Orders Part I Serial No. 1, Nos 1 - 483 inclusive issued by the Officer Commanding from time to time 109 Aust Lt AA Regt. (AIF) shall, save where from the very nature of a particular routine order or by reason of the disbandment of 109 Aust Lt AA Regt. (AIF) and the consequent formation of this Unit a particular routine order or part thereof is obviously inapplicable, with such modifications as are inherently necessary by virtue of such change be in force and apply to all members of this Unit to the same extent and with the same effect as if same were orders issued by the Officer Commanding this Unit from time to time.

2. POWERS OF SENTRIES AND GUARDS. GRC A 648.

1. Regulation 8A of the National Security (General) Regulations (Statutory Rules 1942, No. 374) provides that, without derogating from or restricting the existing powers or rights of sentries and guards, a military sentry or guard stationed or posted at, on, in, or in the neighbourhood or vicinity of, any prohibited place, protected area, controlled area, or any premises used by the Commonwealth, or used for defence purposes or for essential services, or any enclosed wharf or picking-up place, or any merchant vessel lying in port, or any road, pathway or waterway, specified in an order by the Minister, which passes through or near a prohibited place or work of defence may be armed, and may -

(i) Use his weapons against, or otherwise attack, any person who, in disregard of a warning given by a sentry or guard, approaches, enters, leaves or passes over to approach, enter, leave or pass over or in the vicinity or neighbourhood of, that place, area, premises, vehicle, vessel, aircraft, wharf, picking-up place, road, pathway, or waterway, or who, after being arrested for so doing, escapes; and

(ii) Use his weapons against, or otherwise attack, any person attacking him or who is reasonably suspected of being about to attack him.

2. There are, however, certain principles which must guide all sentries and guards in the execution of their duty as such, and in the exercise of the right to resort to arms.

3. These principles are :-

(a) Sentries and guards will be ordered to take any action required to ensure the safety of their posts or to defeat the activities of enemy, or suspected enemy, agents.

(b) If necessary, they will fire upon or otherwise attack any persons threatening the safety of their posts or engaging in hostile actions.

POWERS OF SENTRIES AND GUARDS. GRO A 648 (Contd).

- (c) Before firing upon any person, the sentry or guard will, except in an urgent case of self-defence, challenge that person to "Halt". If that person does not halt, the sentry should challenge him again with "Halt or I fire". If he does not halt, and no other means are available for stopping him - as for example, by calling on the rest of the guard - it is the duty of the sentry to shoot.
- (d) The sentry will use his intelligence and sense of responsibility in choosing whether he will shoot or not, and he must be careful not to allow any suspected person to approach so close that he can be rushed and overpowered.
- (e) Guards of enemy prisoners of war. An enemy prisoner of war attempting to escape may be fired upon, but a previous summons to surrender will be given if possible.
- (f) Guards of members of the forces in custody.
 - (i) An escort or guard is not justified in using his weapons merely for the purpose of preventing another member from escaping from custody and if he so uses his weapons he may render himself, as well as any officer or NCO under whose order he acted, liable to be charged with murder, manslaughter or incitement to murder.
 - (ii) If a member in custody attempts to escape, the escort or sentry will immediately raise the alarm and give chase. He may call upon any passer-by to assist him in apprehending the escapee.
 - (iii) An escort or guard may be justified in using his weapons when a member in custody resorts to violence. In such circumstances an escort or guard may meet force with force, but care must be taken to use no more force than is necessary to overcome the violence offered. Hence, even when violence is offered to an escort or guard, it will only be as a last resort that the use of weapons will be justified.

4. Orders for guards and sentries will be framed in conformity with the above and guards and sentries will be suitably instructed as to their powers and duties.

5. GRO A 682/1942 reproduced in ROs Pt I No. 94 of 109 Aust Lt Ad Regt is cancelled.

3. INCREASE OF PAY - LANCE CORPORAL AND LANCE BOMBARDIER. GRO F 659
(Not Classed as Tradesmen or Specialists).

- 1. Approval has been given for an increase of sixpence per day in the daily rate of pay of male members holding the appointment of lance-corporal or lance bombardier who are not in receipt of pay prescribed for a tradesman or specialist.
- 2. The increased rates of pay, as set out hereunder, will operate as on and from 1st July 1943 :-

<u>Member not entitled to deferred pay -</u>			
Total rate of pay	7/- per day.
<u>Member entitled to deferred pay-</u>			
Active pay	7/- " "
Deferred pay.	2/- " "

LEAVE PERSONNEL.

4. The following is a reproduction of GRO 596/43 para 10.

(a) In the case of leave personnel, units will prepare nominal roll showing the type and period of leave (in days and exclusive of travelling time) which has been authorised by Unit for such individual, and his destination. Units will prepare combined rail and leave passes for such personnel which will be attached to the nominal roll. Rail and leave passes will not be completed by Units with the actual dates of commencement and termination of leave nor will they be signed in the Unit. An endorsement will be placed on the face of the rail and leave pass, and signed and dated in the Unit over the Unit stamp showing the period of leave (in days) authorised.

(b) Personnel proceeding on leave will-

- (i) Carry messing gear and blankets;
- (ii) Carry kit bags and such articles of web equipment (e.g., belt, haversack pack) as they desire.

(c) arms, helmets and respirators will not be carried, and arms and equipment issues not taken by members proceeding on leave will be retained in safe custody under Unit arrangements.

