

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

Formation Headquarters

Item number: 1/45/31 Part 2

Title: Administrative Staff, Headquarters
2nd Australian Division

June 1918



AWM4-1/45/31PART2

SECOND AUSTRALIAN DIVISION.

SECRET

ADDENDUM to ADMINISTRATIVE MEMORANDUM No.209.

64

The 5th. Australian Infantry Brigade will proceed to RIVERY Area by bus as follows:-

Date	Unit	Embussing Point	Time	Route	Debussing Point	Destination.
1918. June 14	(P.H.Q. (T.M.Battery (19th. Bn.	H.23.d.7.0.	9.15 am.	DAOURS and VECQUEMONT	M.2.a.3.1.	RIVERY.
14	17th. Bn.	H.23.d.8.5.	10.15 am.	-do-	N.2.c.2.8.	GLISY.
14	18th. Bn.	H.23.d.7.0.	4 pm.	-do-	M.2.d.6.9.	RIVERY.
14	20th. Bn.	H.23.d.8.5.	5 pm.	-do-	M.3.c.9.9.	RIVERY.

30 lorries will comprise the convoy for each Battalion - each lorry carrying up to 25 Other Ranks.

Units will report to Embussing Points half an hour prior to time of embussing.

Bussing and debussing will be carried out expeditiously to enable the above time table to be adhered to.

E. Buckell Major for Lieut-Colonel,
A.A. & Q.M.G.,
Second Australian Division.

Alpha 1674

SECOND AUSTRALIAN DIVISION.

Divisional Headquarters,
13th. June, 1918.SECOND ADDENDUM to ADMINISTRATIVE
MEMORANDUM No. 209.

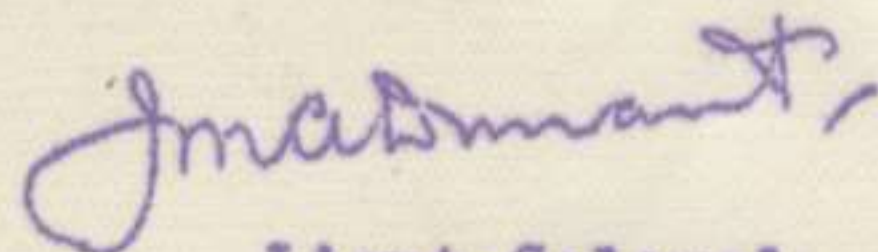
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DISCIPLINE.

The following instructions are to be strictly adhered to while the Division is in Corps Reserve:-

- 1.- (a) The French Area is "Out of Bounds" to all troops except these on duty who will be in possession of a pass signed by the Adjutant and bearing the impression of the Unit's stamp.

(b) The French area is bounded on the East by the line of the road RUBEMPRE-RAINNEVILLE-AMIENS and on the West by the road HALLOY-VIGNACOURT-LA CHAUSSEE-PICQUIGNY.
- 2.- No man is to leave his unit billeting area without a pass signed by the Adjutant and bearing the impression of the Unit's stamp. Units will post sentries or police to enforce this.
- 3.- Strict roll call to be held at 9.30 p.m. This must be carried out strictly by the Officer of the day.
4. The 5th. Aust. Inf. Brigade will provide four Officers and one hundred men (thoroughly reliable men) for piquet duty in AMIENS - to report to A.P.M. AMIENS daily at 1 p.m. and remain on duty till 11 p.m. This piquet has a most important duty namely to prevent the looting of AMIENS and enforce the "Out of Bounds" order.
- 5.- Boating in the RIVERY Area is strictly prohibited.
- 6.- The following places are some of these "Out of Bounds" :-
 - (a) AMIENS
 - (b) AILLY - SUR - SOMME
 - (c) ARGOEUVES
 - (d) POULAINVILLE
 - (e) RAINNEVILLE
 - (f) RUBEMPRE
 - (g) PIERREGOT
- 7.- POULAINVILLE and RAINNEVILLE must each be picqueted by one Officer and 10 men from 5 p.m. to 10 p.m. daily, reporting to Town Majors.



Lieut-Colonel,
A.A. & Q.M.G.
2nd. Aust. Divn.

appendix

SECRET. 64⁺ SECOND AUSTRALIAN DIVISION.

Divisional Headquarters,
14th. June, 1918.

THIRD ADDENDUM to ADMINISTRATIVE
MEMORANDUM No. 209.

The 5th. Aust. Field Company will move from 'O' Divisional Area to Support Divisional Area on the 15th. instant by bus.

Busses will start from Sheet 62D, O.23.c.1.4., facing North West about 11 a.m. Unit to be at embussing point by 10.30 a.m.

Route via BEHENCOURT and PONT NOYELLES to RIVERY.

Debussing Point Sheet 62D, M.1.d.8.5.

Seven lorries will comprise the convoy each lorry holding up to 25 Other Ranks.

Embussing and debussing will be carried out expeditiously to enable lorries to maintain schedule times.

J. Mansfield
Lieut.-Colonel,
A.A. & Q.M.G.,
Second Australian Division.

APPENDIX, 18 76

SECOND AUSTRALIAN DIVISION

Divisional Headquarters,
15th. June, 1918.

ADMINISTRATIVE MEMORANDUM No.210.

Two lorries will be provided daily to convey Officers (only) from QUERRIEU, ALLONVILLE and RIVERY to ABBEVILLE to enable Officers to make purchases from the Army Ordnance etc.

The lorries will report daily as follows :-

Church QUERRIEU	7 a.m.
Church ALLONVILLE	7.30 a.m.
Hospice Victor)	8 a.m.
RIVERY	

Officers allotted accommodation in these lorries will arrange to embus at one of the locations and at times above stated.

After embussing at RIVERY the lorries will proceed direct to ABBEVILLE and park.

Lorries will leave ABBEVILLE at 9 p.m. nightly and proceed first to RIVERY, thence QUERRIEU returning via ALLONVILLE to lorry park.

Officers will be provided with necessary passes.

The following is the allotment of leaves which must on no account be exceeded.

Any Unit not requiring the whole or portion of the daily allotment will at once notify Divisional Headquarters to enable the accommodation to be allotted to other Units.

UNIT	-- June --										
	16	17	18	19	20	21	22	23	24	25	
C.R.A.	4	4	4	4	4	4	4	4	4	4	
C.R.E.	2	2	2	2	2	2	2	2	2	2	
5th.A.I.Bde.	10	10	10	10	10	10	10	10	10	10	
6th.A.I.Bde.	10	10	10	10	10	10	10	10	10	10	
7th.A.I.Bde.	10	10	10	10	10	10	10	10	10	10	
2nd.M.G.Bn.	2	2	2	2	2	2	2	2	2	2	
2nd.Pion.Bn.	2	2	2	2	2	2	2	2	2	2	
Div. Train	1	1	1	1	1	1	1	1	1	1	
A.D.M.S.	1	1	1	1	1	1	1	1	1	1	

W. Wadman Major
for. Lieut-Colonel,
A.A. & Q.M.G.,
Second Australian Division.

SECRET

SECOND AUSTRALIAN DIVISION.

A. and Q. NOTES.

- No. 2 -

FIGHTING STRENGTH WEEK ENDED 15.6.18.

UNIT.	"A" Strength excluding attached.		"B" Not present with Unit and not at disposal of C.O. (included in "A")		"A" minus "B" Available Fighting Strength (including personnel of Q.M. Stores and Transport).	
	Off.	O.R.	Off.	O.R.	Off.	O.R.
17th Bn.	54	887	25	168	29	719
18th Bn.	38	776	9	173	29	603
19th Bn.	30	616	9	92	21	524
20th Bn.	37	794	12	104	25	690
21st Bn.	36	885	10	218	26	667
22nd Bn.	40	722	10	172	30	550
23rd Bn.	37	938	10	165	27	773
24th Bn.	31	753	5	157	26	596
25th Bn.	28	877	11	258	17	619
26th Bn.	54	1007	23	249	31	758
27th Bn.	46	805	16	209	30	596
28th Bn.	39	779	20	225	19	554
2nd M.G.Bn.	51	809	13	141	38	668
2nd Pion.Bn.	36	975	1	46	35	929
TOTAL	557	11623	174	2377	383	9246

SICK PERCENTAGES of AUSTRALIAN DIVISIONS for WEEK ENDED 8 - 6 - 18

FORMATION	Percentage admitted to Field Ambulances.	Percentage evacuated to Base.
2nd Aust. Division.	1 . 07	. 63
3rd Aust. Division.	2 . 20	1 . 23
4th Aust. Division.	. 88	. 83
5th Aust. Division.	. 78	

P . T . O .

SECOND AUSTRALIAN DIVISION.

WEEKLY ANALYSIS OF SICK ADMITTED to HOSPITAL PERIOD
noon 7 - 6 - 18 to noon 14 - 6 - 18

UNIT	Dairr hoea. admtd.	Scabies	V.D.	P.U.O. diseases	Other	Total Admtd. Sick.
5th A.I. Bde.						
17th Bn.		4	-	14	6	24
18th Bn.		6	2	2	5	15
19th Bn.		-	-	1	5	6
20th Bn.		1	1	2	4	8
Bde. Total		11	3	19	20	53
6th A.I. Bde.						
21st Bn.		-	1	1	7	9
22nd Bn.		1	1	1	5	8
23rd Bn.		1	-	6	6	13
24th Bn.		1	-	3	7	11
Bde. Total		3	2	11	25	41
7th A.I. Bde.						
25th Bn.		-	-	2	8	10
26th Bn.		-	1	13	6	21
27th Bn.		-	-	-	3	3
28th Bn.		-	1	3	2	6
Bde. Total		1	2	18	19	40
Artillery						
4th AFA Bde		-	-	-	1	1
5th AFA Bde		-	-	-	2	3
2nd DAC		-	-	1	4	5
Art. Total		1	-	1	7	9
Engineers						
Ingrs & Sigs.		-	-	24	5	30
Other						
& DHQ.		1	1	9	1	11
A.A.S.C.		-	1	-	-	1
Misc.		3	1	-	3	7
M.G. En.		-	-	-	3	3
3 Ambs.		-	1	5	2	8
Totals for Division.						
Remained	51					
Admitted	204					
Evacuated	167					
To duty	40					
Remaining	48					
				V.D. Contracted at :-		
				Le HAVRE	1	
				ABBEVILLE	1	
				U.K.	1	
				ROUEN	2	
				Relapse	5	

CRIMES and OFFENCES during WEEK ENDED - 14. 6. 18

UNIT	Absence	Neglecting to Obey	Disobeying	Insubordi-nation	Conduct to prejudice	Drunkenness	Desertion	Escaping	S. I. Wound	TOTAL
Div. Artillery	-	4	-	2	6	2	-	1	-	15
Div. Engineers	-	1	-	-	1	-	-	-	-	2
2nd M.G. Bn.	1	-	-	-	1	-	-	-	-	2
Fld. Amb.	3	-	-	-	-	-	-	-	-	3
Pioneers	4	-	-	-	3	3	2	-	-	12
Div. Sig. Coy.	2	-	-	-	-	-	-	-	-	2
Div. Train	1	-	-	-	-	-	-	-	-	1
5th Bdo. H.Q.	2	-	-	-	-	-	-	-	-	2
17th Bn.	3	-	-	-	1	-	-	-	-	4
19th Bn.	4	1	-	-	-	-	-	-	-	5
20th Bn.	3	-	-	-	-	-	-	-	-	3
5 A Nucleus	3	-	-	-	-	-	-	-	-	3
21st Bn.	2	-	-	-	-	-	-	-	-	2
22nd Bn.	2	-	-	-	-	-	-	-	-	2
24th Bn.	1	-	-	-	-	-	-	-	-	1
25th Bn.	1	-	-	-	-	-	-	-	-	1
26th Bn.	5	-	-	-	-	-	1	1	-	7
28th Bn.	2	-	-	-	-	-	2	-	-	4
TOTAL	39	6	-	2	12	5	2	4	-	71

SUMMARY of ABSENTEES as at - 14/6/1918.

UNIT	Absentees previously reported		Fresh absentees		TOTAL
	France	U.K.	France	U.K.	
17th Bn.	4	1	1	-	6
18th Bn.	9	-	3	-	12
19th Bn.	12	-	-	-	12
20th Bn.	5 - 30	1 - 2	1 - 5	-	37
21st Bn.	11	2	-	-	13
22nd Bn.	7	1	-	-	8
23rd Bn.	8	-	-	-	8
24th Bn.	5 - 31	- - 3	2 - 2	-	36
25th Bn.	7	3	-	-	10
26th Bn.	2	2	-	-	4
27th Bn.	4	-	1	-	5
28th Bn.	5 - 18	1 - 6	1 - 4	-	26
2nd Pioneers	4	2	-	-	6
6th Fld. Amb.	1	-	1	-	2
2nd Div. Sigs.	- - 5	1 - 3	- - 1	-	9
TOTAL	84	14	12	-	110

PAPER AND CARDBOARD RETURNED TO BASE - WEEK ENDED 14.6.18

UNIT	Paper	Cardboard.
Divisional Headquarters	99 lbs.	56 lbs.
Divisional Artillery	318	50
Divisional Engineers	106	74
Divisional Signal Coy.	100	nil
5th Aust. Infantry Bde.	1,217	320
6th Aust. Infantry Bde.	2,594	959
7th Aust. Infantry Bde.	441	166
Divisional Train	310	448
2nd Aust. Div. Pioneer Bn.	nil	68
2nd Aust. M.G. Battalion	332	145
D. A. D. O. S.	nil	nil
A. A. M. C.	249	91
2nd Aust. Mob. Vet. Section	nil	nil
T O T A L	5,766	2,377

JAM CARTONS ISSUED AND RETURNED for WEEK ENDED 14.6.18

UNIT	Issued	Returned
Divisional Headquarters	120	nil
Divisional Artillery	1,489	1,570
Divisional Engineers	346	333
Divisional Signal Coy.	142	nil
5th Aust. Infantry Bde.	1,598	2,280
6th Aust. Infantry Bde.	1,751	1,582
7th Aust. Infantry Bde.	1,851	748
Divisional Train	324	479
2nd Aust. Div. Pioneer Bn.	754	637
2nd Aust. M.G. Battalion	517	268
D. A. D. O. S.	36	97
A. A. M. C.	494	475
A. P. M.	69	100
2nd Aust. Mob. Vet. Section	14	28
2nd Aust. Div. Salvage Coy.	18	182
T O T A L	9,523	8,779

VALUE OF SALVAGE RETURNED to SALVAGE COY. by UNITS for -
WEEK ENDED 14 - 6 -18

FORMATION	VALUE		
	£	s	d
Divisional Headquarters	-	-	-
Divisional Artillery	4,165	10	6
Divisional Engineers	126	6	2
Divisional Signal Coy. . . .	-	-	-
5th Aust. Infantry Bde	2,823	3	1
6th Aust. Infantry Bde	858	4	2
7th Aust. Infantry Bde	921	8	2
2nd Aust. Pioneer Bn. . . .	79	0	0
Divisional Train	368	15	0
2nd Aust. M.G. Btn. . . .	83	18	0
A. A. M. C. . . .	185	13	0
2nd Aust. Mob. Vet. Sect. . . .	-	-	-
	£ 9,611	18	1

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The following are particulars of Y.M.C.A. operations with the Artillery, received from Mr J.R.FALCONER, Divisional Representative, 2nd Australian Division Y.M.C.A. :-

" Representative with Artillery - Mr. S.B.GOBLE, during the week.

Sheet 62 D. H.12.a.6.4.

2 marquees running canteen all day and facilities for reading, writing and general recreational purposes. Concerts and Services are held regularly in the large marquee.

C.25.c.2.2.

1 marquee with canteen all day and facilities for reading, writing and general recreational purposes. Concerts and Services, are held regularly. "

-0-0-0-0-0-0-0-0-0-0-

Arrangements have been made to obtain daily approximately 3000 litres of beer for the Division and this is being delivered to Brigades for distribution to Units of the Brigade Groups. It is absolutely essential for the maintenance of supplies that Units forward to Brigades daily sufficient money to pay for the beer.

MOVEMENT

Australian Corps have allotted the Division two lorries to proceed daily from the Divisional Area to ABBEVILLE for the convenience of Officers desiring to make purchases from the Officers' Clothing Store etc. Accommodation is provided for 40 officers daily and an allotment has been made to Units on a pro rata basis.

I 2 888
S 4 888
S 8 132
O 0 72
O 0 888

ORDNANCE.

There is still a big shortage in supplies arriving from Base of Australian pattern tunics, Breeches and color patches, English pattern clothing being received in lieu.

Representations are being made to the proper authorities and it is hoped that a regular supply of Australian pattern clothing will be maintained to meet all demands in the near future.

The stocks of clean underclothing have been well maintained during the week.

J. Masman

Lieut-Colonel,
A.A. & Q.M.G..
Second Australian Division.

.S.S.C. 0310

not satisfied but in the course of the week I expect to be able to supply the Division with a regular supply of Australian pattern clothing.

-0 -0-0-0-0-0-0-0-0-

Appendix 22 Div 85

64

These Notes are to be shown to the G.O.C. Formation.

SECRET.

Copy No. 46

FOURTH ARMY A & Q NOTES.

18-6-18.

439. SUMMARY OF SICKNESS DURING WEEK ENDING 15-6-1918.

FORMATION.	Sick percent- age all ranks admitted to Field Amb'ces.	Sick percent- age all ranks evacuated to the Base.	Number of cases of principal cause of sick admission.	Number of cas- es of Trench Foot admitted to Field Amb's.
Corps & Army Troops.	.69	.60	-	-
<u>III CORPS:</u>				
3rd Cav. Div.	1.17	.64	P.U.O. 12	-
18th Div.	1.16	.83	P.U.O. 75	-
47th "	1.49	1.26	P.U.O. 110	-
<u>* XIX CORPS:</u>				
30th Div.	1.98	-	P.U.O. 50	-
33rd Amer.Div.	.67	-	Mumps 20	-
66th Div.	.50	-	P.U.O. 7	-
27th Amer.Div.	.33	-	Measles 6	-
82nd " "	.84	-	Mumps 28	-
<u>XXII Corps:</u>				
37th Div.	.88	.39	P.U.O. 27	-
58th "	1.84	1.15	P.U.O. 82	-
<u>AUST. CORPS:</u>				
2nd Aus. Div.	1.42	1.33	P.U.O. 85	-
3rd " "	2.42	1.01	Influenza 129	-
4th " "	.58	.77	P.U.O. 19	-
5th " "	1.02	.54	Influenza 30	-
TOTAL	.98	.79	-	-

* Divisions in XIX Corps & XIX Corps Troops are evacuating direct to Base Hospitals.

Sick percentage in all Armies for Week Ending 8-6-18.

Army.	Admitted to Field Ambulances.	Evacuated to the Base.
First	1.30	1.53
Second	1.18	1.33
Third	1.23	1.29
Fourth	.91	.66

JL.

440.

WASTAGE IN HORSES WEEK ENDING 13-8-18.

FORMATION.	Number of animals on strength.	W A S T A G E.				Preventable Cases & Principal Diseases.					
		Killed and destroyed.	Died.	Evacuated.	TOTAL.	Dobility.	Colic.	Mange.	Cracked Heels.	Picked up Nail.	Kicks.
ARMY TROOPS.	1461	-	-	9	9	3	-	-	-	-	6
AUST. CORPS.											
Corps Troops & Arty.	11317	14	3	67	84	11	26	11	4	28	16
2nd Aust. Division.	2858	7	2	11	20	1	3	-	4	6	2
3rd " "	2883	1	2	14	17	1	1	1	-	4	-
4th " "	2612	1	-	12	13	-	3	-	-	8	7
5th " "	2445	13	-	14	27	-	7	-	-	1	-
III CORPS.											
Corps Troops & Arty.	3128	1	1	19	21	3	-	4	3	7	18
18th Division.	2767	2	-	19	21	-	-	-	-	3	4
47th Division.	3118	1	-	17	18	4	2	-	-	2	-
XIX CORPS.											
Corps Troops & Arty.	387	-	1	-	1	-	1	-	-	-	-
8th Division.	2809	3	1	42	46	8	4	-	-	1	5
30th " less Arty.	585	-	-	-	-	1	-	-	-	1	-
66th " " "	902	-	-	1	1	2	-	1	-	2	4
33rd American Divn.	452	-	-	-	-	-	-	-	-	-	-
82nd " " "	698	-	-	9	9	1	-	-	-	-	7
XXII CORPS.											
Corps Troops & Arty.	599	-	1	2	3	-	1	-	-	-	-
37th Division.	2641	1	1	6	8	-	1	1	-	2	8
58th " "	2543	-	1	18	19	6	4	2	2	3	3
TOTAL	44188	44	13	260	317	41	53	20	13	68	80

The following Battle Casualties are included in the Wastage shown above:-

From shells:-
 Killed. 18 Destroyed. 17 Wounded. 59 Total 92

From bombs:- NIL.

Percentage of Wastage in all Armies for Week Ending 6-6-18.

First Army	59
Second Army.	76
Third Army.	84
Fourth Army	30.91
Fifth Army	81.1
Cavalry Corps.	83.49

RB.

441.

WASTAGE IN MULES WEEK ENDING 13-6-18.

FORMATION.	Number of animals on strength.	W A S T A G E				Preventable cases and Principal Diseases.					
		Killed and destroyed.	Died.	Evacuated.	TOTAL.	Debility.	Colic.	Mange.	Cracked Hoofs.	Picked up.	Other.
ARMY TROOPS.	489	-	-	-	-	-	-	-	-	-	-
AUST. CORPS.											
Corps Troops & Arty.	3304	2	-	11	13	5	1	-	-	6	1
2nd Aust. Division.	1098	1	-	10	11	1	-	-	-	2	-
3rd " "	1025	-	-	4	4	1	-	-	-	1	-
4th " "	1278	3	-	5	8	2	-	-	-	2	-
5th " "	1466	3	-	2	5	-	-	-	-	-	-
VI CORPS.											
Corps Troops & Arty.	476	-	-	4	4	1	-	-	-	-	4
18th Division.	1282	1	-	4	5	-	-	1	-	1	2
47th Division.	1011	-	-	-	-	-	-	-	-	1	-
XIX CORPS.											
Corps Troops & Arty.	189	-	-	-	-	-	-	-	-	-	-
8th Division.	908	1	-	7	8	-	-	-	-	1	-
30th " less Arty.	112	-	-	-	-	-	-	-	-	-	-
66th " " "	28	-	-	-	-	-	-	-	-	-	1
33rd American Divn.	278	-	-	1	1	-	-	-	-	1	-
82nd " "	615	-	-	7	7	-	-	-	-	1	-
XXII CORPS.											
Corps Troops & Arty.	14	-	-	-	-	-	-	-	-	-	-
37th Division.	1154	-	-	-	-	-	-	-	-	-	-
58th Division.	1149	-	-	6	6	2	-	-	2	1	-
TOTAL	15836	8	-	61	69	12	1	1	2	17	10

The following Battle Casualties are included in the wastage shown above:-

<u>From shells:-</u>	<u>Destroyed.</u>	<u>Wounded.</u>	
<u>Killed.</u>	-	8	Total 12
4	-	-	
<u>From bombs:-</u>	<u>Destroyed.</u>	<u>Wounded.</u>	
<u>Killed.</u>	1	-	Total 1
-	-	-	Grand Total 13

Percentage of wastage in all Armies for week ending 6-6-18.-

First Army	•30
Second Army	•48
Third Army	•54
Fourth Army	•50
Fifth Army	-
Cavalry Corps	•36

REMOUNT SITUATION, 15-6-18.

