

AWM4
**Australian Imperial Force unit war diaries,
1914-18 War**

Formation Headquarters

Item number: 1/46/30

Title: General Staff, Headquarters 3rd
Australian Division

April 1919



AWM4-1/46/30

INSTRUCTIONS FOR STAFFS OF EMBARKATION QUOTA.

Q. 42/542.

- STAFF. 1. The Staff for each Quota consists of the following:-
 Commanding Officer,
 Second in Command.
 Adjutant.
 Quartermaster.
 Regtl. Sergt. Major.
 Regtl. Quartermaster Sergeant
 Orderly Room Sergeant.
 The foregoing are available for Ships' Staff;
 the actual selection will be made after the Quota
 arrives in Depots in U.K. (G.I.7, Annexure A, para 13)

- EDUCATION SERVICE. 2. The following Education Service personnel will be included in each Quota :-
 1 Education Officer (To be detailed by D.H.Q.)
 10 N.C.O. Instructors) To be arranged
 1 Clerk (Sgt. or Cpl) } for by Education
 1 Private } Officer.

- SPORTS OFFICER. 3. The O.C. Quota will nominate an Officer of the Quota as Sports Officer. This officer will later be placed definitely on the Ships Staff and given proper status to enable him to carry out his duties.

- A.A.M.C. 4. Each Quota will include one Medical Officer and at least six A.M.C. personnel. On arrival in U.K. all A.M.C. personnel proceed to A.M.C. Training Depot, FCOV. DT.

- SPECIALISTS. 5. Cooks must be included in each Unit's allotment in the proportion of one per 40 all ranks.
 Prior to concentration of the Quota, the adjutant will prepare a nominal roll of men suitable for employment as Cooks, Military police, and other necessary duties.

- MEDICAL INSPECTION. 6. The Officer in Medical Charge of the Quota will medically inspect all personnel within 48 hours of arrival in Concentration Camp. All cases of V.D. will be evacuated immediately. Cases of Scabies and other skin diseases will be isolated and subjected to vigorous treatment.
 Within 24 hours of entrainment a final inspection will be held, and cases of V.D., Scabies, and other contagious diseases immediately evacuated.

(W.E.B)

(P.T.O. -

EXTRAMESSING.

7. While the Quota is at GAMACHES, extra messing in the way of tinned foodstuffs will be provided by D.H.Q. The C.O.'s of Units represented in the Quota will make provision for their men whilst in this Camp as far as possible as if they were present with their unit.

REGIMENTALFUNDS.

8. Each Embarkation Quota will receive an allotment from Divisional General Trust Account of £20. An account designated "Regimental Funds No. Quota, 3rd. Aust. Division" will be opened, and a passbook issued to record transactions. This money will not be used by the O.C. Quota until after departure from the Divisional Area. Before entrainment, the O.C. Quota will draw from the Divisional Paymaster what he considers sufficient for his requirements until reaching H.V.A.E. At this point he will again present his passbook and Cash Requisition for the amount required for the journey to the Concentration Camp in U.K.

Before embarkation of the Quota, the O.C. will forward a full statement of expenditure, together with supporting vouchers, to the Auditor A.I.F. 130 Horseferry Road, London, and will receive from him a Certificate as to the correctness thereof.

Any unexpended balance will be paid to the Chief Paymaster for credit to the A.I.F. Funds Trust account.

Whilst in Depots in H.V.A.E and U.K., Quotas will be provided for in the ordinary way from Regimental Funds of the Depot at which they are stationed.

RETURNS,
DOCUMENTS,

etc.

9. (i). 24 hours prior to entrainment, the O.C. Quota will render to Headquarters, 3rd. Australian Division a Return in accordance with Demob. Circ. No. 14 para 6.
- (ii). The O.C. Quota is responsible that, before entrainment -
- a. Each member of the Quota has in his possession -
 - Paybook.
 - Movement Card.
 - b. The following documents are complete -
 - Medical Reports (See G.I. No. 11)
 - A.I.F. Forms 500 (Q.1) (See Appendix "A").
 - Army Forms B.122.
 - Nominal Rolls (See G.I. No. 10 Annexure A. Sect. B).