5. OCCUPATIONAL LEAVE. GRO 597

(a) Release of personnel on occupational leave will be effected through GDD, except where such action would involve duplication of travelling, in which case units may release direct.

(b) Where Units arrange direct release of personnel on occupational leave, arms and equipment will be withdrawn and returned through normal ordnance channels, pay books will be collected and forwarded to the paymaster concerned and leave passes will be issued. Units will also advise the appropriate GDD of name, address on leave and date of termination of leave where transfer to "X" list is involved. GDD will take these personnel on holding strength.

(c) Personnel for release on occupational leave by GDD will be sent there, with equipment on issue, and the GDD will withdraw arms, equipment and pay book and grant leave authorized. Pay book will be disposed of by pay staff at GDD in accordance with approved procedure.

(d) Personnel released on occupational leave will not return uniform and kitbags but will be instructed that they will not wear articles of uniform when engaged in civil employment.

6. PROFICIENCY PAY. GRO. F660.

PRELIMINARY

(1) Approval has been given for the payment of proficiency pay of sixpence per day to every male member of the AMF who holds either the appointment of lance corporal or lance bombardier, or the rank of private or its equivalent, and who is not in receipt of pay prescribed for a qualified parachutist or a tradesman or specialist subject to the conditions set out hereunder.

INTERPRETATION.

(2) For the purpose of this order the following interpretations shall apply :-

"Six months service"- Only continuous full time war service will be taken into account when calculating the period of six months' service. Periods of leave with pay will be accepted as service.

6. PROFICIENCY PAY GRO F660 (cont)

INTERPRETATION. (cont)

Periods of leave without pay will not contribute towards the requisite period, but service rendered prior to such leave will not thereby be cancelled but will be accepted as part of the period of six months.

"Good Conduct" - A soldier's conduct will be deemed good unless he commits a "breach of good conduct" as interpreted hereunder.

"Breach of good conduct" will occur:-

- (a) When an award has been made by a military authority imposing upon the soldier a penalty higher than the scale set out in AMR&O 414(b) than confinement to barracks for seven days, providing that no fine of less than £1 shall be deemed to be a breach of good conduct.
 - (b) when a soldier has been convicted by a civil court and fined £5 or more or sentenced to imprisonment, whether or not such sentence is suspended upon the soldier entering into a bond.
- The contraction of venereal disease will not be considered a breach of good conduct.

"Prescribed Examination" - The examination conducted for the purpose of enabling a soldier to demonstrate his proficiency in the arm or branch to which he belongs.

ENTITLEMENT

3. Proficiency pay will be paid as on and from 1st July, 1943, to a soldier who :-
 - (a) at that day had completed at least six months service;
 - (b) for six months immediately prior to that date had been of good conduct; and
 - (c) on the first occasion subsequent to that date on which he is examined, passes the prescribed examination.
4. A soldier who complies with sub-para (a) and (b) of para 3 of this order but who fails to pass the prescribed examination on the first occasion will be entitled to proficiency pay on and from the day upon which he passes such examination, provided he has been of good conduct for the period of six months immediately prior to passing that examination.
5. A soldier who completes six months service on a date subsequent to 1st July, 1943, will be entitled to proficiency pay on and from the day on which he passes the prescribed examination, provided that he had been of good conduct during the period of six months immediately prior to the date of such examination. A soldier who passes the prescribed examination before he has completed six months service will be entitled to proficiency pay on completion of six months service with good conduct.
6. A soldier who is debarred from qualifying for proficiency ^{pay} by reason of a breach of good conduct will, providing he has passed the prescribed examination, become entitled to proficiency pay on and from the day following the date upon which he completes six months service with good conduct. If such a soldier had not previously passed the prescribed examination, he will be entitled to proficiency pay on and from the day upon which he passes the prescribed examination, provided he has been of good conduct for the period of six months immediately prior to passing the examination.

PROFICIENCY PAY, GHO F 660. (Contd). Forfeiture of Proficiency Pay.

7. If a soldier who is in receipt of proficiency pay, commits a breach of good conduct, he shall automatically forfeit his proficiency pay on and from the date of his conviction or the award against him.
8. Subject to para 9 of this order, a soldier who has forfeited his proficiency pay by reason of a breach of good conduct will, on completion of six months' service with good conduct be again entitled to proficiency pay without the necessity for further examination. Any period spent in detention, civil gaol or undergoing field punishment, as a result of circumstances constituting a breach of good conduct, will not be taken into account when calculating the required period of six months, which period will commence from the date on which the sentence was completed or any unexpired portion was remitted or suspended.
9. Proficiency pay may, at any time, be withdrawn by the CO if he considers that there has been a falling off in the efficiency of a soldier, and such soldier will be required to again qualify by examination before proficiency pay can be restored.

10. PROMOTION AND REVERSION.-

A lance corporal or lance bombardier or private or equivalent who is in receipt of proficiency pay will cease to be entitled to proficiency pay on his promotion to substantive rank or acting NCO rank (corporal or bombardier or higher) as on and from the day of such promotion.

11. A member who holds NCO rank and who is reverted to a lance corporal or lance bombardier or private or equivalent will -
 - (a) If, prior to his promotion, he was in receipt of proficiency pay, again be entitled to proficiency pay on and from the date of his reversion, unless such reversion was the result of a breach of good conduct, in which event the member must complete the qualifying period of six months' service with good conduct;
 - (b) If, prior to his promotion he was not in receipt of proficiency pay, be required to pass the prescribed examination and to complete the qualifying period of six months' service with good conduct. Unless the reversion was the result of a breach of good conduct, service rendered prior to his reversion will contribute to the qualifying period of six months' service with good conduct.