442.

REMOUNT SITUATION, 15-6-18.

FORMATION.	Demands outstanding.			Due from Base or to be drawn F.R.S.				Balance,		
	Rdg.	L.D.	H.D.	Rdg.	L.D.	M.	H.D.	Rdg.	L.D.	H.D.
Army Troops Units	2	-	-	-	-	-	-	2	-	-
III CORPS:										
Corps Troops	2	-	-	-	-	-	-	2	-	-
H.A.	13	-	23	-	-	-	-	13	-	23
18th Division	28	30	7	-	-	-	7	28	30	-
47th "	54	32	6	-	-	-	6	54	32	-
47th D.A.	8	-	-	-	-	-	-	8	-	-
XIX CORPS:										
Corps Troops	2	2	1	-	-	-	-	2	2	1
30th Division	12	10	-	-	-	-	-	12	10	-
66th "	27	4	8	-	-	-	-	27	4	8
XXII CORPS:										
37th Division	22	17	6	-	-	-	6	22	17	-
50th "	48	22	-	-	10	-	-	48	12	-
AUST. CORPS:										
Corps Troops	25	5	-	9	-	-	-	16	5	-
Aust. A.F.A.	-	-	-	-	-	-	-	-	-	-
Bdes. & (A.F.A. Bdes. att'chd)	34	-	-	-	-	-	-	34	-	-
H.A.	10	-	21	-	-	-	-	10	-	21
2nd Aust. Divn.	27	21	5	-	-	-	3	27	21	-
2nd Aust. D.A.	1	-	-	-	-	-	-	1	-	-
3rd Aust. Divn.	27	28	-	-	-	-	-	27	28	-
3rd Aust. D.A.	11	9	-	-	-	-	-	11	-	-
4th Aust. Divn.	10	23	4	-	-	-	4	10	23	-
5th Aust. Divn.	24	10	-	-	-	-	-	24	10	-
5th Aust. D.A.	20	-	-	-	-	-	-	20	-	-
AMERICAN UNITS:										
27th Amer. Div.	150	-	-	-	-	-	-	150	-	-
33rd " "	175	-	-	25	-	-	-	150	-	-
Total for Fourth Army	730	204	79	34	10	-	26	696	194	53

During the week 444 Remounts have been issued to units in the Army.

06.
03.
03.
05.

VIA MAIL
FOURTH ARMY
MILITARY
CANTONMENT

443.

BROAD GAUGE RAILWAY CONSTRUCTION.

Week ending 15-6-18.

Line.	Estimated track miloago.	Track laid to date.	Percentage of work completed.
VILLE-LE-MARCLET Sidings.	.8	.8	100
PONT RENE Sidings.	2.25	2.25	98
Level Crossing, AILLY-SUR-SOMME.			75
" " HANGEST.			75
VEQUEMONT Gun Spurs.	.29	.29	75
LONGPRE-AIRAINES Double Tracking.	3.4	3.1	95
AIRAINES-ALLERY Doubling.	2.0	1.4	70
ALLERY-WIRY Double Tracking.	1.9	1.5	92
WIRY-FORCEVILLE Double Tracking.	1.9	1.7	85
FORCEVILLE-OISEMONT Double Tracking.	1.2	1.2	90
OISEMONT-MARTAINNEVILLE Double Tracking.	3.7	-	40
POULAINVILLE Siding (for 60 c.m. material).	.3		100

443a.

LIGHT RAILWAY CONSTRUCTION.

Week ending 15-6-18.

Line.	Grading completed to	Steel laid to	Ballasted
A. 1. line.	57E. X.14.d.7.0.	57E. W.18.d.8.1.	
A. 2. "		Completed.	
A. 3. "	1,000 yards graded.	400 yards steel laid Railhead, 62.D. G.2.a.	

444.

TRAFFIC IN THE LONGPRE AREA.

Week ending 13-6-18.

	Actual number of trucks for each class, as under.		
	Traffic received into the area.	Traffic loaded and/or loaded within the area.	Traffic consigned from the area.
Supplies	1,507	-	12
Ammunition	490	-	-
Stone	347	53	32
R.E. Stores	383	22	24
Coal	12	-	-
Light Railway Material	128	-	-
Broad Gauge Material	46	-	-
Sand, Chalk, Mine Earth, etc.	333	8	33
Ambulance Trains despatched	-	-	6

JL.

445. RETURN OF PERSONNEL MOVED BY RAIL IN THE LONGPRE TRAFFIC AREA.

	Officers.	Other Ranks.
Troop Moves (Outwards):		
154th Bde., 77th American Division ..	228	7,863
6th American Engineer Regiment ..	63	1,556
108th " " " " ..	38	1,525
110th " " " " ..	42	1,493
Troop Moves (Inwards) ..	-	-
Reinforcements arriving in the area ..	162	3,702
All personnel despatched, not included in above headings ..	290	4,599
Prisoners-of-War despatched to Base ..	-	65
Miscellaneous units arriving in the area ..	28	513

446. WORK ON ROADS FOR WEEK ENDING 15-6-1918.

Road.	Location.	Work.
HANGEST Stone Siding. LONG approach roads to new bridge.	62E/C.10.b.& d. 57 E/N.28.d. & N.34.b. }	Completed. 70% completed.
QUERRIEU (S.) avoiding road.	62D/H.21.b. to H.23.b. }	Formation level completed Chalk foundation work - 55% completed. Fascine foundation work - 95% completed.
POULAINVILLE Amm. cour. MOLLIENS-AU-BOIS - BEAUCOURT road.	62D/G:1.b. 62D/B.7.b. to B.11.b. }	25% completed. Reconstruction and re- surfacing completed.
VILLERS BOGAGE - MOLLIENS- AU-BOIS road.	57D/S.28.d.to B.7.d. }	18% reconstruction and resurfacing completed.
ST.GRATTEI cross roads to MONTIGNY cross roads.	62D/B.21.b.0.5. to B.11.d.6.3. }	45% reconstruction and resurfacing completed.

447. ROAD METAL.

The following road metal has been received in Fourth Army Area during week ending 15-6-18:-

Corps.	Nature.	Tons.
III & Australian.	Macadam	4,579
	Soiling	216
	Chippings	191
	Gravel	1,120
	Total	5,906
Back Areas	Gravel	493
	Total	493
		Grand Total 6,399

JL.

MECHANICAL TRANSPORT.

The table below shows the M.T. Situation in the Fourth Army on 15-6-18.
The following abbreviations are used :-

L. 3-ton & 30-cwt lorries.

C. Caterpillars,

F. Four-wheel drive.

A. Ambulances.

M. Motor cars.

FORMATION.	Type of vehicle.	Establishment.	Number off road owing to accident, shell fire and minor causes.	Number off road owing to overhaul.	Number off road awaiting spare parts.	Evacuated, demanded & awaiting re-placement.	Total No. not available for duty.	Average No. of lorries used daily.
Fourth Army Troops.	L.	942	64	50	11	4	129	624
	F.	16	1	-	-	3	4	
	O.	14	1	3	1	3	8	
	A.	200	12	9	4	-	25	
	M.	212	12	8	1	4	25	
AUST. CORPS.	L.	1459	100	61	24	1	186	1055
	F.	144	4	1	-	-	5	
	C.	88	4	3	-	-	7	
	A.	84	9	5	-	-	14	
	M.	192	11	11	2	1	25	
III CORPS.	L.	652	59	24	15	1	99	524
	F.	42	-	-	1	-	1	
	C.	33	-	-	1	-	1	
	A.	42	8	4	-	-	12	
	M.	91	15	4	1	1	11	
XIX CORPS.	L.	212	25	11	4	-	40	161
	F.	27	1	3	-	-	3	
	C.	-	-	-	-	-	-	
	A.	54	2	3	1	1	7	
	M.	79	13	4	-	-	7	
XXII CORPS.	L.	230	23	13	-	1	37	152
	F.	-	-	-	-	-	-	
	C.	-	-	-	-	-	-	
	A.	42	3	-	-	2	5	
	M.	62	1	1	-	1	3	
TOTAL.	L.	3465	271	159	54	7	491	2516
	F.	229	5	4	1	3	13	
	C.	135	5	6	2	3	16	
	A.	422	34	21	5	3	63	
	M.	636	32	28	4	7	71	

SUMMARY OF ECONOMY UNDERDRAWALS AT RAILHEAD.

449.

24 WEEK ENDING 8-6-1918.

FORMATION.	Strength over period.	Value of underdrawals.			D E T A I L.										
		£	s.	d.	Complete rations.	Biscuit lbs.	Pres. Meat. lbs.	Jam. lbs.	Sugar. lbs.	Bacon. lbs.	Cheeso. lbs.	Tea. lbs.	Rice. lbs.	Nut Oil. lbs.	Hay. lbs.
18th division	119,154	39	0	4	132	325	316	40							
30th "	31,898	2	10	0			48								
37th "	106,727	228	4	5	1,586	400	618	451	182	15	42½				
47th "	140,046	95	10	11	107	2800	384								
58th "	107,941	43	13	4	92	280	492				34				
66th "	33,360	21	6	4		150	343								
2nd Aus. "	155,300	60	16	5		1,340	576								
3rd " "	152,137	42	8	0		1,140					213	40	96		
4th " "	163,953	143	0	3		1,810									34,415
5th " "	133,633	87	19	5		3,655	75								
III Corps Tps.	92,440	3	9	3		50	36	6			4				
XIX " "	9,764	6	14	8		246								86	
Aust. " "	235,016	31	12	7		875	144				4		124		
Fourth Army Tps.	114,950	44	13	4			782						315		
TOTAL	1,596,319	850	19	3	1,917	13,071	3,814	497	182	15	293½	44	497	124	34,415

JL.

92 APPENDIX. 22

GUNS, HOWITZERS AND CARRIAGES.

NATURE.	Australian Corps.			III Corps.			XXII Corps.			Artillery Rest Area.		
	Guns.	Carrs.	Complete Equipments.	Guns.	Carrs.	Complete Equipments.	Guns.	Carrs.	Complete Equipments.	Guns.	Carrs.	Complete Equipments.
18-pdrs.	7	1	3	5	-	-	2	1	-	1	-	1
4.5" Hows.	1	-	-	-	-	-	2	-	-	1	-	-
60-pdrs.	3	-	-	1	3	-	-	-	-	-	-	-
6" Mk. VII Guns.	1	-	-	-	-	-	-	-	-	-	-	-
6" 26-cwt. Hows.	4	-	-	-	2	-	-	-	-	-	-	-
TOTAL	16	1	3	4	5	-	4	1	-	2	-	1

MACHINE GUNS.

Nature.	Aust. Corps.	III Corps.	XXII Corps.	Army Tps.
Guns Lewis .303"	-	-	1	3
Guns Vickers .303"	4	-	-	-
TOTAL	4	-	1	3

TRENCH MORTARS.

Nature.	Aust. Corps.
3" Stokes T.M.	1
6" Newton T.M.	2
TOTAL	3

64

APPENDIX 93 22

451. DISTRIBUTION OF LABOUR BY COMPANIES (EXCLUDING AREA EMPLOYMENT COMPANIES) ON 15-6-18 & AVERAGE WORKING STRENGTH DURING THE WEEK.

CORPS.	No. of Coys.	TRANSPORTATION.						CORPS.					
		Roads.		B.G.Rlys.		L.Rlys.		C.E.		Ord. Supplies Amm., Salvage, etc.			
		Brit.	Col'd	Brit.	Col'd	Brit.	Col.	Brit.	Col.	P. O. W.	Brit.	Col.	P. O. W.
XXII	-	-	-	-	-	-	-	-	-	-	-	-	-
III.	8	1	-	-	-	-	5 1/2	-	-	-	1 1/4	-	-
XIX	14 1/2	1 1/2	-	-	-	-	1	9	3	-	1 1/4	-	-
AUST. ARMY AREA.	23 *15	4 1/2	3	1 1/4	2	-	15	-	-	-	1 1/4	-	-
		4	3	1	1 1/4	-	1	2 1/2	-	-	1	-	-
TOTAL	60 1/2	11 1/2	3	1 1/4	1 1/4	2	-	22 1/2	11 1/2	3	3 1/2	-	-
	Total working strength.												
XXII	-	-	-	-	-	-	-	-	-	-	-	-	-
III	2241	267	-	-	-	-	1660	-	-	-	314	-	-
XIX	4377	301	-	-	-	-	350	2631	1095	-	-	-	-
AUST. ARMY AREA.	6016	1215	-	78	-	681	3751	-	-	-	291	-	-
	3430	1033	565	336	373	-	273	497	-	-	353	-	-
TOTAL	16064	2816	565	414	373	681	-	6034	3128	1095	958	-	-

* Includes 1 Indian Labour Company "Resting". Repatriated 16-6-18.

452. AREA EMPLOYMENT COMPANIES RETURN. for Week Ending 15-6-18.

CORPS.	No. of Coys.	Effective Strength.	Non-effective strength.	Working.
III	1	181	16	181
XIX	1	12	-	12
AUST. ARMY Area.	2	519	96	501
	4	1152	100	1141
TOTAL	8	1864	212	1835

RB.

	Army Troops	Towns in Army Area.	III Corps.	XIX Corps.	XXII Corps.	AUST. Corps.	Total
Stragglers (Battle)	-	-	-	-	-	-	-
Stragglers (Ordinary)	-	-	-	-	1	-	1
Absentees	-	-	3	39	1	96	139
Courts-Martial	-	1	10	17	1	49	77
<u>Charges made by Military Police:</u>							
Looting	-	17	-	-	-	-	17
Leaving C.O. in search of plunder	-	8	-	-	-	-	8
Theft - the property of an officer	-	-	3	-	-	-	3
Absent without leave	4	11	1	55	1	24	96
Drunkenness	3	1	3	22	5	7	41
Failing to salute	-	-	-	-	1	-	1
Improperly dressed	1	4	-	-	2	-	7
In estaminet during prohibited hours	-	-	-	-	-	2	2
Damage to crops	-	-	8	-	-	-	8
Miscellaneous	1	9	62	14	14	119	219
<u>Traffic Offences:</u>							
Trotting on pavé	-	-	-	-	-	-	-
Trotting H.D. horses	-	-	10	-	-	4	14
Riding on loaded vehicles	-	-	5	-	3	-	8
Leaving engine running	-	-	-	-	-	-	-
Vehicles unattended	-	-	-	-	-	-	-
Horses unrugged	-	-	-	-	-	-	-
Exceeding speed limit	-	-	-	8	-	10	18
Going against circuit	1	17	1	7	-	3	29
No "Duty Order"	-	2	-	-	-	-	2
No "Look-out" man	1	1	-	-	-	2	4
Exercising on main roads	-	-	-	-	-	-	-
No traffic maps or arrows	-	-	-	1	-	-	1
No bits	-	-	-	-	10	-	10
Riding one horse and loading two	-	-	-	-	5	-	5
Double banking	-	-	-	-	-	-	-
Civilians riding on box car	2	-	-	4	-	-	6
Reckless driving	-	-	-	-	-	-	-
Using non-lorry routes	-	-	-	-	3	3	6
No rear number plate	-	-	-	-	-	-	-
Miscellaneous	-	-	1	1	-	-	2
TOTAL	13	70	94	112	44	174	507

JL.

CATERING.

456. During the period ending 15th June the following units were visited by the Instructor in Catering:-

146 A.A. Section.
 29th Coy. Canadian Forestry Corps.
 708th Labour Coy.
 171st Labour Coy.
 No. 7 Ordnance Mobile Workshops (Medium).
 Nos. 18 & 20 " " " (Light).
 XIX Corps Signal School, R.E.
 No.3 Veterinary Evacuating Station.
 282 Area Employment Coy.

The ^{messing} in those units was satisfactory. The messing in the 171 Labour Coy. was exceptionally good.

There is still insufficient attention paid to the saving of dripping, the variation of diet, and the use of the stockpot. It is essential that officers should supervise all cooking arrangements, see that rations are used to the best advantage, and that the meat is cooked in a different way, as far as possible, every day.

SODA WATER FACTORY.

457.

A Soda Water Factory, in conjunction with the E.F.Cantoens, will be opened at FLIXECOURT from Monday, 24th June. Only syphons will be supplied, the deposit for which will be 4 francs per syphon. Mosées may have their own syphons filled, if desired. The price for soda water is 35 centimes per syphon.

Headquarters,
 Fourth Army.
 19-6-1918.
 RB.

H. H. Williams
 Major-General,
 D.A. & Q.M.G., Fourth Army.

Dual

SECOND AUSTRALIAN DIVISION.

Divisional Headquarters,
21st. June, 1918.

C.R.A.
C.R.E.
2nd. Aust. Div. Sig. Coy.
5th. Aust. Inf. Brigade.
6th. Aust. Inf. Brigade.
7th. Aust. Inf. Brigade.
2nd. Aust. Pioneer Bn.
2nd. Aust. Div. Train.
2nd. Aust. M. G. Bn.
A.D.M.S.
D.A.D.V.S.
2nd. Aust. Div. Salvage Coy.
Camp Commandant.

The following is a copy of Australian Corps memo No. 114/460 dated 20.6.18 :-

1. The following allotment of leave in FRANCE will be brought into force on June 21st. 1918 :-
 2nd. Australian Division 6 Officers 30 O.Rs.
2. The above allotment is for a period of 10 days and does not represent a daily number of vacancies.
3. Leave in FRANCE (for all reasons) not exceeding 10 days away from unit will come out of this allotment, and will not affect the leave to the United Kingdom of any officer or soldier.
4. Any unit which moves to another Army area will take its allotment with it, and notification of such transfer of allotment will be forwarded to this office.
5. Officers and other ranks granted leave to PARIS will proceed via ROUEN, from there special trains will run to PARIS on Mondays, Wednesdays and Fridays. Leave will count from the date of entraining at ROUEN.
6. Officers and Other Ranks will travel by Military Train free of charge. When Military Trains are not available, and the journey is made by French Passenger Train, the fare must be paid.
7. Passes. A.F.W. 3774 will be issued from this office in all cases. To enable these passes to be made out, the following particulars will accompany each application :-
 Rank (and Regtl. No. in the case of other ranks).
 Name.
 Unit or Appointment.
 Address at place to which leave is desired.
 Date on which leave is to commence.
8. Attention is directed to G.R.O. 4221 of 9/6/18 paras 2, 3 & 4, and the instructions contained therein will be strictly adhered to.

Ø NOTE. Not more than 6 Officers and 30 O.Rs. will be absent from a Division under this allotment at any one time".

P.T.O.

Sub-allotment for 2nd. Australian Division is as under :-

	<u>Officers.</u>	<u>Other Ranks.</u>
Divisional Headquarters	--	1
Divisional Artillery	1	5
Divisional Engineers	1	1
5th. Aust. Inf. Brigade	1	5
6th. Aust. Inf. Brigade	1	5
7th. Aust. Inf. Brigade	1	5
2nd. Aust. Machine Gun Battalion	1	1
2nd. Aust. Pioneer Battalion	--	1
A.A.M.C.	--	1
2nd. Aust. Divisional Train	--	1
2nd. Aust. Divisional Signal Company	--	1

Nominal rolls of recommended applicants, vide para 7 (overleaf) will reach Divisional Headquarters at NOON on 23rd instant, in order that passes may be secured from AUSTRALIAN CORPS and distributed in good time.

Personnel will entrain at ALLY-sur-SOMME, 25th instant at 16.23 in accordance with timetable issued with this office 89/761 of 29th. ulto., amended by A.490 of 13th instant.

J. Bushell Major
D. A. A. G.
Second Australian Division.

Officers and other ranks will travel by Military Train free of charge. When Military Trains are not available, and the journey is made by French Passenger Trains, the fare must be paid. Leave to Paris will proceed via Rouen, from there special trains will run to Paris on Mondays, Wednesdays and Fridays. Leave will count from the date of entraining at ROUEN.

Passes will be issued from this office in all cases. To enable these passes to be made out, the following particulars will accompany each application :-
Rank (and Regt. No. in the case of other ranks).
Name.
Unit or Appointment.
Address at place to which leave is desired.
Date on which leave is to commence.

Attention is directed to G.R.O.4221 of 2/18 para 2, 3 & 4 and the instructions contained therein will be strictly adhered to.

Not more than 6 Officers and 30 O.Rs. will be absent from a Division under this allotment at any one time.

COMMITTEE SECOND VETERAN DICTIONARY
 Major-General

Rank and Name	Unit	Period of continuous active service at the front	Name of Substitute.	Date for which leave is recommended	Remarks.
<p><i>Major-General</i></p>	<p><i>1st Australian Division</i></p>	<p><i>1914-1918</i></p>			

REFERENCE - M.S.-No. 19898 G.H.Q., 16-10-16.
 A.G. No. D/2950 dated 13-11-16.

Appx 25

W.R.
64

SECOND AUSTRALIAN DIVISION.

Divisional Headquarters,
21st. June, 1918.

132/98.

C.R.A.
C.R.E.
2nd. Aust. Div. Sig. Coy.
5th. Aust. Inf. Brigade.
6th. Aust. Inf. Brigade.
7th. Aust. Inf. Brigade.
2nd. Aust. M. G. Bn.
2nd. Aust. Pioneer Bn.
2nd. Aust. Div. Train.
A.D.M.S.
D.A.D.V.S.
D.A.D.O.S.
A.P.M.
2nd. Aust. Div. Salvage Coy.
Camp Commandant.

