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

Formation Headquarters

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Title: Q Staff, Headquarters AIF Depots in
UK

October 1917 - February 1918



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153
Supplement No. 2

TO

EXTRACTS

FROM

ROUTINE ORDERS

A.I.F. Depots in United Kingdom up to
28th February, 1918,

RELATING TO "Q" MATTERS

(To be Attached to Previous Issues)

[Signature]
CAPTAIN
D.A.Q.M.G.
A.I.F. DEPOTS IN U.K.

ALDERSHOT:

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1918

Supplement No. 2 to EXTRACTS FROM ROUTINE ORDERS

No. 2749. 23rd November, 1917. Accommodation.

The attention of Commanding Officers is called to the large number of unauthorized misappropriations of sleeping huts which have been made in the various Camps of this Command. It is notified for information that the real sleeping capacity of each and every Camp is known at these Headquarters, and that the allotment of troops is made to Camps on such figures, and not on that reduced capacity which would be available only if these unauthorized misappropriations were recognized. Commanding Officers will therefore note that they are responsible for providing sleeping accommodation without overcrowding up to the authorized numbers for each Camp, and that no alteration will be made in the numbers of troops allotted until applications and reasons for same have been submitted and approved.

No. 2407. 27th October, 1917. Unit Accounting.

The following instructions will be observed in connection with Unit Accounting of all *Clothing, Necessaries, and Personal Equipment* of members of the A.I.F., and for this purpose all such material will be brought to charge, and issued through Army Book 165A, which should immediately be demanded from the D.A.D.O.S., Tidworth.

Unit and Training Equipment will be accounted for in Army Book 165.

INSTRUCTIONS.

1. Stores will be issued by Ordnance on approved demands, and Vouchers will go forward to units on stores so issued. These Vouchers will be the authority of the Quartermaster to bring to charge all material received.
2. For the purpose of accounting, articles are to be considered as serviceable or unserviceable, and no further sub-division need be kept. The Quartermaster must, however, make a distinction between new and part-worn articles when making entries on C.M. Form 500 (Q.1) as directed in the instructions now issuing with the amended Form.
3. On issues being made by the Quartermaster to individuals, C.M.F. 500 (Q.1) will be created (if not already in existence) in accordance with the instructions accompanying the Forms.
4. For the purpose of establishing the authority for writing off in bulk in the Quartermaster's Ledger Stores issued in detail, the Q.1 Forms will be checked weekly on each Saturday, and a consolidated Q.1 Form Issue Voucher will be established detailing all the clothing, etc., issued during the preceding week.
5. *Withdrawals.*—All articles withdrawn from men, whether proceeding Overseas, for exchange, or for any other reason, will be shown on Q.1 Forms in red ink, and signed for by the representative of the Commanding Officer. For the purpose of establishing the authority for taking on charge in bulk in the Unit Ledger the stores thus withdrawn from the men, a consolidated Q.1 Withdrawal Receipt Voucher will be established each Saturday summarizing all the withdrawals which have been shown on the Q.1's during the preceding week.
6. The consolidated Q.1 Issue and Receipt Vouchers referred to in paras. 4 and 5, together with the individual Q.1 Forms, will be submitted weekly by the Quartermaster of the Unit to the Group Quartermaster, who will check the summaries, and certify on the consolidated Vouchers that the statements are correct. Where units are not controlled by a Group Headquarters the C.O. of the Unit, or an independent Officer on his behalf, will check and certify.
7. Issues to Officers will be made on Army Form G.1033, upon which the acknowledgements of Officers will be secured. In addition to thus acknowledging receipt of articles issued, Officers will sign a certificate on the A.F. G.1033 as to the authority under which the issue is made. These Vouchers will then become the authority for the writing off charge of the articles so issued.
- Withdrawals from Officers will be taken on charge by Certificate Receipt Voucher on A.F. G.1033.
8. Articles withdrawn from men proceeding Overseas will be accounted for as laid down in instructions accompanying the C.M.F. 500 (Q.1). Articles found in Huts or elsewhere in Camp, and handed in from time to time, will be received on A.F. G.1033, and on each Saturday the 1033 Vouchers will be consolidated, and from this consolidated G.1033 the total stores will be brought to charge as serviceable. Any necessary transfers will be made on the authority of Board Proceedings after the material has been examined and condemned by a Board as unserviceable. The same procedure will be observed in any other operations relating to unserviceable stores, and

under no conditions will any authority other than that of a Board be accepted for the accounting of such material. In effecting transfers from "Serviceable" to "Unserviceable" a Transfer Voucher (A.F. G.1049) will be used, and the Board Authority will be quoted thereon.

9. The exchange of "Serviceable" for alleged "Unserviceable" material will be noted on the individual "Q.1" Forms, under authority No. 2, and in the manner laid down in the instructions accompanying the new Forms, and as in para. 5 of these instructions.

10. The unserviceability of the stores having been established as laid down in para. 8, Vouchers should be submitted to the D.A.D.O.S., Bhurtpore Barracks, Tidworth (A.F. G.1033), when a sufficient quantity of material has accumulated to warrant the use of Transport. The material shall be properly sectionalized and a separate Voucher used for each section, but no stores shall be returned until the D.A.D.O.S. has notified the unit that he is prepared to receive them. Four copies of Vouchers will be submitted when return is desired to the A.I.F. Depot, and six copies in the case of stores for return to the Imperial Ordnance Depot at Tidworth or elsewhere.

11. Finding of Boards of Inquiry will be prepared in triplicate, and each set of Board Proceedings will be allotted a consecutive number, which will be inserted in the top right-hand corner of each outer cover. Two copies of the Proceedings will be forwarded to the A.Q.M.G. Headquarters, Tidworth, and one copy retained by the Quartermaster, and filed in the order of the consecutive numbers. When unserviceable stores are vouchered out to the D.A.D.O.S., the number or numbers of the Board Proceedings covering the stores will be quoted on the Vouchers. Similarly the Quartermaster's copy of the Board Proceedings will be endorsed with the Voucher number or numbers upon which the stores were returned.

12. The accounting periods will be half-yearly, as at 30th June and 31st December. Stock-taking and ledger-balancing in relation to all personal and unit equipment will require to be made—

- (1) At the end of Accounting periods.
- (2) Change of Command.
- (3) Appointment of new Quartermaster.
- (4) When specially ordered.

At the end of each calendar month the Quartermaster will render to the D.A.D.O.S., Tidworth, a stock return showing the quantities of clothing, necessaries, and personal equipment on hand, both "Serviceable" and "Unserviceable."

13. The D.A.D.O.S. will control and direct all matters relating to Unit Accounting, and units will be responsible to that Officer, in the first place, in that their records and stock are maintained in a condition to permit of ready audit. An Instructional and Checking Officer will be available, and he will inspect the records and operations of all units regularly.

G. E. BLIGHT, Captain,
D.A.D.O.S., Ordnance Depot, A.I.F.

No. 3870. 27th February, 1918. Acquittance Rolls, Debit Note for Kit Shortages, etc.

The following instructions regarding the compilation of Acquittance Rolls are promulgated for the information and action of all concerned:—

1. Special form of Acquittance Rolls provided for this purpose will be used, and should be made out in triplicate, the original and one copy being forwarded to Headquarters, A.I.F. Depots, and one copy retained by the unit.

2. A separate Acquittance Roll must be used for each unit, and made out in accordance with Ledger Box Unit Guide in possession of Pay-Sergeant.

3. Each article and the price charged should be shown distinctly, and the amounts totalled. Any alterations made should be initialled by the individual signing the Roll. In the case of a man refusing to sign, the following certificate should be endorsed thereon, and completed by both the Commanding Officer and Quartermaster:—

"Certified that the enumerated articles have been issued to replace those lost by neglect of this soldier, who refuses to sign the Acquittance Roll."

4. The unit, pay-book, payment, and regimental numbers must be shown. In cases where the pay-book has been lost or is not available, a certificate to that effect should be endorsed on the Acquittance Roll.

5. The certificate printed on the Roll, that the amount has been entered in the pay-book, must be correctly signed and completed.

6. Acquittance Rolls will be submitted to Headquarters within seven days of the date on which the charge was made.

7. These Acquittance Rolls are not to be taken into "Imprest Account" under any consideration.

8. All entries will be made in ink or indelible lead pencil.

No. 2405. 27th October, 1917. Ammunition, S.A. Ball, .303-in Mark VII, of "U.S." Manufacture.

Southern Command Order No. 2311 of 1916 is cancelled.

Cartridges, S.A. Ball, .303 Mark VII, of "U.S." manufacture, except any labelled "for practice only," are fit for restricted use in rifles and all types of machine gun.

This make of ammunition, however, will under no circumstances be sent Overseas.

S.C. Order 2407. Authority: War Office Letter No. 75/12/9576, dated 12th October, 1917.
C.R., S.C., No. 134951 (O).

No. 3510. 31st January, 1918. Ammunition, Small Arm. Drafts.

In continuance of War Office Letter 54/Infantry/2137 (A.3), dated 5th January, 1918, the following is published for information and guidance of all concerned:—

- (a) Small Arm Ammunition is not to be issued in this country to drafts proceeding to France and Italy.
 - (b) Drafts armed in this country for service Overseas elsewhere than in France and Italy will be equipped with .303-inch Small Arm Ammunition, which must be provided locally, according to the scale laid down "to be carried on the men."
- Unarmed Drafts will not be so equipped.

Para. 10 of War Office Letter No. 121/Drafts 3397 (A.3), dated 19th December, 1917, should be amended accordingly.

C.R., S.C., No. 101097 (O).

No. 3542. 1st February, 1918. Ammunition, .303-in. Small Arm.

With reference to Southern Command Order 2302 of 1917, units holding on charge any of the undermentioned Small Arm Ammunition will despatch it at once to Ordnance Officer, Ammunition Inspection Shop, Willesden Lane, Park Royal, London, N.W.

Cartridges, S.A. Ball, .303 Mark VI and VII, of W. and "U.S." manufacture, packed in cardboard and American cases, wood packing.

Vouchers and packages will bear identification marks P.3/S.A.A./366/3, dated 17th January, 1918.

C.R., S.C., No. 190587 (O). S.C.O. 144, 23rd January, 1918.

No. 2980. 13th December, 1917. Supply of Additional Tools (Armourers') per Unit armed with Rifle Magazine .303-in. Pattern 1914.

Authority having been given to issue the additional tools mentioned in A.C.I. 2211 of 1916 to each unit armed with the rifle magazine .303 pattern, 1914, a complete set of tools to such units, less those to whom they have already been issued, will be supplied on indent.

Gauges, Armourers' (distance of bolt from end of chamber, pattern 1914, .064-inch, 1; distance of bolt from chamber, pattern 1914, .074-inch, 1), have been approved, and should replace those shown in the list contained in the A.C.I. 2211 of 1916, which list should be amended accordingly. Demands should include these pattern 1914 gauges, for the use of which special instructions are in process of publication in the List of Changes in War Material, etc., but Armourers are to refrain from using the gauges until they become acquainted with the instructions in question. If M.L.M. gauges are in possession of units they should be returned immediately to Chief Ordnance Officer, Weedon, as soon as replaced by those of pattern 1914, unless M.L.M. or M.L.E. rifles are in possession of the units.

The appendix to A.C.I. 2211 of 1916 should be amended as follows:—

Footnote.—Delete "Unsuitable for the pattern 1914 rifle," and substitute "in no circumstances must these gauges be used for pattern 1914 rifles."

Authority: A.C.I. 1776 of 7th December, 1917. 54/Inf./2116 (A.3).

No. 3871. February 27th, 1918. Army Book 48.

The following extract from Southern Command Orders is promulgated for the information and action of all concerned:—

No. 2317. ARMY BOOK 48.

As some formations have now to indent and account for three scales of rations, i.e., for "A.4" recruits, for men over 19 years of age, and for women cooks rationed under Army Council Instruction No. 738 of 1917, the "statement of Rations received and issued" in Army Book 48 will now be compiled according to the actual weights dealt with, and not in rations as heretofore.

Authority: War Office Letter 10/451 (Q.M.G.11), dated 6th October, 1917.

C.R., S.C., 196546 (Q.4).

AUSTRALIAN IMPERIAL FORCE DEPOTS IN UNITED KINGDOM.

Headquarters,
Bhurtpore Barracks, Tidworth,
2nd January, 1918.

Circular Memo. No. 199.

BARRACK SERVICES.

Circular Memo. No. 50 of 9th February, 1917, is hereby cancelled, and the following instructions in connection with Barrack Services Supplies are promulgated for the information and action of all concerned. Officers Commanding are requested to take the necessary steps to ensure that these instructions are strictly adhered to.

METHOD OF INDENTING.

All units will indent for the lowest estimated quantities of Barrack Service Commodities. Supplies will be indented for on A.B. 55A, to the Camp Supply Officer, A.A.S.C., who will furnish a demand on the British Officer i/c Barracks, from whom the supplies will be drawn. Alterations in indents must be initialled in every case.

EMPTY CASKS, DRUMS, AND SACKS.

Empty casks, drums, and sacks must be returned to the Officer i/c Barracks or his representative, and a receipt for same forwarded to Camp Supply Officer, A.A.S.C.

PARAFFIN.

Indents for paraffin when required for medical or dental purposes will bear the certificate of the S.M.O. or S.D.O. of the Camp, stating that it will be used for that service only. The allowance of $1\frac{3}{4}$ pints per week per authorized lantern will be granted on the following scale:—

Four lanterns per Battalion strength and two per Headquarters. More than one month's supply cannot be drawn in advance.

The following Army Council Instruction regarding the use of Kerosene is published for information and action:—

No. 1861. KEROSENE, ECONOMY IN THE USE OF.

1. As cases have arisen in which extravagant use of Kerosene has taken place, the attention of all ranks is called to the vital necessity of conserving this liquid, which, in common with petrol and fuel oil, has to be imported in specially-constructed vessels.

2. When it is found essential to use Kerosene for cleaning internal combustion engines and other machinery, the strictest economy must be exercised. Kerosene must not be used for cleaning woodwork or anything from which dust can equally be removed by soap and water.

53/Gen. No./8641 (Q.M.G.3).

METHYLATED SPIRITS.

Methylated spirits is only issued for medical and dental purposes. Indents must bear a similar certificate as in the case of paraffin.

OIL, SIGNALLING.

Oil, signalling, is issued for signalling training purposes only. Indents will be signed by the Officer Commanding the Unit.

LIME, CHLORIDE.

Indents for this commodity must bear the certificate of the S.M.O. of the Camp, *stating that the issue is necessary for sanitary purposes.*

During the winter months it is necessary to curtail the issue of chloride of lime as much as possible. It should not be used indiscriminately for surface disinfecting and deodorizing, especially in the disinfection of drains, gullies, receptacles, etc., *vide* War Office Letter of 28th September, 1916.

LIME, ORDINARY.

Indents for this commodity require a certificate of S.M.O. as in the case of lime, chloride. It will only be used where absolutely necessary.

CREOSOTE.

Creosote is not a necessary issue during the winter months, *vide* War Office Letter 53/Gen. No. 6700 (Q.M.G.5).

CRESOLI.

Cresoli must only be used on instructions from the Sanitary Officer, and indent requires the signature of the S.M.O., as in the case of lime, chloride. One ounce of cresoli to a bucket of water is ample for disinfecting purposes.

PAPER, SANITARY.

Sanitary paper is issued at the rate of twenty reams per month for strength of 1,200.

OIL, COLZA.

Colza oil is issued for lamps of bicycles, motor cars, motor cycles, and transport vehicles on authorized establishment, which must be clearly stated on the indent. Indent requires the signature of the Commanding Officer.

WICK.

Wick is issued at the rate of $4\frac{1}{2}$ inches per gallon of oil drawn for lantern use.

CANDLES.

Candles are only issued in lieu of paraffin at the rate of 6 ounces to 1 pint of paraffin.

STRAW (PALLIASSE).

Straw (palliasse) is issued for the purpose of filling palliasses only, at the rate of 20 lbs. per palliasse, which is to last at least 120 days. Indent is to show strength for which straw is required, and when drawn will be stored where it will not be affected by atmospheric conditions. Infectious straw may be destroyed and replaced on indent, which will bear the certificate of the Medical Officer who ordered the destruction.

Straw (palliasse) that has been in use 120 days may be condemned by a Medical Officer, and fresh straw drawn on indent, which will bear the certificate of the Medical Officer authorizing the condemnation. Straw that has been condemned as unfit for further palliasse use, and which has not been infected, will be handed over to the Officer i/c A.A.S.C. Detachment to be used as bedding for animals. Discharged palliasse straw may also be used to fill bayonet-fighting dummies. On a unit vacating camp, straw that has not been in use for 120 days must not be removed from palliasses, but handed over to the incoming unit.

POWDERS, CLARIFYING AND BLEACHING.

These commodities are issued for machine gun and artillery use.

WOOD, KINDLING.

Kindling wood is issued at the rate of 1 lb. of wood to 40 lbs. of coal or coke drawn for consumption.

COAL OR COKE.

The scale of issue of coal or coke, excepting in the case where special allowances have been authorized, is as laid down in Standing Orders Nos. 2117 of 5th October, 1917, and 2284 of 18th October, 1917, which read as follows:—

Issue of Coal During Winter Months. (S.O. 2117, dated 5th October, 1917.)