12. Transfers -

When a soldier who is in receipt of proficiency pay is transferred from one arm or branch of the service to a unit of a different arm or branch, he will, subject to the provisions of para 7 of this order, continue to be entitled to proficiency pay for a period of three months after such transfer, but, unless within that period he passes the prescribed examination for the arm or branch to which he has been transferred, he will, on and from the day following the date upon which such period expires, cease to be entitled to proficiency pay.

13. Casualties -

- A soldier will not forfeit his proficiency pay by reason only of his -
- (a) Admission to hospital;
 - (b) Becoming a prisoner of war;
 - (c) Being posted as missing;
 - (d) Medical reclassification.
 - (e) Transfer to another Unit (except as stated in para 12.)

PROFICIENCY PAY F 660 (Contd)

Casualty Returns.

14. Casualty returns will be submitted by Btys etc showing the names and regimental particulars of soldiers who have -
- (a) been classified proficient; or
 - (b) ceased to be entitled to proficiency pay by reason of -
 - (i) promotion;
 - (ii) breach of good conduct;
 - (iii) inefficiency;
 - (iv) failure to pass a prescribed examination within three months after transfer to another arm or branch.

All relevant dates and, in the case of (b), the reasons for the variation, are to be stated.

Pay book entries.-

15. No entry will be made in the soldier's pay book entitling him to proficiency pay until receipt by the Unit of the relevant routine orders, Part II, showing his classification as proficient, which will be quoted as the authority.
16. In cases where a soldier ceases to be entitled to proficiency pay through a breach of good conduct or by inefficiency, the necessary entry showing the reduction in rate of pay will be made in the pay book by the CO on the authority of the casualty return and the referency to the routine order, Part II, will be inserted upon receipt of such order.

Lance Corporals and Lance Bombardiers.-

17. Proficiency pay provided by this order is in addition to the increased rate of pay notified in GRO F 659/1945.

Prescribed examination.-

18. Details of the prescribed examination will be published separately.

7. DISCIPLINE : DRESS - SHOES. CRO 1180.

- (a) In future an entry in a soldier's pay book, signed by his CO, will be sufficient (and necessary) authority for wearing shoes on medical grounds.

8. MILITARY FORWARDING ORGANISATION - CONVOY NOTE AB158. CRO 1188.

Units located in areas or at Railheads where no RTO's are stationed will, on receipt of consignments which have been forwarded through MFO, receipt and date the original ConvoY Note (AB158) and return it to MFO, 4 Aust Movement Control Group. As this is a basic document for MFO records, it is most important that this is returned.

9. TRAIN DISCIPLINE. CRO 1172.

RTOs have reported further cases of interference with Railway property such as vacuum brakes.

To this effect it is desired that attention of all ranks be drawn to CRO 882 of 6 May 43 reference abovementioned subject.

10. CLEARANCE OF RAILWAY ROLLING STOCK. CRO 1171.

- (a) Trucks for loading will be ordered only through Movement Control in accordance with the ability of the receiving Service or Depot to unload. Under no circumstances will trucks be ordered direct from Railways.

10. CLEARANCE OF RAILWAY ROLLING STOCK. Contd.

- (b) Where demurrage is for any reason incurred through delay in clearance for a period exceeding 24 hours, a written report on the circumstances and on the necessity for the delay will be forwarded in duplicate to HQ 3 Aust Corps for information of Movement Control and DPO respectively.
- (c) A serious view will be taken where it is found that Demurrage charges have been raised through non-compliance with the foregoing instruction.

11. EQUIPMENT - X-LIST PERSONNEL. CRO 1175.

Attention is drawn to ASOs Chap 6 Sec 3 sub-para (f) (ii) & (iii). Many instances have been reported of X-List personnel marching in to ARD.

- (a) Without Helmets Steel, respirator, clothing and necessaries.
- (b) With items of web equipment in their possession.

All units will take steps to ensure that personnel evacuated on Medical Grounds are equipped in accordance with ASO 6 Sec 3 (f) (ii) and (iii) and medical units will ensure that web equipment and rifle are withdrawn before the soldier passes MDS or, in the case of direct evacuation to CCS, before passing CCS.

12. BATTERIES, SECONDARY, PORTABLE. CRO 1176.

Units are notified that, in future, portable will be issued by Ordnance Depots in a fully charged "dry" condition. The addition of electrolyte will be a unit responsibility.

It is notified that once electrolyte has been added, the batteries require constant maintenance, i.e., periodical charging and topping up with distilled water.

13. SUMMER DRESS. CRO 1178.

- (a) Btys etc are reminded that Summer Dress is authorised to be worn by troops under Command 3 Aust Corps including W Aust L of C Area as from 1 Oct 43.
- (b) Attention will be particularly directed to ASO 8/3 reproduced hereunder defining the correct wear for Summer Dress. These instructions will be enforced at all times.
- (c) The following dress is prescribed by ASO 8/3 as the correct wear for Summer Dress :-

(1) Until otherwise directed, winter dress as above may be worn after this date as an alternative but strict conformity is required to detailed directions as to each class of dress, and combinations of types of dress are prohibited. Comds will wherever possible give directions as soon as practicable to ensure uniformity within their respective units.

(2) Summer Dress is defined as follows :-

(i) Other Ranks.