The following has been received from AUSTRALIAN
CORPS :-

" Cases are continually occurring of sacks containing salvaged paper and cardboard being received at Paper Baling Press, AILLY, unlabelled.

As the official return of the amounts of paper and cardboard salvaged are made up at the Paper Baling Press at AILLY, the above results in the credit for these sacks being lost to the Unit concerned.

Filled sacks should be clearly marked with the name of the unit which sends them in.

All paper salvage returned to POULAINVILLE Railhead, should be handed to the Australian Salvage personnel there, and not to the R.S.O.

By the Australian Salvage personnel, the paper is forwarded to the Corps Baling Press at AILLY-sur-SOMME.

Paper handed to the R.S.O. is despatched to ROMES-CAMPS and there baled, and as the press is not even in Fourth Army Area, the credit of this paper is lost, not only to Australian Corps, but even to Fourth Army."

Please issue necessary orders to follow the instructions given above.

Major
Major,
D. A. Q. M. G.
Second Australian Division.

D.A.G., A.I.F.

STRENGTH RETURN AS AT HOUR END, JUNE, 1918.

Unit	Actually with unit		Sick in Div. Area		On Command, Leave, detached etc.		Total Strength		Estab-lishment		Required to com-plete establish-ment.		Excess over estab-lishment.	
	Off.	D.R.	Off.	D.R.	Off.	D.R.	Off.	D.R.	Off.	D.R.	Off.	D.R.	Off.	D.R.
D.H.	34	104			2	2	34	106	37	114	3	8		
D.A.H.	4	20			2		6	20	6	20				
4th.Pa.Bde.	33	618		1	2	19	35	838	24	799			11	39
5th.-do-	29	773		1	6	24	35	798	24	799		1	11	
2nd.D.A.C.	18	626	1		2	16	21	642	15	606			6	36
M.T.M.Stys.	8	107		1	1	3	9	111	8	106			1	5
Div.Engrs.	24	605		8	5	39	29	652	24	641			5	11
Div.Sig.Co.	14	351	1	19		1	15	371	16	349	1			22
5/Bde.H.Q.	5	28			4		9	28	11	29	2	1		
17th.Bn.	45	792	2	13	10	100	57	905	44	900			13	5
18th.Bn.	35	693	1	20	5	69	41	802	44	900	3	98		
19th.Bn.	32	614		3	3	48	35	685	44	900	9	235		
20th.Bn.	35	728			6	75	41	803	44	900	3	97		
5th.ALTN.B.	4	45				1	4	46	4	46				
6/Bde.H.Q.	8	25				3	8	28	11	29	3	1		
21st.Bn.	37	807		2	2	73	39	882	44	900	5	18		
22nd.Bn.	36	653	2	17	6	64	44	754	44	900		146		
23rd.Bn.	34	672	2		4	92	40	964	44	900	4			64
24th.Bn.	39	719		4	2	55	41	778	44	900	3	122		
6/ALTN.Sty.	4	43		1		2	4	46	4	46				
7/Bde.H.Q.	6	21	1		4	8	11	29	11	29				
25th.Bn.	29	805			3	80	32	885	44	900	12	15		
26th.Bn.	52	904		15	5	75	57	994	44	900			13	94
27th.Bn.	43	752			4	63	47	815	44	900		85	3	
28th.Bn.	33	687			10	95	43	782	44	900	1	118		
7/ALTN.Sty.	4	63				3	4	66	4	46				20
2/M.G.Bn.	50	795		16	2	12	52	823	46	891		68	6	
Pioneer Bn.	35	875			2	73	38	948	39	966	1	35		
5/Fld.Amb.	9	215			1	3	10	218	10	218				
6/Fld.Amb.	10	207		2		3	10	212	10	218		6		
7/Fld.Amb.	9	222		3	1	4	10	229	10	218				11
Div.Train	19	405			6	44	25	449	24	412			1	37
Mob.V.sec.	1	20					1	20	1	20				
Div.S.Coy.	1	45				22	1	67	1	69		2		
TOTAL	780	15439	10	126	98	1271	688	16776	868	17491	50	1059	70	344

R. Bushell Dep

Major-General,
Commanding Second Australian Division.

Copies to :-
 A.I.F. Admin.S.C.
 War Diary
 A.I.F. Depots in U.K.
 G.O.C.
 D.A.D.C.S.
 Aust. Section 3rd. Echelon.
 Aust. General Base Depot.
 'A'
 A.D.M.S.

Appx 27 104

SECRET

SECOND AUSTRALIAN DIVISION.

A. & Q. NOTES No. 3.

FIGHTING STRENGTH WEEK ENDED 22-6-18.

Unit	'A' Strength excluding attached		'B' Not present with Unit and not at disposal of C.O.		'A' minus 'B' Available fighting strength (including personnel of transport and Q.M. Stores)	
	Off.	O.R.	Off.	O.R.	Off.	O.R.
17th. Battalion	56	904	11	100	45	804
18th. Battalion	40	802	6	92	34	710
19th. Battalion	34	663	3	50	31	613
20th. Battalion	36	809	1	65	35	744
21st. Battalion	38	880	2	62	36	818
22nd. Battalion	43	752	5	78	38	874
23rd. Battalion	39	962	6	70	33	892
24th. Battalion	40	777	2	59	38	718
25th. Battalion	31	878	2	67	29	811
26th. Battalion	56	1003	5	49	51	954
27th. Battalion	46	810	4	59	42	751
28th. Battalion	42	777	11	91	31	886
2nd. M. G. Bn.	51	821	2	28	49	793
2nd. Pioneer Bn	37	948	2	54	35	894
T O T A L	589	11786	62	924	527	10862

SICK PERCENTAGES OF AUSTRALIAN DIVISIONS FOR WEEK ENDED 15-6-18.

FORMATION	Percentage admitted to Field Ambulances	Percentage Evacuated to Base.
2nd. Aust. Div.	1.42	1.33
3rd. Aust. Div.	2.42	1.01
4th. Aust. Div.	.58	.77
5th. Aust. Div.	1.02	.54

P.T.O.

WEEKLY ANALYSIS OF SICK ADMITTED TO HOSPITAL PERIOD
NOON 14-6-18 to NOON 21-6-18.

Unit	Diarrhoea. admtd.	Scabies	V.D.	P.U.O.	Other Diseases	Total Admtd Sick.
<u>5th. Aust. Inf. Brigade</u>						
17th. Battalion	-	-	-	17	9	26
18th. Battalion	-	8	-	3	4	15
19th. Battalion	1	-	1	1	2	5
20th. Battalion	-	2	-	2	7	11
Brigade Total.	1	10	1	23	22	57
<u>6th. Aust. Inf. Brigade</u>						
21st. Battalion	-	-	-	-	2	2
22nd. Battalion	-	-	-	9	3	12
23rd. Battalion	-	3	2	2	6	13
24th. Battalion	-	-	-	1	3	4
Brigade Total.	-	3	2	12	14	31
<u>7th. Aust. Inf. Brigade</u>						
25th. Battalion	-	-	1	3	5	9
26th. Battalion	-	-	2	-	8	10
27th. Battalion	-	1	1	1	3	6
28th. Battalion	-	-	-	-	2	2
Brigade Total	-	1	4	4	18	27
<u>Artillery.</u>						
4th. A.F.A. Bde.	-	-	-	-	-	-
5th. A.F.A. Bde.	-	-	-	-	-	-
2nd. D. A. C.	-	1	-	1	-	2
Artillery Total	-	1	-	1	-	2
Pioneers.	-	-	-	12	5	17
Engrs. Sigs., and D.H.Q.	-	1	1	1	1	4
A.A.S.C.	-	-	1	1	-	2
Miscellaneous	-	1	1	1	2	5
Machine Gun Bn.	-	2	-	1	3	6
3 Ambulances.	-	-	-	6	4	10

TOTAL FOR DIVISION

Remained ...	43
Admitted ...	184
Evacuated ...	109
To Duty ...	46
Remaining ...	52

V.D. CONTRACTED AT :-

U.K.	2.
ST. LEDGER	1.
BERTENCOURT	2.
SAILLY-sur-SOMME	1.
ST. OUEN.	1.
Relapso.	3.

CRIME and OFFENCE REPORT - WEEK ENDED 21-6-18.

Unit.	Ab- sence.	Neg.to obey.	Dis- obey- ing.	Insub- ordin- ation.	Conduct & neg- lect to prejud- ice.	De- sertion	Escap- ing.	Drunk- ness	SIW.TI.
Div.Arty.	2	-	-	-	-	-	-	-	2
Div.Engrs.	-	-	-	-	2	-	-	-	2
2nd.M.G.Bn.	3	-	-	-	-	-	-	-	3
Pioneer Bn.	3	1	-	-	-	-	-	-	4
17th.Bn.	7	-	-	-	1	1	-	1	11
18th.Bn.	4	-	-	-	1	2	1	-	8
19th.Bn.	3	-	-	-	-	-	1	-	4
20th.Bn.	2	-	-	-	-	-	-	-	2
21st.Bn.	7	-	-	-	1	-	-	-	8
22nd.Bn.	2	-	-	-	-	-	-	-	2
23rd.Bn.	1	-	-	-	-	-	-	-	1
24th.Bn.	1	-	-	-	-	-	-	-	1
7th.ALTM.Bty-	-	-	-	-	1	-	-	-	1
25th.Bn.	4	1	-	-	-	-	-	-	5
26th.Bn.	7	1	-	-	-	-	-	-	8
27th.Bn.	3	-	-	-	-	-	-	-	3
28th.Bn.	6	-	-	-	2	-	-	-	8
TOTAL	65	3	-	-	8	8	2	1	75

SUMMARY OF ABSENTEES as at 21-6-18

Unit	Absentees previously reported.		Fresh Absentees		Total.
	France	U.K.	France	U.K.	
17th.Battalion	5	1	1	-	7
18th.Battalion	12	-	1	-	13
19th.Battalion	11	-	2	-	13
20th.Battalion	5	1	2	-	8
TOTAL	33	2	6	-	41
21st.Battalion	11	2	-	-	13
22nd.Battalion	6	1	-	-	7
23rd.Battalion	6	-	1	-	7
24th.Battalion	6	-	-	-	6
TOTAL	31	3	1	-	35
25th.Battalion	7	3	1	-	11
26th.Battalion	3	2	-	-	5
27th.Battalion	4	-	-	-	4
28th.Battalion	8	(1)	3	-	12
TOTAL	22	6	4	-	32
2nd.Pioneers.	3	2	2	-	7
2nd.Div.Sigs.	-	1	-	-	1
TOTAL	3	3	2	-	8
TOTAL	69	14	12	-	95

P.T.O.

PAPER and CARDBOARD RETURNED TO BASE - WEEK ENDED 21 - 6 - 18.

Unit	Paper	Cardboard
C.R.A.	213 lbs.	77 lbs.
C.R.E.	145 "	152 "
2nd. Aust. Div. Sigs.	120 "	-
5th. Aust. Inf. Bde.	1228 "	428 "
6th. Aust. Inf. Bde.	2033 "	689 "
7th. Aust. Inf. Bde.	326 "	108 "
2nd. Aust. Div, Train	465 "	342 "
2nd. Aust. Pion. Bn.	-	19 "
2nd. Aust. M. G. Bn.	75 "	146 "
D.A.D.O.S.	69 "	-
A.D.M.S.	159 "	81 "
Camp Commandant.	45 "	-
TOTAL	4878 lbs.	2043 lbs.

JAM CARTONS ISSUED and RETURNED FOR WEEK ENDED 21st. JUNE, 1918.

Unit	Issued	Returned
D.H.Q.	176	228
Div. Artillery	1979	1738
Div. Engineers	363	325
Div. Sig. Coy.	186	---
5th. Aust. Inf. Bde.	1725	3138
6th. Aust. Inf. Bde.	1831	1738
7th. Aust. Inf. Bde.	1831	674
Divisional Train	380	593
2nd. Aust. Pion. Bn.	511	300
2nd. Aust. M.G. Bn.	500	480
D.A.D.O.S.	42	---
A.A.M.C.	459	424
A.P.M.	93	---
2nd. Aust. Mob. V, Sec	17	---
Div. Salvage Coy.	36	---
TOTAL	10131	9638

VALUE OF SALVAGE RETURNED TO SALVAGE COMPANY BY UNITS FOR WEEK ENDED 21 - 6 - 18.

Divisional Headquarters			
Divisional Artillery			
Divisional Engineers	891	6	0
Divisional Signal Company		N 1	1
5th. Aust. Inf. Brigade.		N 1	1
6th. Aust. Inf. Brigade.	799	3	2
7th. Aust. Inf. Brigade.		N 1	1
2nd. Aust. Pioneer Battalion.	412	2	10
2nd. Aust. Div. Train	61	11	0
2nd. Aust. Machine Gun Battalion	41	12	0
A.A.M.C.		N 1	1
2nd. Aust. Mob. Vet. Section.	42	0	0
TOTAL	£1947	15	0

DELOUSING

A convenient and effective method of delousing clothing and blankets has recently been tried with excellent results. This is the "RUSSIAN DELOUSING CHAMBER" which can be made by a Battalion in two days, or with experience in one day.

O.C. Units are enjoined to take up this method of dealing with the source of so much disease and consequent personnel wastage.

Captain H. RAYSON, M.C., O.C. 1st. Australian Sanitary Section can supply full particulars. These chambers may be inspected at any of the following places :-

- 1.- ST. GRATIEN (No. 1 Sanitary Section).
- 2.- Corps F.P. Compound (Sheet 62E, L. 18, a. 9, 4., POULAINVILLE-AMIENS Road).
- 3.- SALEUX - No. 77 Sanitary Section.

G A SC A S U A L T I E S

The following table shows the number of gas shells reported to have fallen in the Divisional Sector from 11-5-18 to 16-6-18 and gas casualties sustained in that period :-

Period	No. of shells	No. of Casualties,
Week ended 19-5-18	1800	16
" " 26-5-18	2500	165
" " 2-6-18	11000	336
" " 9-6-18	9500	46
" " 16-6-18	3200	21

SELF INFLICTED WOUNDS

It has been discovered that in some cases soldiers are wounding themselves by firing a rifle bullet through a filled water-bottle and through the leg or arm.

The water bottle prevents the blackening of the flesh, and the small particles of blue enamel which are blown into the wound make certain of a long stay in hospital.

These cases are to be closely watched for, in order that the offenders will not escape the just punishment due to them.

P.T.O.

ENGINEER STORES.

The total quantity of engineer stores issued for Divisional uses during period in line, May 8th. - June 18th. 1918 amounted to to 582 tons of an approximate value of £13,030/-/-.

Principal items were :-

	No.	Value, £.
Sandbags	96,500	4221
Barbed wire coils	6,077	2430
Mining sets complete	2,055	2333
Screw pickets, medium	16,053	935
Curved corrugated shelter "Large English Type", sheets	775	640
Rolled steel joists (for deep dugouts).	519	376
Screw pickets, long	4706	372
Corrugated iron, sheets	1468	248

Imadman
 Lieut-Colonel,
 A.A. & Q.M.G.,
Second Australian Division,

18	
183	
338	
48	
18	

in some cases soldiers are
 killed through a rifle bullet through a
 hole in the top of the helmet.
 The blackening of the flesh
 and the small particles of bone which are blown into
 the wound cause a long stay in hospital.
 These cases are to be closely watched for, in order
 that the offenders will not escape the just punishment due to

SECOND AUSTRALIAN DIVISION.
=====

Divisional Headquarters
23rd. June, 1918.

13/75.

C.R.A.
C.R.E.
2nd. Aust. Div. Sig. Coy.
5th. Aust. Inf. Brigade.
6th. Aust. Inf. Brigade.
7th. Aust. Inf. Brigade.
2nd. Aust. M. G. Bn.
2nd. Aust. Div. Train.
2nd. Aust. Pioneer Bn.
A.D.M.S.
D.A.D.V.S.
Camp Commandant.

The following copy of a letter received from D.A.G., A.I.F. is forwarded for information and action :-

" With reference to A.I.F. Orders 895 and 938 it has been decided that in future no officer above the rank of Lieutenant is to be selected for training as Flying Officer (Pilot) and Flying Officer (Observer).

Divisions and other units will therefore not submit the names of officers above the rank of Lieutenant to the D.A.A.G., A.F.C. for selection.

The D.A.A.G., A.F.C. will remove from his list of recommended applicants the names of any officers above the rank of Lieutenant".

Major,
D. A. A. G.
Second Australian Division.

SECOND AUSTRALIAN DIVISION.

Divisional Headquarters,
24th. June, 1918.158/188.

C.R.E.
 2nd. Aust. Div. Sig. Coy.
 5th. Aust. Inf. Brigade.
 6th. Aust. Inf. Brigade.
 7th. Aust. Inf. Brigade.
 2nd. Aust. M. G. Bn.
 2nd. Aust. Div. Train.
 2nd. Aust. Pioneer Bn.
 A.D.M.S.
 D.A.D.V.S.
 A.P.M.
 2nd. Aust. Div. Salvage Coy.
 Camp Commandant.

The Corps Commander finds that horse watering parades are not being carried out in accordance with orders and with a lack of discipline that constitutes a grave danger, and directs that these parades shall be immediately organised on a proper system.

Divisions will be responsible for the conduct of horse watering parades at water points within the areas policed by them.

List of watering points in this Divisional Area as follows :-

LOCATIONS -

G.32.c.95.10.	H.23.a.4.4.
H.18.a.0.3.	H.17.b.95.20.
H.35.a.0.0.	H.17.c.85.55.
H.35.a. Central	
H.18.a.0.3.	
H.28.c.8.1.	H.28.d.3.4.
H.30.d. Central	H.24.c. Central
H.24.d.1.8.	H.22.b.2.3.
H.22.b.7.3.	

Units will advise this office by 12 noon on 26th. inst., the watering points used by them.

A mounted Officer assisted by two Other Ranks will be placed on duty at each watering point. These Officers will act directly under the orders of the Divisional Staff.

Each Officer in charge of a watering point will be provided with a list of units watering at his water point. He will be in possession of a copy of the Army Standing Orders on the subject of watering, and will bring to the notice of the Division any unit failing to comply with these orders. The Divisional Commander will then cause the necessary disciplinary action to be taken.

P.T.O.

SECOND AUSTRALIAN DIVISION.

Divisional Headquarters,
25th. June, 1918.

ADMINISTRATIVE MEMORANDUM No.211.

Issued with General Staff Warning Order No.G.3/1/903
of 24th.Juno,1918.

BILLETING. Parties will report in advance to make the
necessary arrangements for billeting prior to
arrival of troops.

AREA. The following is a list of Area Commandants in
"A" Divisional Area :-

- CAMON - Capt.C.H.PERKINS,Aust.Corps
Cyclist Battalion.
- GLISY.- Liout.J.A.B.CHURCHILL,38th.Bn.
To be relieved by an Officer
detailed from 5th.Aust.Inf.Bde.
- BLANGY-TRONVILLE - Liout.W.H.WILKINSON,37th.Bn.
To be relieved by an Officer
detailed from 6th.Aust.Inf.Bde.

MOBILE ECHELON Full Echelons will be carried.

AMMUNITION RAILHEAD - SALEUX and FLESSELLES.
A.R.P. Artillery Sh.62D. N.19.d.4.6.
A.R.P. S.A.A. and Grenades M.2.b.4.2.
Advanced Divisional Reserve Dump N.22.d.6.5.

The Divisional Bomb Officer will be located
at the A.R.P. - M.2.b.4.2. to whom all indents
for ammunition will be sent.

Brigade and Battalion reserves will be left
on wheels and guides will be detailed for the
following duties :-

- (a) From A.R.P. to Brigade Mobile Reserve
- (b) From Brigade Mobile Reserve to Battalion
Mobile Reserve.
- (c) From Battalion Mobile Reserve to Companies.

When they arrive in the area the guides will
at once reconnoitre the routes, including an
alternative track, for the duty to which they
have been allotted.

Brigades will advise Divisional Headquarters
the locations selected for Brigade and Battalion
Mobile Reserves.

In addition to the dumps mentioned above
dumps have been established in the defensive
systems as in Appendix "A"

P.T.O.

SUPPLIES

RAILHEAD

AILLY-sur-SOMME.

Supply arrangements as in Appendix "B".

TRANSPORT

Transport will as far as possible be Brigaded as laid down in Administrative Memorandum No.201.

BAGGAGE

Kits will be dumped prior to moving into the line and stored by Brigades in accommodation unsuitable for billeting men. A small guard will be left in charge of packs: Location of dumps will be notified to Divisional Headquarters.

AREA STORES

All area stores including all tents and trench shelters will be handed over.

A statement of stores handed and taken over will be forwarded to Divisional Headquarters within 48 hours after relief.

ORDNANCE

D.A.D.O.S. will remain at present location BOIS de MAI.

Brigades will notify D.A.D.O.S. of suitable locations as Refilling Points for Brigade Groups.

BATHS.

Are located as follows :-

BLANGY-TRONVILLE - Sh.62D.N.22.b.9.3.
Capacity 60 men per hour.

LAMOTTE - P.O.W.Cage N.14.c.4.4.
Capacity 90 men per hour.

The Divisional Clothing Store will be at LAMOTTE Baths and supplies of clean clothing can be obtained by Units from this Store.

The Divisional Baths Officer will arrange to withdraw his personnel from Baths in Support Divisional Area and relieve one N.C.O. and seven Other Ranks of 9th. Aust. Inf. Brigade at LAMOTTE Baths.

Dehousing Chambers are situated at BLANGY-TRONVILLE baths and GLISY, and one is almost complete at LAMOTTE Baths.

Units may have their blankets and clothing de-loused by arrangement with Town Major at each place.

REINFORCEMENTS

Railhead - PERNOIS.
Reinforcement Wing - BERTEAUCOURT.
Corps Staging Camp - VAUX-en-AMIENOIS
Divisional Staging Camp - M.10.d.6.2.

7th. Aust. Inf. Brigade will detail an Officer to take over Divisional Staging Camp on 28th.instant.

Nucleus personnel will be in vicinity of RIVERY.
Kits for men proceeding from Corps Reinforcement Staging Camp to Divisional Staging Camp will be off-loaded from motor lorries at M.16. CAMON (Church)
O.C.Divl.Staging Camp will arrange transport to Staging Camp.

BURIALS.

Cemeteries are established at :-

O.30.c.2.2.
O.28.c.8.5.
N.39.c.3.5.
N.28.a.1.8.