The scale of issue of coal during the winter months from 15th October, 1917, to 31st May, 1918, will be as follows:—

- (1) *For Training Unit.*—5 lbs. per day per man for all ranks.
- (2) *For Command Depots and Camp Hospitals.*—From 5 lbs. to 10 lbs. per day per man for all ranks as required.

In regard to (1) if, in the opinion of the Senior Medical Officer, the weather is so severe as to warrant an extra issue of coal, the scale may be increased up to 10 lbs., but authority must first be obtained in each instance from these Headquarters, and the increased allowance recommended by the S.M.O. must always be stated in the application.

Issue of Coal During Winter Months. (S.O. 2284, dated 18th October, 1917.)

Reference Standing Order No. 2117, dated 5th October, 1917. Approval is granted for the issue of an extra allowance of coal, at the rate of 5 lbs. per man per diem, to all Group Headquarters for office fires during the winter months.

The total strength for which this allowance is admissible will be as laid down in A.I.F. Order 637 of 11th May, 1917, as amended by A.I.F. Order 682 of 8th June, 1917, viz.:—

All ranks 44, less batmen and grooms 5; total 39.

During the summer months the allowance will be 3 lbs. per diem for all ranks, calculated on the ration strength.

These rates include allowances for Cooking, Bath-houses, Officers' Quarters and Messes, Sergeants' Messes, Drying-rooms, Hutments, and other warming purposes. The allowance is calculated on general annual requirements, but does not regulate issues in exact detail for each service within a camp; savings on one service can therefore be applied to meet deficiencies in another. The following allowances are quoted as a guide:—

OFFICERS' MESS WEEKLY ALLOWANCE.

Average number of dining members	...	1 to 7	...	980 lbs.
"	"	8 to 15	...	1260 "
"	"	16 to 23	...	1680 "
"	"	24 to 39	...	1960 "
"	"	40 to 60	...	2240 "

SERGEANTS' MESS WEEKLY ALLOWANCE.

Average number of dining members	...	1 to 20	...	480 lbs.
		Over 20 for each member	...	14 "

MEN'S COOKING ALLOWANCE.

(5/7th of a pound per Diem.)

Owing to the present great shortage of rolling stock and pressure on transport, Officers Commanding are specially asked to co-operate with this department by exercising the strictest supervision over issue of coal and coke, and economize where possible without prejudice to the health of the troops.

A responsible N.C.O. or man should be placed in charge of each coal yard. A ledger will be kept showing the daily issue to each distinct branch of the barracks or camp, which can be regulated by the Quartermaster according to ration strength for the day. Coal buckets are to be numbered or labelled and left at the yard before 9.30 a.m. each day. The issue will be placed in the bucket or other receptacle by the N.C.O. or man in charge of the yard, and drawn in the afternoon from the entrance of the yard. Any other N.C.O. or man, unless authorized to do so, is not to be permitted to enter the yard. This will minimize the possibility of the man in charge of the yard being unable to cope with a number of demands at one time, and will prevent the filling of receptacles with large coal, thereby preventing an accumulation of slack. Yards are to be carefully locked, the coal squared, and only issued from one portion of the dump. New coal, where possible, is to be kept intact, and not used until the old coal has been consumed.

Referring to Routine Order No. 1136, dated 1st December, 1916, instructing that partly-burned coal from fires be saved, each receptacle left at the yard in the morning should hold the savings from the previous issue. Slack and savings burn readily in the bath-house boiler furnace.

A close check must be kept over all receipts, and a statement showing quantities received into each yard during the month is to be furnished to the A.D. of S. and T., A.I.F. Depots in U.K., by the 3rd of each month, *vide* Standing Order No. 2852 of 1st December, 1917. For the purpose of checking the weight of receipts, if proper scales are not available, the schedule barrack coal bucket, which, filled to the brim, holds 80 lbs., may be used. Any suspected deficiency in the weight of receipts is to be immediately reported to these Headquarters.

In the case of British Unit occupying the same camp as an A.I.F. Unit, arrangements should be made for them to draw their coal direct from the British Barrack Officer.

Unit ledgers will be balanced weekly by the Quartermaster; these will be checked by the N.C.O. i/c Barrack Services of the District, who will initial the ledger. This N.C.O. will have access to all coal yards, also to unit ledgers, at all times. All truck coal supplies to units will be unloaded within the prescribed time, viz., 24 hours.

GEORGE WALL, Lieut.-Colonel, A.Q.M.G.,
A.I.F. Depots in United Kingdom.

No. 3362. 18th January, 1918. Barracks, Precautions Against Damage by Frost.

Attention is directed to the following instructions in regard to precautions to be observed against damage by frost in hutted camps and elsewhere as applicable. These instructions must be strictly carried out:—

1. *Water Closets.*—After usage for the evening, shut off all stop-cocks to supply cisterns, and instruct attendant to empty all flush cisterns by pulling chains to same. Cover all cisterns and pipes with straw or other inexpensive covering.

2. *Taps, etc., Generally.*—All external taps, pipes, stand-pipes, etc., to be covered with straw or felt. Isolated taps could be left gently dripping in frosty weather.

3. *Fire Hydrants.*—The frost cocks in all cases must be opened after hydrant valves have been opened and used for fire practice. The frost cocks must be left open until hydrants are again used. This is to ensure that no water remains in the pillars of the hydrants.

4. *Guard House Boilers.*—Where these boilers are supplied by cisterns filled by hand, the latter should be kept one-third filled up with water. They should be inspected twice a week to ensure this. A fire to be kept constantly gently alight. If the boilers are of the "Ideal" make, coal is on no account to be used, as these boilers are not constructed or adapted for burning coal, which quickly soots up the tubes. *Coke only* is to be used.

5. *Generally.*—Commanding Officers should be requested to assist in carrying out these instructions, and copies of same should be issued to each Quartermaster, as much will depend on the co-operation of the regiment and other authorities.

The turnkeys, with any temporary assistance available, should also be instructed to do their utmost, by frequent visits, to ensure that the prescribed precautions are taken.

AUSTRALIAN IMPERIAL FORCE.

Headquarters, A.I.F. Depots in the U.K.,
Bhurtore Barracks, Tidworth,
20th January, 1918.

Circular Memo. No. 205.

BARRACK DAMAGES.

In order to minimize the cost of barrack damages incurred by the destruction of walls of hutments composed of "three-ply," application is in future to be made to the SUPPLY OFFICER of the district for the requisite number of tea cases (which are made of this material) instead of having the repairs effected by the R.E. Department.

Each tea chest will furnish six pieces of "three-ply," exceeding in size the ordinary squares (2 feet by 2 feet) which are supplied. The tea chests will be charged to the unit at a cost of 32s. 4d. per dozen, which will be paid from Regimental Funds, and it will be realized that a large saving will be effective by adopting this course, irrespective of the fact that the labour employed in effecting the repairs will be that of our own men, for which no charge will be necessary.

In adopting this procedure, care must be taken that no repairs are effected to holes and other damages in walls which have already been noted by and which will be, or have been, charged for by the British Authorities.

GEORGE WALL, Lieut.-Colonel, A.Q.M.G.,
A.I.F. Depots in the U.K.

No. 2929. 8th December, 1917. Barrack Equipment, Drawing of.

In future no Barrack Equipment is to be drawn from Officers i/c Barracks except on the personal application of the Quartermaster of the unit concerned or other Officer detailed to take his place.

Commanding Officers will issue the necessary instructions that such Officers will themselves check the quantities of articles received and sign for the correct amounts.

No. 3839. 25th February, 1918. Barrack Damages.

Whenever a unit is ordered to leave a station, arrangements will be made immediately for a preliminary inspection to be held by the Division Officer, R.E., with a view to settling how far Engineer damages already debited to the unit, or to a unit in previous occupation, have been carried out. On completion of this inspection the Commanding Officer will furnish the Division Officer, R.E., with a certificate as follows:—

"I certify that all assessed Engineer damages to buildings in my occupation have, to the best of my belief, been properly carried out, except those entered in Army Form P.1923, date Items which have not been carried out to date."

On the departure of a unit a responsible Officer will always be left behind, who will personally check every item of the damages and sign, after which no claim can be entertained.

It has been found by experience that much damage is often done just before a unit moves. Officers Commanding should warn their men that these damages have to be paid for by their unit.

Authority: S.C. Order No. 356 of 1918. C.R., S.C., No. 212508 (E).

No. 2954. 11th December, 1917. Ventilation of Barracks and Huts and Accessory Buildings.

The following ARMY COUNCIL INSTRUCTION is published for the information and necessary action of all concerned:—

No. 1781. VENTILATION OF BARRACKS AND HUTS AND ACCESSORY BUILDINGS.

1. The urgent attention of all ranks is drawn to the danger involved to the health of troops from lack of ventilation in barrack rooms, huts, and accessory buildings due to windows being kept closed.

2. Though the orders conveyed in W.O. Letter Gen. No. 2/953 (A.G.3) of 16th December, 1915, have had a marked effect in reducing the incidence in huts of cerebro-spinal fever, pneumonia, and catarrhs (diseases which are largely spread by overcrowding and lack of ventilation, and the danger season for which has now commenced), the enforcement of the principle of the open window, especially in barrack rooms, still leaves much to be desired.

Commanding and other Officers should realize that neglect of available means of ventilation involves a direct menace to the fitness of their men for active service.

3. While the structural differences in various types of barracks and the varying weather conditions involved render it impossible to formulate detailed rules applicable to all circumstances, the provisions of para. 1010, King's Regulations, should be applied with common sense, and the closed window should be viewed with suspicion. While it may not be possible at all times to open the windows on both sides of a barrack room or hut, which is always desirable, there are few occasions on which the windows cannot be opened on at least one side.

4. N.C.Os. in charge of rooms should be held responsible that a due proportion of windows are open at all times, and that all windows are opened in their turn, special attention being paid to those nearest to dead-ends in rooms where the air is liable to stagnate.

5. Regimental arrangements should ensure that these orders are thoroughly understood by all ranks, and surprise visits by Orderly Officers and Medical Officers, Regimental Police, or special patrols, should be made at uncertain hours during the night to enforce the strictest obedience to them.

24/Eastern/1697 (A.M.D.2).

No. 3196. 5th January, 1918. Conveyance of Bicycles by Rail, Issue of Warrants for.

1. The following procedure should be observed when bicycles accompany troops or individual Officers or other ranks by rail at the public expense under due authority:—

(a) When a bicycle accompanies an Officer travelling as an individual a separate warrant from A.B. 205 will be issued for its conveyance.

(b) When bicycles accompany troops, or individual Warrant Officers, N.C.Os. or men, a separate warrant from A.B. 422 will be issued for their conveyance; or if a separate warrant from A.B. 422 is already being issued under the provisions of para. 2 of A.C.I. 704 of 1917, for horses, guns, etc., accompanying the troops or individuals in question, the bicycles will be specifically entered on such warrant.

2. All warrants issued in respect of bicycles will be handed in at the starting station.

Authority: A.C.I. No. 6 of 1918. 14/Railways/6181/S.R.1b.

No. 2725. 22nd November, 1917. Bicycles, Responsibility for Care of.

Attention is directed to Routine Order No. 478 of 2nd June, 1917, in regard to the responsibility for the safeguarding of bicycles on charge to units. The provisions of this Order will be strictly enforced.

No. 2586. 9th November, 1917. Bicycles, Repairs to.

It is notified for the information and action of all concerned that from this date cycles for repair will be forwarded direct to the N.C.O i/c Cycle Repair Shop, Bhurtpore Barracks, Tidworth, accompanied by workshop indent (Army Form G.1045), setting out the number of the machine and the detail of repairs to be carried out. Units will then be notified when machines are ready for delivery, and will make the necessary arrangements to accept and give receipt for same.

No cycles will in future be sent to Ordnance Depot, A.I.F.

No. 2386. 26th October, 1917. Blankets, C.S.

Approval has been given for the issue of a fourth blanket. Commanding Officers will take steps to obtain the quantities they require from the Officer i/c of Barracks.

Authority: C.R., S.C., 113633 (O), of 23rd October, 1917.

No. 3377. 19th January, 1918. Boots for Men Proceeding to Schools of Instruction. (Standing Order No. 778 of 28th June, 1917.)

It has come to notice that the above Standing Order is not being observed. Commanding Officers will take steps to ensure that all men proceeding to Schools of Instruction are in possession of two pairs of boots, each in good repair.

No. 3324. 16th January, 1918. Boots Returned to Ordnance.

Boots returned to Ordnance, either for repairs or as unserviceable, must be securely tied together in pairs, and Officers Commanding will be held responsible to ensure that these instructions are carried out.

No. 3591. 6th February, 1918. Boots, Repair of.

It has been noticed that boots have been allowed to remain far too long in possession of men after they require repairing. Instances have been found where the heel and outer sole have been worn away before the boots have been withdrawn.

This practice shows great neglect on the part of the Company Officer responsible, and in future Commanding Officers will arrange for both pairs of boots in possession of each man to be inspected once a week.

Boots should always be repaired before the outer sole is worn through.

No. 2223. 13th October, 1917. Boots, Scale of Issue.

With reference to Routine Order No. 34 of 12th July, 1916, para. 5, there still appears to be some misconception amongst certain units as to the number of pairs of boots which should be in possession of every man. Every N.C.O. and man who is being trained for service Overseas should be in possession of two pairs of boots for use during his period of training. In addition to these, a new pair of boots, fitted with toe and heel plates, is issued to him (but not entered on the Q.1 Form) for a sufficient time to thoroughly break them in, after which they are withdrawn, dubbed, and kept in the Quartermaster's store for custody until he proceeds Overseas. If at any time during his training the ordinary boots in his possession become in any way unserviceable, they may be returned to the Quartermaster, and another part-worn pair issued in exchange.

If these instructions, which are not in any way new, are properly carried out, there is no occasion at any time for a man to suffer from ill-fitting, unserviceable, or wet boots during his training, and he will be in possession on proceeding Overseas of a new pair, thoroughly broken in, and suitable for the use to which they will be put.

No. 2504. 3rd November, 1917. Board of Inquiry on Unserviceable Articles.

In future the findings of Boards of Inquiry on unserviceable clothing and equipment must include a certificate stating that the articles have been rendered unserviceable through one of the following causes:—

- (1) Rendered unserviceable through the exigencies of the service.
- (2) Rendered unserviceable by negligence.
- (3) Rendered unserviceable by any other causes (causes to be fully stated).

No. 3624. 9th February, 1918. Disposal of Soiled Bread.

With reference to Southern Command Order No. 2483 of 1917, the price for dried and ground-soiled bread for the February period, and until further notice, is 15s. per cwt., free on rail, gross weights, sacks included, which therefore become the property of the buyers. Consignments will be made to the SOUTHERN COUNTIES FARMERS' TRADING ASSOCIATION, WINCHESTER.

Units may obtain sacks at market rates from Army Waste Products, Ltd., 15, Strand, London, W.C. 2.

Authority: C.R., S.C., No. 158861 (Q.4), and S.C.O. 233 of 1918.

Note.—The above order does not apply to units near depots of the Army Waste Products, Ltd., who will continue as heretofore, nor to units stationed outside the Southern Command area.

No. 2659. 16th November, 1917. By-Products, Disposal of Butchers' Fat.

The practice at present in vogue of sending butchers' fat to By-Product Depots will in future be discontinued as much as possible. Units will endeavour to render all fats down into dripping, and any surplus to requirements should then be sold to the authorized contractors.

No. 3484. 28th January, 1918. By-Products, Delivery of, to By-Product Depots.

In order to facilitate the payment of accounts by authorized contractors of above commodities, Commanding Officers will see that all delivery sheets handed in at By-Product Depots bear the full designation and address of the unit, *e.g.*, "1st Training Battalion, A.I.F.," Sutton Veny; "Australian Machine Gun Depot," Grantham, etc.

No. 3475. 28th January, 1918. By-Product Funds.

Re para. 389, Routine Orders, Headquarters, A.I.F. Depots in U.K., 28th May, 1917, the attention of O.C. Units is drawn to the above paragraph, as it is noticed that lists are being submitted instead of C.R.Vs., as stated in this paragraph. When stores are purchased from By-Products Funds, a properly completed C.R.V. must be submitted to D.A.D.O.S. immediately the stores are purchased.

No. 3065. 21st December, 1917. Issue of Cable Electric "D" Twin Mark III for Training.

Approval is given for the issue of Cable Electric "D" Twin Mark III to the under-mentioned units for training purposes, as follows:—

Reserve Brigade, R.H. and R.F.A. (including Dominion Reserve Brigades) ...	1	Mile.
Reserves, Extra Reserve, T.F. Reserve Battalions, including Battalions and		
Reserve Battalions of the various Dominion Forces	1	

Indents will be submitted through the usual channels.

Authority: A.C.I. of 1828 of 1917. 57/H.F./149 (F.W. 9A).

No. 3882. 28th February, 1918. A.I.F. Cadets, Clothing of.

All N.C.Os. and men proceeding to Cadet Schools from A.I.F. Depots will in future be issued with the following articles of clothing:—

	Pairs.
Shoes, canvas	1
Trousers, S.D., blue	2

Demands for same will be forwarded through the usual channels, stating sizes required. Stocks will not be permitted.

These articles will be returned to the store of the training unit to which the Cadets report immediately on completion of their course.

No. 3272. 12th January, 1918. Carriers' Notes.