For day wear, i.e. up to 2000 hrs :

Hat turned down, chin strap to be worn, colour patch on band or puggaree on right side of hat (other headwear only when especially authorised), or berets khaki for arm'd Units.

Shirt: Collar button only undone, sleeves folded back to immediately above elbow.

13. SUMMER DRESS. CRO 1178 Contd.

Belt (web, or if not available, leather).

Shorts :KD.

Boots, puttees, short (or gaiters if puttees not available), stockings or hosetops.

For night wear, i.e., after 2000 hrs:

Hat. Turned up, or berets khaki for Armd Units.

Shirt : Sleeves rolled down and buttoned, collar button undone.

Belt : As above.

Trousers :KD.

Boots.

Night wear may be worn during day, but not day wear at night. When personnel proceed on leave extending into night, during the day they must either wear night wear, or arrangements be made for change as above.

Jerseys Pullover - Khaki may be worn over shirt, but Jerseys Pullover - Navy, if worn, will be under shirt. Belt always outside.

(i) Officers -

(a) Normal drill uniform; or

(b) As for other ranks; or

(c) As in (b), but with cap officers, or berets khaki for Armd Units. and shoes in lieu of boots and puttees. With this dress tie khaki is optional.

(ii) General.

The alternatives indicated above necessitate increased vigilance on the part of Comds to ensure close compliance with these instructions, particularly as the possibilities of slovenly and untidy dress are increased. Unit QM's will take particular care as to fit, etc., of shirts and shorts issued.

14. ALLOTMENT OF SAs, GRENADES, PYROTECHNICS ETC FOR TRAINING AMF IN AUSTRALIA FOR YEAR 1943-1944. CRO 1179.

Reference CRO 504/1943 and further to CRO 1094.

The following types of additional ammunition etc. are NOT at present available for training and Units will NOT submit requisitions until advised by this HQ.

Ctges SA Ball	.380 Rev
Ctges SA Ball	.455 Rev
Bombs ML 3" Mortar	Smoke
Bombs ML Signal 2" Mortar	All types
Grenade, 2.5" No. 63	Smoke.
Grenade, Rifle, No. 68,	Tk A.

The following types of ammunition are now available for training for the quarter ending 31 Dec 43.

Ctges SA Ball	.45 TSMG
Grenades Tk A	No. 75.

Requisitions for Ctges SA Ball .45 TSMG will be made on a basis of 100 Rds per gun on WE.

15. RUBBER CONSERVATION. CRO 1184.

Information has been received which reveals considerable neglect existing in regard to Unit maintenance concerning the care of tyres.

The figures quoted are as follows :-

Total of tyres condemned due to abuse of lack of attention -

For Australia.	- 83.4%
For 3 Aust Corps.	- 86.8%

15. RUBBER CONSERVATION. GRO 1184 (Contd).

Total of tyres condemned due to under inflation -

For Australia.	- 46.5%
For 3 Aust Corps.	36.8%

Other figures quoted were as follows :-

No of vehicles without pressure gauges.....	80%
Without inflation pumps.	59.4%
With incorrectly kept log books.	34.3%
Not effecting tyre position changes.	47%

The above figures reveal that Transport Officers and NCOs are not paying sufficient attention to ensuring that tyre maintenance is being carried out effectively, and in view of the need to conserve rubber O&C Btys etc are directed to give this matter their immediate attention.

16. LAMPS, ELECTRIC, No. 2. (AUST). GRO O. 669.

Lamps, electric, No. 2. (Aust), have, in some cases, been issued to Units other than provost units for whom they are intended. All units, other than provost, will immediately return all lamps, electric, No. 2. (Aust), held to nearest ordnance depot, and will indent for lamps, electric, No. 1. in lieu thereof.

17. AXES, FELLING, AND AXES, PICK - WITHDRAWAL FROM ISSUE ON "B" VEHICLES. GRO O 670.

1. Axes, felling, or axes, pick, will not form part of "B" vehicle equipment, with the exception of breakdown and recovery vehicles. These items are now unit issues and appear on AAF E2-500 "Scales of personal and unit equipment - All Arms" (Scale No. 21 - Miscellaneous personal and unit equipment), on basis of one per five vehicles or portion of five.
2. Axes, felling, and axes, pick, which, as a result of this order, become surplus to equipment authorised to be held by units, will be immediately returned to the nearest ordnance returned stores depot.

R.A. Bidstrup
 Capt, Adjt.
 for Major.
 Admin Comd 102 Aust Comp A. Regt.
 R.A. BIDSTRUP.

NOTICES.

18. AMENITIES.

Receipt is acknowledged with thanks of the following goods from the Australian Comforts Fund :

- 4 Small Tables.
- 3 Large Tables.
- 6 Forms.
- 8 Stools.
- 1 ACF Calico Sign.
- 2 ACF Cardboard signs.
- 4 Stationery Tidyies.
- 4 Blotter Blocks.
- 12 Blotting Paper.
- 500 Envelopes.
- 4 Checkers.
- 2 Crib Boards.
- 2 Draughts.
- 2 Sets Quoits and Pegs.
- 2 Dart Boards.
- 1 Lucas AC/DC Radio. No. 00131.

DISTRIBUTION.

- CO.
- Adjt.
- 151 Bty. (3)
- 152 Bty. (3)
- 140 Bty. (3)
- Sig Sec Attached.
- Wk/Shop Sec Attached.
- R.S.M.
- Pay Sgt.
- Officers Mess.
- Sets Mess.
- Mens Mess.
- D.R.O.
- R.Q.M.
- RHQ Notice Board.
- War Diary. (2)
- File.

