

**AWM4**

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

Bases & Depots

**Item number:** 33/23/1 Part 1

**Title:** No 4 Group

August 1917



AWM4-33/23/1PART1



WAR DIARY.


Page	Date	Headquarters No 4 Group A.I.F.	Appendix.
Codford WILTS.	August 10/1917	<p>In accordance with instructions, Headquarters of Training Groups and each Training Battalion will keep war diaries.</p> <p>Orders to this effect were published in group orders with instructions that the diaries are to commence from August 1st.</p> <p>The Summary of the orders and instructions hitherto issued dealing with the system and organization of Training in No 4 Group are attached (vide appendix H/3).</p> <p>At present the following Group Schools are in existence. Group Signal School Group Bombing School Group Lewis Gun School.</p> <p>The latter has to be a small school. W/O. EVANS is i/c. 30 Ncos and men are training per week. Classes assemble on Mondays and dispense at work on Saturdays. Only two Lewis Guns are available.</p>	<p>Appendix H/1. (Orders re war diary)</p> <p>H/2. Shows Group Hq staff.</p> <p>H/3. Summary of orders etc regarding Training.</p>



*M.C.*  
Capt.




WAR DIARY.

Place	Date	Headquarters No 4 Group A.I.F.	Appendix.
CODFORD.	August 1st.	<p>Weather wet. Practically all day the training had to be carried out in Huts. Each Battalion has a "wet day" scheme mapped out. Certain huts and sheds are allotted for the different subjects.</p> <p>Group orders for <del>the</del> each day will be attached in sequence as an appendix to the diary for the month.</p>	

*R. Phelan*  
Capt. R. Phelan.  
60th Rifles.



WAR DIARY.

Place	Date	Headquarters No 4 Group A.I.F.	Appendix.
CODFORD.	August 2 <sup>nd</sup>	<p>Weather wet.</p> <p>Lt Col Lane (Comd. 13<sup>th</sup> Training Batta) inspected drafts of 4<sup>th</sup> 12<sup>th</sup> &amp; 13<sup>th</sup> TB for the Group Commander (Away on Court of Inquiry).  Drafts appeared most satisfactory.  Major General McCay visited the 12<sup>th</sup> TB.</p>	
	August 3 <sup>rd</sup>	<p>Fine.</p> <p>All Battalions out winter marching.</p> <p>Major Davis (A.I. Staff Australia) attached to Group HQ.</p>	
	August 4 <sup>th</sup>	<p>Visited Training 4<sup>th</sup> and 12<sup>th</sup> TB.</p>	
	August 5 <sup>th</sup>	<p>Some rain. No Training being Sunday.</p>	
		<p><u>P. J. C.</u> Capt.</p>	



Headquarters No 4 Group A.I.F.

Appendix.

CODFORD

August  
6th

Weather fair.

The System of Training has to be  
slightly amended vice Circular Memo  
119 issued with Bhurtpore orders of  
the 3<sup>rd</sup> August.

A Conference was held with Training  
officers and adjutants to work out  
the new organization of Training.

G.S.O.1. A.I.F. depots visited the group and was  
present at the Conference.

Health and Sanitation reports for the  
week are attached vice Appendix H/5.

25 of Group Group Signalling School were  
up for classification.

A. H. Hill  
Capt.



H/4. Circular of  
Training.

H/5. Sanitation reports



Place

Date

Headquarters No 4 Group A.I.F.

Appendix.

CODFORD

Aug 7<sup>th</sup> 17

Fine hot day.

Group Commander inspected Training of all Battalions.

Numbers actually on parade were more satisfactory. In no case did the number on parade differ from the number available by more than 10.

13<sup>th</sup> Training Batin carried out night operations.



*[Signature]*

Capt.





WAR DIARY.

Place	Date	Headquarters No 4 Group A.I.F.	Appendix.
CODFORD	August 8 <sup>th</sup>	<p>Wet day.</p> <p>All Battalions low training in huts.</p> <p>Group Commander held the weekly Conference of Battalion Battalion Commanders. The chief subject of discussion was the organization of the platoons (drafts) as a separate unit. At present the scheme does <del>not</del> <del>not</del> presents difficulties namely:-</p> <ol style="list-style-type: none"> <li>(1) by being killed together as a draft one case of infection will put the whole draft in isolation.</li> <li>(2) makes more administrative work and makes an instructor responsible for administration.</li> </ol> <p style="text-align: right;">               Capt.           </p>	



WAR DIARY.