Standing Order No. 1009, dated 10th July, 1917, is cancelled, and the following is substituted therefor:—

Where it is desired or intended to forward goods, stores, etc., at the expense of the Commonwealth Government by rail, it is necessary for Army Form G.980 (Carriers' Note) to be prepared in quadruplicate, and signed by the O.C. Unit despatching stores, or by some other Officer representing that unit. These Forms will then be taken or forwarded to the nearest A.A.S.C. Transport Officer for registration and signature. The quadruplicate will be retained by that Officer for record, and the original, duplicate, and triplicate will be handed to the Railway Company when stores are being despatched. The triplicate will be receipted by the Railway Company and handed back to the consignor, who will then forward it to the Transport Officer concerned for him to take the matter forward and obtain the receipt of the consignee thereon. When stores, etc., have been duly delivered, such triplicate copy being then returned to the Transport Officer for filing.

In a case when stores so consigned have been damaged or lost in transit by the railway, the Transport Officer concerned will be notified immediately, and he will then investigate the matter, and failing any trace being obtained of stores, etc., lost, and also in the case of stores damaged, will prepare A.F. G.3292 in quadruplicate, and after same has been completed in so far as consignor and consignee are concerned, such Army Form will then be forwarded to the A.D. of S. and T., Headquarters, A.I.F. Depots in U.K., who will take any further action necessary.

O.C. Units are directed to give particular attention to this matter in cases where goods, etc., have been damaged or lost, as steps have to be taken to have any articles so lost or damaged replaced.

Officers' baggage, such as spare uniforms, personal effects, etc., are not to be railed or conveyed for storage at the A.I.F. Kit Store at Government expense, but the owner must bear it and prepay charges.

Conveyance is at Government expense when kits contain Government property, *i.e.*, "articles to be left at the base when a unit takes the field." (See Equipment Regulations or page 191, Field Service Pocket Book).

A.F. G.980 will be used in the case of soldiers' kits to be forwarded to the A.I.F. Kit Store.

A.A.S.C. Transport Officers are stationed at Bhurtpore Barracks, Warminster, Boyton, Fovant, and Weymouth.

No. 3816. 23rd February, 1918. Issue of "Le Clanche" Cells for R.A. Training Centres, Etc.

Approval is given for the issue of Cells Le Clanche, No. 2A (Lucas type), for use at the undermentioned R.A. Training Centres, etc., in the proportions shown:—

Australian Reserve Artillery Brigade	2
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Necessary indents will be put forward through the usual channels.

54/Artillery/7162 (F.W.9A). A.C.I. 164, dated 16th February, 1918.

No. 3309. 15th January, 1918. Chevrons (Overseas Service), Wearing of.

Attention is directed to A.I.F. Order No. 1053 of the 4th January, 1918, under which the conditions as to the wearing of chevrons for Overseas service are laid down. These chevrons will in future be worn by all Officers, N.C.Os. and men as entitled under the Order in question, and indents will be submitted at once for the requisite quantities for each unit, the necessary rolls being subsequently furnished in accordance with the Order.

In para. (9) of A.I.F. Order No. 1053, the words "A.I.F. Pay-book" should be read for "A.B. 64."

No. 2187. 11th October, 1917. Officers' Clothing and Equipment (Schools of Instruction).

Commanding Officers will take the necessary steps to ensure that all Officers proceeding from their units to Schools of Instruction are provided with the necessary kit and clothing before so proceeding. Applications for articles to replace deficiencies will not be entertained at this Headquarters, and Officers are to be informed accordingly.

No. 2309. 19th October, 1917. Clothing of N.C.Os. and Men Admitted to and Discharged from Hospitals.

Reference Circular Memo. No. 169, dated 13th instant, the following articles are to be added to the "Scale of Essential Clothing and Necessaries to be taken with N.C.Os. and Men proceeding to Hospital":—

Drawers	pair	1
Braces	pair	1
Towel		1

No. 2306. 19th October, 1917. Clothing, Price List of.

Attention is drawn to the attached Price List of Clothing extracted from List issued with Military Order, A.I.F., 275/1917.

These prices will govern all claims for refunds and assessments for loss and damage up to 30th June, 1918, or until such time as amendments are published through Orders.

PRICE LIST OF CLOTHING.

(Extracts from List issued with M.O., A.I.F., 275/1917.)

<i>Uniform.</i>						£	s.	d.
Badges, hat, Commonwealth copper, oxidized	each	0	0	3
Badges, collar	"	0	0	2
Boots, ankle, brown	pair	0	16	0
Breeches, woollen, D.S.	"	0	10	11
Breeches, woollen, M.S.	"	0	13	8
Capes, waterproof	each	0	13	9
Caps, Service dress	"	0	3	1
Caps, leather, motor drivers'	"	0	5	2
Great coat, khaki, 25 oz., M.S.	"	1	11	0
Great coat, khaki, 25 oz., D.S.	"	1	7	4
Hat, khaki, fur	"	0	6	10
Jackets, cardigan	"	0	8	6
Jackets, chaplain	"	2	5	0
Jackets, dungaree	"	0	4	3
Jackets, Service dress	"	0	17	0
Jerkins, leather	"	0	8	9
Laces, boot	pair	0	0	1
Leggings, leather, brown	"	0	11	6
Puttees	"	0	3	9
Straps, chin	each	0	0	3
Titles, "Australia"	"	0	0	3
Trousers, dungaree	pair	0	4	3

<i>Kit and Necessaries.</i>						£	s.	d.
Bag, sea kit	each	0	0	4
Bag, kit, Universal	"	0	3	6
Belts, abdominal	"	0	1	3
Braces	pair	0	1	4
Brush, hair	each	0	1	4
Brush, shaving	"	0	0	6
Brush, tooth	"	0	0	5
Brush, clothes	"	0	1	1
Cap comforter	"	0	1	9
Comb	"	0	0	6
Drawers, cotton	pair	0	3	6
Drawers, woollen	"	0	6	0
Dressings, field	each	0	0	7
Fork, F.S.	"	0	0	3
Holdall	"	0	0	5
Housewife, F.S.	"	0	0	6
Knife, F.S.	"	0	0	4
Knife, clasp	"	0	2	3
Lanyard for knife, clasp	"	0	0	3
Razor in case	"	0	2	0
Shirts, flannel	"	0	5	5
Singlets, cotton	"	0	1	6
Singlets, woollen	"	0	6	0
Singlets, flannel	"	0	3	0
Socks, woollen	pair	0	1	6
Spoons, F.S.	each	0	0	3
Towels, hand	"	0	1	3

Authority: Administrative Headquarters, Letter O.68624 of 17th October, 1917.

No. 2118. 5th October, 1917. Winter Clothing.

The issue of winter clothing is to be made at once by all units, and from this date all men proceeding on draft Overseas must be in possession of the articles specified. Units will immediately indent and draw what is required from Ordnance, precedence being given to such indents by the Ordnance Department, which will supply the stores required on presentation of indents. The necessary transport should accompany the Officer presenting the indents.

The special issues of winter clothing are as follows:—

Blanket	1*
Waterproof sheet	1*
Jerkin, leather	1
Abdominal belt	1
Gloves, woollen	pair	1
Singlet	1

* For drafts proceeding Overseas. Not to be issued to men remaining within the Command.

No. 3654. 11th February, 1918. Clothing and Kit for Prisoners in Detention.

Where for any reason prisoners in detention are not in possession of sufficient clothing and kit to ensure their health and cleanliness, an issue of part-worn clothing may be made from the Quartermaster's Store in exchange for any articles which are unserviceable, or which require washing. A small stock of shaving kit, hair brushes, combs, tooth brushes, mess-tins, knives, forks, and spoons may be issued, if required, to the Guard-Room for loans to prisoners who are unprovided with the same. These will be handed over between guards each day, and an inventory kept for checking purposes.

No. 2320. 22nd October, 1917. Clothing and Kit, Issue and Use of.

Attention is again directed to the necessity for the strictest economy and care in the use and issue of clothing and kit. The fullest advantage should be taken of effecting minor repairs as soon as possible, both by the individual to whom the clothing is issued or by the Regimental Tailor where necessary, and at the fortnightly kit inspection instructions in this respect should be issued by the Company Officers from their personal observation of the condition of each man's clothing. Attention to this matter by both Officers and men will result in considerably increasing the life of articles of clothing, and will prevent the excessive demands for clothing which are noticeable in some units.

No. 2117. 5th October, 1917. Issue of Coal During Winter Months.

The scale of issue of coal during the winter months, from 15th October, 1917, to 31st May, 1918, will be as follows:—

- (1) *For Training Units.*—5 lbs. per day per man for all ranks.
- (2) *For Command Depots and Camp Hospitals.*—From 5 lbs. to 10 lbs. per day per man for all ranks as required.

In regard to (1), if, in the opinion of the Senior Medical Officer, the weather is so severe as to warrant an extra issue of coal, the scale may be increased up to 10 lbs., but authority must first be obtained in each instance from these Headquarters, and the increased allowance recommended by the S.M.O. must always be stated in the application.

No. 2255. 16th October, 1917. Saving of Coal.

In the interests of economy, and in view of the probability of the allowance of coal being diminished, all units will take care to collect and re-burn all half-burnt coal.

For this purpose sieves will be constructed on the lines of the drawing herewith, and Commanding Officers will take the necessary steps to ensure that all coal from fires in kitchens, Officers' and Sergeants' Messes, and all quarters is thoroughly sifted, and the half-burnt coal used again.

No. 3019. 17th December, 1917. Chief Conducting Officers.

The grouping of the second party of Chief Conducting Officers at No. 3 Command Depot, as laid down in Standing Order No. 2077 of 3rd October, 1917, will be discontinued forthwith. In future there will be one party of Chief Conducting Officers stationed at No. 1 Command Depot, and also a Chief Conducting Officer attached to the 2nd Training Brigade, Fovant, and Headquarters, Parkhouse, who will all come under the D.A.D.R.T., A.I.F. Depots in U.K., for orders.

No. 3039. 18th December, 1917. Courts of Inquiry, Boards of Inquiry, and Boards of Survey.

As it has been found that the provisions of Circular Memo. No. 184 are still being disregarded, and irregular Board Proceedings continue to be received at these Headquarters for approval, Officers Commanding Training Brigades are notified that all Board Proceedings convened by a lower authority in their Brigades than their own must be scrutinized and concurred in at Brigade Headquarters before being forwarded to Headquarters, A.I.F. Depots, and that where the provisions of Circular Memo. No. 184 have not been fully and properly complied with, the Proceedings must be referred back with the necessary instructions.

9th November, 1917.

Circular Memo. No. 184.

COURTS OF INQUIRY, BOARDS OF INQUIRY, AND BOARDS OF SURVEY.

The attention of Commanding Officers is called to Circular Memorandum No. 43, issued with Headquarters, A.I.F. Depots in U.K. Orders of 29th January, 1917, which should be re-issued with Formation Orders for the information of all Officers.

Commanding Officers are reminded that the instructions issued to the President of the Court should clearly state what the Court is required to inquire into, and particularly whether it is required to arrive at a finding, express an opinion, or make a recommendation. If it is required that the Court do any of the latter, and the inquiry is concerning the loss of or damage to Government property, the President should be clearly instructed that the Court, in their finding, opinion, or recommendation, as the case may be, *must show in every case—*

- (a) The amount of the loss or damage;
- (b) The cause thereof; and
- (c) The responsibility and liability therefor (even though the evidence does not disclose the names of such persons).

Presidents must always be instructed that should it appear during the course of the proceedings the character or military reputation of an Officer or soldier is likely to be affected, full opportunity must be afforded to such Officer or soldier to be present throughout the Inquiry, as laid down in para. 3 (d) of Circular Memo. referred to.

The attention of Presidents should also be drawn to K.R., para. 100, wherein it is laid down that a C.O. will be held accountable for public equipment and stores of whatever description appertaining to his corps or establishments.

The idea which appears to be prevalent, viz., that it is the function of Courts to charge losses to the public, irrespective of the responsibility of individuals therefor, is erroneous. It is the duty of the Court to carefully investigate the loss, and, if possible, fix the responsibility for the same.

No. 3360. 18th January, 1918. Drafts, Instructions Regarding Arming.

With reference to Southern Command Orders Nos. 2822 of 1916, 475, 530, and 2659 of 1917, from the 10th February, 1918, all infantry drafts, including infantry drafts found by Overseas Forces, except those for Garrison Battalions, proceeding to theatres of war will be armed in this country with S.M.L.E. stands of arms sighted for Mark VII ammunition, except drafts for East Africa, which will be armed in this country with S.M.L.E. stands of arms sighted for Mark VI ammunition.

All drafts for other units will proceed Overseas, armed or unarmed, as the case may be, as heretofore.

Arms for the drafts for infantry units proceeding to theatres of war other than East Africa will be found from the 500 stands of arms per Battalion, issued under War Office Letter No. 54/Infantry/2137 (A.3), dated 26th October, 1917, and men will be armed, as far as possible, with the rifles with which they have fired their musketry course. Whenever a unit has sufficient men under orders for Overseas to bring their strength of the stands of arms issued for equipping and musketry purposes below 400, indents will be put forward immediately to make up to establishment of 500 stands of arms, but no indent will be put forward for less than 100 stands of arms. (This refers to indents for arms for equipping drafts only.)

Arrangements for the supply of stands of arms for drafts proceeding to East Africa will be as heretofore.

Authority: S.C. Order No. 105 of 1918. War Office Letter No. 54/Infantry/2137 (A.3), dated 5th January, 1918. C.R., S.C., 101097 (O).

No. 2753. 23rd November, 1917. Drying Rooms.

The General Officer Commanding-in-Chief has noticed during his inspections that in many camps the drying rooms are not being sufficiently made use of for drying clothes.

Drying rooms exist in all hutted camps. Commanding Officers will make arrangements to enable the men to have their clothes dried as may be necessary. On no account are wet clothes to be hung up to dry in occupied barrack rooms.

No drying room is to be misappropriated for purposes other than those for which it was built without written authority from Command Headquarters.

Authority: S.C. Order N.2615 of 1917. C.R., S.C., 218826 (Q).

No. 2093. 4th October, 1917. Monthly Economy Return. (A.F. W. 3634.)

With reference to the By-Product Return, which has hitherto been furnished monthly, all units are hereby notified that Army Form W.3534 is now withdrawn, and that Monthly Economy Return, A.F. W.3634, is substituted therefor. This must be rendered to these Headquarters *in duplicate* within ten days of the end of each messing period.

Copies of Army Form W.3634 may be obtained on indent. The instructions given on the reverse side, regarding the procedure to be adopted, only apply to the A.I.F. in so far as paragraphs 3, 5, 6, 8, and the latter half of para. 2 are concerned.

The following instructions are therefore promulgated for the compilation of this return:—

The return must be submitted in ink, and must be properly attested. Care should be taken by each unit to state the full designation and station, together with the number and name of the camp or barracks. The names of all units concerned in the return must be shown.

The total number of other ranks drawing rations during the period, and the daily average of all ranks shown in the form as "drawing rations during the period," should be those who are entitled to draw rations.

SCHEDULE "A."

Prices of foodstuffs should be computed at their rate per lb. The "quantity entitled" is required in lbs.

The prices upon which these items will be based are as follows:—

				Amount.	At per lb.		Value per Ration.
					s.	d.	d.
Meats	12 ozs.	0	8	6
Breadstuffs	14 "	0	2 $\frac{2}{7}$	2
Bacon	2 "	1	2	13 $\frac{3}{4}$
Tea	0 $\frac{1}{2}$ "	2	0	03 $\frac{3}{4}$
Sugar	2 "	0	4	01 $\frac{1}{2}$
Salt	0 $\frac{1}{4}$ "	0	3 $\frac{2}{100}$	1 $\frac{1}{200}$

Value of complete ration ... 11.005

The "quantity drawn" and the "quantity underdrawn" should together equal the "quantity entitled."

SCHEDULE "B."

The weight and cash received for BONES, DRIPPING, SWILL, SCRAP BREAD, etc., will agree with Army Forms W.3534A and B, which must also be rendered to these Headquarters to cover the figures given on return.

The item "Dripping and Fats" should read "excluding dripping used in lieu of margarine and in cookhouse."

The value of dripping used in cookhouse and in lieu of margarine should be calculated at the rate of 4½d. per lb., as laid down in Routine Order No. 1357 of 15th August, 1917, and that of margarine purchased, at the canteen price for the period.

Fats Saved.—This includes *all* fats saved.

Meat Issued.—This total should be total of meat and bacon drawn.

Value of Products Sold per 100 Men in Mess.—This should be worked on the total of Officers and other ranks in Mess during this period.

SCHEDULE "C."

The Debit side will give only the total number of 5½d.'s due for the period, and the value of same will agree with A.B. 48.

The Credit side will give the total daily expenditure and the amount due to Officers' and Sergeants' Messes only.

A balance will then be struck, and totals brought down, showing the saving of the 5½d. only. The figures will then be computed as required under the heading "Percentage of Savings to Entitlement (in value)."

Throughout the return the figures will be those for the period immediately preceding, and will begin with the September Pay and Mess Period. Units which have already rendered this return for the September Period are required to re-submit same on the new Form.

Officers Commanding Units will take steps to ensure that this return is promptly and correctly rendered.

No. 2787. 26th November, 1917. Monthly Economy Return.