Each Brigade will detail five Other Ranks to report to Divisional Burial Officer at Church BLANGY-TRONVILLE at 10 a.m. on 23th instant; where possible the same personnel as in previous area.

RESERVE and SUPPORTING POINT RATIONS

Rations and water are situated as shown in Appendix "C".

These rations will be taken over on relief and a statement showing location and contents of each dump will be forwarded to Divisional Headquarters with statement for Area Stores.

WATER.

Water Points, wells and horse troughs are situated as shown in Appendix "D".

All water must be chlorinated at source of supply.

Units will notify Divisional Headquarters within 24 hours of relief, the horse watering points used by them.

SALVAGE.

The Divisional Salvage Officer will arrange relief mutually.

Vehicles returning empty from the forward area will return with salvage. Dumps will be located near Refilling Points.

CANTEEN

The Divisional Canteen will be at CAMON.

The Canteen Officer will arrange relief mutually with 3rd. Australian Divisional Canteen Officer. Relief to be completed by 28th instant.

O.C. 2nd. Aust. Div. Mobile Veterinary Section will arrange relief mutually. To be completed by 28th instant.

WORKING PARTIES.

List of these will be issued separately.

TRAFFIC CONTROL and STRAGGLER POSTS.

The A.P.M. will arrange to take over Traffic Control, Policing and Straggler Posts of "A" Divisional Area.

PRISONERS OF WAR.

These will be handed over to A.P.M. at GLISY.

J. M. ...
Lieut-Colonel,
A.A. & Q.M.G.,
Second Australian Division.

P.T.O.

64

APPENDIX "A"

AMMUNITION AND RESERVE RATION DUMPS. "A" AREA.

Dump No.	Location Sheet 62D.	S.A.A.	GRENADES					T.M.C.	Remarks
			No.23	No.36	No.55	No.57	No.27		
<u>Forward System.</u>									
1.	P.25.a.2.9.	20,000	200	200	-	200	-	-	
2.	0.24.c.4.5.	20,000	200	200	-	200	-	-	
<u>Left Sector.</u>									
3.	0.24.c.2.3.	20,000	200	200	-	200	-	-	
4.	D.28.b.8.8.	20,000	200	200	-	200	-	-	
5.	0.28.a.3.5.	40,000	400	400	-	200	-	-	
6.	0.29.c.2.7.	20,000	200	200	100	200	-	Keep F,-	
7.	0.22.c.7.0.	20,000	200	200	-	200	-	250	
8.	0.29.b.2.2.	-	-	-	-	-	-	250	
9.	0.29.b.4.4.	40,000	-	-	-	-	-	M.G.Strong Point.	
<u>Right Sector.</u>									
10.	0.29.d.6.7.	20,000	200	200	-	200	-	-	
11.	0.29.d.75.70.	20,000	200	200	-	200	-	-	
12.	0.35.a.8.2.	20,000	200	200	-	200	-	-	
13.	0.35.a.6.7.	20,000	200	200	-	200	24	Keep A.-	
14.	0.35.a.8.8.	20,000	200	200	-	200	24	Keep B.-	
15.	0.29.c.65.35.	20,000	200	200	-	200	24	Keep C.-	
16.	0.34.b.9.7.	20,000	200	200	-	200	24	Keep D.-	
17.	0.34.c.8.4.	20,000	200	200	-	200	-	250	
18.	0.34.a.7.1.	20,000	200	200	-	200	-	-	
19.	U.3.b.8.1.	20,000	200	200	-	200	-	-	
20.	0.27.d.2.4.	40,000	400	400	100	400	-	300	
21.	0.36.a.6.4.	40,000	48	48	20	48	12	Machine Gun	
22.	0.35.c.5.4.	40,000	48	48	20	48	12	Strong Point.	
23.	U.2.b.1.8.	40,000	48	48	20	48	12	-do-	
<u>AUBIGNY System.</u>									
24.	0.20.d.8.0.	30,000	200	200	-	200	-	-	
25.	0.26.b.8.0.	40,000	400	400	100	400	100	-	
<u>Left Sector.</u>									
26.	0.27.a. Central	40,000	48	48	20	48	12	M.G.Strong Point.	

116 APPENDIX 30

Handwritten signature

Second Ammunition Division
 V.V. & C.M.G.
 1918

APPENDIX "A" (Continued).

	Dump No.	Location Sheet 62D.	S.A.A.	G R E N A D E S					T.M.C.	Remarks.
				No.23	No.36	No.35	No.34	No.27		
<u>AUBIGNY SYSTEM</u>	27.	O.26.c.9.3.	60,000	400	400	100	400	100	-	
(Continued).	28.	O.32.a.0.4.	40,000	200	200	-	200	-	-	
Right Sector.	29.	O.31.c.8.3.	20,000	200	200	-	200	-	-	
	30.	N.36.b.5.6.	20,000	-	-	-	-	-	-	
	31.	O.27.c.7.4.	40,000	48	-	20	48	12	-	M.G.Strong Point.
	32.	O.32.a.8.4.	40,000	48	-	20	48	12	-	M.G.Strong Point.
	33.	U.1.b.6.8.	40,000	48	-	20	48	12	-	M.G.Strong Point.
	34.	T.6.b.2.2.	40,000	48	-	20	48	12	-	M.G.Strong Point.
<hr/>										
<u>BLANGY SYSTEM</u>	35.	N.22.d.7.6.	20,000	200	200	-	200	-	-	
	36.	N.29.c.1.8.	20,000	200	200	-	200	-	-	
	37.	N.34.d.5.7.	40,000	200	200	-	200	-	-	
	38.	N.27.b.6.5.	40,000	200	200	100	200	100	-	
	39.	N.21.a.8.4.	60,000	-	-	-	-	-	-	
	40.	T.3.b.5.2.	40,000	-	-	-	-	-	-	
<hr/>										
<u>Divisional Forward Reserve Dump.</u>	41.	N.22.d.6.5.	250,000	1,000	1,000	500	1,000	200	-	

P.T.O.

64

APPENDIX.

30 117

APPENDIX "C".

GENERAL PURPOSE OR BARRAGE RATIONS.

LEFT SECTOR -

Sheet 62D.	P.25.a.2.9.	<u>Iron Rations.</u>	
	0.24.c.4.5.	500	
	0.24.c.2.3.	100	
	0.28.b.8.8.	500	
	0.22.c.7.0.	400	
	0.29.c.2.7.	500	
		<u>100</u>	2100

RIGHT SECTOR -

Sheet 62D.	0.29.d.6.7.	432	
	0.27.d.2.4.	480	
	0.34.c.8.4.	528	
	0.34.a.7.1.	480	
	U. 3.b.8.1.	480	
	0.29.d.7.7.	480	
	0.35.a.8.2.	144	
	0.35.a.6.7.	96	
	0.35.a.8.8.	96	
	0.28.c.6.3.	96	
	0.34.b.6.7.	96	
		<u>3400</u>	

MACHINE GUN STRONG POINTS.

0.29.b.4.4.	120	
0.36.a.6.4.	40	
0.34.d.9.0.	40	
0.32.c.8.1.	40	
0.32.a.8.4.	40	
0.27.a.Cent.	40	
0.27.c.7.4.	100	
T. 6.b.2.2.	40	
U. 1.b.6.8.	40	500
		<u>6000</u>

SUPPORTING POINT RATIONS.

Sheet 62D.	N.34.d.5.7.	576	<u>BISCUITS.</u>
	N.29.c.1.9.	576	480
	N.22.d.7.6.	576	480
	N.27.b.6.5.	528	440.
	Total.	<u>2,256.</u>	1,880.
	Equals:	3,000	Iron Rations.

NOTE :

Water is stored in the above locations at the rate of half a gallon for each ration.

P.T.O.

LOCATION OF WELLS.

SOURCE	LOCATION.	Number of measures of B.P.	REMARKS
LONGUEAU.			
Well.	Rear of Ecole de Filles	1.	
	Billet No.31 Rue du Corbio.	1.	
	" No.21 " " "	1.	
	" No.23 " " "	5.	Not to be used.
(Pump).	" No. 2 Rue des Reservoir	1.	
	" No. 1 Rue d'Eglise	1.	
	" No.19 Rue du Corbio	1.	
	" No.14 " " "	1.	
(Pump).	" No.23 Rue d'Eglise	4.	Not to be used.
"	" No.38 " " "	1.	
	" No.34 " " "	1.	
	" No.40 " " "	2.	
(Pump).	Rue de Aubir	1.	
	Rue de Corbio, Billet No.22	1.	
	" " " " No.24	1.	
(Pump).	Rue des Reservoirs " No.30	2.	
"	" " " " No.26.	2.	
"	Rue de Aubir " No.25	1.	
Public Well.	Rue de Glisy	1.	
	Billet No.3 Main Street	1.	
	" No.4 " " "	1.	
	" No.26 " " "	1.	
	Rue d'Eglise, Billet No.31.	1.	
	Railway Station	2.	
	Billet No.19 Rue Glisy	1.	
LA MOTTE BREBIERE.			
(Well)	Billet No.2.	1.	
	" No.4.	2.	
	" No.5.	1.	
	" No.6.	1.	
	" No.9.	1.	
	" No.10.	4.	Unfit for use.
	" No.22.	2.	
	" No.23.	1.	
	Farm 25 and 26	1.	
	Estaminot 900	1.	
	Cottage off No.27.	1.	
	Billet No.28.	1.	
	Tank (3000 Galls) on stand - Rain water - Tested.		
	Requires 2 measures B.P.		
(Well).	Billet No.18	1.	
(Public Well).	"	4.	Unfit for use.
	Billet No.1.	1.	
	No.27.	1 1/2.	
(Public Well)	Near Church	1.	
	Rear of Church.	3.	
(Well).	Small Chateau	2.	

APPENDIX "D" (Contd).

Location of Wells (Contd).

<u>SOURCE</u>	<u>LOCATION</u>	<u>Number of measures of B.P.</u>	<u>REMARKS.</u>
<u>BLANGY-TRONVILLE</u>	No.58.Pontoon Bde.	1.	
(Well).	4th.Pion.Dugouts	1.	
(Well)	Billet	1.	
(Public Well).	Brigade Headquarters	1.	
(Well).	Billet Ni.	1.	
(Pump).	Rail. Caretks.Res.	2.	
"	4th.Fld.Coy.Billet	1.	
"	172 Coy.R.E.	1.	
"	A.Bty. R.F.A.	1.	
	172 Coy. R.E.No.	1.	
	182 Tunn. Coy. NO.	1.	
	N.29.d.2.4.	2.	
	On Corbie & Blangy Rd.	1.	
	Well (Pump).	1.	
<u>VILLERS BRETONNEUX.</u>			
(Public Well).	No.31. Near Saw-Mill.	3.	
(Well).	Bois l'abbe (Pump plant)	2.	
	windless erect broken).		
(Well).	P.O.W. Cage.	2.	
"	Bois l'Abbo in Abbey.		
	(unfit).	7.	

H O R S E W A T E R I N G T R O U G H S .

HORSE TROUGHS - have been erected at the following locations :-

Sh.62D. N.20.a.8.2.
 N.23.a.8.1.
 M. 3.c.4.0.
 M.18.b.6.2.
 N.13.c.4.6.
 N.21.a.45.35.
 N.13.d.7.5.
 N.13.d.3.4.
 N.13.c.50.45.

SECOND AUSTRALIAN DIVISION.

Divisional Headquarters,
26th. June, 1918.

5th. Aust. Inf. Brigade. Copies to :- Area Commandant BLANGY-TRONVILLE.
6th. Aust. Inf. Brigade. -do- GLISY.
7th. Aust. Inf. Brigade. C.R.E., S.S.O., 2nd. Aust. Division
***** C.R.A. 3rd. Aust. Division, Div. Burials & Rec. Off.

In accordance with ADMINISTRATIVE MEMORANDUM No. 211 of 25 - 6 - 18, the following permanent working parties will be detailed :-

To report to	Time	Date June 1918.	Place	Detail Off. C.R.	Unit to Supply.	REMARKS.
Area Commandant BLANGY-TRONVILLE.	10 a.m.	28th.	BLANGY-TRONVILLE	6	6th. A.I. Bdo.	Sanitation
Area Commandant GLISY.	10 a.m.	28th.	GLISY	1	7	6th. A.I. Bdo. Sanitation
6th. Field Company	9 a.m.	29th.	N. 22. a. 9. 2.	1	20	6th. A.I. Bde. For forestry work.
S.S.O. 2nd. Aust. Div.) Q.M.S. HOGAN ")	10 a.m.	28th.	CAMON Gardens.	8	7th. A.I. Bdo.	(Vegetable Garden work Same men that were on this work formerly if possible, they were of 28th. Bn.)
C.R.A. 3rd. Aust. Div.	10 a.m.	28th.	GLISY Dugouts	16	6th. A.I. Bdo.	For boxing & loading shell cases.
Div. Burials and Recording Officer.)	10 a.m.	29th.	2nd. Div. H. Q. GLISY Dugouts.	15	5th., 6th., 7th. A.I. Bdes	5 men from each Bdo. Same men that were on this work in former area if possible. (As per Ad. Memo. 211).

D. Bushell

Major, D. A. A. G.
2nd. Aust. Division.

Appendix 31

64

APPENDIX.

31/22

SECOND AUSTRALIAN DIVISION.

Divisional Headquarters,
26th. June, 1918.

ADMINISTRATIVE MEMORANDUM No.212.

FOURTH ARMY "A. & Q." NOTES, for a long time past, shew the SECOND AUSTRALIAN DIVISION in a bad light as regards :-

- 1.- Sick percentage admitted to Field Ambulance.
- 2.- Sick percentago, all ranks, evacuated to Base.

As a rule the ovacuations to the Base are very little lower than the admission to Field Ambulance.

The average weekly evacuation to Base of Australian Divisions, for the past two months, works out as follows :-

2nd.Aust.Division.	1.33.
3rd.Aust.Division.	1.28.
4th.Aust.Division.	.81.
5th.Aust.Division.	.79.

This is very unsatisfactory and cannot be accounted for by the influenza epidemic. Sick rate to a large extont must be regarded as a disciplinary matter as the comfort and well being of the mon depends on the Battalion and Company Officers and has a direct bearing on the sick rate. Under the present regulations sick cannot be kept for more than 48 hours with the unit, but it is considered that many cases which could be kept if suitable accommodation were placed at R.M.O's disposal by the Battalion Commander, are being evacuated to Field Ambulances, who also can only keep cases for 48 hours.

It will be seen that even if the regulations are strictly adhered to by both R,M,O and Field Ambulance that a period of at least 96 hours (twico 48) will elapse before it is necessary to evacuate slightly sick cases. By that time the majority of these cases would be fit for light duty and so avoid evacuation from the Division.

When in the line arrangements will be made to keep slight sick for 48 hours in neighbourhood of Transport Lines, under a Medical Officer detailed by A.D.M.S. from a Field Ambulance.

This question of evacuation to Base of slightly sick is a most important one as it usually takes a long whilo for them to get back to their Unit. It is thorefore essential that all combatant Officers as well as R,M,O's. should carefully consider the matter and take all steps possible to avoid this constant wastago.

J. Macnamara
 Licut-Colonel,
 A.A. & Q.M.G.,
 Second Australian Division,

These Notes are to be shown to the G.O.C. Formation.

SECRET.

Copy No. 39

FOURTH ARMY B A & Q NOTES.

25-6-18.

458. SUMMARY OF SICKNESS DURING WEEK ENDING 22-6-1918.

FORMATION.	Sick percent- age all ranks admitted to Fld. Amb'ces.	Sick percent- age all ranks evacuated to the Base.	Number of cases of principal cause of sick admission.	Number of cases of Trench Foot admitted to Fld. Ambulances.
Corps & Army Troops	.73	.52	-	-
<u>III CORPS:</u>				
2nd Cav. Divn.	1.24	.22	P.U.O. 25	-
18th Divn.	1.25	.49	P.U.O. 64	-
47th "	1.25	.69	P.U.O. 90	-
58th "	2.15	.92	Influenza 130	-
<u>VIII CORPS:</u>				
* 8th Divn.	2.88	.12	-	-
* 21st "	.64	.02	-	-
<u>XIX CORPS:</u>				
30th Divn.	4.93	-	Malaria 50	-
33rd Amer. Divn.	.75	-	Mumps 17	-
66th Divn.	.51	-	P.U.O. 7	-
27th Amer. Divn.	.53	-	P.U.O. 7	-
82nd "	.12	-	Mumps 18	-
<u>XXII CORPS:</u>				
57th Divn.	1.00	.38	-	-
<u>AUST. CORPS:</u>				
2nd Aus. Divn.	1.42	.79	P.U.O. 109	-
3rd " "	1.63	.82	P.U.O. 174	-
4th " "	.90	.68	P.U.O. 56	-
5th " "	1.81	.99	P.U.O. 79	-
TOTAL	1.07	.53		

Divisions in XIX Corps and XIX Corps Troops are evacuating direct to Base.

* Joined Fourth Army during week.

∅ Left Fourth Army during week.

Influenza is still prevalent, but the cases are mild.

Sick percentage in all Armies for week ending 15-6-18.

Army.	Admitted to Field Ambulances.	Evacuated to the Base.
First	1.40	.70
Second	1.93	.22
Third	1.33	.96
Fourth	.93	.79

JL.

WASTAGE IN HORSES WEEK ENDING 20-6-18.

FORMATION.	Number of animals on strength.	W A S T A G E.					Preventable Cases & principal Diseases.					
		Killed and destroyed.	Died.	Evacuated.	TOTAL.	Debility.	Colic.	Mange.	Cracked Heels.	Picked up Nail.		
ARMY TROOPS.	1137	-	-	18	18	2	1	1	-	1	4	
AUST. CORPS.												
Corps Tps & Arty.	11595	12	-	95	107	8	23	18	4	23	20	
2nd Aust. Division.	2853	2	2	10	14	-	1	-	1	2	3	
3rd " "	2843	5	3	12	20	3	1	-	1	5	3	
4th " "	2589	5	1	20	26	1	1	3	-	2	4	
5th " "	2423	2	1	17	20	-	5	-	-	3	3	
III CORPS.												
Corps Tps & Arty.	3198	2	2	13	17	18	2	-	-	6	21	
18th Division.	2780	1	-	14	15	1	-	2	-	5	7	
47th " "	3050	-	1	12	13	1	16	-	-	2	-	
58th " "	2601	3	-	10	13	1	-	1	-	3	4	
VIII CORPS.												
Corps Troops.	110	-	-	3	3	-	-	1	-	-	1	
8th Division.	2793	1	2	26	29	10	3	4	-	-	6	
21st Division.	2819	14	1	18	33	-	4	3	-	5	8	
XIX CORPS.												
Corps Tps & Arty.	437	-	-	6	6	2	-	1	-	-	-	
50th Div. less Arty.	527	-	1	3	4	-	-	-	-	-	-	
66th " "	890	-	-	12	12	3	-	-	-	1	1	
53rd Amer. Division.	772	-	-	-	-	-	-	-	-	-	-	
XXII CORPS.												
Corps Tps & Arty.	550	-	-	1	1	-	2	-	-	-	-	
37th Division.	2584	1	3	1	5	-	1	-	-	3	6	
TOTAL	46556	48	17	291	356	48	60	34	5	66	86	

The following Battle Casualties are included in the Wastage shown above:-

From shells:-

Killed. 22 Destroyed. 10

Wounded. 75

Total 107

From bombs:-

Killed. 1 Destroyed. 3

Wounded. 4

Total 8

Grand Total 115

Percentage of Wastage in all Armies for Week Ending 13-6-18

First Army	.79
Second Army	.81
Third Army	.62
Fourth Army	.69
Fifth Army.	-
Cavalry Corps	.53

460.

WASTAGE IN MULES WEEK ENDING 20-6-18.

FORMATION.	Number of Ani- mals on strength	W A S T A G E				Preventable cases and Principal Diseases.					
		Killed and destroyed.	Died.	Evacuated.	TOTAL.	Debility.	Colic.	Mange.	Cracked Heels.	picked up Nail.	Kicks.
ARMY TROOPS.	196	-	-	-	-	-	-	-	-	-	-
AUSTRALIAN CORPS.											
Corps Troops & Arty	3468	1	-	38	39	8	-	-	-	8	10
2nd Aust. Div.	1094	-	-	5	5	-	-	-	-	1	-
3rd " "	1022	1	-	2	3	-	-	-	-	3	2
4th " "	1274	1	-	4	5	-	2	-	-	1	-
5th " "	1457	3	-	6	9	-	-	-	-	2	2
III CORPS.											
Corps Troops & Arty.	477	1	-	2	3	-	-	-	-	1	2
13th Division.	1252	-	-	5	5	-	-	-	-	1	6
47th " "	1011	2	-	7	9	-	-	-	-	-	-
53th " "	1107	-	-	2	2	-	-	-	-	1	3
VIII CORPS.											
Corps Troops.	20	-	-	-	-	-	-	-	-	-	-
8th DIVISION.	854	-	-	5	5	2	-	-	-	-	-
21st " "	949	2	-	2	4	1	2	-	-	-	-
XIX CORPS.											
Corps Troops & Arty.	175	-	-	-	-	-	-	-	-	-	-
30th Divn. less Arty.	146	-	-	-	-	-	-	-	-	-	-
66th " " "	28	-	-	-	-	-	-	-	-	-	-
3rd American Division.	766	-	-	-	-	-	-	-	-	-	-
XXI CORPS.											
Corps Troops & Arty.	14	-	-	-	-	-	-	-	-	-	-
37th Division.	1133	-	-	3	3	-	-	-	-	-	-
T O T A L	16463	11	-	81	92	12	4	-	-	19	29

The following Battle Casualties are included in the Wastage shown above:-

From shells.	Destroyed,	Wounded.
Killed.	7	20
3		Total 30
From Bombs.	Destroyed.	Wounded.
Killed.	-	5
		Total 5
		Grand Total 35

Percentage of wastage in all Armies for week ending 13-6-18.

First Army	.46
Second Army	.42
Third Army	.43
Fourth Army	.35
Fifth Army	-
Cavalry Corps	.31

EL.

During the week 298 Remounts have been issued to units in the Army.

461.

REMOUNT SITUATION, 22-6-18.