RESTRICTED.

The information contained in this document is not to be communicated either directly or indirectly to the Press or to any person not holding an official Position in His Majesty's Service.

AUSTRALIAN MILITARY FORCES

Serial No. 2.
Paras 19 - 30
30 Sep 43.

ROUTINE ORDERS PART I.

by

Major. K. DYER, RAA
Adm Comd 102 Aust Comp AA Regt.

19. SCHOOLS AND COURSES - RECORDING OF STUDENTS' QUALIFICATIONS. GRO A 679.

1. When a member of the AMF attends a course at an IHQ school or an army school or a corps (or equivalent) school, an entry will be made in his Record of Service Book (AAB 83) (when issued) showing the nature and duration of the course attended and the qualification obtained thereat.
2. No such entries will, in future, be made in pay books.

20. ORDNANCE, QP, FIRING HOLE BUSHES ONLY TO BE REMOVED ON REPLACEMENT. GRO G 683.

1. Removal of firing hole bushes from breech blocks of all natures of ordnance, QP, for cleaning or other purposes tends to make them work loose in service.
2. Firing hole bushes will, therefore, only be removed for the purpose of replacement.
3. All existing firing hole bushes will be examined immediately to ensure that they are secure and fully screwed home in their respective breech blocks.
4. Btys will report to this HQ by 14 Oct 43 the result of such examination of each such nature of ordnance on their charge.

21. LOSS OF PAY BOOKS. GRO F 685.

1. With reference to GRO F 623/1942, para. 4, members wilfully destroying or losing by neglect their pay books will be charged under AA 24 (1), AA 24 (2) or AA 40, whichever is appropriate in the particular circumstances.
2. Members making false statements in declarations regarding the loss of their pay books will be charged under AA 25 (1).

22. USE OF DRLS. GRO 1197.

- (a) From a check made on the traffic passed by DRLS it has come to notice that this service is not always being used for its correct purpose. This service is to be used for the despatch of letters and packages which are of such urgent nature that they must be forwarded by this means.
- (b) The present DRLS traffic includes messages, parcels, stationery, mess bills etc., which are overloading the DRLS system and reducing its efficiency. A considerable proportion of this traffic should be sent through the normal postal channels.
- (c) The following procedure as regards Signal messages or packages despatched by DRLS (vide FSPB Pam 2, Appx 11, Chap V) will be adopted forthwith :-

"AF C 2128 should be used for all messages. Messages for despatch by DRLS will be placed in envelopes, marked DRLS and signed by an officer. The originators number, and the time of origin, will be shown on all envelopes containing messages."

ROUTINE ORDERS PART I PAGE 2.

USE OF DRIS. CRO 1197 Centd.

22. The same procedure will apply for packages.

- (d) A proper check on DRIS traffic cannot be ensured unless originator's numbers are clearly marked on despatches. These enable registration of traffic and an early check in the event of delays or losses.
- (e) Signal personnel will ensure that correctly marked despatches only, are accepted for routing by DRIS.

23. MEDICAL - REPAIRS TO SPECTACLES. CRO 1201.

Attention is directed to ASO 10/26.

Indents for repairs of spectacles (whether provided by the Army or private by purchase) must be accompanied by a certificate signed by the CO or Unit MO that the damage was NOT due to the negligence of the soldier concerned. Where a certificate is NOT supplied with the indent the soldier will be charged for repairs.

24. PILFERING OF FRUIT FROM ORCHARDS. CRO 1202.

- (a) The practice of pilfering fruit from orchards has become increasingly prevalent, resulting in wanton damage to trees and other private property, waste of fruit picked unripe - with consequent adverse effects on food resources - and substantial monetary loss to the owners.
- (b) Such practice is not only a breach of the law but also brings the Service into disrepute.
- (c) It is directed that most stringent disciplinary action be taken against all offenders.

25. AAF G 155 - TYRE LABELS. CRO 1204.

- (a) Tyres have been received by RSD without the G 155 labels, which have been torn off during transit.
- (b) In order that this may be prevented labels will be tied to the tyre with string in such a way that the label can be tucked inside the tyre, and that the string does NOT force the beads of the tyre together.
- (c) Forms G 155 will be filled in in ink and the inspectors side will be left blank. Units will NOT sentence any tyre (i.e. mark it "Unserviceable", etc) prior to despatch.

26. HL PASSES, RAIL WARRANT & CONSIGNMENT NOTES. CRO 1207.

Supplies of Rail Warrants, Rail Consignment Notes, and Home Leave Passes are now held by Divisional, Depot and Formation Paymasters. Btys will obtain supplies of same by submitting duly completed requisitions to the nearest paymaster.

27. REQUEST HOUR.

On each Monday between 1400 and 1500 hrs Lieut N.G. SAMSON will be available in his room opposite the Sergeants' Mess to answer any questions, receive requests, and discuss perplexing matters with any member of RHQ 102 Aust Comp AA Regt.

28. GUILDFORD DEPOT CASH OFFICE - CLOSING OF. CRO 1192.

- (a) The Guildford Depot Cash Office will close at 1600 hrs Tuesday 21 Sep 43, and all transactions previously handled by that Office will in future be referred to 3 Aust Corps Field Cash Office, situated at HQ 3 Aust Corps.
- (b) Pay Sergeants of Units concerned should immediately contact the Paymaster 3 Aust Corps with a view to arranging suitable times for the collecting of Sub-Imprest monies from the Cash Office.
- (c) Cashier's hours at 3 Aust Corps Field Cash Office are as follows:-

MONDAY TO SATURDAY.