The following amendments and additions to Routine Order No. 2093 of 4th October, 1917, are promulgated for the guidance of all concerned, and Officers Commanding Units will ensure that the Economy Return is rendered strictly in accordance with the instructions laid down:—

Beginning with the November period, para. 4 of the instructions on the reverse side of Army Form W.3634 will come into force, *i.e.*, the return due at these Headquarters on the 10th prox. will give, under Schedule "B," the figures of the *October* Pay and Mess Period, *viz.*, the figures given on the October return will be repeated, whereas the remainder of the return will show the November Period figures. This correction should eliminate the present cause of delay in rendering this return, and should ensure, in future, its submission by the date due.

The total of "Cash received from Sales" should be the gross total due. In order to adjust the 10 per cent. deducted for administrative expenses, same should be shown separately under "Other Expenses" on the Credit side.

Under Schedule "B" the calculation required by "Fats saved per 100 lbs. of Meat issued" will be made on the total of all fats saved and the total of meats *drawn*. The quantity of bacon drawn will not be taken into consideration in this computation.

Schedule "C."—The "percentage of savings to entitlement (in value)" may be shown as an ordinary percentage deduction. The E.S.D. calculation is not required.

Calculations need not be shown further than the first decimal point after being taken to the lowest denomination required on the return.

It is imperative that this return be furnished in duplicate, signed by the Commanding Officer, and that the camps occupied during the period be stated.

No. 2571. 8th November, 1917. Tampering with Electric Light Installations.

Attention is directed to Army Council Instructions Nos. 226 and 630 of 1917. Officers-in-charge Units will take steps to stop any interference with electric lights, especially with the fuses.

The cost of the damage will invariably be charged to the unit, but every effort is to be made to bring the matter home to the individual offender.

Authority: S.C. Order No. 2489 of 1917. C.R., S.C., 170923 (E).

No. 2748. 23rd November, 1917. Equipment of Officers, N.C.Os., and Men Attending Schools of Instruction.

Officers Commanding Units are hereby reminded that Officers, N.C.Os. and men proceeding to Schools of Instruction must be in possession of the necessary equipment as laid down in Orders for the respective Schools.

In instances where men are supplied with ammunition, etc., before proceeding to Schools, such ammunition must be accounted for on return. All fired cartridge-cases, chargers, bandoliers, and any other stores must be handed in to the units concerned upon return of Officers, N.C.Os. and men from Schools.

No. 2437. 30th October, 1917. Equipment, Deficiencies in.

Frequent complaints are received from the various Base Depots in France as to deficiencies in the equipment, etc., of drafts.

At present Chief Conducting Officers are not in all cases in a position to give the Base Depot any information regarding the completeness or otherwise of a draft when it marched out.

In order to obviate this, Commanding Officers will afford Chief Conducting Officers every facility for making final inspection of Overseas drafts prior to their taking them over at entraining stations.

This, of course, does not in any way lessen the responsibility of Commanding Officers for their drafts.

No. 3522. 31st January, 1918. Extracts from Routine Orders Relating to "Q" Matters.

It is notified for the information of all concerned that copies of "EXTRACTS FROM ROUTINE ORDERS RELATING TO 'Q' MATTERS" and "SUPPLEMENT No. 1" recently issued are now available. Units may obtain same on application to the A.Q.M.G.

A list of alterations to be made therein has also been published, and it is requested that the alterations be made immediately on receipt of same.

No. 2078. 3rd October, 1917. Storage of Explosives in Temporary Stores.

It has been noticed that in some cases care is not taken in the proper storage of small quantities of explosives in temporary stores.

The attention of all units is directed to instructions contained in Army Council Instruction No. 535 of 1917, as amended by Army Council Instruction No. 1144 of 1917, which will be complied with.

Authority: G.H.Q., H.F., C.R., No. 15513 (Q), dated 25th September, 1917.
C.R., S.C., 146992 (O).

No. 2234. 15th October, 1917. Notes on Recent Instruction Course of Firemen at Aldershot.

Attention is directed to the attached Circular Memo. No. 170, "Notes on Recent Instruction Course of Firemen at Aldershot," which is published for the information of all concerned:—

A.Q.M.G. DEPARTMENT,
Headquarters, A.I.F. Depots in U.K.,
Bhurtpore Barracks, Tidworth,
15th October, 1917.

Circular Memo. No. 170.

[COPY.]

43/Misc./1867 (Q.M.G. 1a).

NOTES ON RECENT INSTRUCTION COURSE OF FIREMEN AT ALDERSHOT.

I have to report that the first school for the new fire services personnel was held at Aldershot from Monday, September 17th, to Saturday, September 29th. Two hundred and twenty-five Officers, Warrant Officers, and non-commissioned officers were present.

Seven and a half days were taken up with drills and instruction in general fire apparatus by Captain Crook, and three and a half by instruction with first-aid appliances, lecture, and examination by myself.

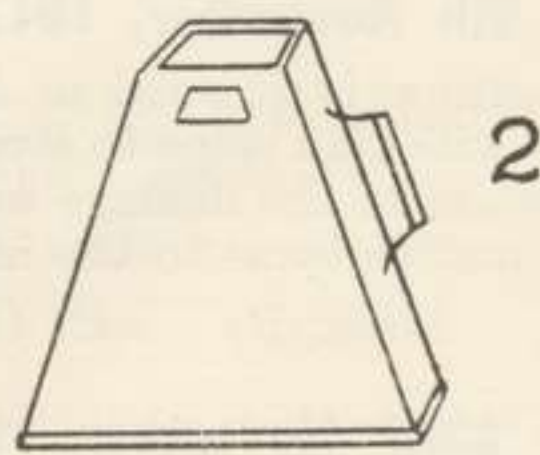
I cannot speak too highly of the keenness and interest taken by the school as a whole, especially in first-aid methods in dealing with fires.

Although nearly all the men are new to their work, their short examination paper shows that nearly all have already a fair knowledge of fire matters and prevention. Many Officers and men mentioned casually to me that had they seen such fires as those experimented on in their own hutment camps they would have run away rather than tackle them with only an extinguisher or hand-pumps. Now they have full confidence in both.

It was fully demonstrated that one extinguisher or hand-pump will do the work of six to eight buckets of water acting without propelling force. Further, it is well to note that the old method of keeping water in ordinary buckets is not satisfactory. A water-thruster should be of a milk-can shape (1)



or something like (2).



Many interesting and convincing experiments were made with petrol, and it was fully demonstrated that none of the makes of appliances in Government use are of any great value in extinguishing petrol, although over £100,000 has been expended on petrol extinguishers and appliances.

Test I.—(a) Petrol on wooden platform or smooth floor can be put out by an extinguisher or sand, etc.

(b) Petrol on rough ground.

Pyrene.—Extinguishers are not satisfactory, as no sweeping action can be adopted, it being practically impossible to pump and use a sweeping motion.

Galvo.—Action is better than pyrene, but yet has such a poor force that its extinguishing powers are greatly reduced.

Sand.—Satisfactory if enough at hand.

Bicarbonated Sawdust.—Better than sand, and satisfactory if enough at hand.

(c) Petrol in a 3-foot square tin.

Pyrene.—Unsatisfactory as now made.

Galvo.—Unsatisfactory as now made.

Sand and bicarbonated sawdust fairly satisfactory; two buckets used.

Garden Syringe, and tetrachloride in bucket. Satisfactory with two syringes.

(d) Petrol in a tin about 18 inches by 6 inches by 6 inches, with a small hole in the bottom. Petrol leaking on to ground and collecting light round the base of the tin.

Pyrene.—Unable to extinguish it with one charge.

Galvo.—Nearly extinguished the flames with one charge, but left a little alight on the ground some way off.

Bicarbonated Sawdust.—A bucketful entirely put out the fire.

Sand.—Not as satisfactory as sawdust, as above.

Garden Syringe, and a charge of pyrene liquid. Satisfactorily extinguished the fire.

Also a charge of galvo liquid proved efficient when using a garden syringe. In all cases I think a couple of galvo or pyrene could easily have dealt with the fires, but single ones cannot be manipulated quickly enough to exclude the air or steep out the fire.

30-Gallon Wheeled Extinguishers.—My previous report was borne out, and the fault proved to be in the safety valve, which we regulated down so that the gas escaped at 100 lbs. instead of 30 lbs., as delivered. The jet only averaged 20 feet.

Buckets.—It was clearly proved to be impossible to throw a jet of water from ordinary buckets on to a foot target at a distance of 18 feet. Therefore to try and throw on to a fire across an ordinary hut is wasting valuable time.

Extinguishers and Hand-Pumps (Open Fires).—There is no material difference between the extinguishing powers of a bucket and hand-pump and an ordinary chemical extinguisher, but the extinguisher, leaving a coating of salts on the extinguished woodwork, forms a fire-resisting coating, and so stops re-ignition.

Fire.—No. 1 hut, tar and oil, easily extinguished by chemical extinguishers.

Re-lit after more oil put on, and put out with ease by hand-pump.

No. 2, 20 gallons of tar and oil.

Extinguished by one 10-pint extinguisher, and after being re-lit extinguished by hand-pump and one bucket of water.

No. 3, staircase and platform, tar and oil, nothing underneath.

Extinguished by one extinguisher, re-lit and extinguished by one hand-pump and one bucket of water.

No. 4 stack of boxes covered with tar and oil, surrounding a tall wooden chimney covered with tar inside.

Easily extinguished by chemical extinguisher. Hand-pump failed to put out the chimney part of the fire.

No. 5, two fires at once; 20 gallons of tar and oil, and a combined fire, smoke helmet used. Extinguishers and hand-pumps both satisfactory.

No. 6, staircase fire, but with 2 gallons of petrol, surrounded with shavings and stacks of wood, all well tarred, and 3 gallons of oil.

About five to six extinguishers were used, and the fire completely extinguished.

No. 7, smoke stack, with petrol and oil, was again extinguished by one extinguisher.

Smoke Helmet.—The Fod's smoke helmet, emergency pattern, was worn in a covered-in hut full of dense smoke for 22 minutes by one man, and 16 and 13 minutes with ease by others.

I recommend these smoke helmets only as a cheap first-aid emergency covering, as they are good, and well worth the outlay.

Ten minutes should be the official limit of the time for the continued use of these helmets.

General.—It has been clearly proved that a spray is necessary to deal with petrol fires. This I have often pointed out in previous reports. The jet from a galvo is far too weak, and pyrene cannot be manipulated at all. Water is best for hay and straw.

(Sgd.) H. MOUTRAY READ, S. Capt., I. of F.S.

6th October, 1917.

No. 3322. 16th January, 1918. Firemen, British Personnel Employed as.

It is notified for information that the British personnel employed as fireman in A.I.F. Depot Camps is now being withdrawn, and these duties will henceforth be carried out by Australian troops. Commanding Officers will take the necessary steps to see that N.C.Os. and men employed are thoroughly acquainted with the fire appliances and their duties in regard thereto, and will, if necessary at any future date, make application through these Headquarters for the services of instructional N.C.Os. attached to Southern Command for any advice or assistance.

No. 3730. 16th February, 1918. Flags.

In future, all regimental flags and banners brought by reinforcements from Australia will be forwarded direct to A.I.F. Kit Store, 110, Greyhound Road, Hammersmith, London, instead of to these Headquarters.

This cancels Routine Order No. 306, dated 22nd May, 1917.

No. 3802. 22nd February, 1918. Food, Restrictions in the Sale of.

1. No Canteen, Institute, or philanthropic establishment under military control will be open for the sale of food of any description, except between the hours of 6.30 p.m. and 9 p.m.

2. No purchases of food to be made during the above hours (6.30 p.m. to 9 p.m.), except to be consumed on the premises.

Tea may be sold only for one half-hour during the morning, and between the hours of 6.30 p.m. and 9 p.m.

3. Owing to the shortage of food generally, it is desirable that the amount of food issued during these hours should not exceed the value of 8d. per head, the quantity of bread or other farinaceous foods being limited to 2 ounces.

4. All institutions conducted for the benefit of soldiers in towns, etc., outside military control will be requested to conform to these rules, except in cases where the Food Controller orders otherwise.

5. Owing to the necessity of economizing food whenever possible, Officers who are supplied with rations in quarters will not be given permission to absent themselves from mess for the purpose of dining at hotels and restaurants.

Authority: S.C. Order No. 314 of 1918. C.R., S.C., No. 168543 (Q.4).

No. 2649. 15th November, 1917. Foodstuffs Supplied from Canteens, Condemning of.

The following ARMY COUNCIL INSTRUCTION is published for the information and necessary action of all concerned:—

No. 1670. FOODSTUFFS SUPPLIED FROM CANTEENS, CONDEMNING OF.

1. It has been brought to notice that C.Os. have occasionally, upon their own responsibility, condemned foodstuffs supplied from Canteens in respect of the 5½d. commuted cash allowance. This practice may involve destruction of foodstuffs without adequate reason, and against the national interest in preventing waste.

2. C.Os. will not in future condemn foodstuffs from Canteens, except upon the written authority of a Medical Officer.

A copy of the Medical Officer's certificate will be handed to the Manager of the Canteen concerned.

53/Gen. No./8423 (Q.M.G.11).

No. 3020. 17th December, 1917. C.M.F. Forms 550.

Reference Routine Order No. 2422, a supply of C.M.F. Forms 550 is now available, and accounting units will indent for their requirements from D.A.D.O.S., A.I.F., Tidworth. This Form will be brought into immediate use when returning the original "Q.1s" to D.A.D.O.S. of men who have proceeded Overseas on active service.

No. 3467. 26th January, 1918. Funeral Expenses, Claims.

Army Council Instruction No. 1839 of 1917 is published for the information and necessary action of all concerned.

Units will continue to forward all claims for FUNERAL EXPENSES, duly certified, to these Headquarters as heretofore.

Army Council Instruction No. 1839 of 1917.

1839. FUNERAL EXPENSES OF OFFICERS AND MEN OF DOMINION FORCES WHO DIE IN THE UNITED KINGDOM. PAYMENT FROM IMPERIAL FUNDS.

W.O., 17th December, 1917.

It has been decided that in the case of Officers and men of the Australian Imperial Force, the Canadian Forces, the Newfoundland Contingents, the New Zealand Expeditionary Force, and the South African Contingent who die in the United Kingdom, the funeral arrangements and the provision of a grave-space may be carried out under the following general conditions, though it will, of course, be quite optional for relatives or friends of the deceased to take over the whole arrangements for the funeral, bearing the whole cost themselves, without reference to the conditions herein laid down:—

General Conditions.

1. A separate grave space will be provided by the military authorities for each Officer or man.

2. The charge admissible against Imperial Funds for the funeral expenses will be limited to a maximum of—

- (a) £10 in the case of an Officer;
- (b) £5 in the case of a Warrant Officer, N.C.O. or man.

But in the latter case the funeral will, in ordinary circumstances, be carried out under the usual local contracts.

3. When there are relatives or friends of the deceased who, though not prepared to take over the arrangements and the cost in their entirety, are nevertheless desirous of arranging for the burial at a place of their own choosing, the financial assistance will be limited as follows:—

- (a) In the case of an Officer, to a grant of the actual amount expended up to a maximum of £10, plus the cost of provision of a grave-space up to the contract price for such a space at the station where the funeral would otherwise have taken place. (In places where there is no contract the charge acceptable will in no case exceed £5.)
- (b) In the case of a Warrant Officer, N.C.O. or man, to a grant of the actual amount expended up to a maximum of £5, plus the cost of provision of a grave-space up to the contract price of such a space at the station where the funeral would otherwise have taken place. (In places where there is no contract the charge acceptable will in no case exceed £5.)
- (c) No charge for carriage of the body will be admissible.

4. If the relatives or friends of the deceased Officers or men undertake the arrangements under Condition 3 above, the Dominion Authorities to whom the death is reported will draw their attention to the maximum amounts payable from Army funds under (a), (b), and (c).

5. The financial procedure will be as follows:—Where funerals are carried out by the Dominion Authorities they will forward the bills, supported by their original order, monthly to the Command Paymaster of the Command in which the death occurred. When the Imperial Military Authorities carry out the funeral, no financial adjustment will be necessary. In the case of funerals undertaken by the relatives or friends of the deceased under Condition 3, the bills will similarly be forwarded monthly by the Dominion Authorities to the Command Paymaster, accompanied by a copy of the notification of death.

6. Retrospective payment for the funerals of Officers and men of the Dominion Forces will be made from 8th March, 1917. In forwarding such arrear claims, the Dominion Authorities concerned will, in every case when bills or other evidence of expenditure is not forthcoming, certify as to the accuracy of the claims.

121/B/1926 (F.2).

No. 3678. 13th February, 1918. Anti-Gas Appliances for Units and Drafts Proceeding to France and Italy.

No further issue of anti-gas helmets, wallets, and satchels will be made to units and drafts proceeding to France and Italy. Only box respirators and haversacks will be supplied.

Authority: A.C.I. 115/1918. 54/Misc./963 (Q.M.G.7).

No. 2079. 3rd October, 1917. Gas Helmets and Box Respirators.

With further reference to Army Council Instruction No. 1325/1917, *re* gas helmets and box respirators, indents will now be accepted for these items for drafts proceeding Overseas as from 1st November.

The number in each draft to be stated on each indent.

No. 2092. 4th October, 1917. Grease Retrieved from Grease Traps.

Complaints are being received from contractors as to the quality of trap grease despatched by units, consignments containing an abnormal quantity of water, dirt, and other extraneous matter.

Greater care must be exercised in taking this grease from the traps so as not to collect the sediment at the bottom of the grease trap at the same time. The grease must be carefully drained before despatch.

Unless this is done, contractors will decline to accept further consignments.