(W. E. B)

(Continued -

DISPOSAL OF
PERSONAL
EQUIPMENT.

10. A copy of instructions for the disposal of personal equipment of Other Ranks is attached (Appendix "A").

RATIONS
FOR
JOURNEY.

11. 24 hours rations in bulk will be placed on the train under arrangement with C.O. 3rd. Aust. Divisional Train.

LIAISON
WITH A.B.D.

12. The 2nd. i/c Quota will proceed to A.B.D. E. VAB, 24 hours prior to the Quota. He will be in possession of full details and composition of the quota and will meet them on arrival at the detaining station.

PROCEDURE
EN ROUTE.

13. The procedure to be followed prior to, and during the journey to U.K. &c. is set out in General Instruction No. 10.
Instructions for the journey from Disembarkation Port to Depot Camp are contained in General Instruction No. 15 Annexure B.
Copies of these General Instructions will be issued to O.C. quotas by D.H.Q.

DISCIPLINE.

14. The Embarkation Quota will be regarded as a Unit for purposes of discipline and the C.O. quota and officers under him are responsible for the military control and command of the troops at all times.
The Demobilization Staffs at HAVRE and in U.K. are inadequate for the complete administration of troops passing through. Their whole time is occupied in the mechanical work of demobilization.
The Officers accompanying a quota must therefore, in the interests of their men, give the utmost assistance in Camp duties, cleanliness and sanitation in quarters, order and discipline during movement, and in the preparation of documents and the administrative generally.

C.O. to
REPORT
Dir.M. & C.

15. The O.C. quota will report, within 10 days after arrival at Concentration Camp in U.K. to Brig. General E.A. WISDOM, CB. CMC. DSO. Director of Movements and Quartering, 20 Belgrave Sq. London, S.W. 1. (AIF. DEPOT ORDERS No. 246).

3rd. D.H.Q.
4-1-18.
(A.B.D.)

W. J. Moran
Major.
D.A.A.G.
Third Australian Division.

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APPENDIX "A".

DISPOSAL OF PERSONAL EQUIPMENT OF OTHER RANKS
DESPATCHED TO BASE.

- (1). Personnel will be despatched to Aust. Base Depot, HAVRE with all arms and accoutrements, including box respirators and steel helmets; no ammunition nor grenades will be carried.
All arms and accoutrements (except steel helmet if desired to be retained by the man) and mess tin, will be handed into store at Australian Base Depot, HAVRE.
- (2). Personnel will leave Units with only the minimum scale of clothing and underclothing as laid down in Appendix "C" of G.R.O. 6081, plus one towel and one pair of gloves.
The method of accounting for the Arms, Equipment, Clothing etc. on charge to the soldier will be as follows (vide Circular Memo. No. 18 issued by the Department of Repatriation and Demobilization).
 - (a). A.I.F. Forms 500 (C1) will be made out in duplicate for each soldier; both copies will be signed by the Unit Quartermaster, or his representative, and by the soldier concerned.
 - (b). One copy will be retained by the Unit as a record of the equipment actually in possession of the soldier at the time of his marching out to the Base.
 - (c). The other copy will be handed to the O.C., Draft and handed in by him to the Aust. Base Depot, HAVRE, where it will be checked and any deficiencies thereon noted. Articles returned to store by the soldier at the Aust. Base Depot, will be struck out and initialled by the Quartermaster's Department at the Aust. Base Depot, HAVRE.
 - (d). The Q1 forms thus amended will be held by the O.C. Demobilization Quota until arrival at the Depots in the United Kingdom, when they will again be checked by the Quartermaster's Department at the Camp.
- (3) † Each soldier will proceed to the Base with three (3) blankets. † Sheets, Ground, W.P., will be handed into Unit Store before the soldier leaves his Unit.
- (4). Each soldier will be despatched to the Base as fully equipped as possible as regards the SMILE KIT laid down in G.R.O. 5103.
- (5). The necessary steps to complete the soldier to the scale laid down in Appendix "A" of G.R.O. 6081 will be taken by the Commandant, Australian Base Depots, HAVRE.
- (6). Special articles of Winter clothing (e.g. leather jerkins, sheepskin vests, sheepskin lined coats, motor cyclists overalls, capes, W.P. or macintosh, Gum boots, etc), and any clothing in excess of the scale laid down in para 2, above, will be handed into Store before the soldier leaves his Unit.