FORMATION.	Demands outstanding.			Due from Base or to be drawn F.R.S.			Balance.			
	Rdg.	L.D.	H.D.	Rdg.	L.D.M.	H.D.	Rdg.	L.D.	H.D.	
Army Troops Units.	3	-	-	-	-	-	3	-	-	
<u>III CORPS:</u>										
Corps Troops.	2	-	-	-	-	-	2	-	-	
A.F.A. Bdes (Attd)	7	65	2	-	-	-	7	65	2	
Heavy Arty.	13	4	23	-	-	-	13	4	23	
16th Division.	28	30	-	-	-	-	28	30	-	
47th Division.	50	32	-	-	-	-	50	32	-	
47th Divn. Arty.	5	-	-	-	-	-	5	-	-	
<u>VIII CORPS:</u>										
Corps Troops.	2	4	3	-	-	-	2	4	3	
<u>XIX CORPS:</u>										
8th Division.	34	79	12	-	40	12	34	39	-	
8th Divn. Arty.	3	-	-	-	-	-	3	-	-	
30th Division.	6	10	-	-	-	-	6	10	-	
66th Division.	7	-	-	-	-	-	7	-	-	
<u>XXII CORPS:</u>										
Corps Troops.	11	2	-	-	-	-	11	2	-	
58th Division.	39	29	7	-	-	-	39	29	7	
<u>AUST. CORPS:</u>										
Corps Troops	19	4	-	-	-	-	19	4	-	
Aust. A.F.A. Bdes & Army Bdes attd.	22	78	-	-	-	-	22	78	-	
Heavy Arty.	9	29	88	-	-	-	9	29	88	
2nd Austn. Divn.	19	32	4	-	-	-	19	32	4	
3rd Austn. Divn.	39	39	-	-	-	-	39	39	-	
3rd Aust. D.A.	8	-	-	-	-	-	8	-	-	
4th Aust. Divn.	10	23	-	-	-	-	10	23	-	
5th Aust. Divn.	19	10	-	-	-	-	19	10	-	
5th Aust. D.A.	17	-	-	-	-	-	17	-	-	
<u>AMERICAN UNITS:</u>										
27th Amer. Divn.	70	-	-	70	-	-	-	-	-	
33rd " "	71	-	-	71	-	-	-	-	-	
Total for Fourth Army.	513	470	139	141	40	12	372	430	127	

During the week 298 Remounts have been issued to Units in the Army.

462. BROAD GAUGE RAILWAY CONSTRUCTION.

Week ending 22-6-18.

Line.	Estimated track mileage.	Track laid to date.	Percentage of ofwork completed.
PONT REMY Sidings.	2.25	2.25	98
VIGNACOURT shunting nock,	.3		35
Level Crossings -			
AILLY-sur-SOMME,			100
HANGEST.			100
VECQUEMONT Gun spur.	.29	.29	90
FLESSELLES (Alterations to Stn.)	.34		15
LONGPRE-AIRAINES Double Trackg.	3.4	3.2	97
AIRAINES ALLERY Double Tracking.	2.0	1.6	75
ALLERY-WIRY. " "	1.9	1.7	95
WIRY-FORCEVILLE " "	1.9	1.8	90
FORCEVILLE OISEMONT " "	1.2	1.2	95
OISEMONT HARTAINVILLE " "	3.7	0.2	55

* Awaiting Ballast.

462a. LIGHT RAILWAY CONSTRUCTION.

Week ending 22-6-18.

Line.	Grading completed to	Steel laid to	Ballasted to.
A.1.Line. *	X.22.a.0.0.	12.133 yards steels laid at Railhead	
A.2.Line.		62D.G.2.	
		136 yards steel laid	
		stone Spur H.7.d.3.3.	
		62D. 100 yards	
		Supply Siding H.10.c.6.8.	
		80 yards laid at Ammn.	
		Spur H.10.d.9.4.	
A.3.Line.			800 yards.
A.4.Line.	57D.U.27.a.1.0.	R.P.Loop, 62D.B.30.b.	
		4.6.	

* Passing tracks each 100yards, laid at 57E.W.24.a.3.9. X.13.d.1.5 and X.21.a.5.7.

463. TRAFFIC IN THE LONGPRE AREA.

Week ending 20-6-18.

	Actual number of trucks for each class, as under		
	Traffic received into the area.	Traffic loaded and off-loaded within the area.	Traffic despatched from the area.
Supplies. 	1,464	-	42
Ammunition. 	678	-	-
Stone. 	485	-	-
R.E.Stores. 	381	-	48
Coal 	13	-	-
Light Railway Material.	102	1	1
Broad Gauge Material.	117	6	-
Sand, Chalk, Mine Earth, etc.	249	37	39
Ambulance Trains despatched.	-	-	8

RB.

464. RETURN OF PERSONNEL MOVED BY RAIL IN THE LONGPRE TRAFFIC AREA.

	Number of Personnel	Officers	Other Ranks
Troop Moves (Outwards). Part 16th Amer. Engineer Regt.	81	24	844
Troop Moves (Inwards). 33rd Amer. Div. 129th Infantry.	711	667	15,205
Reinforcements arriving in the Area	648	62	2,026
All personnel despatched, not included in above headings.	-	372	6,095
Prisoners-of-War despatched to Base.	-	-	-
Miscellaneous Units arriving in the area.	-	67	2,370

465. WORK ON ROADS FOR WEEK ENDING 22-6-18.

Line.	Location.	Work.
QUERRIEU () Avoiding Road.	62D/H.21.b. to /H.23.b.	Chalk foundation - 98% completed. Fascine " - completed.
VILLERS BOGAGE-MOLLIENS-AU-BOIS-MONTIGNY Road.	62D/S.28.d. to /B.11.d.)	Resurfacing - 50% completed. Drainage - 20% completed. Tarring - 10% completed.
ST. GRATIEN X Roads to MONTIGNY X Roads.	62D/B.21.b.0.5. to /B.11.d.6.3.	Reconstruction of sides - 65% completed. Resurfacing $\frac{1}{2}$ width of road - 60% completed.
COISY-ALLONVILLE Road.	62D/A.27.c. to /G.11.b.4.3.	Resurfacing - 75% completed. Tarring - 45% "
LONG approach roads to new bridge.	57E/N.28.d. to /N.34.b.	78% completed.
POULAINVILLE Ammunition Cour.	62D/G.1.b.	Chalk foundation - 75% Completed. Gravel surfacing - 60% "
SALEUX stone cour.	62E/Q.36.a.	70% completed.
Lorry standings 82nd Squadron R.A.F.	62E/V.25.d.	95% completed.

466. ROAD METAL.

The following road metal has been received in Fourth Army Area during week ending 22-6-18.

Corps.	Nature.	Tons.
III & Australian.	Macadam,	3422.
	Slings	445
	Chippings.	278
	Gravel	227
		<hr/>
		4372
		<hr/>
Back Areas.	Gravel	928
		<hr/>
		Grand Total 5,300
		<hr/>

RB.

Number of Personnel	Officers	Other Ranks
1	1	101
2	2	102
3	3	103
4	4	104
5	5	105

MECHANICAL TRANSPORT.

The table below shows the M.T. Situation in the Fourth Army on 22-6-18.

The following abbreviations are used:-

L. 3-ton & 50-cwt. Lorries.

C. Caterpillars.

M. Motor Cars.

F. Four-wheel drive.

A. Ambulances.

Formation.	Type of vehicle.	Establishment.	No. off road owing to accident, shell fire & minor causes.	No. off road owing to overhaul.	No. off road awaiting spare parts.	Evacuated & demanded & awaiting replacement	Total number not available for duty.	Average No. of lorries employed daily.
FOURTH ARMY TROOPS.	L.	1032	67	72	18	3	160	726
	F.	82	1	14	1	-	16	
	C.	27	1	13	2	-	16	
	A.	200	12	9	4	-	25	
	M.	208	13	10	3	3	29	
AUSTRALIAN CORPS.	L.	1431	121	88	19	1	229	1046
	F.	138	2	1	-	-	3	
	C.	77	4	3	-	-	7	
	A.	84	10	4	-	-	14	
	M.	180	12	15	1	1	29	
VII CORPS.	L.	747	67	21	12	-	100	582
	F.	42	-	-	1	-	1	
	C.	33	1	-	1	-	2	
	A.	42	4	2	-	2	8	
	M.	110	9	4	1	1	15	
VIII CORPS.	L.	226	27	2	4	3	36	167
	F.	-	-	-	-	-	-	
	C.	-	-	-	-	-	-	
	A.	92	4	4	-	1	14	
	M.	59	4	4	-	2	10	
IX CORPS.	L.	178	16	110	5	-	32	138
	F.	27	-	3	-	-	3	
	C.	-	-	-	-	-	-	
	A.	53	4	2	1	-	7	
	M.	61	3	52	151	54	9	
XII CORPS.	L.	141	10	7	-	-	17	103
	F.	-	-	-	-	-	-	
	C.	-	-	-	-	-	-	
	A.	21	1	-	-	-	1	
	M.	80	1	2	-	3	6	
TOTALS.	L.	3755	308	201	50	7	574	2762
	F.	289	3	18	3	-	25	
	C.	137	6	18	3	-	25	
	A.	492	35	26	5	3	69	
	M.	698	42	40	6	10	98	

6A

APPENDIX. 33.130

EL

REPRODUCTION OF ORIGINAL DOCUMENT BY THE NATIONAL ARCHIVES

146

SUMMARY OF ECONOMY UNDERDRAWALS AT RAILHEAD.

WEEK ENDING 15-6-1918.

APPENDIX. 33.

FORMATION.	Strength over period.	Value of underdrawals.			D E T A I L.													
		£	s.	d.	Complete rations	Biscuit lbs.	Pres. meat. tins	Jam. lbs.	Tea. lbs.	Cheese. lbs.	Sugar. lbs.	Ba-con	Rice lbs.	Nut Oil lbs.	Milk lbs.	Atta lbs.	Hay lbs.	
18th Divn.	121,279	47	11	5	130	475	409	12	24									
39th "	31,358	-	-	-														
57th "	106,283	238	17	11	1656	250	729	485	5	42½	172	12½						
47th "	157,957	145	11	1	70	2250	1661											
58th "	106,116	65	2	11	95	100	953	14		48								
63th "	24,599	16	15	11		275	202											
2nd Aus. Divn.	152,274	109	9	4		3455	576											
3rd " "	153,297	271	17	6		5385	2589			192			142					
4th " "	159,639	170	11	4		3816											28,107	
5th " "	150,236	144	17	5		5325	120			50							4,473	
III Corps Tps.	108,945	4	10	3				4		39							700	
XIX "	9,715	20	16	4		905												
XXII "	15,556	18	2	6	174													
Aust. "	243,243	15	15	1									518					
Fourth Army Tps.	95,829	25	6	2		186	225							60	556			
Total	1,616,326	1,295	6	2	2,125	22,422	7,464	515	29	371½	172	12½	142	518	60	556	33,280	

JL.

49

469. ISSUES OF GUNS, CARRIAGES, MACHINE GUNS, AND TRENCH MORTARS FOR WEEK ENDING 22-6-18.

GUNS, HOWITZERS AND CARRIAGES.

NATURE.	Australian Corps.			III Corps.			XIX Corps.		
	Guns.	Carrs.	Complete Equipments.	Guns.	Carrs.	Complete Equipments.	Guns.	Carrs.	Complete Equipments.
18-Pdrs.	12	-	-	1	-	1	-	-	20
4.5" Hows.	1	-	-	-	-	-	-	-	5
60-Pdrs.	-	-	-	1	1	1	-	-	-
6" 26-cwt. How.	2	1	-	1	1	-	-	-	-
6" Mk. XIX guns	2	-	-	1	-	-	-	-	-
TOTAL	17	1	-	4	2	2	-	-	25

MACHINE GUNS.

Nature.	Aust. Corps.	III Corps.	XIX Corps.	XXII Corps.	Army Troops
Guns, Lewis .303"	361	36	78	-	14
" Hotchkiss "	-	-	8	-	-
" Vickers "	-	-	16	2	-
Machine Guns, St. ETIENNE Patt.	-	12	-	-	12
Total	361	48	96	2	26

TRENCH MORTARS.

Nature.	Aust. Corps.	XIX Corps.
3" Stokes T.M.	-	12
6" Nowton T.M.	2 barrels	12
Total	2 barrels	24

470.

DISTRIBUTION OF LABOUR BY COMPANIES (EXCLUDING AREA EMPLOYMENT COMPANIES) ON 22-6-18 + AVERAGE WORKING STRENGTH DURING THE WEEK.

Corps.	No. of Coys.	TRANSPORTATION.						CORPS.					
		Roads.		B.G.Rlys.		L.Rlys.		O.E.		Ord. Amn., etc.		Supplies, Salvage, etc.	
		Brit.	Cold.	Brit.	Cold.	Brit.	Col.	Brit.	Col.	P. O. W.	Brit.	Col.	P. O. W.
III	9	1	-	-	-	-	6 3/4	-	-	-	1 1/4	-	-
XIX	13 3/4	1 3/4	-	-	-	-	1	8	3	-	-	-	
XXII	-	-	-	-	-	-	-	-	-	-	-	-	
AUST. ARMY AREA.	23	4 1/2	-	-	2	-	15 1/4	-	-	-	1 1/4	-	
AREA.	13	2 3/4	3	1	1	-	1	2 1/2	-	1 1/4	3/4	-	
TOTAL.	58 3/4	10	3	1	1	2	-	24	10 1/4	3	3 3/4	3/4	
Total working strength.													
III	2229	249	-	-	-	-	1610	-	-	-	370	-	-
XIX	4167	333	-	-	-	-	285	2470	1079	-	-	-	
XXII	-	-	-	-	-	-	-	-	-	-	-	-	
AUST. ARMY AREA.	5846	1191	-	-	652	-	3691	-	-	-	312	-	
AREA.	3427	739	698	323	353	-	290	440	-	444	140	-	
TOTAL	15669	2512	698	323	353	652	-	5876	2910	1079	1126	140	

471.

AREA EMPLOYMENT COMPANIES RETURN

for week ending 22-6-18.

CORPS.	No. of Coys.	Effective strength.	Non-effective strength.	Working.
III	1	180	13	180
XIX	1	25	3	25
AUST. ARMY AREA.	2	499	79	494
AREA.	4	1130	102	1119
XXII	-	-	-	-
TOTAL	8	1834	197	1818

RB.

472. P.M.'s REPORT FOR WEEK ENDING 22-6-18.

	Army Troops	Towns in Army Area	III Corps	XIX Corps	XXII Corps	Aust. Corps	Total.
Stragglers (Battle)	-	-	-	-	-	-	-
" (Ordinary)	-	1	-	-	-	-	1
Absentees	-	1	6	30	-	63	100
Courts-Martial	-	-	11	4	1	43	59
Charges made by Military Police:							
On premises "Out of Bounds"	-	5	-	-	-	-	5
Looting	-	5	-	-	-	-	5
Leaving C.O. in search of plunder	-	4	-	-	-	-	4
Absent without leave	5	21	2	11	-	53	72
Drunkenness	2	-	3	24	-	4	33
Failing to salute	-	4	2	-	-	-	6
Improperly dressed	-	2	-	-	-	-	2
In estaminet during prohibited hours	-	-	-	-	-	-	-
Damage to crops	-	-	6	-	-	-	6
Gambling	-	-	3	-	-	-	3
Miscellaneous	-	4	11	14	-	27	56
Traffic Offences:							
Trotting on paved	-	-	-	-	-	-	-
Trotting H.D. horses	-	1	1	-	-	1	3
Riding on loaded vehicles	-	-	10	3	-	-	13
Leaving engine running	-	-	-	-	-	-	-
Vehicles unattended	2	-	-	-	-	-	2
Horses unrugged	-	-	-	-	-	-	-
Exceeding speed limit	2	-	1	4	2	12	21
Going against circuit	-	5	1	2	-	1	9
No "look-out" man	1	1	-	2	-	1	5
Exercising on main roads	-	-	-	-	-	-	-
No traffic maps or arrows	-	-	2	-	-	-	2
No bits	-	-	-	-	-	-	-
Riding one horse and leading two	-	-	5	-	-	1	6
Double banking	-	-	1	-	-	1	2
Civilians riding on box car	-	-	-	-	-	-	1
Reckless driving	-	-	-	-	-	-	1
Using non-lorry routes	-	-	-	-	-	-	-
No rear number plate	-	-	-	-	-	-	-
No "Duty Order"	-	5	-	-	-	1	6
Miscellaneous	-	5	1	-	-	-	6
Total	12	62	50	60	2	83	269

JL.

473. Venereal.

Total cases:

73.

France:

WARLOY 1, FORGES-les-EAUSE 2, THERY 1,
 FLIBEAUCOURT 1, LONGPRE 1, ST. VALERY 1,
 MESNIL VAL 1, CLAIRY 1, ABBEVILLE 2,
 AILLY-sur-SOMME 3, ST. LEGER 3, DURY 1,
 PICQUIGNY 1, VILLERS BOGAGE 1, HAVRE 1,
 TALMAS 1, ST. OURN 1, BERTEAUCOURT 2,
 ST. SAUVEUR 1, ALLONVILLE 1, ROUEN 1,
 AMIENS 2, SALEUX 2, NOYELLES 1, AUX-
 los-CHATEAU 1, VIGNACOURT 1, RIVEREY 2,
 CALAIS 1, RUBEMPRE 1, QUERRIEU 2,
 2 (21st Division, contracted in France: towns
 not stated),

Total 45

U.K.:

..

18

Relapses:

..

7

Unknown:

..

3

W. Australia..

..

1

Grand Total 73

Cases reported by Divisions, etc.-

A.H.Q.

III-Corps.

XIX Corps.

Aust. Corps.

3
 18th Div. 2
 47th " 1
 58th " 2
 Corps -
 Troops -1

18th Div. 2
 47th " 1
 58th " 2
 Corps -
 Troops -1

8th Div. 1
 21st " 2
 30th " 1
 66th " 1
 Corps -
 Troops 12

2nd Aus. Div. 13
 3rd " " 20
 4th " " 12
 5th " " 2

Total 3

Total 6

Total 17

Total 47

Grand Total 73

SALVAGE.

474.

Corps have salvaged from the French area and returned to the Salvage Ammunition Dump about 10 lorry loads of abandoned ammunition. From the Army Area 2123 eighteen pounder shells and 2,377 shells of other types have been salvaged.

A total of 246,008 shell cases have been collected and dealt with during the week.

The following articles of clothing were salvaged and sent to the laundry :-

Shirts 2755 Socks pairs 4449
 Pants 1952 Vests 475

The number of empty petrol tins collected is 634.

A total of 12,837 lbs of paper has been baled and despatched.

64

475.

CATERING.

The Instructor in Catering has visited the following Formations and units during the week ending 22nd June :-

A Battalion Machine Gun Corps.
65th Brigade R.G.A.

115th Siege Battery.

202nd " "

212th " "

118th " "

A Company, 11th Bn. Canadian Railway Troops.

No.4 " 13th " " " "

7th Battalion

Attention has again to be called to the necessity for the saving of dripping. Some units accomplish excellent results in this respect whilst others do nothing.

There is also noticeable in some cases a lack of system in dealing with rations, which leads to waste. This is due chiefly to the lack of trained cooks. and N.C.C.

During the week thirty officers and twenty two Warrant Officers/ have attended the one-day demonstrations at the School of Cookery.

476.

SODA WATER FACTORY.

Reference A & Q Note No. 457.-

The price of soda water is now 25 centimes per syphon.

477.

RULES FOR THE GUIDANCE OF THE MILITARY SECRETARY'S, ADJUTANT GENERAL'S AND QUARTERMASTER GENERAL'S BRANCHES OF THE STAFF, AND OF THE ADMINISTRATIVE SERVICES AND DEPARTMENTS, AT ARMY HEADQUARTERS.

A copy of the above, which has been circulated to all concerned, is attached.

Headquarters,
Fourth Army.
26-6-1918.
RB.

H. Holman

Major-General.,
D.A. & Q.M.G., Fourth Army.

49 ✓

**RULES FOR THE GUIDANCE OF THE
MILITARY SECRETARY'S, ADJUTANT
GENERAL'S AND QUARTERMASTER
GENERAL'S BRANCHES OF THE
STAFF, AND OF THE ADMINISTRATIVE
SERVICES AND DEPARTMENTS, AT
ARMY HEADQUARTERS.**

64

APPENDIX.

CONTENTS.

	PAGE.
Relations of Staff with Formations and Subordinate Commanders	3
General Principles for Guidance of Staff Officers	3
Relationship of the Staff towards Heads and Representatives of Administrative Services and Departments	4
Allotment of Duties to Individual Staff Officers	4
Organization of Administrative Machinery	5
Duties of A. and Q. Staff	5
Correspondence	8
Messages by Signal Service	10
Telephone Calls	14
D.R. Letter Service... ..	15
Circulation of Information	15
Acknowledgments	15
Despatch	15
Destruction of Papers	16
Office Routine	16
Typewriting	16
Orderlies	17
Economy in the use of Stationery and Office Stores	17
Rest for Officers and Clerks	17

TABLES.

	TABLE.
A. and Q. Staff and Administrative Services and Departments of the Army	A
Military Secretary's Branch	B
Adjutant General's Branch	C
Medical Branch	D
Provost Marshal	E
Camp Commandant	F
Assistant Chaplain General	G
Assistant Principal Chaplain	H
Graves Registration and Enquiries	I
Printing and Stationery Services	J
Administrative Commandant, Army Railheads	K
Quartermaster General's Branch	L
Supplies and Transport	M
Ordnance	N
Transportation	O
Army Labour Commandant	P
Deputy Director of Remounts	Q
Deputy Director of Veterinary Services	R
Postal Services	S
Branch Requisition Officer	T

RULES FOR THE GUIDANCE OF THE MILITARY SECRETARY'S, ADJUTANT GENERAL'S AND QUARTERMASTER GENERAL'S BRANCHES OF THE STAFF, AND OF THE ADMINISTRATIVE SERVICES AND DEPARTMENTS, AT ARMY HEADQUARTERS.

RELATIONS OF STAFF WITH FORMATIONS AND SUBORDINATE COMMANDERS.

1. The A. and Q. Staff and Administrative Services and Departments of the Army should be deservedly looked upon by Corps Commanders and their Staffs, and by the Commanders and Staffs of lower formations, as friends and helpers whose endeavour it is to foresee and provide for all contingencies, to find out what can be done to help the troops, to suggest ideas, and to keep the Army Commander constantly informed of the administrative needs of all formations in the Army. They should, individually and collectively, aim at having it said of them that they are "all out to help." They exist solely for the purpose of helping the troops to defeat the enemy. They can best render this help by providing promptly and at the right time everything that the troops need to enable them to defeat the enemy, not necessarily everything they ask for: a good Staff will know what is needed and what is not necessary.