Authority: C.R., S.C., 62636/8 (Q.4).

No. 2572. 8th November, 1917. Grenade Boxes, Return of.

Grenade boxes are being returned, under Southern Command Order No. 2143 of 1917, containing neither fuse keys nor base plugs. These components will always be replaced when the boxes are returned for further use.

Authority: War Office Telegram 57/Gen. No. 6335 (A.3), dated 31st October, 1917.
C.R., S.C., No. 133987 (O).

No. 3089. 24th December, 1917. Grenade Boxes, Return to Ordnance of.

Instances have recently occurred where empty GRENADE BOXES, on being returned to Ordnance Depots, have been found to contain live grenades and detonators, etc. Commanding Officers will at once take steps to prevent any possibility of such occurrences with their attendant risk of life and damage.

Cases must be in good condition when returned, care being taken that dirt and grit are removed, and that no live cartridges are included in them. Each package will contain packing note on A.F. G.904, showing the rank, name, and unit of—

- (a) The soldier by whom the cartridge cases were sorted and packed;
- (b) The responsible Officer or N.C.O. supervising the sorting and packing operations.

Severe disciplinary action will be taken in any future cases of disobedience of this order.

No. 3538. 1st February, 1918. Grenade Rods, Issue of.

In order to use up existing material it has been considered necessary to issue a certain number of 10-inch rods for No. 35 Mark I grenades for training purposes.

This will entail a loss of from 5 to 10 yards in the range of the grenade; its efficiency will not otherwise be affected.

No. 3454. 25th January, 1918. Sections and Dummies of No. 34 Egg Grenade, Issue of.

Approval is given for the issue of sections and dummies of No. 34 Egg Grenade as follows:—

	Sections.	Dummies.
Australian Infantry Battalions	4	50

Demands, which will be met as supplies become available, should be put forward through the usual channels by Brigade Headquarters, quoting as authority—

War Office Letter No. 57/Gen./No. 7081 (A.3), dated 14th January, 1918.

No. 3566. 4th February, 1918. Sections and Dummies, No. 34 Egg Grenade, Issue of.

The issue of sectional and dummy No. 34 Egg Grenade should read:—

	Sections.	Dummies.
Australian Infantry Battalions	4	30

and not as shown in Routine Order No. 3454 of 25th January, 1918.

No. 3333. 17th January, 1918. Grenades, Components of Mills, to be Salved.

With reference to A.C.I. 1745 of 1916, the levers, safety pins and rings, and the base plug keys of all grenades of the Mills type should be collected, as far as possible, after the grenade has been used, and returned to Army Ordnance Department.

No. 2839. 30th November, 1917. Helmets, Anti-Gas and Box Respirators Unserviceable.

With reference to Routine Order 810, dated 30th June, 1917, *re* unserviceable box respirators and gas helmets, which would otherwise have been sent to 205, Camberwell Road, and Green Walk, Tower Bridge Road, London, will now be returned to the Anti-Gas Returned Store Depot, New Cedars Road, Clapham Common, London, S.W.4.

Packages will be plainly marked with contents and name of consignor. Vouchers will be made out to the new address, and forwarded to D.A.D.O.S., Bhurtpore Barracks, Tidworth, in the usual way.

No. 2171. 10th October, 1917. Helmets, Steel, Issue of, to Draft-Finding Artillery Units, for Training in Anti-Gas Measure.

Approval is given for the issue of steel helmets for draft finding Artillery Units at the rate of 3 per cent. of the establishment for training in anti-gas measures.

Indents will be submitted to the D.A.D.O.S., Bhurtpore Barracks, Tidworth, accordingly.

Authority: G.H.Q. Letter No. 10204/T.C., dated 27th September, 1917.
C.R., S.C., No. 152885 (O).

No. 3425. 23rd January, 1918. Helmets, Steel, Issue of.

Attention is drawn to Southern Command Order No. 125 of 21st January, 1918.

HELMETS, STEEL, ISSUE OF.

Commencing on the 10th February, 1918, all Infantry drafts will be equipped in this country with steel helmets, before proceeding to France.

All other drafts will proceed Overseas without steel helmets as heretofore.

The helmets will be found from those now in possession of Training Battalions, *vide* ROUTINE ORDER No. 789, dated 6th November, 1916, and indents will be put forward from time to time to replace those taken by drafts. Those on issue for "G" and "L" Schemes will not be employed for drafts proceeding Overseas.

No. 3838. 25th February, 1918. Helmets, Steel, Issue of.

The following extracts from Southern Command Orders are promulgated for the information and necessary action of all concerned:—

HELMETS, STEEL, ISSUE OF.

With reference to para. 3 of Southern Command Order No. 125 of 1918, authority is hereby given for units to indent for sufficient steel helmets to form a reserve to replace those taken by drafts.

Authority: S.C. Order No. 353 of 1918. C.R., S.C., 152885 (O).

No. 2982. 13th December, 1917. Horses and Mules.

The following instructions are issued for immediate action by all concerned:—

Clipping.—Special attention is drawn to Routine Order No. 1831 of 17th September, 1917, which in many cases has not been carried out.

All horses must be clipped trace high only, and on no account are the legs to be touched. (See illustration attached to above Routine Order.)

Numbering.—Special care must be exercised in regard to the numbering of horses and mules. As soon as the present numbers show signs of wear, they should be re-branded with the same number. Should any uncertainty arise as to the correct A.I.F. number, reference must be made to these Headquarters for verification.

Evacuation and Transfers.—It is notified that from this date no transfers or evacuations of horses and mules are to be made unless under instruction from these Headquarters, and in all cases Army Form O.1640 must be made out in triplicate, and one copy forwarded to the office of the A.Q.M.G.

This cancels Routine Order No. 449 of 6th June, 1917.

No. 3088. 24th December, 1917. Horse Rugs.

The following extract from Southern Command Orders, dated 22nd December, 1917, is promulgated for the information of all concerned:—

No. 2834. HORSE RUGS.

During cold weather all horses travelling by rail will in future be despatched with one rug. In wet weather a second rug will be used during the journey from the stables to the train to ensure the under rug being kept dry, the outer rug being taken off on the horse being entrained.

C.R., S.C., No. 223839 (R).

No. 2825. 29th November, 1917. Hospital, Discharges from.

Para. 20, ARMY COUNCIL INSTRUCTION No. 1095 of 12th July, 1917, is published herewith for information.

20. *Discharges from Hospital.*—Soldiers who are convalescent and in a fit state to proceed on furlough prior to being posted to a Command Depot will be discharged from hospitals as provided in (a), (b), and (c) below. No soldier will be considered fit for discharge from hospital under this sub-paragraph unless he is fit to be up all day, and does not require a surgical dressing of more than a minor character. At the Command Depot he will receive massage and other treatment as required for any period necessary to render him fit for general service.

The procedure in regard to discharge from hospital of soldiers of the A.I.F. is as follows:—

- (a) In all cases, except as directed in sub-paras. (b) and (c), soldiers will be discharged to Administrative Headquarters, A.I.F., 130, Horseferry Road, Westminster, London, S.W.1, where they will be granted furlough, to report on completion to an Australian Command Depot.
- (b) Soldiers admitted to hospital in the Weymouth and Portland area from No. 2 Command Depot (Monte Video Camp), Weymouth, will be returned to that Depot on discharge from hospital. (Railway Station: Weymouth, London and S.W. Railway. Telegraphic address: Twocomast, Weymouth.)

Para. (c) has been amended to read as follows:—

Those admitted to hospital from units in the Salisbury Plain area will be discharged, if fit, direct to their units, but if unfit to No. 1 Command Depot, Sutton Veny, from Sutton Veny and Tidworth Military Hospitals, and to No. 3 Command Depot, Hurdcott, from Fargo and Fovant Military Hospitals.

Any case of a contravention of this Order by hospitals resulting in a man being discharged direct from hospital to a Command Depot, otherwise than as laid down, will be reported to this Headquarters, giving the number, name, rank, and unit, and name of hospital from which discharged. Upon such report being furnished, Command Depots will be empowered to initiate a new Q.1 Form for any soldier invalided from Overseas who has been discharged direct to such Depot in contravention of the Order in question.

No. 3651. 11th February, 1918. Huts.

Attention is directed to Southern Command Order No. 1840 of 1917, which is re-published below.

Fire Committees will record periodically in their book (para. 1017, King's Regulations) that they are satisfied that the order is carried out.

Huts which are standing empty, or used for any purpose other than accommodation for troops, are to be kept locked up.

The key will be in possession of some responsible person, under the orders of the Commanding Officer.

Attention is directed to para. 1007, King's Regulations.

Authority: Southern Command Order No. 262 of 8th February, 1918.
C.R., S.C., No. 200474 (Q).

No. 3700. 14th February, 1918. Indents for Stores to be Purchased under L.P.O.

Indents forwarded to these Headquarters for stores to be purchased under L.P.O., such as boots, surgical, etc., should be forwarded in quadruplicate, and *not* in triplicate as usually rendered.

No. 2903. 6th December, 1917. Indents for Training Stores.

Units, when submitting indents for training stores, must in all cases fill in the columns showing "Authorized Establishment" and quantity already held on charge.

No. 2710. 21st November, 1917. Ink for Roneo Duplicators.

Arrangements have been made by which Roneo Ink will be issued in future instead of Cook's Concentrated Water Ink for use with Roneo Rotary Duplicators.

All tins supplied with this ink will be charged to C.Os., and must be returned to D.A.D.O.S. when empty, accompanied by Army Form G.1033 in duplicate.

Commanding Officers will be held responsible for all tins not so returned.

No. 3590. 6th February, 1918. Scrap Iron, Barbed Wire, Salvage of.

Pending new arrangements to be made in regard to the disposal of scrap iron, barbed wire, and old tins salvaged by the A.I.F. in U.K., no further disposal will be made of these materials to contractors or otherwise. They should be collected and stacked separately.

Further instructions will be issued later.

No. 3699. 14th February, 1918. Jerkins, Leather.

It is notified for information that certain leather jerkins which have been issued to troops within this Command have in some cases had labels and letters attached to them, showing that they originally came from voluntary Australian funds. These jerkins have, however, been purchased from the Australian Comforts' Fund by the Ordnance Depot to meet a shortage which has latterly existed, and they are therefore to be treated as a Government issue and entered in the ordinary way on the Q.1 Forms.

No. 3729. 16th February, 1918. Kits.

Commanding Officers are to take steps to ensure that drafts marching out are in possession of authorized kit only. Instances have occurred recently in which men have gone Overseas with a large number of private articles in their possession. All ranks are to be warned that all such private articles are taken from them before they leave the Base Depot, and therefore much unnecessary inconvenience and expense will be saved them by not trying to smuggle such articles into France.

No. 3485. 28th January, 1918. Consignments of Kits to A.I.F. Kit Store, London.

In order to ensure early and safe delivery of baggage and kits forwarded from units for storage at the A.I.F. Kit Store, 110, Greyhound Road, Hammersmith, London, all consignments must be prepaid (except those covered by Carrier's Notes, Army Form G.980) and addressed as under:—

- (1) When despatched from stations on the Great Western Railway, *i.e.*, Codford, Warminster, etc., etc., address to O.C., A.I.F. Kit Store, PADDINGTON, endorsed "TO BE CALLED FOR."
- (2) When despatched from stations on the London and South Western Railway, address to O.C., A.I.F. Kit Store, NINE ELMS, endorsed "TO BE CALLED FOR."

In all cases the O.C., A.I.F. Kit Store, should be advised of consignments going forward. This cancels Routine Order No. 1438, dated 6th January, 1917.

No. 2059. 2nd October, 1917. Kit, Government, Entrusted to Civilians.

Attention is drawn to a practice which has arisen within the Command of Government kit in possession of soldiers being entrusted to civilian friends for safe custody with their private possessions when proceeding Overseas. So far as Government property is concerned, this is entirely against Regulations, and in this connection reference should be made to Routine Orders Nos. 308 of 19th September, 1916, and 1438 of 6th January, 1917. This practice is further liable to cause serious trouble to the soldier's friends through their thus being placed in unlawful possession of Government property, and the attention of all ranks is to be drawn to this consequence, as well as to the breach of discipline involved.

No. 2216. 13th October, 1917. Kit Necessaries, Men Proceeding to Hospital.

Attention is directed to CIRCULAR MEMO. No. 169 published herewith regarding the KIT and NECESSARIES to be taken with men proceeding to hospital.

Circular Memo. No. 169.

13th October, 1917.

SUTTON VENY MILITARY HOSPITAL.

FOVANT MILITARY HOSPITAL.

TIDWORTH MILITARY HOSPITAL.

One N.C.O. is being appointed to each of the above-mentioned HOSPITALS for the purpose of checking the kits of N.C.Os. and men of the Australian Imperial Force who are admitted as patients to these institutions. It will be their duty to check over the articles enumerated below immediately after the man has been admitted to hospital, and, in the event of any deficiencies in this scale being found, to report same to these Headquarters, giving the man's number, name, unit, and the Depot or Training Unit from which he has proceeded to hospital. A duplicate of the list of deficiencies will also be forwarded by him to such Training Unit or Depot with the request that the missing articles be forwarded to hospital at once. Immediately before the man's discharge from hospital the N.C.O. in charge will again check his kit, and if any deficiencies still exist, will supply the man with a certificate to that effect, which he will present on reporting at the Depot to which he is discharged.

Commandants of Command Depots are authorized to issue clothing or necessaries to replace deficiencies shown by such certificates without communicating further with the unit or Depot from which the man proceeded to hospital, but they will forward to these headquarters a list of such issues as they have made, accompanied by a copy of the certificate in question, the original being retained by them as a voucher for Ordnance accounting purposes.

As this action has been necessitated by the fact that men are despatched to hospital without being in possession of the authorized scale of clothing and necessaries, it is notified for information that disciplinary action will be taken in all ascertained cases of men who have been permitted to so proceed.

SCALE OF ESSENTIAL CLOTHING AND NECESSARIES TO BE TAKEN WITH N.C.Os.
AND MEN PROCEEDING TO HOSPITAL.

Singlet	1	Leather Jerkin	1
Shirt	1	Gloves, Woollen	pair	1
Socks	pair	1	Comb	1
Putties/Leggings	"	1	Boots	pair	1
Cardigan Jacket	1	Belt, Abdominal	1
Tooth Brush	1	Greatcoat	1
Cap Comforter	1	Waterproof Cape	1
Breeches	pair	1	Hair Brush	1
Jackets, S.D.	1	Shaving Brush	1
Hat	1	Razor	1

(Signed) GEORGE WALL, Lieut.-Colonel, A.Q.M.G.,
A.I.F. Depots in the U.K.

No. 2533. 6th November, 1917. Kits, Men Proceeding to Hospital.

The attention of Commanding Officers is drawn to their responsibility for ensuring that all men belonging to their units proceeding to hospitals are in possession of the authorized articles of clothing and kit. If men proceed to hospital with any deficiencies, and these deficiencies are subsequently made good on application being made by the N.C.O. i/c of Kits at the hospital, no requisitions are to be made for the signing of Acquittance Rolls in respect of such articles. Deficiencies of kit are to be made good before men proceed to hospital, and their kits must be checked with their Q.1 Forms on being received by the Quartermaster's Store at the time of the men proceeding. Deficiencies thus ascertained must be made good, and the signature in the case of "Loss or Neglect" obtained, if possible, from the man before proceeding or, if such is not practicable at the time, on his return.

No. 2688. 19th November, 1917. Kits for Men Proceeding to Hospital.

Attention is drawn to Routine Order No. 2358 of 24th October, 1917, which is not in all cases being complied with. The kits and Q.1 Forms of all men proceeding to 1st A.D. Hospital, Bulford, must invariably accompany them.

No. 2689. 19th November, 1917. Kits of Men Proceeding to Lewes Detention Barracks.

In future all men despatched to AUSTRALIAN DETENTION BARRACKS, Lewes, must be accompanied by their full kits and Q.1 Forms, forwarded in the same way and under the same conditions as for men proceeding from one unit to another.

No. 2728. 22nd November, 1917. Kit Bags and Q.1 Forms.

Attention is directed to—

STANDING ORDER No. 1821, KIT BAGS OF MEN PROCEEDING FROM ONE UNIT TO ANOTHER, DATED 15TH SEPTEMBER, 1917.

In future, in order to fix the responsibility of the loss of kits by drafts proceeding from one unit to another, which losses have become much too frequent of late, an extra copy of the nominal rolls of all drafts who proceed with kit bags will be prepared and headed "LIST OF KITS." Against each man's name will be marked the number of kit bags in his possession, *i.e.*, ONE or TWO in those cases where the man also possesses a sea kit bag. This list will be checked and signed by the Officer responsible for the despatch of the draft, the Conducting Officer or N.C.O. in charge of the draft, and any other Officer or N.C.O. who is temporarily in charge of the draft's baggage. The Conducting Officer or N.C.O. will require a receipt from the unit to which the draft proceeds for each bag specified on the list before his clearance is effected.

And—

CIRCULAR MEMO. No. 158, OF 25TH SEPTEMBER, 1917. INSTRUCTIONS FOR RECORDING ISSUES ON C.M. FORMS 500 (Q.1).

Page 2.

When a man is transferred from one unit to another, the Q.1 Form will be despatched direct to the soldier's new Commanding Officer, and a receipt obtained for same. If these instructions are disregarded, and Forms are not sent, any deficiencies of kit will be made up by the C.O. to whom the soldier reports, but such issues will be made at the charge of the unit from which he comes.