† Note. - Blankets should be rolled in bundles of ten and handed over in bulk at the Base.

(W.E.B)

122

INSTRUCTIONS FOR STAFFS OF EMBARKATION QUOTA.

Q. 42/542.

- STAFF. 1. The Staff for each Quota consists of the following:-
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 Second in Command.
 Adjutant.
 Quartermaster.
 Regtl. Sergt. Major.
 Regtl. Quartermaster Sergeant
 Orderly Room Sergeant.

The foregoing are available for Ships' Staff; the actual selection will be made after the Quota arrives in Depots in U.K. (G.I.7, Annexure A, para 13)

- EDUCATION SERVICE. 2. The following Education Service personnel will be included in each quota :-
 1 Education Officer (To be detailed by D.H.Q.)
 10 N.C.O. Instructors) To be arranged
 1 Clerk (Sgt. or Cpl) } for by Education
 1 Private } Officer.

- SPORTS OFFICER. 3. The O.C. Quota will nominate an Officer of the Quota as Sports Officer. This officer will later be placed definitely on the Ships Staff and given proper status to enable him to carry out his duties.

- A.A.M.C. 4. Each Quota will include one Medical Officer and at least six A.M.C. personnel. On arrival in U.K. all A.M.C. personnel proceed to A.M.C. Training Depot, FCOV. HT.

- SPECIALISTS. 5. Cooks must be included in each Unit's allotment in the proportion of one per 40 all ranks.
 Prior to concentration of the Quota, the Adjutant will prepare a nominal roll of men suitable for employment as Cooks, Military police, and other necessary duties.

- MEDICAL INSPECTION. 6. The Officer in Medical Charge of the Quota will medically inspect all personnel within 48 hours of arrival in Concentration Camp. All cases of V.D. will be evacuated immediately. Cases of Scabies and other skin diseases will be isolated and subjected to vigorous treatment.
 Within 24 hours of entrainment a final inspection will be held, and cases of V.D., Scabies, and other contagious diseases immediately evacuated.

(W.E.B)

(F.T.O. -

EXTRAMESSING.

7. While the Quota is at GAMACHES, extra messing in the way of tinned foodstuffs will be provided by D.H.Q.

The C.O.'s of Units represented in the Quota will make provision for their men whilst in this Camp as far as possible as if they were present with their unit.

REGIMENTALFUNDS.

8. Each Embarkation Quota will receive an allotment from Divisional General Trust Account of £20. An account designated "Regimental Funds No. Quota, 3rd. Aust. Division" will be opened, and a passbook issued to record transactions. This money will not be used by the O.C. Quota until after departure from the Divisional Area. Before entrainment, the O.C. Quota will draw from the Divisional Paymaster what he considers sufficient for his requirements until reaching H.V.A.E. At this point he will again present his passbook and Cash Requisition for the amount required for the journey to the Concentration Camp in U.K.

Before embarkation of the Quota, the O.C. will forward a full statement of expenditure, together with supporting vouchers, to the Auditor A.I.F. 130 Horseferry Road, London, and will receive from him a Certificate as to the correctness thereof.

Any unexpended balance will be paid to the Chief Paymaster for credit to the A.I.F. Funds Trust account.

Whilst in Depots in H.V.A.E and U.K., Quotas will be provided for in the ordinary way from Regimental Funds of the Depot at which they are stationed.

RETURNS,DOCUMENTS,

etc.