0845 hrs - 1230 hrs.
1400 " - 1600 "
1630 " - 1730 "

SUNDAYS.

0845 hrs - 1230 hrs.

29. "D" NK V TELEPHONE SET No. 4212.

Btys etc will check for above set and if located advise this HQ immediately.

30. METROPOLITAN AREA.

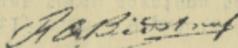
The following extract from 3 Aust Corps Adm Instn AQ 35 of 22 Aug 43 is reproduced for infm.

"OC Details Metropolitan Area has command for the purpose of discipline (including investigation and punishment) of all members of AMF present in the Metropolitan Area whose parent Units are located outside such area.

Metropolitan Area for the purpose of this Instn will include the area within the lines joining the following points and the coastline.

Map Ref AUSTRALIA. 1/253440 (PERTH H50/14
(PINJARRA I50/1 and 2)

374060 (NORTH BEACH) - 404060 - 404043 - 374027 (WOODMANS POINT)
Power and function of OC Details are set out in ASO 2/17.



Capt, Adjt.
for Major.

Adm Comd 102 Aust Comp AA Regt.
R.A. BIDSTRUP.

NOTICES.

- (a) **LOST:** (a) From MELVILLE Camp Area, one 12 Volt 300 Watt Briggs & Stratton Battery Charger, Serial No. 5949.
Btys will check for the above equipment, and if located advise this HQ immediately.
- (b) Rifle No. 93797. Any Bty locating this Rifle will advise this HQ immediately.

NOTICES. (CONTD).

TUG-OF-WAR CONTEST.

- (a) The Nedlands War Patriotic Fund Committee is conducting a "United Nations Fair" on the University Hockey Grounds on Saturday 4 Dec 43. One of the features will be a Tug-of War Contest between various teams from Australian and Allied Forces.
- (b) The conditions of the Contest are :-
- (i) Eight men to a team,
 - (ii) Maximum weight 100 stone,
 - (iii) To be pulled on the ground with 2" rope.
- (c) Entries for the above will be lodged with this HQ before Wed 3 Nov 43. A name for publication, not disclosing unit identity, will be submitted with each entry.

MUSIC BY REQUEST.

'A Reminder For Service Men'

The ABC's Forces Programme (nightly 6.35 - 9 pm) is planned for your entertainment. There are at least three sessions that will broadcast your favourite musical numbers.

Here they are ::

- "Out of the Bag," Mondays 8 pm;
- "Call the Tune" Wednesdays, 6.35 pm;
- "ABC Victory Show, Thursdays, 7.15 pm.

Send your requests for the songs or dance tunes you want to hear again to the ABC Sydney, marking the envelopes with the name of the particular show in which you want your music to be played or sung. Your items will be put on the air as soon as possible.

DISTRIBUTION.

C.O.
Adjt.
151 Bty. (4)
152 Bty. (4)
140 Bty. (4)
Sig Sec Attached.
Wk/Shop Sec Attached.
R.S.M.
Pay Sgt.
Officers Mess.
Sgts Mess.
Mens Mess.
D.R.O.
R.Q.M.
RHQ Notice Board.
War Diary. (2)
File.

43/30/47

Appendix #
C

RHQ
102 Aust Comp AA Regt
AUSTRALIA
28 SEP 43

HQ
RAA
3 AUST CORPS

TRAINING SYLLABUS FOR OCTOBER 1943.

1. Training for the month of Oct 43 will include the following.
 1. Camera Gun Laying, and laying on moving targets.
 2. Observation of Tracer - Miniature Ranging with a/c/ model.
 3. Stripping of Gun for aircraft travel and loading into mock DC 3.
 4. Shooting - Dates to be notified later.
 5. Unarmed Combat, Swimming.
 6. NGOs refresher Course of amended Gun Drill.
 7. Bty D & M Course within Batteries.
 8. Map reading and compass instruction.
 9. BCs will submit detailed syllabus of Tng to this HQ by 1700 hrs 30 Sep 43.

Keith Dyer Major.
Adm Comd 102 Aust Comp AA Regt.
KEITH DYER

DISTRIBUTION

- | | |
|---------------------|--------|
| C.O. | 1. |
| E 1/c | 2. |
| 151 Aust Lt A. Bty | 3. |
| 152 Aust Lt AA Bty | 4. |
| 140 Aust Hy AA Bty | 5. |
| HQ RAA 3 AUST CORPS | 6. |
| WAR DIARY | 7.8. ✓ |
| File | 9. |

harding
W

Attended D

SECRET

HEADQUARTERS
102 Aust Comp AA Regt
18 SEP 43

DISBANDING OF

HQ 4 AUST A/A BTY
452 Aust Hy AA Gun Stn.
453 Aust Hy AA Gun Stn.
109 Aust Lt AA Regt.