Which are amended as far as is necessary by this ORDER.

The attached printed A.I.F. Form Q.12, supplies of which should be indented for immediately through A.Q.M.G., will in future be employed for all transfers of personnel between units, and will be forwarded in duplicate in charge of the Conducting Officer or N.C.O. The receipt must be signed, and one copy returned immediately on the party reporting, deficiencies being noted in the REMARKS COLUMN, and countersigned by the Conducting Officer or N.C.O.

After notification has been given of any deficiencies of kit bags or Q.1 Forms, and they are not made good within 48 hours by the Commanding Officer of the despatching unit, the missing articles may be supplied by the Commanding Officer of the receiving unit at the expense of the man's former unit, which will be called on to reimburse the Government for the outlay involved.

If any disagreement arises as to whether any portion of the records and equipment were or were not duly despatched as stated, the matter will be decided by a Court of Inquiry, which must be convened at once, and the necessary witnesses warned on both sides.

Apart from such disagreement, the basis of responsibility will be determined by the Draft Receipt, and failure on the part of the Commanding Officer of the receiving unit to return such receipt immediately duly endorsed as to any deficiencies will render him liable for the cost of their replacement as the result of the neglect.

Claims for re-issues made under this order will be submitted to Headquarters for confirmation and the necessary adjustment of accounts.

The attention of Commanding Officers is directed to the fact that men reporting to them from hospital are not to be expected to have their kit bags with them, and that application for their kit and Q.1 Forms is to be made immediately on their reporting, in accordance with Circular Memos. No. 158 and 91.

Application should be made by wire, and kits despatched by passenger train.

If after such application has been made the kits and Q.1 Forms are not despatched within forty-eight hours, the Commanding Officer of the Unit or Depot holding the men will be entitled to

make a re-issue of any authorized kit at the expense of the units responsible for the custody and despatch of the man's kit.

Claims for re-issues made under this Order will be submitted to Headquarters for confirmation and the necessary adjustment of accounts:

A.I.F. Form Q.12.

DRAFT RECEIPT.

To

O.C.

The undermentioned O.R. have proceeded this day to report to you, in charge of
Equipment and records are passed to you as detailed hereunder:—

No.	Name.	Rank.	Unit.	Kit Bags.	C.M.F. Q1.	A.F. B 178.	A.F. B 122.	A.F. B 252.	Remarks.

Received as above, except as detailed in REMARKS COLUMN. Re-issue of deficiencies will be made good, in accordance with Standing Order No. 2728 of 22nd November, 1917.

(Signed)

Officer Commanding Unit,
..... Location.

(Signed)

In charge of Draft.

No. 3007. 15th December, 1917. Recording the Kit and Equipment of Men Transferred in United Kingdom when Unaccompanied by Original Q. 1 Form.

When a man arrives at a Depot in U.K. on transfer from another Depot, and his original Q.1 Form does not actually accompany him, the receiving unit will immediately take a careful inventory of the kit and equipment actually in his possession, and a Quartermaster's (unit) copy of a Q.I Form will be created for him. The above inventory will be entered on the top line, and a new ORIGINAL "Q.1" will only be created, if necessary, after approval has been given by the A.Q.M.G.

No. 2358. 24th October, 1917. Kits to be Taken to Bulford Hospital.

In future the kits (exclusive of web or leather equipment) and Q.1 Forms of all other ranks admitted to the 1st Australian Depot Hospital, Bulford, will accompany them, and will be taken over by the Commandant of the hospital. The Commandant will issue to patients such articles of their kit as he may consider desirable, and will make new issues where requisite, and corresponding entries on Q.1 Forms under the ordinary procedure laid down.

The kits and Q.1 Forms of patients will be forwarded on discharge to the Training Unit or Convalescent Training Depot, in accordance with the destination of the man, and at the latter Depot will be dealt with in the ordinary way, as in the case of any other unit.

No. 2840. 30th November, 1917. Issue of Lamps, Electric, Daylight Signalling (Lucas Pattern).

Approval is given for the issue of "Lamps, electric, daylight signalling (Lucas pattern)," "Lamps, electric, signalling field (complete with bulbs and cells)," and "Stands, lamp or heliograph 'A,' Mark III," as follows:—

Lamp, Electric, Daylight Signalling.	Lamp, Electric, Signalling Field.	Stands, Lamp or Helio.
2 2	4 2	2 per Battalion. 2 R.B.A.A.

Indents to be submitted in the usual way by Training Brigades and R.B.A.A.
Authority to be quoted on indents "A.C. I. 1721/1917."

No. 3679. 13th February, 1918. Lamps, Electric, Daylight Signalling (Lucas Pattern), Additional Issues to R.A. Training Centres, etc.

With reference to A.C.I. 1721 of 1917, approval is given for the issue for training purposes of additional "Lamps, electric daylight signalling (Lucas pattern)," and "Stands, lamp or heliograph 'A,' Mark III," to the undermentioned R.A. Training Centres, etc., in the proportions shown:—

Australian Artillery Reserve Brigade ... 4

The necessary indents should be put forward in the usual way.

Authority: A.C.I., 136/1918. 57/Gen. No./7089 (F.W. 9a).

No. 3197. 5th January, 1918. Laundries, Camp.

The monetary transaction in connection with A.I.F. Camp Laundries should be conducted through a separate banking account, and not directly from or to Regimental Funds. Monthly amounts in the case of profits from the laundry, or drafts for requirements, should be paid to or drawn from Regimental Funds in lump sums.

No. 2626. 13th November, 1917. Leave and Railway Travelling.

In no case is leave to be given which entails railway travelling at any time on either Saturday, Sunday, or Monday.

No. 2730. 22nd November, 1917. Leave, Troops Proceeding on.

Para. 3 of Circular Memo. 70 of 5th April, 1917, is cancelled, and the following paragraph is substituted in place thereof:—

"The application referred to in para. 2 should reach Headquarters, A.I.F. Depots in U.K., four days before a party is to proceed on leave or furlough."

No. 2797. 27th November, 1917. Leave, Troops Proceeding on.

Application for train accommodation for troops to proceed on furlough for parties up to and including forty-nine should reach the local R.T.O. forty-eight hours before such party is to proceed on furlough. For parties of fifty and over such applications should be forwarded to the D.A.D.R.T., A.I.F. Depots in U.K., also forty-eight hours before time of move.

No. 2752. 23rd November, 1917. Lights in Military Establishments.

The following extract from Southern Command Order is promulgated for the information and necessary action of all concerned:—

Frequent representations from various civilian authorities of contraventions of Lights Orders committed on premises occupied by Officers and other ranks have been received.

Though some of the allegations on this matter have been proved to be ill-founded, it is desirable that the matter should be brought to the notice of all ranks, as the civilian population cannot be expected to obey the Lights Order if they see it violated without proper authority by persons subject to military law.

All cases of failure to comply with the printed instructions issued to the Officer in charge of all military establishments which are exempted from the Lights Orders will be treated as serious offences against discipline.

Competent military authorities will invariably authorize a prosecution in all cases of contraventions of the Lights Orders committed on premises in the private occupation of Officers or other ranks, and will, in addition, forward reports to higher authority in all cases where there is evidence of culpable negligence on the part of the persons subject to military law.

Authority: S.C. Order 2614 of 1917. G.R.O. 1156 of 17th November, 1917.
C.R., S.C. No. 30719/1 (A.3).

No. 2532. 6th November, 1917. Local Purchase.

Attention of Officers Commanding is directed to Routine Orders No. 234 of 17th May, 1917, which sets out the procedure to be observed when obtaining stores which are not available from Ordnance, and which therefore have to be purchased under Local Purchase Order. Claims for payment will not be entertained if the Order is not strictly complied with.

No. 2406. 27th October, 1917. Allowances, Fresh Meat.

The following extract from Southern Command Orders is promulgated for the information and necessary action of all concerned:—

ALLOWANCES, FRESH MEAT.

With reference to issue of head, heart, tongue, and liver to troops, an allowance of 20 per cent. will in future be made on account of bone in the head.

This allowance will be calculated on the weight of each set of edible offal (head, heart, liver, and tongue) issued to the troops.

Also, on all future issues of fresh meat an allowance of 1½ per cent. will be made to cover shrinkage in transit.

Messrs. Perfect and Co. will issue the meat and offal at the gross weights at killing centres (excluding the weight of wrappers), and the necessary adjustment of the above allowances will be made in the Supply Accounts.

Authority: S.C. Order 2421 of 1917. War Office Letter No. 53/Gen. No. 7825 (Q.M.G.6), dated 22nd October, 1917. C.R., S.C., No. 196175 (T).

No. 2222. 13th October, 1917. Menus, Weekly.

Attention is directed to Standing Order No. 2010 of 28th September, 1917, which, in many instances, is not being complied with. Officers Commanding Units will personally see that the weekly menu is rendered on the prescribed form, and that in future supper, as laid down in para. 7 of Circular Memo. 167 of 10th October, 1917, will be shown thereon.

No. 2416. 5th November, 1917. Messing Allowance for N.C.Os. Attending School of Instruction, Candahar Barracks.

Approval has been given to the payment of a messing allowance of 1s. 6d. per day to N.C.Os. whilst attending the School of Instruction for aspirant Officers, at Candahar Barracks, Tidworth.

The Paymaster, Tidworth, will arrange with the Commandant of the School of Instruction for the payment of this allowance.

No. 2983. 13th December, 1917. Messing Allowance, British N.C.O. Instructors Attached to Sergeants' Messes.

With reference to Standing Order No. 646 of 16th June, 1917, and R.O. No. 760 of 27th June, 1917, the attention of O.C. Units is directed to these Orders and necessity for rendering the return called for promptly, as all British N.C.O. instructors so attached should have been relieved of any charges for messing from the date of the first order. The returns must be rendered monthly, in duplicate, on a full sheet of paper to allow for a further certificate and receipt at the foot of same, and the *pro forma* published with R.O. 760 strictly adhered to. The messing period, which includes the last Friday in each month, must not be exceeded, and date From and To shown for each N.C.O.

No. 3248. 10th January, 1918. Messing Accounts, Payment of Cooks, and Disposal of Proceeds of By-Products, etc.

Paras. 2 and 3 of Routine Order No. 2449 of 15th March, 1917, and Standing Order No. 1358 of 15th August, 1917, on this subject, are hereby cancelled.

1. *Cooks*.—Units are entitled to one cook for every fifty, or portion of fifty, rank and file, calculated on the total strength.

2. *Butchers*.—Two per 1,000 men.

3. *Payment of Cooks, etc.*—(a) Commanding Officers are authorized to pay cooks and butchers as laid down in paras. 1 and 2 above (which must not include sergeant-cooks or cooks enlisted at a special rate of pay), at the rate of 6d. per day, such payment to constitute a first charge against proceeds from sale of by-products.

(b) Where it is found necessary to have men exclusively employed dealing with swill, such men for the purpose of payment will be treated as cooks, and may be paid at the rate of 6d. per day, but in such cases the total number of cooks and swillmen paid for any period must not exceed the allowance of one to fifty.

(c) Any balance remaining after charging expenditure, in accordance with sub-paras. (a) and (b) above, when not otherwise disposed of in terms of Routine Order No. 1856 of 18th September, 1917, will be refunded to the public at the close of each Messing Period, but no refund will be made except as directed by the Local Auditor, A.I.F., Salisbury.

No. 3219. 8th January, 1918. Messing Officers, Expenses of.

Some misconception appears to exist as to the source from which the expenses of Messing Officers attending the Weekly Messing Conference should be paid. Officers attending this Conference are to be treated as being "on duty," and issued with the ordinary warrant for this purpose. Advantage should be taken of such meetings to transact in the town any other business for the various messes with which they are concerned, for which business, in the ordinary way, Duty Warrants and expenses are not allowed.

No. 2928. 8th December, 1917. Misappropriations and Alterations, Application for.

The practice has recently arisen, in regard to Engineer services, of units applying direct to the D.O.R.E. of their district to get work carried out without previously submitting such applications through these Headquarters. This practice must be discontinued, and it is to be understood that all applications involving misappropriation or alterations to buildings will, if approved by these Headquarters, be submitted to the C.R.E. for the necessary authority and instructions to be transmitted to the D.O.R.E. concerned.

Commanding Officers will note that structural alterations carried out otherwise than as above laid down will be on their own responsibility and at their charge.

No. 3160. 2nd January, 1918. Private Motor-Cars and Cycles Used on Public Service.

Owing to the shortage of petrol stocks in the United Kingdom, it is essential that the use of motor cars and motor cycles be curtailed to an absolute minimum. All approvals, therefore, for the use of private motor vehicles of any description in connection with the public service which were given before 24th August, 1917, and which have not been reviewed since that date, will be regarded as cancelled from the 14th of January, 1918.

In cases where the use of a motor car or motor cycle is considered essential in the interest of the public service, application for continuance of authority should be made through respective Formation Commanders (as laid down in Southern Command Order No. 1226 of 1917), who will in every case state their recommendations on the application forwarded, and quote the Central Registry number of previous authorities.

Authority: S.C.O. No. 2859 of 1917. C.R., S.C., No. 224158 (Q).

No. 2090. 4th October, 1917. Clipping of Mules.

With reference to A.C.I. 1411 of 1917, it is notified that the tails of mules should be clipped in accordance with the last two lines of para. 1 of the A.C.I., that is, only 3 inches at the root, the rest of the tail being left unclipped.

Authority: A.C.I. 1483 of 28th September, 1917. 116/Gen. No./6562 (Q.M.G.4).

No. 2531. 6th November, 1917. Movements of Troops in A.I.F. Depots in United Kingdom.

Sub-para. 2 of Routine Order 2740 of 3rd April, 1917, is amended to read:—

2. When it is necessary to move troops by rail, arrangements for train accommodation for parties of fifty or over will be made through the D.A.D.R.T. Arrangements for train accommodation for parties under fifty will be made with the local R.T.O.

No. 3617. 8th February, 1918. Ordnance Depot, Move of.

1. A new Ordnance Depot will be opened at Codford in the premises recently occupied by Dear's Wool Store, on the 18th inst., and from the 9th inst. to that date the transfer of certain stores from Tidworth to Codford will be taking place. During that period, therefore, indents are to be reduced to a minimum, special and urgent requirements only to be applied for.

2. After the 18th inst. all communications and correspondence for the D.A.D.O.S. will be addressed to D.A.D.O.S., A.I.F. ORDNANCE DEPOT, CODFORD, and not to A.I.F. Depots, Tidworth, except as laid down in para. 6.

3. Indents will be submitted as usual through Headquarters, Bhurtpore Barracks, Tidworth.

4. After the date of opening of the Codford Depot, units situated at Sutton Veny, Heytesbury, Longbridge Deverill, and Codford will themselves draw their stores, with the exception of stationery, from that Depot.

5. Units situated at Headquarters, Bhurtpore Barracks, Park House, Bulford, and Weymouth, will obtain their stores as heretofore from Tidworth.

6. The stores of all other units will be forwarded by rail from Codford, with the exception of stationery, which in all cases will be supplied from Tidworth, and correspondence in regard to the latter will be addressed to the Ordnance Depot, Tidworth.

7. Stores for return to D.A.D.O.S., including all unserviceable clothing, etc., will be held over until the opening of the Codford Depot, and then returned there.

No. 2656. 16th November, 1917. Paper and Stationery, Economy in the Use of.

The following instructions are promulgated for the information and necessary action of all concerned:—

1. Quarto paper is to be used for lengthy letters, but for short letters smaller-sized sheets, including octavo, should suffice. Both sides of sheets of paper, including those of small sizes, are to be used, minutes and correspondence being numbered to facilitate reference.

2. The "quarto margin" hitherto customary is to be dispensed with, and in the case of typewritten matter the lines should be in "close order," when paper can be saved by adopting this course.

3. Unnecessary use of envelopes is to be avoided.

4. *General economy in stationery, Army forms, and books.*

It cannot be too strongly impressed upon all that an economical use of these articles at the present time is a national service. The tonnage saved by the import of less pulp for paper-making means a greater tonnage available for foodstuffs; the less stationery used of all kinds means more labour available for other work of first-class importance. These points should be constantly brought to notice in all Army offices, and prompt and adequate measures taken to enforce them, and deal suitably with offenders.

No. 2880. 4th December, 1917. Postal Services in United Kingdom.

Attention is drawn to the following extract from A.I.F. Orders:—

1. The D.A.D.P.S. of A.I.F. Depots in U.K. and the W.O. of his staff are authorized to inspect the work of postal orderlies of Australian units within the United Kingdom.

2. They will advise C.Os. of their opinions upon the postal work of the unit, and whether in any instance the postal orderly should be replaced.

3. Any men who are wholly employed in the Field Post Office of any Depot in the United Kingdom will be absorbed into the Australian Army Postal Corps. When postal orderlies of units or Depots are relieved of their appointment, they will normally be replaced by men who have had postal experience in civil life in the Postmaster-General's Department in Australia. If such are not available in the unit or Depot, arrangements should be made for the transfer of a qualified man from another unit in the United Kingdom.

4. In order to enable changes in the location of personnel to become known to the Postal Service as soon as possible after the changes occur, and to facilitate the early distribution of letters and parcels, units will despatch to the O.C. Australian Base Post Office, London, E.C., one copy of the weekly return (A.F. B.213).

No. 2608. 12th November, 1917. Potatoes.