9. (i). 24 hours prior to entrainment, the O.C. Quota will render to Headquarters, 3rd. Australian Division a Return in accordance with Demob. Circ. No. 14 para 6.
- (ii). The O.C. Quota is responsible that, before entrainment -
- a. Each member of the Quota has in his possession -
 - Paybook.
 - Movement Card.
 - b. The following documents are complete -
 - Medical Reports (See G.I. No. 11)
 - A.I.F. Forms 500 (Q.1) (See Appendix "A").
 - Army Forms B.123.
 - Nominal Rolls (See G.I. No. 10 Annexure A. Sect. B).

(W. E. B)

(Continued -

DISPOSAL OF PERSONAL EQUIPMENT.

10. A copy of instructions for the disposal of personal equipment of Other Ranks is attached (Appendix "A").

RATIONS FOR JOURNEY.

11. 24 hours rations in bulk will be placed on the train under arrangement with C.O. 3rd. Aust. Divisional Train.

LIAISON WITH A.B.D.

12. The 2nd. i/c Quota will proceed to A.B.D. H. VRE, 24 hours prior to the Quota. He will be in possession of full details and composition of the Quota and will meet them on arrival at the detaining station.

PROCEDURE EN ROUTE.

13. The procedure to be followed prior to, and during the journey to U.K. Sc. is set out in General Instruction No. 10. Instructions for the journey from Disembarkation Port to Depot Camp are contained in General Instruction No. 15 Annexure B. Copies of these General Instructions will be issued to O.C. Quotas by D.H.Q.

DISCIPLINE.

14. The Embarkation Quota will be regarded as a Unit for purposes of discipline and the O.C. Quota and officers under him are responsible for the military control and command of the troops at all times. The Demobilization Staffs at H. VRE and in U.K. are inadequate for the complete administration of troops passing through. Their whole time is occupied in the mechanical work of demobilization. The Officers accompanying a Quota must therefore, in the interests of their men, give the utmost assistance in Camp duties, cleanliness and sanitation in quarters, order and discipline during movement, and in the preparation of documents and the administration generally.

O.C. to REPORT Dir. M. & C.

15. The O.C. Quota will report, within 10 days after arrival at Concentration Camp in U.K. to Brig. General E.A. WISDOM, CB. CMC. DSO. Director of Movements and Quartering, 20 Belgrave Sq. London, S.W. 1. (AIF. DEPOT ORDERS No. 246).

W. J. Moran
Major.
D.A.A.G.
Third Australian Division.

3rd. D.H.Q.
4-3-13.
(W. J. Moran)

122

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DESPATCHED TO BASE.

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All arms and accoutrements (except steel helmet if desired to be retained by the man) and mess tin, will be handed into store at Australian Base Depot, HAVRE.
- (2). Personnel will leave Units with only the minimum scale of clothing and underclothing as laid down in Appendix "C" of G.R.O. 6081, plus one towel and one pair of gloves.
The method of accounting for the Arms, Equipment, Clothing etc. on charge to the soldier will be as follows (vide Circular Memo. No. 18 issued by the Department of Repatriation and Demobilization).
 - (a). A.I.F. Forms 500 (Q1) will be made out in duplicate for each soldier; both copies will be signed by the Unit Quartermaster, or his representative, and by the soldier concerned.
 - (b). One copy will be retained by the Unit as a record of the equipment actually in possession of the soldier at the time of his marching out to the Base.
 - (c). The other copy will be handed to the O.C., Draft and handed in by him to the Aust. Base Depot, HAVRE, where it will be checked and any deficiencies thereon noted. Articles returned to store by the soldier at the Aust. Base Depot, will be struck out and initialled by the Quartermaster's Department at the Aust. Base Depot, HAVRE.
 - (d). The Q1 forms thus amended will be held by the O.C. Demobilization Quota until arrival at the Depots in the United Kingdom, when they will again be checked by the Quartermaster's Department at the Camp.
- (3) Each soldier will proceed to the Base with three (3) blankets. Sheets, Ground, W.P., will be handed into Unit Store before the soldier leaves his Unit.
- (4). Each soldier will be despatched to the Base as fully equipped as possible as regards the SMALL KIT laid down in G.R.O. 5103.
- (5). The necessary steps to complete the soldier to the scale laid down in Appendix "A" of G.R.O. 6081 will be taken by the Commandant, Australian Base Depots, HAVRE.
- (6). Special articles of Winter clothing (e.g. leather jerkins, sheepskin vests, sheepskin lined coats, motor cyclists overalls, capes, W.P. or macintosh, Gum boots, etc), and any clothing in excess of the scale laid down in para 2, above, will be handed into Store before the soldier leaves his Unit.