GENERAL PRINCIPLES FOR GUIDANCE OF STAFF OFFICERS.

2. "The causes of friction in an Army cannot be altogether obviated, but it is possible for a good Staff to minimize them, and Staff officers must constantly endeavour to do so.

3. "Staff officers, as such, have no authority over the troops or services and departments, and though they are responsible for the issue of orders, it is essential that they should remember that every order given by them is given by the authority and on the responsibility of the authorized commander. This must always be made clear to the recipient of an order." (Staff Manual.)

4. Staff officers must not, therefore, use the personal pronoun when giving orders, e.g.:-
"I want so and so done" is wrong.
"The Army Commander directs (or wishes) that so and so be done" is correct.

5. "Staff officers must be unsparing in their endeavours to help the troops by every possible means in carrying out their difficult task; foreseeing and providing for obstacles and dangers that may arise; making clear what is required without ambiguity or possibility of misunderstanding; and ever careful to attend to the comfort of those under their General's command before thinking of their own.

6. "No unnecessary responsibility should be thrown on subordinate commanders. On the other hand, there should be no unnecessary interference with them in carrying out what is required of them.

7. "A verbal order is more likely to cause misunderstanding than a written one. Ambiguous and badly-worded orders are a fruitful cause of mistakes. When definite action is required a definite order should be given. When it is necessary to place a subordinate in a position in which he must act on his own judgment, the object to be attained must be made clear, and he should be furnished with all available information likely to be of use to him; but definite orders as to methods of action would be out of place. It must, however, be made clear whether the attainment of the object in view is to override all other considerations, such as loss of life, or not. In considering this important point, it must be remembered that great objects cannot be attained by half-hearted measures.

8. "The greatest help that it is possible for Staff officers to give to commanders and troops lies in the efficient performance of their Staff duties. They should, therefore, avail themselves of all legitimate means of facilitating and expediting their work, and should not seek out unnecessary hardships and dangers with a view to gaining personal distinction. On the other hand, when hardships and dangers legitimately fall to their lot, it becomes all the more incumbent on them to demonstrate by example that these have not been avoided on other occasions from unworthy motives.

9. "Secrecy as to plans and intentions is often advisable, and few matters call for more judgment in war than to know how much it is advantageous to make known and how much to conceal. Over-concealment tends to prevent intelligent co-operation; while if plans and intentions are allowed to be made known prematurely the enemy may gain valuable information from prisoners or spies, or by other means. Staff officers should always endeavour to obtain instructions from their superiors as to what

information it is advisable to make known to subordinate commanders; but at times they may have to use their own judgment. As a general guide, they must remember that unity of effort towards a common object cannot be attained if subordinates who may have to act on their own judgment are not told all that it is necessary for them to know.

10. "It is the duty of the Staff to offer advice to the commanders under whom they are serving when it appears likely that it may be of use. If the advice is declined, the commander's decision must be accepted without demur, and the fact that advice has been offered, or the nature of that advice, should never be mentioned to others, whatever result may ensue. Advice should only be tendered by or through the senior responsible Staff officer present.

11. "The relationship between officers serving on the Staff must be close and cordial. Though they may be organized in different branches, there must be only one Staff. It is essential that the officers of each branch of the Staff should have a good general knowledge of the duties of the other branches, so that they may know what assistance it is in their power to give and receive, and that any overlapping of work may be avoided.

12. "Officers attached to the Staff, but not actually appointed to it, are not Staff officers, and are therefore not empowered to act in the name of the authority to whose Staff they are attached, except when specially authorized to do so for some special purpose." (Staff Manual.)

RELATIONSHIP OF THE STAFF TOWARDS HEADS AND REPRESENTATIVES OF ADMINISTRATIVE SERVICES AND DEPARTMENTS.

13. "The relationship between the Staff and the heads and representatives of Administrative Services and Departments is generally similar to that between the Staff and the subordinate commanders.

14. "The Staff, under the responsible Commander, are charged with the issue to heads and representatives of Administrative Services and Departments of such instructions and information as to the requirements and movements of the troops as will enable the Services and Departments to carry out their functions, and with the co-ordination of all arrangements between the Services and Departments.

15. "In order that they may be in a position to appreciate what is possible, it is essential that the Staff should both understand thoroughly the working of the Services and Departments, and should consult with their heads or representatives when there is any room for doubt as to what can reasonably be undertaken.

16. "The heads and representatives of Administrative Services and Departments are the advisers of the Staff in regard to matters connected with their services, and are responsible for the provision of the requirements of the troops, in accordance with the instructions received through the Staff." (Staff Manual.)

ALLOTMENT OF DUTIES TO INDIVIDUAL STAFF OFFICERS.

17. "In order that the Staff may be enabled to carry out their duties smoothly and without waste of energy caused by overlapping and consequent duplication of work, it is necessary to allot definite responsibilities to each individual and then to group these individuals into an organized whole. At the same time the efforts of all must be combined towards the attainment of the common end, each group keeping close touch and co-operating with the remainder." (Staff Manual.)

18. The allotment of duties and grouping of the various officers given in Tables A—T has been drawn up to enable officers to work on a definite plan. "The organization so laid down will suffice for its purpose if the officers concerned have a good understanding of the general principles of Staff work and appreciate the need for combination.

19. "The officers of each section of a branch of the Staff must have at least sufficient knowledge of the work of other sections to enable them to understand how best to co-operate. Details of work not provided for in the allotment of duties herein given must be told off to individuals by the senior Staff officer of each branch.

20. "Although definite duties are allotted to individuals, or groups of individuals, in this organization, it is not to be inferred that a Staff officer's services are to be limited to the duties so allotted. In addition to his special duties, every member of each branch of the Staff is to be considered available for general duty when required." (Staff Manual.)

64 64

21. The secret of good organization lies in the sub-division and distribution of duties and in the delegation of work to a number of officers while, at the same time, retaining in one head responsibility, guidance and control, so as to ensure uniformity of method and continuous adherence to a well-considered and clearly defined plan or system.

22. On the march or in action, when the Army Commander is accompanied by a few Staff officers, the remainder being allotted to definite positions or localities, where they will carry out their work, those who accompany him must be in possession of information likely to be wanted regarding the functions of their branches, and will retain, in such manner as to facilitate easy reference, copies of all messages, instructions, or reports despatched by their branches, and originals, copies of, or notes from those received.

ORGANIZATION OF ADMINISTRATIVE MACHINERY.

23. The requirements of the future can only be met efficiently by the constant overhaul and adjustment of the whole of the administrative machinery outlined above, so that it may always be in complete working order. "Spare parts," without which machinery cannot stand a prolonged strain, must be provided by:—

- (a) Learners (must be B officers if additional to establishment).
- (b) Officers to assist the Staff by taking up and completing certain specific tasks.
- (c) Officers carefully noted as being able and fit:—
 - (i.) To carry out certain specific tasks which are likely to demand attention during active operations; or
 - (ii.) To replace regular Staff officers who may become casualties.

A "one man" organization cannot work satisfactorily. The test is that the machine shall continue to work efficiently, even if the principal or any other of the engineers working it is removed at any moment.

The machinery must also be devised to ensure that orders are obeyed. A note struck by A.H.Q. should produce the right sound at its terminal point, and the same results should be obtainable throughout the instrument.

If a note struck at A.H.Q. is struck in such a way that the terminal point is unable to interpret it or give it expression, it is the duty of the terminal point to represent the matter at once to A.H.Q., so that the necessary adjustment may be made.

Failing such intimation, A.H.Q. will expect, and will be justified in expecting, the result it desires to obtain.

The same principle applies to all formations and units.

It should not be necessary, and will not be necessary if the machinery of the A. and Q. Branches is good, to have to draw attention to orders which have been published. These Branches can best assist their Commanders by seeing that their orders and requirements are obeyed and met promptly and in the right spirit.

DUTIES OF A. AND Q. STAFF.

24. The D.A. and Q.M.G. is responsible to the Army Commander for the administration of the Army, and devotes himself to the consideration and carrying into effect of measures to ensure efficiency and progress in administration. He deals with any subject which requires special attention, refers to the Army Commander all questions of policy or importance which require the approval or notice of the Army Commander, and approves Army Routine Orders before they are printed.

25. In addition to performing efficiently the specific duties detailed in Tables A—T, the whole of the Staff must strive to:—

- (a) Relieve the Army Commander of anxiety regarding administrative details, and so enable him to devote his attention and energies to the task of defeating the enemy.
- (b) Reduce correspondence to a minimum, and to conduct that minimum on sound principles, so that officers may not be tied to their offices.
- (c) Ensure close and cordial co-operation between all branches of the Staff and Administrative Services and Departments and to make things work smoothly.
- (d) See that no part of the administration is a "one man show," but that everybody is doing his particular work, and doing it well.

- (e) Help the troops in every possible way.
- (f) Do as much as possible of the work of assistance and supervision out of doors.
- (g) Accept nothing as perfect, but to strive continually to better the conditions under which the troops live, and to initiate improvements.
- (h) Remember that it is not sufficient to issue orders: the important thing is to see that orders are obeyed.
- (i) Ensure that all concerned are at once informed of all matters which it is necessary or desirable for them to know.

26. As regards para. 25 (a), the object in view can only be attained by care, forethought, hard work and firmness; these will ensure good administration and the maintenance of discipline. Good administration implies special attention to the following points, which are not elaborated in any manuals or text books:—

- (a) Preparation of lists of officers who are qualified for appointments to, or promotion on, the Staff, so that the best men may be recommended for the posts for which they are most suited.
- (b) Preparation of lists of officers who are suited for the command of units and formations.
- (c) Training of "learners," in order to meet the demand for Staff Officers which will increase as the war goes on.
- (d) Prompt submission of recommendations for the immediate reward of all officers and men who show outstanding bravery and devotion to duty.
- (e) Holding of ceremonial parades at which officers and men who have earned rewards are decorated with fitting ceremony.
- (f) Careful allotment of leave vacancies, to ensure that a man never goes on ordinary leave until all those who have been longer in the country have had leave.
- (g) Development and encouragement of every possible measure to improve the physical and moral well-being of the troops, e.g., by the provision of recreation, bathing facilities, sufficient clean clothing, comfort on journeys to and from leave, good catering and cooking, good sanitation, vegetables, etc., etc.
- (h) Conferences held by the D.A. and Q.M.G.:—
 - (i.) Daily, during operations; on alternate days, in normal circumstances.
 - (ii.) Periodically.

The daily conferences are attended by the Chief Engineer or one of his Staff and by the senior officers of the A. and Q. Branches and of the Administrative Services and Departments.

They enable these officers to follow what is going on in the Army, to take an interest in the work as a whole, to discuss and settle all points as they arise and to clear up any doubtful points in connection with their own particular duties.

The periodical conferences are held whenever necessary, and are attended by representatives of Corps as well as by the officers concerned at Army Headquarters.

- The main objects of the conferences are:—
- (i.) To bring forward and discuss measures to improve administration generally;
 - (ii.) To note points which require special attention, as the result of defects which have come to light;
 - (iii.) To save correspondence, by discussion and elucidation;
 - (iv.) To impart information of a useful or interesting nature.

27. As regards paragraph 25 (b), correspondence is reduced by:—

- (a) The publication in Army Routine Orders of everything that is not of a secret or confidential nature.
- (b) "A. and Q. Notes."
- (c) "Fourth Army Standing Orders" (Adjutant General's and Quartermaster General's Branches).
- (d) "A. Notes" (Adjutant General's and Military Secretary's Branches).

28. The advantages of 27 (a) are:—

- (i.) That every formation and unit, to which minutes and circulars would otherwise have to be passed, is saved the registration, both in and out, of such correspondence.
- (ii.) That, similarly, every formation and unit is saved the typing and retyping, both of the originals and of forwarding minutes, which would otherwise have to be done, in order to pass on the correspondence.

- (iii.) Convenience of reference and record.
- (iv.) Certainty that all concerned have received necessary orders or information. Routine Orders are distributed to formations and units direct from the Press. The numbers of copies of Routine Orders can be increased, if required; this multiplication is a very simple matter.
- (v.) Certainty that new formations joining the Army are made acquainted with all matters which they should know; they are supplied on joining with A.R.O.s, A.S.O.s and A. and Q. Notes.

Army Routine Orders will normally be sent to the Press on Tuesdays and Fridays. Draft A.R.O.s from the various branches should therefore reach the Q. office on Mondays and Thursdays.

If there is any order which should be issued at once, the draft will be marked "Urgent," and the necessary printing will be done immediately.

Sufficient time has now elapsed for all concerned to have seen the form in which orders are required to be drafted. The greatest care should be taken in preparing the drafts so that they may be clear, definite and concise.

The editing of careless drafts takes up time and should not be necessary.

29. 27 (b) constitute a weekly compilation of returns, showing the state of health of men and animals; the Remount, M.T., Road, Railway and Labour situation; and hints and instructions on catering, salvage and any other matters of interest. They enable Commanders to see how their formations are situated as compared with others, and so tend to ensure uniformity and levelling up. They are accompanied by an "Army Administrative Situation Map."

30. 27 (c) contain the gist of all orders, memoranda, etc., of a permanent character which have been issued since this war began, and also embody experience which has been acquired during the war. They have been prepared with the object of abolishing the necessity for the preservation by each formation and unit of a mass of files and papers.

31. 27 (d) have been prepared with the same object as (c), to assist all officers dealing with the Branches named.

Headquarters of formations and units joining the Army will be supplied, on arrival, with copies of both publications direct from Army Headquarters, if they are not already in possession of the books.

Formations and units leaving the Army will retain their copies.

Both publications will be kept up to date by the issue from time to time in Army Routine Orders of any amendments and additions that may be found necessary.

A new edition, embodying these amendments and additions, will be published, if necessary, every six months.

Suggestions for the improvement of these orders, so as to make them of the utmost possible assistance to all concerned, will be welcomed and should be addressed to Fourth Army Q.

The standing orders on traffic control and on sanitation and water have also been issued in pamphlet form to all concerned.

The A. Branch will be responsible for the distribution of these books and for ensuring that a sufficient supply is always available.

32. As regards inter-office business at A.H.Q., the principle of Staff work on active service, namely, that writing should be reduced to a minimum, applies, and all unnecessary writing and noting in Army offices must be stopped. Time will often be saved and misunderstanding obviated by personal interviews (Staff Manual, page 13), and these personal interviews are to take the place of inter-office notes, that is to say, communications and discussions between the officers in one Staff office, or between the different Staff officers of one formation, will be verbal. The only exceptions will be:—

- (a) When the offices are widely separated and it is inexpedient to use the telephone.
- (b) When a record of opinions or statements is required. In the majority of cases, the decision arrived at contains all the record that is necessary.

33. Delays due to the absence of officers on outdoor duties can be obviated by arranging certain definite hours in the morning or evening for discussion or interchange of opinions, when such is necessary.

34. Writing is, however, necessary in connection with the issue of orders and instructions. Even when issued verbally, orders and instructions must be confirmed in writing.

35. The compilation, co-ordination and issue of all orders and instructions, except as mentioned below, is the duty of the General Staff.

36. The A.G.'s and Q.M.G.'s Branches draw up, if necessary in consultation with the Service Department affected, all orders regarding arrangements for which they are responsible.

- (a) For insertion in orders issued by the General Staff, or
- (b) For publication separately from orders dealing with tactical matters.

Other instructions regarding the working of Administrative Services and Departments are drafted and issued by the branch of the Staff concerned.

The General Staff Branch deals with questions relating to Medical Services so far as tactical dispositions are concerned.

The A.G.'s Branch deals with questions relating to Medical Services so far as sanitation, discipline and personnel are concerned.

37. Operation orders deal with all strategical and tactical operations, such as marches, protection, occupation of quarters, reconnaissance and battle. They include such information regarding supply, transport, ammunition, medical and other services of maintenance, as it is necessary to publish to the troops (see para. 36).

Detailed orders for such services, which it is not necessary for the troops to know, are issued only to those directly concerned.

When, however, it is necessary to issue orders for some definite operation of war, such as an attack, two orders are published, the first containing the general plan, and the second containing the detail connected with the collection of material and with all matters subsidiary to the main plan.

38. As regards para. 25 (c), it is essential that work should not be done in "watertight compartments." The General Staff, G.O.C., R.A., C.E., D.M.S., D.D.S. & T. and D.D.O.S. must see all administrative papers which are connected in any way with their work and will be consulted before any steps are taken or any orders are issued in connection with matters which concern them in any way.

39. Before dealing with any paper or question a Staff officer should ask himself the following questions:—

- (a) Ought the G.O.C. to see this or be informed of it?
- (b) Ought other branches to see this or be consulted?
- (c) Which of the heads of Services and Departments and which officers attached to Headquarters ought to see this or be consulted?

40. It is not sufficient to deal with the paper or question and to circulate or mention it subsequently to anybody likely to be interested. These questions must be answered categorically before the paper or question is dealt with.

41. The actual methods of carrying out certain duties detailed in the attached tables have been laid down in Standing Orders and in "A. Notes," which define, whenever possible, the methods of procedure which are not contained in official manuals, or which it has been necessary to compile from circulars, etc., or from the experience gained during the present war. All officers must know the orders and notes connected with their specific duties.

CORRESPONDENCE.

42. Heads of Administrative Services and Departments will correspond direct with branches of their own Services and Departments on purely technical questions.

43. All communications addressed to G.H.Q. and to Headquarters of formations will, however, be issued by the Branch of the A.H.Q. Staff concerned.

44. Parallel streams of correspondence must be stopped, i.e., the greatest care must be taken to ensure that formations do not receive several separate communications on the same subject from A.H.Q. The points raised by various Branches must be co-ordinated into one communication and issued by the Branch of the Staff concerned. There is, however, no objection to furnishing officers with copies of minutes which concern them, for early information, pending issue to formations of a co-ordinated communication.

45. The following rules regarding correspondence and office routine will be followed, in addition to those contained in S.O.s and A. Notes:—

- (a) Do not refer questions to Corps if the Army can dispose of them. Many queries can be answered straight off, or, if this cannot be done, a telephone query to Corps will probably clear up doubtful points.

64 64

(b) Do not necessarily copy out the whole of a communication received from G.H.Q. and forward it to Corps "for action" or "for information." Only those portions which concern Corps should be sent on, unless the remainder of the document is explanatory. Any doubtful points must be cleared up before sending on. As a rule, an A.R.O. will suffice. In either case, however, the number and date of the G.H.Q. communication must be quoted.

(c) Do not refer to G.H.Q. any matter which the Army can decide; and do not send to G.H.Q. a mass of reports, etc., but a precis only, and, in this case also, any doubtful points must be cleared up before sending on.

46. Do not merely "forward" everything which comes in either from G.H.Q. or from lower formations. It is for the Army Staff to weigh all matters carefully and to do all that is necessary to help both G.H.Q. and the lower formations.

Similarly, A.H.Q. must insist upon being treated in the same way by lower formations.

47. Cut down to a minimum the actual form of correspondence. The methods adopted now should approximate as closely as possible to those which will have to obtain when active operations in the open are resumed, that is to say, brevity and the considered and proper use of the telegraph and telephone must replace the slow methods of ordinary "peace" procedure, which are apt to creep in during stationary warfare.

48. Cut down all minutes and messages to the minimum number of words required to express your meaning. This is particularly necessary in the case of telegrams, which usually contain at least 25 per cent. more words than are necessary.

49. Adopt the direct method of address, e.g., "my telegram," "you will find," instead of "this office telegram," "your Division will find," etc.

50. Head minutes thus:—
"Your Q.100, dated 2-12-15,"

and not:—
"With reference to your," etc.

- 51. Number minutes.
- 52. Number paragraphs in all minutes.

53. Staff officers will sign correspondence connected with their own particular duties addressed to Corps, except when criticism is involved, in which case reference must be made to the D.A. and Q.M.G., who will obtain the approval of the Army Commander before the minute is sent out. Correspondence signed by them must, however, be signed "for D.A. and Q.M.G."

54. Do not attempt or presume to teach Commanders their duty, e.g., "Forwarded for such action as the Corps Commander may consider necessary" is correct; "This report reveals great waste of stores and the officer concerned should be deprived of leave" is wrong.

Definite action can only be dictated by order of the Army Commander, in which case the minute will be worded thus:—"The Army Commander directs that ———."

- 55. All minutes must be worded courteously.
- 56. All minutes to G.H.Q., except those of a routine nature, will be shown to the D.A. and Q.M.G. for, or before, signature.

57. Clerks will invariably type their initials at the bottom left-hand corner of the page or last page typed by them.

58. Reports and replies due must be watched by each sub-division of the Branch. Reminders from higher authority should not be necessary.

59. D.R.L.S. should bear roughly the same relation to the ordinary post as "priority" telegrams bear to "ordinary" telegrams. Correspondence to be sent by D.R.L.S. will be marked "D.R.L.S." at the head of the sheet, or immediately above the last minute, at the time of signature. Papers not so marked will be sent by ordinary post. See para. 125.

60. Time and date of despatch to the post office is to be entered on all letters sent by post and by D.R.L.S.

61. Correspondence sent to G.H.Q., which requires submission to higher authority, must be sent in duplicate.

- 62. All letters and reports are to be written in the form of "minutes," and not in official letter form.
- 63. At regular intervals during the day the "out" boxes of the officers will be cleared, and the Superintending Chief Clerks will satisfy themselves that all papers marked for various officers to see have in fact been seen by those officers and that the papers themselves have been initialled.
- 64. Officers should invariably initial papers "seen" by them, i.e., they should initial the paper itself, and not an attached slip.
- 65. All copies of secret papers must be:—
 - (i.) Numbered consecutively.
 - (ii.) Signed for by recipients.
- 66. Always get another Staff Officer to read over what you have written before you send it out.
- 67. Never enter into arguments on paper.

MESSAGES BY SIGNAL SERVICE.

68. In order to increase the efficiency of the Signal Service it is essential that both the numbers of telegrams sent and the amount of matter telegraphed should be reduced to a minimum. All officers are responsible that the telegrams sent by them, and also to them by their subordinates, are not only necessary but concise. At present, about 10 per cent. of the messages sent by telegraph are unnecessary. The remedy lies in the hands of the Staffs of formations and units, whose duty it is to appreciate the limitations and the difficulties of the Signal Service, to support the responsible officers of the Signal Service in their endeavours to check a misuse of the Service and to introduce methods which will effect economies.