With reference to Southern Command Order No. 1436 of 1917, where necessary the quantity of potatoes issued to troops may be increased to a maximum of 12 ounces per man per day. In view, however, of the necessity of economizing, great care is to be exercised to secure that only sufficient potatoes are issued, and that there is no waste.

Attention is again directed to Southern Command Order No. 2722 of 1916, which prohibits the peeling of potatoes by hand.

Authority: S.C. Order No. 2480 of 5th November, 1917. War Office Telegram No. 53/Gen. No./8496 (Q.M.G.11), dated 2nd November, 1917. C.R., S.C., 120890 (Q4).

No. 3855. 26th February, 1918. Potatoes, Seed, Supply of.

In cases where a supply of seed potatoes cannot be secured, the Army Agricultural Committee, 111, Whitehall Court, S.W.1, can at the present time arrange for lots of not less than 4 tons to be despatched if requisition is made promptly through these Headquarters. The quantity required, and whether main crop or second earlies, and the railway station to which they should be consigned, should be stated.

Authority: C.R., S.C., 224487 (Q).

No. 2981. 13th December, 1917. Issue of Pouches, Magazine, Web, and Braces, Pouch, Magazine, Web, Lewis, .303-inch Gun.

With reference to List of Changes in War Material, para. 18892, dated 1st August, 1917, it has been decided to issue pouches, magazine, web, and braces, pouch, magazine, web, to all units in possession of Lewis .303-inch machine guns, with 44 magazines per gun, on the following scale:—

Twelve pouches, magazine, web, per gun;
Six braces, pouch, magazine, web, per gun.

Demands should be submitted to complete units to this scale through the usual channels.

The equipment of carriers, magazine, per gun will be five, and on receipt of the "pouches" all carriers on charge in excess of that number should be returned to Ordnance Store.

Authority: A.C.I. 1777 of 7th December, 1917; 77/6/4681 (A.3).

No. 3804. 22nd February, 1918. Lewis .303-inch Guns, Pouches, Magazine, Web, and Braces.

With reference to Army Council Instruction No. 1777 of 1917, approval is given to the issue of "pouches, magazine, web," and "braces, pouch, magazine, web," for units equipped with Lewis guns, with only 18 or 12 magazines per gun, on the following scale:—

Four pouches, magazine, web, per gun.
Two braces, pouch, magazine, web, per gun.

Indents will be submitted through the usual channels.

Authority: G.R.O. 1255, dated 15th February, 1916. C.R., S.C., No. 221980 (O). Southern Command Order No. 327, dated 18th February, 1918.

No. 2422. 29th October, 1917. Q. 1 Records, Disposal of, of Men Proceeded on Active Service Overseas.

With reference to General Instructions issued with the new Q.1 Forms, attention is drawn to the Order laid down as to the disposal of "Q.1" records of men proceeded on active service Overseas.

Accounting units will forward the original "Q.1's" of all men embarked for active service to the D.A.D.O.S., Tidworth, keeping the "Q.1's" of each distinct draft separate, and forwarding with the "Q.1's" a nominal roll of the draft. A receipt for each draft's "Q.1's" will be obtained from D.A.D.O.S. on C.M. Form 550.

No. 2173. 10th October, 1917. Q. 1 Forms.

When it becomes necessary to withdraw boots for regimental repair from any individual, the entry on the Q.1 Form will be shown as an ordinary withdrawal of an unserviceable article, and the repaired boots, when subsequently returned, will be shown as an issue in the ordinary way.

The entry on the Q.1 Form in such cases when the boots are withdrawn may be made as "UNSERVICEABLE; RETURNED FOR REPAIR."

No. 3008. 15th December, 1917. Q. 1 Forms, Forwarding of.

With reference to Standing Order No. 2728 of 22nd November, 1917, it is notified for information that where, through negligence on the part of the unit, no Q.1 Form is forwarded with a soldier on transfer, and an issue of kit and necessaries has to be made by another unit, notification of such issue having been made must be at once rendered to Headquarters for approval, a certificate being supplied at the same time, stating that the regulations (Standing Order No. 2728) in regard to that particular case have been complied with.

On approval being given to the unit concerned, notification will be made by A.Q.M.G. to D.A.D.O.S. to charge up at full rates such articles on Army Form G.838 to the unit responsible, who will send cheque in settlement. An original Q.1 Form can then be established by the new unit, who will show the issues accounted for on Army Form G.838 as being on repayment.

No. 2124. 6th October, 1917. Q. 1 Forms, Issue of New.

In connection with the issue of new Q.1 Forms, units will note that the individual numbers of such forms are checked before issue, and that each form will have to be accounted for in due course. Losses, destruction, or improper use of such forms will therefore have to be individually accounted for by the unit responsible.

No. 3220. 8th January, 1918. Disposal of Q. 1 Records of Men Proceeded on Active Service Overseas.

Standing Order No. 2422 of 29th October, 1917, setting out instructions for the disposal of Q.1 records of men proceeded on active service Overseas is not being complied with.

If the instructions laid down in the above-mentioned Order are not carried out promptly, disciplinary action will be instituted.

No. 3653. 11th February, 1918. Q. 1 Forms.

Standing Orders Nos. 3008 and 2728 are amended, in so far as is necessary, by the substitution of this Order:—

Where through negligence on the part of any unit belonging to A.I.F. Depots in U.K. and 1st A.D. Hospital, Bulford (but not any other hospitals), no Q.1 Form is forwarded with a soldier on transfer, and an issue of kit and necessaries has to be made by another unit, inquiries will at once be instituted by that unit with a view to obtaining the necessary clothing record. Failing its receipt within seven (7) days, application will be made to these Headquarters, giving full particulars of the steps taken, for permission to charge the cost of replacing any deficiencies found to exist in the kit of the man in question to the defaulting unit. Such deficiencies must be considered as being confined to the authorized standard of issues made by the unit from which the man is transferred, *e.g.*, as Command Depots do not issue web equipment or gas helmets, it is obvious that they cannot be charged for such articles because the man is not in possession of same on his arrival.

No. 2943. 10th December, 1917. Railway Warrants, Free, for Men Recalled from Leave.

Officers and other ranks recalled from leave by special instructions from G.H.Q., Home Forces, may, if the unexpired portion of their leave is subsequently re-granted, receive a free return railway warrant to the place at which they were staying when so recalled, or to any other involving no greater expense.

In issuing such free railway warrants, Commanding Officers will quote this STANDING ORDER as the authority under which the issue has been made.

No. 3250. 10th January, 1918. Railway Warrants, Free, Application for.

With further reference to C.R., A.I.F., 18088 (Q), of the 5th August, 1917, in future applications for free railway warrants by Officers and other ranks, who have not received any leave during their Overseas service, and who are sent to England for duty, will be submitted in writing, endorsed by the Commanding Officer concerned, to the A.Q.M.G., Headquarters, A.I.F. Depots in U.K. To become eligible for a free warrant, applications must certify that they have not been granted any leave during their service in France.

Commanding Officers will not issue free warrants until the A.Q.M.G.'s approval has been obtained, irrespective of the approval which may have been given by these Headquarters to the application for leave.

Warrants issued under this Order will be shown in the Monthly Return as "issued under authority of A.Q.M.G."

No. 2148. 8th October, 1917. Instructions Regarding the Issue of Railway Warrants.

Railway warrants are to be stamped with a stamp sufficient to indicate the office of issue. The forms are to be signed in manuscript, and both the warrant and the counterfoil will be completed *in ink*. The number of Officers and men travelling must be inserted in words, and the portion of the warrant not required must be crossed out by the Officer issuing the warrant.

On the front of the warrant the date of issue, station from, station to, and route must be clearly shown. If the issuer is not familiar with the route, the words "most direct" should be inserted.

The warrant must clearly show whether or not the cost of the journey is chargeable to the public, and be initialled.

The back of the warrant must show the unit (name in full), rank, number, and name of user. If the warrant is issued for a large party, at least the unit and name of the Officer or other rank in charge must be shown.

The authority for the journey must be quoted.

It is to be noted that warrants are only to be issued for a single journey; they are not available for return journeys.

Railway warrants used by the Australian Imperial Force are to be stamped in red AUSTRALIA.

No. 2188. 11th October, 1917. Railway Warrants.

Commanding Officers of units are warned that the responsibility for the safe custody of books of railway warrants (Army Book 422) extends to every numbered warrant and butt, which should be in each book, and statements that any number of warrants and butts have been completely torn out of a book previous to their being issued to a unit will not be accepted as an explanation for the absence or loss of any warrants, unless such matter is reported immediately through the proper channels on the book being issued to them.

No. 3036. 18th December, 1917. Railway Warrants, Issue of, to Officers and Other Ranks Attending Courses and Schools of Instruction.

Standing Order No. 738 of 25th June, 1917, republished below, is not being complied with:—

"With reference to A.C.I. No. 704 of 1917, in future Officers Commanding Units will provide Officers and other ranks attending Courses or Schools of Instruction with railway warrants for the return journey. These warrants will be forwarded to the Officer Commanding the School at the commencement of the course.

"In the event of it being necessary to alter the destination indicated on the return warrant, the Officer Commanding the Unit will at once communicate the alteration to the Officer Commanding the School, who will make the necessary amendment to the railway warrant. This order will be adhered to."

Authority: Southern Command Order No. 2791 of 1917. C.R., A.I.F., 15433 (G).

No. 2236. 15th October, 1917. Railway Arrangements and Transport in Great Britain whilst the Railways of Great Britain are under Government Control.

It has been noticed that the provisions of Army Council Instruction No. 2307 of 1916, in so far as it concerns conveyance of individuals' baggage, are not widely known amongst Officers and other ranks, with the result that claims are frequently preferred for refund of amounts erroneously paid for conveyance of baggage.

The notice of all concerned is directed to this Instruction.

Southern Command Order 2311 of 12th October, 1917.

No. 2308. 16th October, 1917. Railways, Camp.

1. Camp railways at Fovant, Sutton Veny, Codford, and Lark Hill are not to be crossed by anyone, except at the recognized crossings.

2. The only exceptions will be special cases as when the necessity arises while at training, in which case definite orders will be given.

These restrictions have become necessary owing to the considerable damage done in the past, and also to prevent accidents.

This Order is to be read out to all ranks on three successive parades, and copies are to be posted in all suitable places.

Authority: C.R., S.C., 210491 (A.3).

No. 3198. 5th January, 1918. Railways, Utilization of, for Transport Purposes.

Attention is directed to para. 5 of A.C.I. No. 22 of January, 1916. In order to economize in cost of road maintenance and A.S.C. transport the railway will, whenever possible, be used for the conveyance of stores of every description. Where a camp railway exists the stores will be consigned to the station nearest to the junction with the military railway, and marked to be forwarded by the camp railway.

The despatch of stores from a camp served by a military railway will be made over the camp railway. Small consignments less than a truck-load will be dealt with through the Camp Railway Parcels' Depot, the G.980 (carrier's note) being handed to the N.C.O. in charge, together with the goods for consignment.

Under no circumstances will stores from camp served by a military railway be hauled by road to the nearest junction station.

C.R., S.C., No. 96381 (R.T.).

No. 3107. 26th December, 1917. Rail, Stores by, from Ordnance Depots.

The following instructions are issued to units in connection with stores by rail from Ordnance Depots. If not complied with in every detail, no responsibility will be accepted in regard to losses of stores.

1. Stores must be taken over from railway by an Officer or N.C.O. of the unit to which the stores are consigned. This Officer or N.C.O. must be held responsible for the safe delivery of stores into unit's store.

2. Packages must be weighed before delivery from railway is taken, and weights as ascertained must be compared with weights marked on packages. Where a difference is found, it must be at once reported to the railway and the local Transport Officer. A note of the circumstances is to be made on A.F. G.980 (carrier's note), and on the receipt tendered to railway. Under no circumstances should a clear receipt be given until stores have been checked, but a receipt marked "temporary unexamined" may be tendered.

3. All stores should be opened and checked as soon as possible after receipt, and always in the presence of an Officer.

No. 2570. 8th November, 1918. Rail, Troops Travelling by, Instructions for.

As a number of Army Forms W.3504 have been presented at railway stations of late filled in or signed in pencil, attention is drawn to para. 24 of Circular Memo. No. 66 of 23rd March, 1917, republished herewith:—

24. Army Forms W.3504 and O.1800 should be regarded in the same way as railway warrants, and kept in the custody of an Officer. The Forms should be invariably signed in manuscript, and should bear the Orderly-Room stamp. Both the voucher and the counterfoil should be properly completed in ink.

No. 2368. 25th October, 1917. Individual Soldiers Travelling by Rail Without Tickets, Delay in Settling Railway Companies' Claims.

With reference to Southern Command Order No. 526 of 1916, and to the regulations referred to therein:—

(a) In all cases in which a soldier is found without either a ticket or warrant from Army Book No. 422 or Army Form W.3584, the full 1917 fare will be claimed; and should he not be able or willing to pay, the claim will be sent to his Commanding Officer for adjustment through the soldier's account.

(b) In cases where the Commanding Officer is satisfied that the soldier had originally been given a warrant (Army Book 422), Army Form W.3584 or O.1800, and that it is a genuine case of loss, he will notify the Railway Company concerned to that effect, and the Company will render an amended claim based on the fares in force prior to 1st January, 1917.

(c) In cases where a soldier is issued with a warrant "on repayment" owing to his having lost his warrant or ticket, the Issuing Officer, on satisfying himself that the man had an authority for the journey, and that it is a case of genuine loss, will, for the guidance of the Railway Company, endorse such warrant "1916 fare," and will advise the unit accordingly.

(d) Railway Transport Officers, when filling in the fares on Railway Transport "A" Forms, will endorse them, showing whether the 1916 or 1917 fare is to be charged.

Southern Command Order No. 2365 of 19th October, 1917.

No. 3581. 5th February, 1918. Rations, Reduction of.

1. Special Order No. 3556 is cancelled, and the following is issued in lieu thereof:—
2. Instructions have now been issued by the Army Council that the daily rations for all ranks of all troops, except boys under 19 years of age, who are in training for service Overseas, are to be reduced to the following scale:—

	ozs.
Meat	10
Bacon	2
Sugar	1 $\frac{1}{2}$
Tea	0 $\frac{3}{8}$
Bread	14
Salt	0 $\frac{1}{4}$

Boys under 19 will remain on the scale in force prior to 1st February, 1918.

3. Medical Officers may in any particular individual case order a higher scale of rations on medical grounds, but this does not permit of the ordering of a higher scale in classes of cases.

4. The A.Q.M.G. and the A.D. of S. and T. will issue any necessary detailed instructions for carrying out this Order.

5. This Order is to be read twice on two successive Commanding Officer's parades.

6. The G.O.C. does not think it necessary to address the troops again with reference to this new Order, but wishes them to be reminded that as all troops in the United Kingdom come under the Order, and as the reduced ration is sufficient for health, even if not all we would like, Australians will not grumble at it.

7. These reductions render it more imperative than ever that all waste shall be avoided, and every scrap of meat, fat, etc., used. They also emphasize the need of extending our cultivation of vegetables, especially potatoes, as much as possible.

8. A copy of this Order is to be kept posted on every Company notice-board.

No. 3649. 11th February, 1918. Rations.

With reference to Southern Command Order No. 238, dated 6th February, 1918, the following will be the equivalents in connection with the new home scale ration:—

- 10 ozs. fresh meat equals 7 $\frac{1}{2}$ ozs. preserved meat.
- 2 ozs. oatmeal equals 4 ozs. bread.
- 13 ozs. dressed fish equals 10 ozs. fresh meat.
- 4 ozs. smoked herrings equals 2 ozs. bacon.
- 10 ozs. brawn or rabbit equals 10 ozs. fresh meat.
- 3 ozs. sausage equals 4 ozs. fresh meat or 2 ozs. bacon.
- 4 ozs. fresh meat equals 3 ozs. preserved meat.

Authority: Southern Command Order No. 258 of 8th February, 1918. War Office Telegram No. 4225, dated 6th February, 1918. C.R., S.C., 172279 (A1).

No. 3086. 24th December, 1917. Regimental Banking Accounts.

Where it is found necessary by Commanding Officers for banking accounts to be opened in the vicinity of their Commands for safeguarding any form of public or regimental money, such as drafts made on the Paymaster from Regimental Funds, Officers' and Sergeants' Mess Accounts, or private Regimental Accounts, such accounts will be opened with the COMMONWEALTH BANK OF AUSTRALIA where branches of this bank exist sufficiently near to avoid inconvenience.

No. 2421. 29th October, 1917. Regimental Funds.

With reference to Routine Orders Nos. 719 of 31st October, 1916, and 1054 of 21st July, 1917—

In future units which have opened bank accounts for Regimental Funds must support the Monthly Return submitted to the Local Auditor, Salisbury, with the Bank Pass-Book and a reconciliation between the balance appearing therein and the balance shown on return. All cash in hand (including petty cash) is to be banked at the close of each calendar month.

No. 2424. 29th October, 1917. Regimental Trust Account Pass-Book.

It has been found that units retain their Regimental Trust Account Pass-Books unnecessarily. After the signature of the Commanding Officer is appended, these Pass-Books must be returned direct to the Chief Paymaster, 130, Horseferry Road, London, S.W.1.

No. 3042. 18th December, 1917. Regimental Vegetable Gardens.