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 - Nominal Rolls (See G.I. No. 10 Annexure A. Sect. B).

(W. E. B)

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Instructions for the journey from Disembarkation Port to Depot Camp are contained in General Instruction No. 15 Annexure B.
Copies of these General Instructions will be issued to C.O. quotas by D.H.Q.

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3rd. D.H.Q.
24-13.
(W.D. 15)

W. J. Moran
Major.
D.A.A.G.
Third Australian Division.

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- (2). Personnel will leave Units with only the minimum scale of clothing and underclothing as laid down in Appendix "C" of G.R.O. 6081, plus one towel and one pair of gloves. The method of accounting for the Arms, Equipment, Clothing etc. on charge to the soldier will be as follows (vide Circular Memo. No. 18 issued by the Department of Repatriation and Demobilization).
- (a). A.I.F. Forms 500 (Q1) will be made out in duplicate for each soldier; both copies will be signed by the Unit Quartermaster, or his representative, and by the soldier concerned.
 - (b). One copy will be retained by the Unit as a record of the equipment actually in possession of the soldier at the time of his marching out to the Base.
 - (c). The other copy will be handed to the O.C., Draft and handed in by him to the Aust. Base Depot, HAVRE, where it will be checked and any deficiencies thereon noted. Articles returned to store by the soldier at the Aust. Base Depot, will be struck out and initialled by the Quartermaster's Department at the Aust. Base Depot, HAVRE.
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- (3) Each soldier will proceed to the Base with three (3) blankets. Sheets, Ground, W.M., will be handed into Unit Store before the soldier leaves his Unit.
- (4). Each soldier will be despatched to the Base as fully equipped as possible as regards the SMALL KIT laid down in G.R.O. 5103.
- (5). The necessary steps to complete the soldier to the scale laid down in Appendix "A" of G.R.O. 6081 will be taken by the Commandant, Australian Base Depots, HAVRE.
- (6). Special articles of Winter clothing (e.g. leather jerkins, sheepskin vests, sheepskin lined coats, motor cyclists overalls, capes, W.P. or macintosh, Gum boots, etc), and any clothing in excess of the scale laid down in para 2, above, will be handed into Store before the soldier leaves his Unit.

ϕ Note. - Blankets should be rolled in bundles of ten and handed over in bulk at the Base.

(W.E.B)

ADDENDUM No. 1 TO DEMOBILIZATION CIRCULARMEMORANDUM No. 33, of 27th. Mch.'19.4th. April, 1919.CENSUS OF THE A.I.F. IN EUROPE

1. Units will, when forwarding Census for night 6/7th. April, 1919, render nominal rolls showing number, rank, name, and unit, also, to where detached, of any member of their unit not actually present with, and rationed by them. This will include all details, viz. - D.H.Q., D.A.D.O.S., Corps Central School, RUE, Postal Guards, etc., but not those at Concentration Camp, CAMACHES.

Brigade picquets at ABBEVILLE, EU, and Le TREPORT, need not be included, as they are shown present with their unit, being only on weekly command.

On receipt of these rolls, it will be definitely ascertained by this Headquarters whether those shown as detached are actually doing duty and present with the units to which attached.

2. With reference to Demob. Circ. Memo. No. 8 of 16-1-19, and Demob. Circ. Memo. No. 25, para 1, of 7-3-19, units will render return asked for therein, but the following will not be included:-
9th. Demob. Regiment - Embarkation Quota, as detailed in Demob. Circ. Memo. No. 37 of 2-4-19.