RAISING OF

102 Aust Composite A/A Regt (HE) RAA.

1. Consequent upon amendments to OGB, AMP, action will be taken by HQ RAA 3 Aust Corps to effect above re-organization.

2. 102 Aust Composite Regt will be raised as under :-

HQ	102 Aust Composite A/A Regt (HE) RAA.	111/25/2 7	Off	43	CRS.	EST/300
	151 Aust Lt A/A Bty of BHQ and 2 Tps.	111/25/2 7	"	218	"	"
	152 Aust Lt A/A Bty of BHQ and 2 Tps.	111/25/2 7	"	218	"	"
	140 Aust Hy A/A Bty.	111/25/2 13	"	317	"	"
				54	"	796

138 Aust Hy A/A Bty which will also be allotted to the Regt will NOT be raised at this juncture; separate instructions regarding the raising of the Bty will be issued at a later date.

3. PERSONNEL

(a) All personnel of 102 Aust Composite A/A Regt (HE) RAA will be medical class A1.

(b) Personnel of disbanded units will be transferred and absorbed into 102 Aust Composite A/A Regt (HE) RAA strictly in accordance with rank and qualifications.

(c) Upon completion of re-organization, this HQ will be notified details of surpluses and deficiencies, by ranks and trades. Particulars of medical class B and A class over 40 years of age personnel will also be advised this HQ to enable replacements to be effected from HQ A/A Op Premantle.

(d) Separate instructions are being issued by LHQ (MG) regarding the transfer and/or postings of BC's and officers for higher appointments. Details of all other officers transferred or posted in accordance with this instruction will be forwarded as seen as possible to HQ this HQ.

4. EQUIPMENT.

(a) Personal arms and equipment will be retained by and transferred with all personnel.

(b) Adjustments in unit equipment will be effected under arrangements DADOS Corps Tps.

5. STATIONERY SUPPLIES AND PUBLICATIONS.

- (a) All office requisites, typewriters and stationery will be transferred to newly raised unit and any surplus returned to W Aust L of C Area Stationery Depot.
- (b) Surplus copies of 3 Aust Corps AGO's, GRO's and GO's will be returned to "A" Branch 3 Aust Corps.

6. CORRESPONDENCE AND RECORDS.

Immediate action will be taken to finalize all outstanding correspondence.

7. ACCOUNTS ETC.

Units accounts will be closed and all outstandings paid.

8. AMENITIES.

Amenities equipment will be transferred to new unit.

9. REGIMENTAL FUNDS.

Any balance to the credit of regimental funds will be transferred to new unit.

10. FINALIZATION.

OC's disbanded units will be responsible that relevant unit records are adjusted to the satisfaction of W Aust L of C Area Records and Accounts office and in this regard particular attention will be given to investigations relative to members AWL or illegally absent and for completion of Courts of Inquiry in connection therewith.

Action complete will be notified this HQ not later than 1 Oct 43.

(Sgd) A.D. Henderson Messes. Capt.
P&F BPTG. BA & QMG.

DISTRIBUTION.

OC 151 Aust Lt AA Bty.
152 Aust Lt AA Bty.
160 Aust Hy AA Bty. Admin Comd 102 Aust Comp AA Regt.
102 Sig Sec. KEITH DYER.
102 Wk/shops.
✓ War Diary. (2)
File.

SECURITY STANDING ORDERS.RHQ 102 Aust A A Regt.*War Diary
Appendix
"E"*1. APPOINTMENT.

The Security Officer for RHQ 102 Aust AA Regt is the Orderly Officer Lieut H.G. SAMSON to whom all reports and matters affecting security will be referred immediately.

In each Bty the Bty Subaltern will be, normally, the Unit Security Officer, but in the case of detached troops one officer will be detailed as Security Officer for that detached troop or troops.

2. VEHICLES.

- (a) Military vehicles from other HQs or Units will not stay in the vicinity of RHQ longer than is necessary to perform their respective duties.
- (b) Civilian vehicles will not be permitted in the RHQ area, (which will include RHQ vehicle park) without an authorised pass from this HQ, or permission from an officer. All vehicles in the area, will be properly dispersed at all times.

3. VISITORS.

- (a) Except on authorised visiting days, civilians will not be permitted in the RHQ Area, unless in possession of a properly authorised pass from this HQ, or by authority of an officer.
- (b) Children will only be permitted in the area when accompanied by an adult visitor or at the invitation of a member of RHQ on visiting days.

4. IDENTITY PASSES.

- (a) It is the duty of the guard or picquet to examine the passes of all unrecognised strangers, military or civil, who wish to enter the area.
- (b) Military personnel will show identity cards or pay books, and civilians their authorised pass (a list of permits issued, will be held at the Orderly Room.)
- (c) Any person unable to produce proper identification must be taken to the Security Officer or another available officer.
- (d) At times when no guard or picquet is mounted, it is the duty of all personnel on RHQ to keep a close watch and report any strangers in the area to an officer or NCO who will make all necessary enquiries.
- (e) Passes not issued by this HQ, must be carefully scrutinised to be sure of their validity.

5. LOSSES.

- (a) The loss of identity cards, pay books or any secret or security document will be reported to the Unit Security Officer immediately.
- (b) It is the responsibility of all ranks to take due precaution against theft or loss of personal property or equipment.

6. DOCUMENTS.

Secret or Security documents when not actually in use, will be kept under lock and key where possible, otherwise in some secure place.

7. DESTRUCTION OF USED PAPERS.

- (a) All waste paper, old letters or drafts of letters, will be burnt every morning by those allotted to cleaning out offices, rooms and tents.
- (b) This does not include brown paper or newspapers, which may be used to conserve paper.
Care will be taken to erase any addresses or security information before use again.
- (c) Routine Orders, Standing Orders, Notices etc will not be left lying around, but will be placed on the notice boards provided.
- (d) When vacating any area where RHQ is stationed, care will be taken by all ranks to see that no Orders, Documents, or papers are left lying around.