- The following are some of the methods by which economy may be effected:—
- (a) *Reduction in the number of telegrams despatched.*—By reducing the number of returns sent by telegraph, and by a more extended use of the Postal Services for the transmission of routine returns, especially by the Administrative Services and Departments.
 - (b) *Reduction in the length of telegrams.*—(i.) By reducing the subject matter of such returns and reports as are absolutely necessary by the use of a pre-arranged code, e.g., the message "P.O.W. received into Corps cage since 4 p.m. yesterday Nil AAA Evacuated to C.C.S. Nil," could be sent thus:—"X Nil Y Nil."
 - (ii.) By the omission from the text of daily routine returns of the names of units and formations to which such messages are normally addressed and repeated, see para. 96.
 - (iii.) By a close observance of the instructions as to the correct method of framing telegrams, especially with regard to conciseness, and the elimination of non-essential matter and of every unnecessary word.
 - (iv.) By refraining, in passing on instructions, from unnecessary repetition of messages received, with such words as "for action" added, in order to save the trouble of framing a new message to include only the essential matter or the portion relevant to the particular recipient.

- 69. A word, however short, is not to be included unless it is required to make the meaning clear. It must, however, be remembered that it is more economical to err in this respect than to risk the necessity of the receiver having to query the meaning of a telegram.
- 70. Abbreviations in the address "To," in the text of the message, and in the address "From" will always be used. These will be found in:—
 - Field Service Pocket Book, pp. V.-VIII. (Reprint 1916).
 - G.R.O.s 1842, dated 5-10-16, and 2038, dated 31-12-16.
 - Army List (for abbreviated titles of units), p. XXXIX. (April, 1918 edition.)
 In the case of units which have been formed during the War and for which no abbreviations are given, it is generally necessary to insert at least one word in full which will give the clear indication required, e.g.:—
 - "6 H.A. Group," not "6 H.A.G."
 - "47 A. Aircraft Sec.," not "47 A.A.S."

A.F. C. 2121 "A" Form (White).

71. The sender must not write anything above the space allotted to address "To." This space is reserved for use by the Signal Service.

72. Address "To."—Messages intended for General Headquarters and the Headquarters of units or formations will be addressed by the titles of the units or formations in an abbreviated form.

73. All messages for the General Staff will be addressed by the name of the formation without any addition, e.g., messages addressed "G.H.Q.," "Fourth Army," "1st Div.," will be delivered to the General Staff. Messages intended for other Branches will be addressed by the name of the formation, with a letter or letters indicating the Branch for which the message is intended, e.g.:—

Messages for.	Formation.	Address.
A.G.'s Branch Army, Corps, Division	Fourth Army A., etc.
Q.M.G.'s Branch Army, Corps, Division	3rd Corps Q., etc.

74. In the case of General Headquarters, messages will be addressed "A.G., G.H.Q.," "Q.M.G., G.H.Q.," etc.

75. Messages will not be addressed to Commanding Officers or Staff Officers, e.g.:—
"B.M. 24th Inf. Bde.," "O.C. (or Adj.) 2/Lan. Fus.," "D.A.Q.M.G. 1st Div.," are incorrect, and should be addressed "24th Inf. Bde.," "2/Lan. Fus.," "1st Div. Q."

76. On receipt at the formation, a message is delivered, under arrangements made by the formation, to the officer whose duty it is to deal with the subject referred to in it.

77. The name of the place to which the message is to be sent will not normally be inserted in the address. The Signal Service is able, as a rule, to deliver the message to the correct destination without any instructions from the sender.

78. "Sender's Number."—All messages should be numbered consecutively. The number will be preceded by an index letter or letters. One or at most two letters and a number of not more than three figures are normally sufficient, thus:—

BM 31, Q 157, etc.

Complicated combinations of letters and figures with oblique strokes are not to be used.

79. The following index letters are generally used:—

Index letters.	Branch (or Staff Officer).	Formation.
BM.	Bde. Major.	Inf. or Cav. Bde.
SC.	Staff Captain.	
G.	General Staff Branch.	Div., Corps, Army.
A.	Adjt.-General's Branch.	" " "
Q.	Q.M.G.'s Branch.	" " "

80. "Day of month."—Will be inserted in the place allotted for it. A simple number, e.g., "6," is all that is required, not "6th June," or "6/6/17."

81. "In reply to Number."—If the message is in reply to, or has reference to, a message from the addressee, the number of that message will be inserted in the space allotted. It will then only be necessary to write in the text of the telegram a concise reply, thus:—

Sender's Number.	Day of month.	In reply to Number.	AAA
A539	6	A846	

(Text) "Yes" or "No" or "Recd" or "Impossible provide before 20th," etc., etc.

82. Text of message.—Only one word will be written in each space of the form. The wording of the message must be concise, see paras. 68 and 69. Long explanations or references to unimportant details are not to be sent by telegraph. They should be sent in a minute by ordinary post or, if urgent, by D.R.L.S. If possible, precise information or orders should be given, and, if a reply is required, definite questions must be asked admitting of a brief reply.

83. In replying to a numbered message, nothing that the original sender already knows from the office copy of his own message is to be repeated. For example, in a numbered message, a question is asked as to how many men there are in a Division who have not had leave for 18 months. The only text required in the reply is "54" (or whatever the number may be). It is unnecessary to say "Number of men without leave for 18 months 54."

84. When referring to a letter, it is often necessary to quote the date as well as the number of the letter, as letters on the same subject may be sent out with the same number on various dates. When replying to a letter, the space "In reply to number" will be used for the number of the letter. The text will start with the date, e.g., "of 20th" (or "of 20th June," if sent in a previous month).

TELEPHONE CALLS.

114. Correspondence will be avoided, whenever it is both possible and desirable to do so, by using the telephone, *see* para. 32. Telephone conversations must, however, be relevant, as brief as possible, and must never exceed ten minutes in duration.

In normal circumstances business should be transacted, as far as possible, before 6 p.m. The use of the telephone between 6 p.m. and 8 p.m. should be restricted to pressing business. (*See*, also, para. 167 (a).)

115. Messages are not to be telephoned when it is possible to send them by telegraph or D.R.

116. To prevent delay and congestion on the telephone circuits the following instructions will be observed:—

(a) Every officer or man making or receiving a telephone call will first call out the unit or formation to which he belongs, and then add his official designation, *e.g.*, "Camp Commandant's Office, Orderly speaking," or "30th Division G., G.S.O.2 speaking," or "80th Division Q., D.A.Q.M.G. speaking," etc.

"Hullo," "Are you there?" "Who are you?" "Hold on a minute while I fetch an officer," and similar introductory phrases, are not to be used.

(b) Except in urgent cases, the line should not be blocked while a particular officer is being fetched. Either the business should be stated to the person at the telephone, or a request should be made to be rung up when the particular officer is present.

(c) Calls should not be asked for to Brigades or Divisions in other Armies. They have to go through four or five exchanges.

(d) When a telephone is installed, there should always be somebody within hearing.

(e) The operator should not be spoken to, except to ask for, or to cancel, calls. Any enquiries should be addressed to the Signal Master.

(f) When a call has once been put through, the instrument should not be left unattended, otherwise the call may be cut off and time wasted in putting it through again.

(g) If a call has been asked for and the officer requiring it has to go away before it has been put through, he should tell the exchange to cancel it.

(h) The receiver should always be put back on its rest at the end of a conversation, and the exchange rung off.

Priority Telephone Calls.

117. The following officers are allowed "Priority" calls on the telephone system within the Army area:—

- A.H.Q. Army Commander.
M.G., G.S.
D.A. and Q.M.G.
G.O.C., R.A.
G.S.O. I.
- Corps H.Q. Corps Commander.
B.G., G.S.

118. Corps and other formations will make their own rulings regarding "Priority" calls on their own telephone systems.

119. A "Priority" call to an office already engaged will be put through as soon as that office is disengaged, and will be given precedence over any other calls that may be waiting. Circuits already in use will not be broken in favour of a "Priority" call.

120. For the smooth working of the telephone system it is essential that "Priority" telephone calls should be kept to a minimum and that the duration of the calls themselves should be brief.

121. Signal officers will be furnished with a list in duplicate of the officers to whom authority to use "Priority" telephone calls has been granted by the G.O.C.

122. "Priority" is to be reserved for calls of tactical importance and urgency, and authority to use it is to be sparingly granted.

123. Officers making a "Priority" telephone call must give their names to the Telephone Exchange operator as authority for the "Priority" call.

124. "Priority" calls are not recognized either on the French telephone system or on the L. of C.

DESPATCH RIDER LETTER SERVICE.

125. The following are the rules for the D.R.L.S.:—

(a) It is for official correspondence only.

(b) It is not to be used for correspondence for which the Army Postal Service is sufficient.

(c) A packet will not ordinarily be carried unless it can be contained in a normal sized envelope, *i.e.*, it must not be larger than 9 $\frac{3}{4}$ -ins. by 4 $\frac{3}{4}$ -ins. The carrying capacity of a D.R. is limited, and larger packets can only be carried by the Signal Service when other packets do not constitute a full load.

(d) The address must include the name of the formation from whose Signal Office the packet is to be delivered to the addressee.

(e) All envelopes must be handed in to a Signal Office and marked "D.R.L.S." on the right-hand top corner, supported by the signature of an officer. Each envelope should also have an identification number and, if possible, the office stamp of the office sending it out.

126. The above normal D.R.L.S. should meet requirements for all except the most urgent correspondence.

127. In cases where a special despatch rider must be sent with correspondence, the envelope must be endorsed "By Special D.R." in the handwriting of, and be signed by, an officer having authority to frank "Urgent Operation Priority" messages, *see* para. 109.

128. Envelopes marked "Pressing" or "Urgent" will be sent by ordinary Despatch Rider Letter Service, but will be specially delivered from the Signal Office to which addressed.

129. Formations will arrange to check all letters sent by D.R.L.S. periodically, at least once a fortnight, and Commanders and Heads of Departments must ensure that the orders laid down in G.R.O. 1138 are enforced.

130. Rubber stamps or envelopes with "Roneoed" signatures must always be in charge of an officer.

Registration.

131. The following rules apply to the registration of letters by D.R.L.S. in the Fourth Army:—

(a) The Signal Service will only register important letters. All secret or confidential letters come under this category.

(b) All letters to be registered will be marked with a large "R," red in colour, at least $\frac{3}{4}$ -in. in height, on the outside envelope, and will be signed by an officer. Letters not so marked will not be registered by the Signal Office.

CIRCULATION OF INFORMATION.

132. Whenever a telegram, or any other document of an urgent nature, is being circulated, it must not be retained in an office because an officer is not present. In that case the Chief Clerk or the clerk on duty must make a copy or extract and pass on the original immediately.

ACKNOWLEDGMENTS.

133. Correspondence and messages sent out requiring acknowledgment must be watched. The officer concerned will be informed when acknowledgments are not received within a reasonable time.

134. When correspondence is received needing acknowledgment, the Registry Clerk must prepare an acknowledgment. This is to be handed to the officer concerned with the document it refers to. Acknowledgments must be made according to the following rules:—

(a) Letters, other than operation orders, will be acknowledged by letter and not by telegram, unless an acknowledgment by wire is specially asked for. Ordinary acknowledgments can be written on a telegraph form, enclosed in an envelope, and sent by D.R.L.S.

(b) When acknowledgments are sent by wire, the word "Noted" should be used instead of the word "Acknowledged." The number of the letter or order should invariably be written in the space marked "In reply to number" and NOT in the body of the message.

DESPATCH.

135. Messages and correspondence must be despatched at the earliest possible moment.

DESTRUCTION OF PAPERS.

- 136. An accumulation of paper is to be avoided. The clerks concerned will bring forward every week the papers and telegrams which it is not necessary to keep.
- 137. The officer concerned will then give authority to destroy them or to send them to a Baling Press, if he thinks fit.
- 138. All secret and confidential papers will be destroyed by burning in the presence of the officer concerned. All other papers will be torn up in the presence of the Superintending or Chief Clerk concerned and sent to a Baling Press, in accordance with the orders in force at the time. See, also, paras. 145-165.

OFFICE ROUTINE.

- 139. In normal circumstances all clerks will be present in the office by 8.30 a.m. and will continue on duty until 10.30 p.m., unless previously dismissed. The Superintending and Chief Clerks can dismiss any clerk at an earlier hour if there is no work to be done.
- 140. In ordinary circumstances each clerk will have at least four hours a day off duty for meals and exercise. Details and roster to be arranged by the Superintending Clerk.
- 141. All work should be finished by 10.30 p.m., after which hour the clerk on duty should be the only clerk in the office.
- 142. The clerk who has been on duty will come to office at 9.30 a.m. on the morning of the completion of his duty.
- 143. Officers are invited to take their clerks out with them when opportunity offers, to show them the Army area and the working in practice of some of the things with which they deal.
- 144. Clerks must study the subjects with which they deal, so that they may be of real assistance.
- 145. The clerk on night duty will come on duty at 10.30 p.m. and will remain on duty until relieved by one of the Staff clerks in the morning. He will see that secret or confidential matter has not got amongst the waste paper, and will see that the latter is prepared for despatch to a Baling Press, in accordance with the orders in force at the time. See, also, paras. 138 and 165.
- 146. Trust is placed in all clerks. They must be most careful, therefore, not to abuse this trust by discussing in public, or by imparting to any person outside the office, matters which come to their knowledge in the performance of their duties.

TYPEWRITING.

- 147. Space 1 after a comma;
 " 2 " a colon or semi-colon;
 " 4 " a fullstop. Put a full stop after every abbreviated word, e.g., Bart., inst., etc.; but not after 3rd, 4th, £, etc., which are not abbreviations.
- 148. Start paragraphs five spaces from the margin.
- 149. Start numbers of paragraphs three or four spaces from the margin. The quarter margin is dispensed with.
- 150. Keep right edge of typewritten matter as uniform as possible.
- 151. Leave a space between paragraphs, and two spaces at least between the heading and the first line of the minute itself.
- 152. Leave a reasonable amount of space between the last line of a minute and the preparation for the signature.
- 153. Don't run the last line of a page to within a quarter of an inch of the bottom of the page; leave half an inch or so.
- 154. Always give what you have typed to another clerk to read and check while you read over the MS. Then read your work yourself.
- 155. Type at the head of a circular minute the names of all the formations to which it is to be circulated.
- 156. Take every care of the machine and keep it clean.

- 157. Use new ribbon and carbon paper whenever necessary. Illegible copies must not be sent out.
- 158. The numbers of Corps should be typed and written in Roman numerals, thus:—
 " XIV Corps,"
 except on message forms which are for transmission through Signals, when it will be spelt in full, thus:—
 " Fourteenth Corps."
- 159. Type your initials at the bottom left hand corner of the page.

ORDERLIES.

- 160. Clerks must treat orderlies with consideration, but there must be no relaxation of discipline.
- 161. Orderlies must be made to understand the serious consequences of talking outside the office of what is taking place, and they must be warned not to speak of anything they may hear or see in the performance of their duties.
- 162. The senior orderly will be responsible for warning the others for duties, such as night duty, relief for meals, exercise, cleaning of offices, etc.
- 163. These duties will be mapped out by the Superintending Clerk, and the senior orderly will be responsible to him that all duties have been properly carried out, and for bringing to notice any infraction of discipline or laxity in the performance of the duties allotted to the orderlies.
- 164. A roster for orderlies will be prepared by the Superintending Clerk.

ECONOMY IN THE USE OF STATIONERY AND OFFICE STORES.

- 165. *Economy* is a national service. Tonnage saved by import of less pulp means greater tonnage for food stuffs. Less stationery used means more labour for other work of first-class importance. The manufacture of inks, developine, etc., lessens the quantities of dyes, glycerine, benzine, etc., urgently required for the manufacture of munitions.
 Use quarto paper for lengthy letters, octavo for short letters. Both sides of all paper must be used.
Envelopes.—All papers for the same office will be placed in the smallest envelope that will hold them. If possible, not more than one envelope should be sent to any one office by the same despatch.
Duplicating Process is expensive. Wax stencils, absorbent paper, inks, developine, cleanine, etc., are difficult to obtain.
Absorbent Paper costs double the price of ordinary printing paper.
Duplicate Indents for stationery are forbidden.
Obsolete Forms and circulars must be utilized for drafting letters, etc. Owing to the scarcity of dyes, the use of coloured paper must be reduced to a minimum.
Correspondence Jackets should only be used for large or very important files.
Waste Paper.—All waste paper (with the exception of secret and confidential matter), old newspapers, cardboard, books and string will be collected for despatch to a Baling Press, see paras. 138 and 145.

REST FOR OFFICERS AND CLERKS.

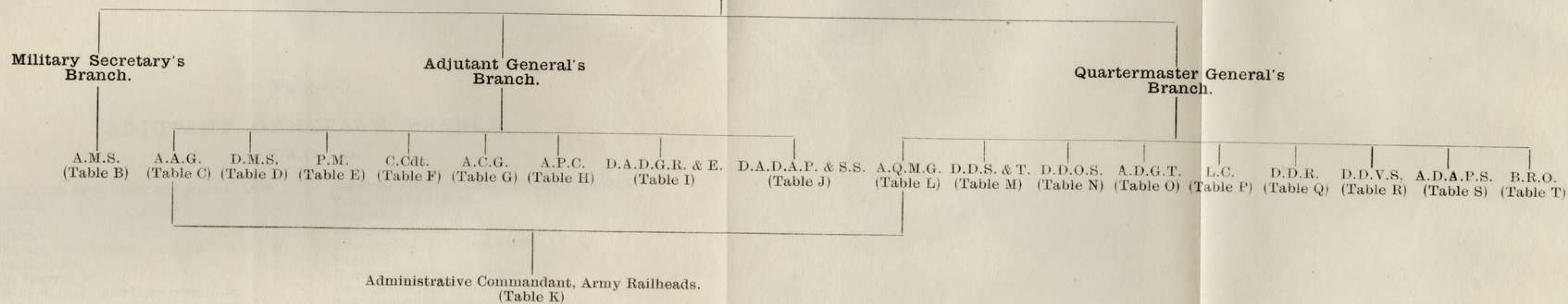
- 166. The Army Commander desires that the efficiency of Officers and Clerks shall not be impaired, in normal times, by late hours and by continuous hard work unrelieved by recreation. Their full working power and capacity will be fully taxed when active operations are in progress, and it is necessary that they should not start the strain in a tired condition.
- 167. The following are suggestions for the attainment of the object in view:—
 (a) That telephone calls (unless urgent) should not be made after 10 p.m.
 (b) That telegrams (unless urgent) should not be sent to Signals for transmission after 8.30 p.m.
 (c) That each week, as far as possible, all Officers and Clerks should get off one complete half-day from 12 noon to 8 a.m. the following day.
 (d) That special efforts should be made to close offices on Sunday afternoons, except for urgent business.
- 168. Action will be taken on these lines to the extent that is possible.

H. C. HOLMAN, Major-General,
D.A. and Q.M.G., Fourth Army.

Table A.

A. AND Q. STAFF AND ADMINISTRATIVE SERVICES AND DEPARTMENTS OF THE ARMY.

D.A. & Q.M.G. (A Q.).



NOTE.—The letters in brackets in the following tables are the abbreviations to be used by the officers concerned as prefixes to the numbers on all minutes and messages signed by them.

Table B.
MILITARY SECRETARY'S BRANCH.
A.M.S. (MS).

Appointments and Promotions of Officers.
Cases of Inefficiency of Officers which do not involve points of discipline.
Commissions.
Confidential Reports on Officers.
Exchanges and Transfers of Officers from one Unit or Arm of the Service to another.
Honours and Rewards.
Recommendations of Officers for Command, and for Appointment to, and Advancement on, the Staff.

Table C.
ADJUTANT GENERAL'S BRANCH.
A.A.G. (A).

Administration of Military and Martial Law.
Ceremonial.
Chaplains.
Discipline.
Distribution of Orders and A. and Q.
Publications.
Interior Economy.
Labour Personnel, questions regarding.
Medical Services (page 45, F.S.R., Part II.).
Officers' Clubs, Personnel for.
Pay.
Personal Services (Postings and Transfers).
Personnel of Schools.
Personnel, Supply of.
Police Measures.
Prisoners of War Companies.
Registry.
Reinforcements and Drafts.
Re-organization (Personnel).
Rest Camps.
Routine Duties.
Spiritual Welfare.

Staff-Captain (Aa).
Burying Parties and Places.
Casualties.
Disposal of Prisoners of War.
Leave.
Reinforcements Returns.
Strength Returns.

D.A.A.G. (Ab).
Commissioner for Oaths.
Courts-Martial.
Courts of Enquiry and Claims involving disciplinary questions, with Qa.
Questions relating to Military Law.
Self-inflicted and Accidental Wounds.

Staff-Captain (Ac).
Assists D.A.A.G.
Attends Courts-Martial as Judge Advocate or as Prosecutor.

Table D.

MEDICAL BRANCH.

D.M.S. (M).

Appointment of suitable Officers to fill vacancies in the Command of Medical Units in the Army. Arrangements for the reception, care, treatment and evacuation of Sick and Wounded in the Army area. Distribution and replenishment of Medical and Surgical Stores and Supplies. Inspection of all places, buildings, etc., where troops are located.

General supervision over the Sanitary Condition of all formations, camps, hospitals, towns, villages, buildings, etc., in the Army area. Preservation of the Health of the troops. Responsible Adviser of the Army Commander on all sanitary questions, and on all matters affecting the health of the troops. Responsibility for the efficiency of all Medical Units in the Army. Army Convalescent Depot.

A.D.M.S. (Ma).

D.A.D.M.S. (Mb).

Consulting Surgeon (Mc).

Consulting Physician (Md).

Chief Organizing and Administrative Assistant to the D.M.S. on all points enumerated above, with the exception of those of a sanitary nature.

Chief Organizing and Administrative Assistant to the D.M.S. on all points of a sanitary nature enumerated above.

Chief Consultant on all Surgical matters and questions.

Chief Consultant on all Medical matters and questions.

M.O. i/c Troops (Me).

Medical Charge of the Troops at Army Headquarters.

Table E.

PROVOST MARSHAL'S BRANCH.

P.M. (P).

Absentees. Battle Stragglers. Contre-espionage (with Intelligence). Control of Civilian Movements. Detection of Crime and Arrest of Offenders. Estaminets:— (i.) Sale of Spirits. (ii.) Hours of Closing. Field Punishment.