Commanding Officers are authorized to pay from Regimental Funds to privates acting as Overseers of Regimental Vegetable Gardens an amount not exceeding four shillings (4s.) per diem while so employed, provided that the disbursements for this purpose do not exceed the estimated profit accruing to Regimental Funds from the cultivation of vegetables. Such disbursements must be supported by a certificate from the C.O. that the extra duty was performed and showing clearly the period of employment.

No. 3378. 19th January, 1918. Regimental Trust Accounts, Signatures of Officers.

It has come to notice that in drawing cheques on Regimental Trust Accounts the rules for the management of Garrison and Regimental Institutes are not being applied as regards the signature of two Officers being invariably appended.

Commanding Officers will take the necessary steps to see that in future this irregularity ceases, and it is pointed out that in the absence of one of the authorized Officers the signature of the Adjutant may be obtained in his place.

No. 3487. 28th January, 1918. Regimental Funds.

Re para. 1658, R.O., Headquarters, A.I.F. Depots in U.K., dated 5th September, 1917, the attention of C.Os. of units is drawn to the above paragraph, as it is found that instructions are not being complied with. It will be necessary for a complete list showing purchases up to and including 31st instant, to be submitted to D.A.D.O.S. immediately after the close of this month, and in future the monthly list submitted will include the purchases for the current month only, and must reach D.A.D.O.S. not later than the 6th of the following month.

Nil returns will be submitted where no purchases are made.

No. 2842. 30th November, 1917. Regimental Funds.

Revenue from all Regimental Institutions run by units in United Kingdom, such as the following, viz.:—

- (a) Garden,
- (b) Barbers' Shop,
- (c) Tailors' Shop,
- (d) Cinema,
- (e) Billiard-Room,

and which are not for the free use of the men, is to be accounted for in the same way as Regimental Funds. All receipts and expenditure will be brought into the Monthly Regimental Funds Statement of Receipts and Expenditure, any profit or loss being thus merged with Regimental Funds.

Commanding Officers will be held responsible that the funds of all such institutions are correctly brought to account in this manner.

A certificate to the following effect will be appended to the Monthly Statement of Receipts and Expenditure submitted to the Local Auditor, A.I.F., Salisbury, and signed by the C.O.:—

I certify that all monies in connection with the Regimental Funds, including all subsidiary accounts of, have been properly brought to account in the Regimental Funds Cash Book for the period to, and that the above statement is a true copy thereof.

Date / /19 .

No. 2868. 3rd December, 1917. Regimental Institutes, Navy and Army Canteen Board Furniture in.

The following ARMY COUNCIL INSTRUCTION is published for information:—

No. 1739. NAVY AND ARMY CANTEEN BOARD FURNITURE IN REGIMENTAL INSTITUTES.

C.Os. are notified that all furniture, pictures, curtains, billiard tables, pianos, etc., provided by the Navy and Army Canteen Board for Regimental Institutes are the property of that Board. A C.O. must on no account allow any such articles to be removed from his Regimental Institute without giving a receipt signed by himself to the Canteen Manager or Manageress. If furniture is borrowed for any special purpose against such a receipt, and not returned in good condition within one week, the Navy and Army Canteen Board are authorized to deduct from the rebate of the unit concerned the original value of the missing furniture. In such an event the Navy and Army Canteen Board will, if required, produce in evidence of the amount deducted from rebate and for the satisfaction of the C.O. concerned the bills originally paid for the missing furniture.

103/Gen. No./1840 (Q.M.G. Canteens).

No. 3037. 18th December, 1917. Box Respirators.

In future the issue and fitting of box respirators to men undergoing training will be made before the tenth week of training in Training Battalions, and before the second week in the Overseas Training Brigade.

Box respirators, when issued, will be entered on Q.1 Forms in the same manner as any other article of kit and equipment, and will be retained by the soldier on transfer to any other Depot or Overseas.

No. 2254. 16th October, 1917. Box Respirators.

It has been decided that all draft-finding units should have a reserve of small box respirators in the following proportions:—

Size 1	10
„ 2	20
„ 3	30
„ 4	30
„ 5	20

This reserve is to be maintained, and is to be drawn upon only when required, owing to irregularity of requirements of sizes.

Indents should be submitted at once for these to D.A.D.O.S., A.I.F., Bhurtpore Barracks, Tidworth.

No. 2709. 21st November, 1917. Small Box Respirators.

Instances have been brought to notice of small box respirators with face pieces, marked "Home Forces," being issued to draft-finding units for the purpose of fitting as equipment for Overseas use.

It is pointed out that only small box respirators with H.C. canisters will be fitted (these canisters are painted brown).

If small box respirators other than H.C. above referred to be supplied, the following particulars should be forwarded through the usual channels to D.A.D.O.S., A.I.F., Tidworth:—

- (1) Date and origin of issue.
- (2) Marks on packing cases.
- (3) Packing notes.

Quartermasters are warned to note these instructions when issuing small box respirators from store to drafts.

No. 3545. 1st February, 1918. Issue of Box Respirators.

Owing to the great pressure of present demands from Overseas a severe restriction is being placed on the issue of small box respirators for equipment of drafts, and it is imperative that reserve stocks should be reduced to the lowest point consistent with the immediate needs of drafts equipment.

The reserve stores of small box respirators should therefore be reduced to a minimum.

All future indents will therefore have a certificate attached certifying "that they are for drafts actually under orders to proceed Overseas."

No. 2307. 19th October, 1917. Returns.

The attention of Officers Commanding Units is drawn to Routine Order 1889 of 21st September, 1917, *re* A.I.F. Forms Q.6, Q.7, and Q.8.

To date many units have not furnished their returns on the requisite *pro formas*. In future, if this is not complied with, returns so rendered will be returned for resubmission on the correct forms.

No. 3840. 25th February, 1918. Rifles and Side Arms.

In future, on drafts proceeding Overseas, a certificate must be forwarded to these Headquarters by the Headquarters of Depots or Training Brigades, showing that the rifles and side-arms (when carried) of such drafts have been inspected by the Musketry Officer or Armourer-Sergeant, and that they have been found to be in good order and serviceable condition, such certificate to reach these Headquarters not later than 48 hours after the departure of the draft.

No. 2385. 26th October, 1917. Sheets, Ground, W.P.

All sheets, ground, now in possession of men will be withdrawn and returned to Quartermaster's Stores immediately. They will only be used for drafts proceeding Overseas.

No. 2470. 1st November, 1917. Sheets, Ground, W.P.

It is to be noted that from this date sheets, ground, W.P., are not to be issued to troops on draft, and will therefore be deleted from the list of equipment to be taken by men proceeding Overseas.

No. 2287. 19th October, 1917. Signalling Equipment, Issue of Shutters, Signalling, Folding.

Approval is given for shutters, signalling, folding, to be held by the undermentioned units for training purposes in the proportions shown:—

Reserve Brigades, R.H. and R.F.A. (Regular T.F. and Overseas Dominion),	
per Brigade	40
Australian Training Battalion	16

Indents are to be submitted to D.A.D.O.S., Bhurtpore Barracks, Tidworth.

Authority: A.C.I. 1560 of 1917.

No. 2788. 26th November, 1917. Stationery Indents.

The attention of all concerned is drawn to Circular Memo. No. 69, dated 2nd April, 1917. The instruction laid down therein must be strictly adhered to, and indents for stationery supplies must be properly sectionalized.

No. 2423. 29th October, 1917. Monthly Stock Sheets of Clothing, Necessaries and Personal Equipment.

With reference to para. 12 of Unit Accounting Instructions of the 1st October, the monthly stock sheets will be rendered in triplicate.

No. 2252. 16th October, 1917. Stores and Equipment, Unserviceable.

To avoid waste of valuable stores and material it is requested that all concerned be warned against mutilating in any way stores or equipment which are considered unserviceable.

All worn-out articles should be returned to O.O., Tidworth, as they are.

A charge will be made against the unit when any wilful damage is discovered. In cases where a charge has already been made regimentally, it should be reported to the D.A.D.O.S. when returning the stores, stating where credit will be found for the amount charged, so as to prevent a second charge being made.

No. 3105. 26th December, 1917. Stores Referred to in Correspondence.

The attention of units is drawn to futility of mentioning voucher numbers only when corresponding. Some reference should be made as to the stores or class of stores in the following manner:—

“ My/your Issue Voucher No. 7 for clothing.”

“ My/your Issue Voucher No. 6 for equipment pattern, '08.”

This applies also to indents.

No. 2869. 3rd December, 1917. Return of Stores to Imperial Ordnance.

The attention of Quartermasters is drawn to Standing Order No. 1678, A.I.F. Depots in U.K., of 6th September, 1917, as it is noticed that the reason for which the stores were originally drawn is not stated on A.F. G.1033 for return of stores.

No. 3149. 31st December, 1917. Military Sugar Tickets for Officers and Other Ranks.

Attention is drawn to ARMY COUNCIL INSTRUCTION No. 1840 of 1917 as follows:—

No. 1840. MILITARY SUGAR TICKETS FOR OFFICERS AND OTHER RANKS.

1. After the 1st January, 1918, all Officers and other ranks in receipt of pay from Army Funds will be unable to obtain sugar as ordinary civilians. It has therefore been found necessary to arrange for the provision of military sugar tickets to be used by all Officers and other ranks in receipt of pay from Army Funds who do not draw sugar in kind from Army stocks.

2. Books of tickets will be provided, and will be distributed to units in the same manner as other forms of stationery. Indents for these books must be made to the Secretary of the War Office in the form of a memorandum, quoting this A.C.I., and no other form or book should be asked for therein. Each book will contain 100 tickets.

3. Instructions for the use of the tickets are given on the cover of each book, and are as follows:—

(a) The Officer to whom this book is issued will be responsible for its safe custody, and will take such steps as are necessary to ensure that no permit is issued without his authority.

(b) Each permit will be signed by an Officer, who will make the necessary entries on the counterfoil to enable the permit to be traced if required.

(c) A sugar permit will be issued to each Officer and soldier proceeding on leave from an Expeditionary Force to the United Kingdom for the period of his leave. No sugar will be obtainable in the United Kingdom without a permit.

A permit will also be issued to each Officer and soldier drawing pay from Army Funds and entitled to rations, or an allowance in lieu, who is not in receipt of rations in kind, or not provided for under (d).

- (d) Officers' Messes, in which the sugar ration is not drawn in kind for the members, will be entitled to use this form of permit.
- (e) The issue of permits to Officers and other ranks entitled to them will be arranged regimentally.

4. Indents should be sent in at a very early date, so that the tickets may be available for the use of individuals by the 1st January, 1918.

53/Gen. No./8646 (Q.M.G.6).

Application for PERMITS, the number of which should not exceed that probably required by Officers and men proceeding on leave, should be submitted monthly, addressed to the A.D. of S. and T., Headquarters, A.I.F. Depots in the U.K., Bhurtpore Barracks, Tidworth.

No. 3803. 22nd February, 1918. Sugar for Stewing Fresh Fruits.

With reference to Southern Command Order No. 1533 of 1917 the purchase of sugar out of the commuted cash allowance is to be discontinued.

Authority: S.C. Order No. 344 of 1918. War Office Letter No. 53/Gen. No. 7892 (Q.M.G. XI), dated 15th February, 1918. C.R., S.C., No. 176934 (Q.4).

No. 2387. 26th October, 1917. Sale of Swill.

The following alteration in the price of swill is promulgated for the information of all units concerned:—

Beginning with the October Pay and Mess Period, the Army Waste Products, Ltd., will pay 2s. 6d. per cwt. for swill delivered to the By-Product Depots at Larkhill, Tidworth, Bulford, Fovant, and Upton Lovell, instead of 2s. per cwt. as heretofore.

Authority: C.R., S.C., 62636/7 (Q.4), of 24th October, 1917.

No. 3087. 24th December, 1917. Taxi-Cabs on Salisbury Plain and for Wylve Valley and Fovant and Hurdcott Camps.

The following extract from Southern Command Orders, dated 22nd December, 1917, is promulgated for the information of all concerned:—

No. 2837. TAXI-CABS ON SALISBURY PLAIN AND FOR WYLVE VALLEY AND FOVANT AND HURDCOTT CAMPS.

The following new tariff of charges for hiring motors comes into force on January 1st, 1918:—

Flat rate of 1s. per mile up to four passengers for outward and homeward journey. For five or six add one-fifth or one-sixth respectively of fare for four, but only for journeys when these numbers are actually carried. This applies to day or night. The charge for waiting to be reckoned at the rate of 3s. per hour, except that the first quarter of an hour's wait shall not be charged for. From this it follows that the rate chargeable shall be 1s. 6d. for the time of waiting after one-quarter and up to three-quarters of an hour, or any portion thereof, and for the time of waiting after three-quarters of an hour and up to one hour and one quarter, 3s., the rate chargeable after this being 1s. 6d. per half-hour or any portion thereof. Baggage, suite-case, portmanteau, etc. (but excluding light hand parcels), up to a weight of 70 lbs. each, may be charged for at 3d. extra each, anything over 70 lbs. may be charged for at 6d. each.

Cars will be allowed into camps only if their drivers have passes signed by the A.P.Ms., No. 7, Tidworth, or No. 6, Codford, areas. No passes signed by others are valid.

In case of overcharging, the circumstances of the case, name of driver, and number of car to be reported to A.P.M. as above.

Drivers of cars in possession of above passes may buy tea, coffee, or refreshments (not beer) at institutes on production of passes.

To be repeated in Brigade and Regimental Orders.

C.R., S.C., 190349 (Q).

No. 3256. 11th January, 1918. Telephone Sets, Portable "D" Mark III, Issue to Reserve Infantry Battalions.

Approval is given for the issue of two (2) telephone sets, portable, "D" Mark III, with four cells electric inert "S" and 4 spare cells, to each Training Battalion.

The necessary indents should be submitted in the usual way to D.A.D.O.S., Tidworth.

Authority: A.C.I., 18/1918. 54/Infantry/2177 (F.W.9A).

No. 2640. 14th November, 1917. Return of Typewriters.

Return called for, under R.O. 559 of 14th October, 1916, is no longer required, and is hereby cancelled.

No. 2265. 17th October, 1917. Care of Typewriters.

The attention of all concerned is drawn to the fact that insufficient care is being taken of typewriters and duplicating machines. It has been brought to notice that these machines are often used by unauthorized persons, and that the inexpert handling of them has in many cases been the cause of their breaking down.

C.Os. are held responsible that all machines on their charge are properly cared for, and that they receive fair treatment.

Typewriter parts are daily becoming more difficult to obtain, and the most careful handling of office machines is essential.

No. 2747. 23rd November, 1917. Vegetables, Preserved, and Tinned Foods.

The following extract from Southern Command Orders is promulgated for the information and necessary action of all concerned:—

PRESERVED VEGETABLES AND TINNED FOODS.

A considerable number of instances have been brought to notice in which units are already including in their Diet Sheets dried and imported vegetables and tinned fruits. This practice will be entirely discontinued, while supplies of fresh home-grown vegetables are available.

Tinned salmon (except for making fish paste), sardines, and other imported tinned foods will only be used for messing in cases of emergency.

Authority: S.C. Order No. 2610 of 1917. C.R., S.C., 218651 (Q.4).

No. 3325. 16th January, 1918. Veterinary Stores and Supplies.

In future all indents for Veterinary Stores and Supplies will be submitted to Headquarters through the O.C., A.A.V.C. Training Depot, Parkhouse. Officers Commanding will note that veterinary supplies obtained by means of any other requisitions will not be passed for payment at public expense.

No. 3411. 22nd January, 1918. Veterinary Supplies.

With reference to Standing Order No. 3325 of 16th January, 1918—

Indents for drugs and veterinary goods will be submitted in duplicate on Army Form G.997, stating the following particulars in the suitable columns:—

1. Number of animals on charge.
2. Amount of drugs indented for remaining on hand.

When supplies are received, one copy of Receipt Voucher (Army Form G.1033) will be returned to Veterinary Store from which they are received, and one copy forwarded to O.C., A.A.V.C., Parkhouse.

No. 2404. 27th October, 1917. Vouchers, A.O.D. Spacings to be Left Blank.

Complaints have been received that A.Fs. G. 1033—Issue and Receipt Vouchers—submitted by units to Ordnance Depots, are not being left entirely blank as required by the instructions on that form.

The "Total Quantity" column is the column to be used by units, and no signature or figures will be written in the columns reserved for A.O.D. use.

An additional sheet will be used if it is found that no space remains at the bottom of the last sheet for signature and designation of unit.

S.C. Order No. 2405. C.R., S.C., 213907 (O).

No. 2789. 26th November, 1917. Water Supply, Huttid Camps.

In view of the severe weather conditions all Commanding Officers will take every possible precaution, in consultation with the D.O.R.E. concerned through Headquarters, A.I.F. Depots in United Kingdom, to prevent water freezing in exposed pipes by causing such pipes to be wrapped in straw or some non-conducting material. In severe weather a tap in each cistern will be partially opened to allow a flow of water in the service pipes.

Authority: SOUTHERN COMMAND ORDER No. 2651.

No. 3604. 7th February, 1918. Wire Entanglements, Stores for Training Purposes.

Approval is given for the additional stores detailed below to be held by units in the proportions shown. Indents should be put forward in the usual way.

SCREW POSTS.			FRENCH WIRE (WITH STAPLES AND SPIKES).
	Type.		
	A.	B.	
Training Battalions ..	36	12	15

Authority: 57/General No./6991 (Q.M.G.9b). A.C.I. 97/1918.

ROUTINE No.

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