10th. Demob. Regiment - Embarkation Quota as detailed in Demob. Circ. Memo. No. 34, of 29-3-19, and

11th. Demob. Regiment - Embarkation Quota as detailed in preliminary Warning O 42/493 of 3-4-19.

These returns will be rendered along with the Census and must synchronise with the Census Return, less those detailed for Embarkation Quotas, Nos. 29, 34, and 39.

3. Attention is particularly drawn to the instruction contained in Demob. Circ. Memo. No. 25, para 1, namely, that Categories, 1, 2, 3, & 4, and "B" to "G" will be included in figures, 1916, 1917, 1918, etc. Category "A" will be shown separately, but added on to the final totals.

[Handwritten Signature]

Major.

a/A.A. & Q.M.G.

Third Australian Division.

(W.E.B)

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 - 10th. Demob. Regiment - Embarkation Quota as detailed in Demob. Circ. Memo. No. 34, of 29-3-19, and
 - 11th. Demob. Regiment - Embarkation Quota as detailed in Preliminary Warning C 42/493 of 3-4-19.

These returns will be rendered along with the Census and must synchronise with the Census Return, less those detailed for Embarkation Quotas, Nos. 29, 34, and 39.

3. Attention is particularly drawn to the instruction contained in Demob. Circ. Memo. No. 25, para 1, namely, that Categories, 1, 2, 3, & 4, and "B" to "G" will be included in figures, 1916, 1917, 1918, etc. Category "A" will be shown separately, but added on to the final totals.

W. E. B.

Major.

a/A.A. & Q.M.G.

Third Australian Division.

(W.E.B)

ADDENDUM No. 1 TO DEMOBILIZATION CIRCULARMEMORANDUM No. 33, of 27th. Mch.'19.4th. April, 1919.CENSUS OF THE A.I.F. IN EUROPE

1. Units will, when forwarding Census for night 6/7th. April, 1919, render nominal rolls showing number, rank, name, and unit, also, to where detached, of any member of their unit not actually present with, and rationed by them. This will include all details, viz. - D.H.Q., D.A.D.O.S., Corps Central School, RUE, Postal Guards, etc., but not those at Concentration Camp, CAMACHES.

Brigade picquets at ABBEVILLE, EU, and Le TREPORT, need not be included, as they are shown present with their unit, being only on weekly command.

On receipt of these rolls, it will be definitely ascertained by this Headquarters whether those shown as detached are actually doing duty and present with the units to which attached.

2. With reference to Demob. Circ. Memo. No. 8 of 16-1-19, and Demob. Circ. Memo. No. 25, para 1, of 7-3-19, units will render return asked for therein, but the following will not be included:-
9th. Demob. Regiment - Embarkation Quota, as detailed in Demob. Circ. Memo. No. 37 of 2-4-19.

10th. Demob. Regiment - Embarkation Quota as detailed in Demob. Circ. Memo. No. 34, of 29-3-19, and

11th. Demob. Regiment - Embarkation Quota as detailed in Preliminary Warning Q 42/493 of 3-4-19.

These returns will be rendered along with the Census and must synchronise with the Census Return, less those detailed for Embarkation Quotas, Nos. 29, 34, and 39.

3. Attention is particularly drawn to the instruction contained in Demob. Circ. Memo. No. 25, para 1, namely, that Categories, 1, 2, 3, & 4, and "B" to "G" will be included in figures, 1916, 1917, 1918, etc. Category "A" will be shown separately, but added on to the final totals.

[Handwritten Signature]

Major.

a/A.A. & Q.M.G.

Third Australian Division.

(W.E.B)

50
Dear Diary

CONFIDENTIAL
NO. 1000
1917

Dear Diary
I have been thinking of you a great deal lately
and wondering how you are getting on.
I hope you are well and happy.
I have been very busy lately
and have not had much time to write.
I will try to write more often.
I love you very much.
Your affectionate friend,
John Doe

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and wondering how you are getting on.
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