Lights at night. Passes (Issue of). Perquisitions. Prisoners of War. Protection of Civilians. Surveillance over Civilians. Traffic Control. Traffic and March Discipline.

64 64

Table F. CAMP COMMANDANT (C).

Accommodation of Army Headquarters. Administration of Army Troops not allotted to Corps. Army Amusements. Claims made against Army Troops. Command of Personnel at Army Headquarters.

Table G. CHAPLAIN'S BRANCH. Assistant Chaplain General, C. of E. (CG).

Church of England Chaplains. Co-ordination. Postings. Supervision. C.A. and Y.M.C.A. Huts and Tents, with Q. Member of Army Recreation Committee.

Assistant to A.C.G.

Assists A.C.G. Ministration to Troops at A.H.Q.

C.A. Commissioner.

C.A. Huts and Tents. Personnel. Transport.

Table H. Assistant Principal Chaplain (PC).

Roman Catholic (or Nonconformist) Chaplains. Co-ordination. Postings. Supervision. Member of Army Recreation Committee.

Assistant to A.P.C.

Assists A.P.C. Ministration to Troops at A.H.Q.

Table I. DIRECTORATE OF GRAVES REGISTRATION AND ENQUIRIES. D.A.D., G.R. & E. (GR).

Cemeteries. Registration of, and Enquiries regarding, Graves.

Table J.
PRINTING AND STATIONERY SERVICES.
D.A.D.A.P. & S.S. (PS).

Advises on all matters connected with Printing, Publications, Stationery and, in conjunction with O.C. Field Survey Company, determines most economical method in Reproduction of Documents.
Decides whether printing should be done by Field Survey Company or by Army Printing and Stationery Services.
Receives demands for services of Typewriter Mechanic and for replacements and supply of Typewriter Machines.
Controls Photographic Section for reproduction of Aeroplane Photographs.
Controls Paper Salvage Centres.

Table K.
ADMINISTRATIVE COMMANDANT, ARMY RAILHEADS (AR).

Administration and Discipline of all Garrison Guard Companies, and of all Railhead and Railway Troops, other than Unskilled Labour, in the Army Area.

Discipline:—
Convening and Confirming of Courts-Martial, and Assembling of Courts of Inquiry in connection with Railway Troops.
Policing of Railheads.
Distribution of Prisoners of War not sent to the Base, under orders of A.H.Q.
Escorts for Prisoners of War sent to the Base.
Billeting
Camping
Hutting
Leave
Pay
Sanitation
} of Railhead Personnel.

As far as possible all railhead personnel will be accommodated in camps, which will be pitched normally not less than 400 yards from the railhead.
The following is the procedure to be followed at Railheads in the Fourth Army Area:—
The Labour Commandant, Fourth Army, will detail a C.O. for the unskilled labour working party at each of the stations where labour is required.
Demands for labour will only be made through this C.O., who will be responsible for:—
(a) Detailing labour to meet the demands of R.T.O., R.S.O., and R.O.O.
(b) Immediate loading and unloading of trains.
(c) Demanding from Labour Commandant, Fourth Army, such additional labour as he may require to meet emergencies.

64 64

Table L.
QUARTERMASTER GENERAL'S BRANCH.

A.Q.M.G. (Q).		D.A.Q.M.G. (Qb).	Army Area Commandant (B).
Back Areas, including Training Areas. Billeting. Camps. Care of Secret Files. Establishments, alterations in. Forestry. Hutting. Inhabitants, questions regarding, with French Mission. Institutions: Canteens, Clubs, Y.M.C.A., Church Army (with A.C.G.) Ordnance (Tentage and Clothing only).	Railways and Roads. Railheads, general policy regarding. Remounts. Requisitioning. R.E. Stores. Reserve Supplies, with D.D.S. & T. Supplies. Traffic Circuits. Transport. Veterinary. Water.	Ammunition. Ammunition Dumps. Ammunition Trains. Ammunition Railheads, with D.D.O.S.; and Supply Railheads, with D.D.S. & T. Location of Units. Movements, with G.S. Ordnance (other than tentage and clothing). Summary (Q.). Trophies (with D.D.O.S.). Staff Captain for Ammunition (Qc). Ammunition Accounts. Ammunition Returns.	Area and Sub-area Commandants in Army area (as distinct from Corps areas). Billeting and Hutment accommodation in Army area. Camp Sites in Army area. Lists of Accommodation in Army area. R.E. Material for Army area.
D.A.Q.M.G. (Qa). Baths. Courses. Courts of Enquiry, with A. in matters of discipline. Hiring and Requisitioning of Buildings and Lands (with B.R.O.). Laundries. Maps. Motor Cars (A.H.Q.). Office Routine. Orders of other formations. Postal questions, with A.D.A.P.S. Publications: A.R.O.s and A. & Q. Notes. Reserve Parks and Army Auxiliary Horse Companies. Supervision of Clerks & Orderlies. War Diary.			
Army Claims Officer (CL). Allowances. Barrack Damages. Claims. Fires, Courts of Enquiry on, with A. in matters of discipline. Refunds. Writes-off.	Army Transport Officer (AT). Allotment of Mechanical and Horse Transport.	Staff Captain for Salvage (S). Salvage.	Agricultural Officer (F). Agriculture. Farms. Gardens. Pig Farms.

Table M.

SUPPLY AND TRANSPORT BRANCH.

D.D.S. & T. (ST).

Administration and General Supervision and Inspection of all Supply, M.T., and Horse Transport Services and Personnel; of the School of Cookery; of Catering and Cookery (the Instructor in Catering works under the orders of the D.D.S. & T.); and of Bye-products. Personal Services, A.S.C.

D.A.D.S. (S).

All questions relating to :—
Fuel.
Light.
Supplies.
Inspection of :—
Army Reserves of Supplies.
Supply Railheads.

D.A.D.T. (T).

All questions relating to :—
Compilation of Transport Returns, etc.
Horse Transport.
Inspection of M.T. and H.T.
Mechanical Transport.

Accounts Branch (SF).

Checking of all Accounts rendered by :—
S.S.O.s.
R.S.O.s.
O. i/c Army Reserves of Supplies.
Enquiries into :—
Loss of Supplies.
Loss, Consumption and Replacement of Iron Rations.
Overdrawals and Underdrawals of Rations.
Stocktaking of Supplies.

Table N.

ORDNANCE BRANCH.

D.D.O.S. (O).

Administration and General Supervision of :—

Supply and Upkeep of all Clothing and Equipment within the Army.

Ammunition and Ammunition Railheads, with Qb.
Ordnance Workshops.
Ordnance Gun Park.

A.D.O.S. (Oa).

Assists D.D.O.S.

C.I.O.M. (Ob).

All questions relating to :—
Inspection of and Repairs to Armament.
Ordnance Workshops.

D.A.D.O.S. (Oc).

Ammunition.
Ammunition Railheads.

Table O.
TRANSPORTATION BRANCH.

A.D.G.T. (T).

Transportation Requirements, present and future.
Development of Railway Systems.

Questions of Policy relating to Transportation by Rail and Water (Broad Gauge, Metre Gauge, Light Railways and Canals).

D.A.D.G.T. (Ta).

Assists A.D.G.T.

2 R.T.O.s (Tb).

Receive and deal with all details of Moves by Broad and Metre Gauge and Light Railways, and by Inland Waterways.

TECHNICAL SERVICES.

A.D.R. (R).

Construction of new Roads and Maintenance of existing Roads within the Army Area up to the D.G.T. line.

D.A.D.R. (Rd).

Assists A.D.R. at A.H.Q.

R.C.E. (RC).

Construction and Maintenance of Broad Gauge Railways which are not constructed or maintained by the French.

D.A.D.R.T. (RT).
(Traffic Officer).

Arrangement of all Traffic requirements on Broad and Metre Gauge lines in his Area. Is the only channel of communication with French Military and Technical offices, and with R.O.D., where concerned, on Traffic matters.

A.D.L.R. (LR).

Construction, Maintenance, and Operation of all Light Railways in the Army Area.

S.L.R. (LRa).

Operation of all Light Railways in the Army Area.

L.R.C.E. (LRb).

Construction Engineer of all Light Railways in the Army Area.

4 R.T.O.s (TO).

At Traffic Office. Receive and deal with all Demands for Traffic.

A.M.F.O. (FO)

Supervision of all Military Forwarding Work at the railheads. Keeps in touch with moves of units and formations, and advises M.F.O., G.H.Q., of same. Supervision and redirection of traffic wrongly sent.

R.T.O.s at Railheads (RTO)

(Numbers correspond with number of Railheads).

The R.T.O. of a Railhead is the officer in charge of that Railhead, and is responsible for the loading and unloading of all trains thereat. See S.O. 162.

NOTE.—The Traffic Officer is a representative of the Director of Railway Traffic, and will ordinarily receive orders only from the Deputy Director of Railway Traffic.

He is the sole intermediary between the various Transportation Technical Services and :—

- (a) The Commission de Reseau du Nord.
- (b) The Commission Regulatrice.

64 left

- (c) The Technical French Railway Officials.
- (d) The R.O.D.

in respect of all matters connected with traffic over broad and metre gauge railways, and with the use of station buildings and premises within his area.

He is responsible for advising the Assistant Director General of Transportation how traffic movements which have been demanded by the latter on behalf of the Army can be carried out. He is also responsible for keeping the A.D.G.T. informed of moves which have occurred, and for giving him such other details regarding broad and metre gauge railway traffic as he may from time to time require.

He will bring to notice delays in off-loading or other matters adversely affecting railway traffic as a whole.

The Railway Transport Staff at Railheads is under his direct supervision. He posts them to railheads, and moves them from one railhead to another. He is responsible for the general administration of railheads in his area, and for the opening and closing of railheads, in accordance with the demands of A.H.Q.

M.F. traffic comprises, among other things:—

- (1) Medical Stores.
- (2) Veterinary Stores.
- (3) M.T. Stores.
- (4) Parcels and Comforts for troops,
- (5) Officers' Kits,
- (6) Y.M.C.A. and E.F.C. traffic.
- (7) Stationery.
- (8) Consignments of other Stores which do not constitute a full truck load.

Table P.

ARMY LABOUR COMMANDANT (L).

Assistant Labour Commandant (La)
(Graded as D.A.A.G.).

Assistant Labour Commandant (Lb)
(Graded as Staff Captain).

- Labour:—
- Administration.
 - Demands.
 - Distribution, etc.
 - Moves.
 - Transport.
 - Working Parties.

- Area Employment Coys.
 - Courts of Enquiry.
 - Courts-Martial.
 - Discipline.
 - Honours and Rewards.
 - Leave.
 - Personnel, Officers and Other Ranks:—
 - Transfers, Repostings, Casualties, etc.
- Is responsible to the Labour Commandant for all A. matters affecting Labour personnel in the Army area and keeps in close touch with the A. Staff of the Army.

Is responsible to the Labour Commandant for the general administration and organization of all unskilled labour in the Army area. Deals directly with the various Staff and Administrative officers at A.H.Q. on all matters concerning labour administration, labour demands and releases, transport, supplies, moves, ordnance, and anything which affects the organization of labour in the Army area.

The Labour Commandant at A.H.Q. commands, administers, and controls the unskilled labour working directly under A.H.Q. He is the adviser of the Army Commander on all labour questions and works directly under the D.A. & Q.M.G.

He determines, after consulting the employer concerned, the amount of unskilled labour necessary for all work carried out under the direct orders of A.H.Q., and applies, if there is not sufficient unskilled labour available, to the Controller of Labour at G.H.Q. for the amount required.

When labour can be released he will report the fact to the D.A. & Q.M.G., and take his orders as to its disposal. If it is not required to supplement the resources of Corps, it will be placed at the disposal of the Controller of Labour, G.H.Q.

The same procedure will be adopted by Corps.

The Corps Labour Commandant will be informed by the D.A. & Q.M.G. of the purpose for which unskilled Labour is required, and will apply to the Labour Commandant of the Army for additional labour, if required, to enable him to meet these demands.

When labour can be released he will take the orders of the D.A. & Q.M.G. as to its disposal and, if it is not required in the Corps, will inform the Labour Commandant of the Army.

It is most important that demands for, and releases of, labour should be made or notified as much in advance as possible, so that neither delay nor waste may occur.

All demands for labour by Heads of Administrative Services and Departments will be addressed, in the first instance, to the Labour Commandant of the Army or Corps, as the case may be.

Table Q.

DEPUTY DIRECTOR OF REMOUNTS (DR).

Casting of Animals.
 Checking Establishments.
 Collection, consolidation and forwarding of Demands to D. of R.
 Issue of Remounts.
 Liaison between Staff and D. of R. re Army Remount Requirements.
 Meeting Remounts on arrival, Reporting on Condition of same, and Distribution.
 Obtaining Monthly Census of Animals.
 Supervision of Field Remount Section and Remount Staging Camps.

Officer Commanding Field Remount Section.

Maintenance of 100 Remounts fit for immediate issue, by constant drafts from the Base.
 Meeting Drafts.
 Receives Surplus, Stray and Captured Animals fit for reissue.
 Renders Daily State to D.D.R.
 Superintends all Issues notified by D.D.R., and obtains receipts for same.

Table R.

DEPUTY DIRECTOR OF VETERINARY SERVICES (V).

Control of all Arrangements in connection with the Veterinary Services of the Army.
 Inspections and Recommendations in connection with the Health and Condition of Animals.

Supervision of the Evacuation of Sick and Wounded Animals from Veterinary Evacuating Stations.
 Prevention of Retention of Sick and Wounded Animals not likely to become serviceable.

Veterinary Officer in Charge A.H.Q. Animals and Army Troops Animals (Va).

Inspection of all Animals belonging to A.H.Q. and Army units, to ensure that they are free from Contagious Disease.
 Inspection of all Remounts received.
 Treatment of all Sick and Injured Animals belonging to A.H.Q. and Army units and Evacuation of same to Veterinary Base Hospitals.

Table S.

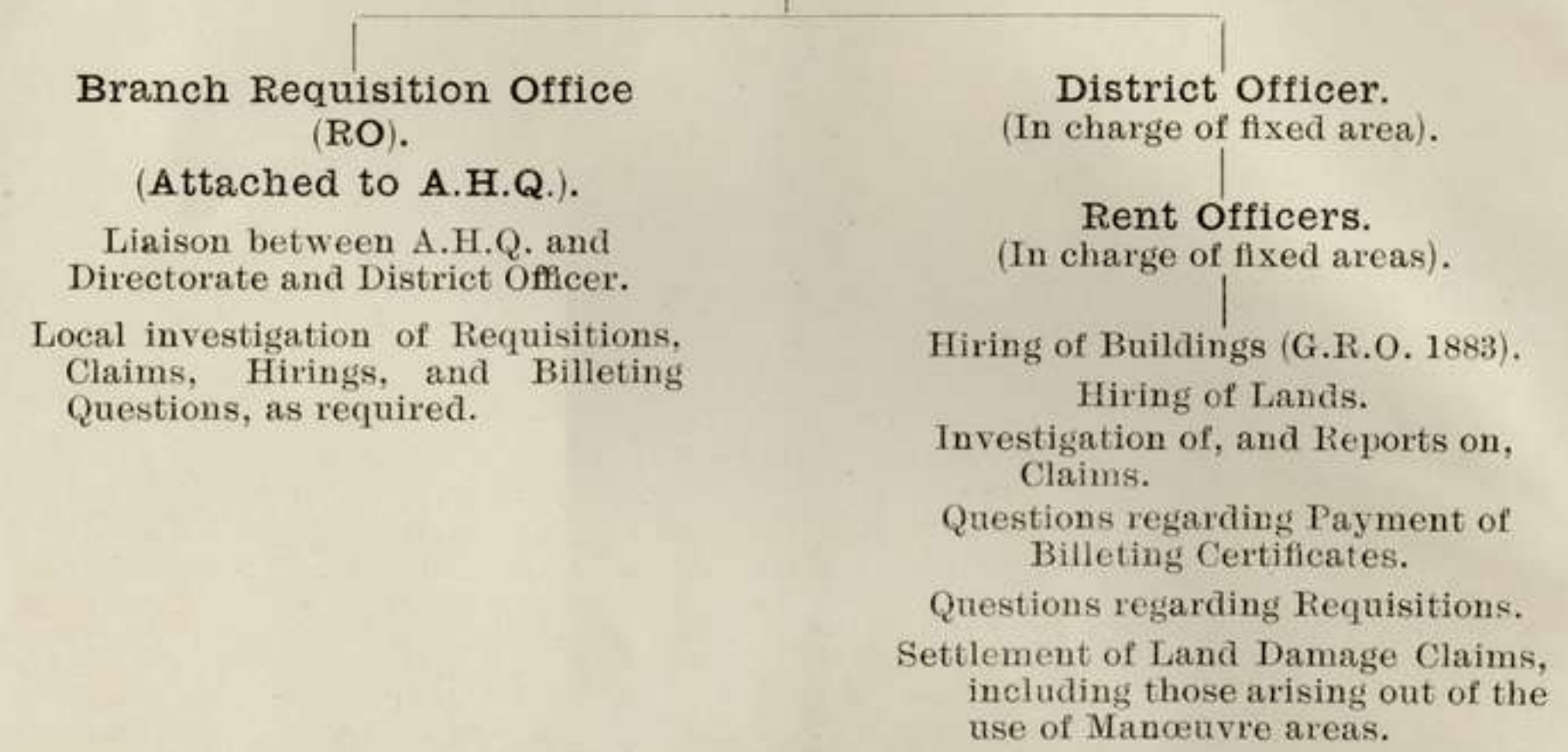
ASSISTANT DIRECTOR OF ARMY POSTAL SERVICES (PO).

All questions regarding Army Postal Services.

64 64

Table T.

DIRECTORATE OF HIRINGS AND REQUISITIONS AND CLAIMS COMMISSION.



NOTE.—For the purpose of administration by the Directorate, the zone occupied by the British Forces in France is arranged in Groups, under Group Officers located with the H.Q. of the Directorate.

Each Group is divided into Districts, corresponding with local boundaries, with a District Officer in charge of each.

The zone occupied by the British Forces in Belgium is in charge of a District Officer.

The Branch Requisition Officers attached to G.H.Q. and each Army Headquarters are in direct communication with the Group and District Officers, and forward the instructions of G.H.Q. and Army Commanders to the Officer concerned.

In each L. of C. Base and Area, or portion of an Area, within the zone of British occupation, lands and buildings required to be hired by a Base or Area Commandant are selected in consultation with the local District or Rent Officer, who arranges for the acquisition of the lands or buildings, when such acquisition has been approved.

Base and Area Commandants communicate with the H.Q. of the Directorate on all technical questions of hirings or acquisition of lands and buildings which require superior authority, or which cannot be settled locally.

D.A.C. A.I.F.

STRENGTH RETURN AS AT NOON 29th. JUNE, 1918.

Unit	Actually with unit		Sick in On-leave and Total				Establishment		Required to complete establishment		Excess over establishment		
	off	O.R.	Div. Area	Leave, detached	off	O.R.	off	O.R.	off	O.R.	off	O.R.	
H.Q.	32	102		2	3	34	106	37	114	3	8		
D.A.C.	5	20		1		6	20	6	20				
4th F.A. Bde	32	817	1	9	4	19	37	24	799			13 46	
5th F.A. Bde	32	788		3	3	22	38	24	799			11 14	
2nd D.A.C.	18	616	1		1	18	20	15	606			5 27	
W.T.M. Stys	7	115	2	2	1	2	10	8	106			2 13	
Div. Engrs	22	886		10	7	40	29	24	641			8 3	
Div. Sig. Co.	16	364	3	18		4	17	16	349			1 37	
6th Bde H.Q.	4	28		2	5		9	11	29	2	1		
17th Bn	44	776	1	36	18	103	60	44	900			16 15	
18th Bn	28	606		8	11	185	39	44	900	5	101		
19th Bn	21	352		4	18	325	36	44	900	8	219		
20th Bn	26	618			18	185	44	44	900		97		
5th ALPW. Bty	3	35			1	11	4	4	46				
6th Bde H.Q.	7	23			1	5	8	11	29	3	1		
21st Bn	29	657			10	208	39	44	900	5	28		
22nd Bn	29	640	4	36	14	132	47	44	900		142	3	
23rd Bn	26	772	3		12	188	41	44	900	3		57	
24th Bn	30	649	2	2	11	141	43	44	900	1	108		
5th ALPW. Bty	3	30		1	1	15	4	4	46				
7th Bde H.Q.	6	23			4	6	10	11	29	1			
25th Bn	21	644			13	288	34	44	900	10	1		
26th Bn	30	678		3	25	300	58	44	900			14 81	
27th Bn	27	632			21	191	48	44	900		77	4	
28th Bn	32	674			9	90	41	44	900	3	136		
7th ALPW. Bty	3	47			1	20	4	4	46			21	
2nd H.Q. Bn.	39	694	2	11	15	166	54	44	891		20	8	
2nd Par. Bn.	39	881			1	68	40	39	986		37	1	
5th Fld Amb	6	188			4	45	10	10	218		4		
6th Fld Amb	8	204		2	2	4	10	10	218		8		
7th Fld Amb	8	219			1	10	9	10	218	1		11	
Div. Train	22	406		1	3	43	25	24	412			1 33	
Sub. Vet. Sec	1	21					1	1	20			1	
Div. Sel. Coy	1	56		1			1	1	69		2		
TOTAL.	687	13689	17	149	835	2397	907	16965	868	17491	45	990	84 364

J. G. Sushill
 Major - General,
 Commanding Second Australian Division.

Copies to :-

- A. I. F. Admin. H.Q.
- War Diary.
- A. I. F. Depots in U.S.
- D.A.C.
- D.A.S.O.F.

- Aust. Section, 3rd Echelon.
- Aust. General Base Depot "A"
- L. D. S. S.

Divisional Headquarters,
1st. July, 1918. *Appendix 36*

ADMINISTRATIVE STAFF.

CONGRATULATORY.

1746. The following telegrams despatched and received by the G.O.C., A.I.F. are published for information and communication to all ranks:-

"From General BIRDWOOD to Minister for Defence +

"The recent very successful minor operations here were carried out by the 2nd. Division and resulted in the capture of 328 prisoners, 33 machine guns and 5 trench mortars."

"From Minister for Defence to General BIRDWOOD-

"Commonwealth Government has learnt with extreme gratification of the 2nd. Division operations and desires you to convey to Officers and men its hearty congratulations."

APPENDIX.