8. CORRESPONDENCE & TELEGRAMS.

- (a) Letters written by personnel must bear the soldiers particulars on the top right hand corner of each letter. The flap or back of the envelope will not be written on.
- (b) Correct address for letters is :-
No.....
Name.....
R.H.Q.
102 Aust AA Regt.
AUSTRALIA.
- (c) Post Cards and parcels will bear the No Rank and Name ONLY of the soldier. Unit will not be shown. The nature of the contents will be shown on parcels.
- (d) Telegrams will be endorsed with No. Rank, and Name of soldier ONLY.
- (e) All ranks are forbidden to post letters, parcels, post cards or correspondence of any nature or despatch telegrams through civilian post offices or civilian channels.
- (f) All correspondence (except Green Envelopes) and telegrams will be censored regimentally.
- (g) Green Envelopes are not an automatic issue, but a privilege issued by the COs authority, and will only be posted at weekly intervals. The certificate signed by the soldier at the foot of a green envelope will bear his usual signature, which will NOT include His No. Rank or Unit.
Attention is drawn to the fact that only matters of a private or family nature will be written in letters contained in green envelopes, and if anything contravening this is detected by Base Censors disciplinary action will be taken. Green Envelopes may contain 3 unsealed stamped and addressed letters, the green envelope, itself being sealed and addressed to the Base Censor. When there is only one letter, it will be addressed in the usual way. All green envelopes must bear the Unit censor stamp.
- (h) Reference to Military subjects which might be of use to the enemy, will not be made in letters, in conversation in public places, over the telephone, or any broadcasting system.
- (i) The receipt of any letters from strangers, (such as persons wishing to be pen friends etc.) circulars or propaganda will not be replied to, but will be reported to the Unit Security Officer immediately.

9. TELEPHONES.

- (a) Conversations over Army or Civilian Telephone lines will be restricted as much as possible to duty calls, and unnecessary "chat", which holds up important calls, will NOT be carried on.
- (b) If however permission is given for private calls, they will not be prolonged.

10. CODE NAMES.

In Forward areas or when instructed, Code Names will be used for all communications, care being taken not to associate the particular code in any way with its meaning.

11. DEBATES ETC.

- (a) Military personnel will NOT take part in any public Debates, discussions, or conferences of a Military nature, unless in performance of their duty.
- (b) Contributions by Military Personnel, to any paper, magazine, or bulletin are forbidden unless censored by the proper authorities.

12. PHOTOGRAPHY.

- (a) All ranks who have cameras may in future use them subject to the following :-
- (b) An Officer will be appointed in each Unit to be Officer in Charge Photography for the purpose of this section such officer will be the Orderly Officer. He will maintain a register showing the number make and description of every camera held in the Unit together with the number, rank and name of its possessor.

- (c) All Officers and ORs will be responsible for ensuring that cameras in their possession are registered with the Offr 1/c photography.
- (d) Cameras will be withdrawn prior to departure of personnel to an active theatre of operations.
- (e) The CO may at any time order the withdrawal of cameras for security reasons.
- (f) The CO may if he thinks fit approve of the retention of cameras by not more than 5 members of the Regt for official photographic purposes.
- (g) Films of photographs taken by officers and ORs for non-official purposes will be forwarded to an approved photographer for processing.
- (h) Photographs (other than those taken for official purposes), which, if captured, would be of value to the enemy, are prohibited.

13. DIARIES MAPS etc.

When going into action against the enemy, every officer, NCO & OR will ensure that he is not carrying any letters, documents, maps, photography, diaries etc, which would be of value to the enemy if captured.

14. FIRES - PREVENTION OF.

Care will be taken by all ranks for the prevention of fires, not only within the area, but in all places, whether personnel are on duty or leave.

Cigarette butts should be stubbed before throwing away, and caution should be used with petrol and inflammables.

15. P.O.W.

- (a) If taken pris oner all ranks are instructed to give No Rank and Name only.
- (b) NO OTHER information of any kind will be given to the enemy. It is the duty of every soldier to endeavour to escape, and in so doing, or while held a prisoner, to gain any information that is possible, regarding the enemy. Remember that you will be dealing with a cunning enemy, whose aims can be defeated by the individual vigilance of all ranks.

16. GENERAL.

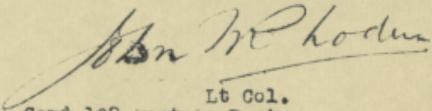
- (a) It is the duty of all ranks to check rumours and to refrain from passing them on.
- (b) Any suspicious incidents or encounter will be reported without delay to the U.S.O. or in his absence, any other officer.
- (c) All matters of Intelligence or Security, however small should be advised to the U.S.O.

17. APPLICATION TO BTYS.

In so far as these Standing Orders may be applicable to Btys and Detached Troops of this Unit they will apply to such Btys and Detached Troops.

DISTRIBUTION.

C.O.
2 i/c
Adjt.
Q.M.
I.C.
R.M.O.
Padre.
OC Workshop Sec
OC Signal Sect.
R.S.M.
War Diary. (2)
Office Copy.
"R" Bty.
151 Bty.
"X" Bty.
"B" Bty.
File. Spares. (2)


Lt Col.
Comd 102 Aust AA Regt.
J.W. RHODEN.