Place	Date	Appendix.
CODFORD	August-9 <sup>th</sup>	<p>HQ. No 4 Group A.I.F.</p> <p>Col Collett, Brigade Major, Staff Captain          Attended a Conference at BENTPORE          Barracks.</p> <p>The Chief subjects discussed were</p> <ol style="list-style-type: none"> <li>1. HQ Circular 119 of 3<sup>rd</sup> August.</li> <li>2. Lending of officers &amp; NCOs to the overseas Training Brigade.</li> <li>3. New procedure of relief (8 officers and 32 OR arrive now from France and are trained at schools). In Sept we send out 10 off and 4 OR per Battalion in the field and the lot to send over the equivalent to England)</li> </ol> <p>Note:- An officer <del>relieves</del> an officer of the same battalion. <sup>relieves</sup> is the one who has been here longest.</p> <ol style="list-style-type: none"> <li>4. Group staff other than those specified in HQ Circular orders of 31/7/17 para 775.</li> <li>5. Winter arrangements</li> <li>6. Returns</li> </ol> <p><i>[Signature]</i></p>





WAR DIARY.

Place	Date	Hq. No 4 Group A.I.F.	Appendix.
CODFORD	August 10 <sup>th</sup> 1917	All Training Battalions were at Antismarching week Fair:  Based on Hq. Circular 119 of 3 <sup>rd</sup> August (diary appendix number H/4), this office number GS 2/1 was issued together with amendments to the Summary of instructions on Training (diary appendix number H/3) the main object of the new system is to ensure that men before proceeding overseas do 4 weeks Training in organized Platoons based on the organization now in vogue. Training competitions are encouraged.  Arrangements are now in hand to cut and dry all arrangements for the winter.	H/6 GS 2/1 of 10/8/17   H/7 weekly Sanitation report.



*[Signature]*  
Capt.



Place

Date

Date

HQ No 4 Group A.I.F.

Appendix.

CODFORD

August  
11<sup>th</sup>

Weather fair. Some heavy showers.

Group Commander inspected drafts.

4<sup>th</sup> TB. 28.12<sup>th</sup> TB. 31.13<sup>th</sup> TB. 53.

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Total 112.

The standard was fair. Musketry standard was not so high as formerly, due to the depletion in numbers. Certain employed men have now ~~been~~ available.

*R.H.C.*  
Capt.



orders for move.  
4/8.



Place	Date	Notes
		HQ No 4 Group A.I.F.
CODFORD.	Aug 12 <sup>th</sup> 17.	Sunday.
CODFORD.	Aug 13 <sup>th</sup> 17.	<p>Assist. Sept. of P &amp; B. Training also GSO of No 3 Group visited and inspected Training.</p> <p>Draft under orders for August 5<sup>th</sup> marched out. (NOTE Draft marching out during a month are shown on a separate Table attached to the Appendix for the month).</p> <p>Weather indifferent - some rain.</p>





AL. No 4 Group A. I. F.

## INTELLIGENCE SUMMARY.

HEADQUARTERS 4 GROUP  
Army Form C. 2118.  
A. I. F.  
TRAINING CENTRE

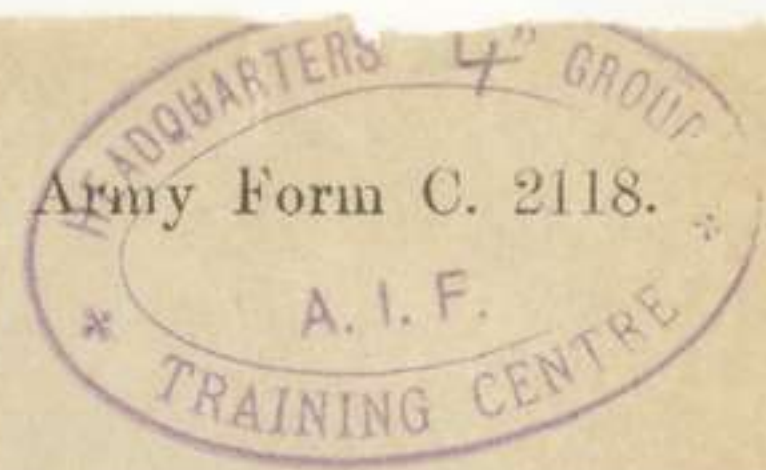
A6945 Wt. W11422/M1160 350,000 12/16 D, D. & L. Forms/C, 2118/14.



Instructions regarding War Diaries and Intelligence Summaries are contained in F. S. Regs., Part II, and the Staff Manual respectively. Title pages will be prepared in manuscript.

**WAR DIARY**  
or  
**INTELLIGENCE SUMMARY.**  
(Erase heading not required.)

*HQ  
No 4 Group A.I.F.*



Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
CODFORD	15/8/17.		G.O.C. AIF depots visited Training of 4 <sup>th</sup> and 12 <sup>th</sup> T/Bs. Aisul-operations Carried out by 4 <sup>th</sup> and 12 <sup>th</sup> T/Bs.	
CODFORD	16/8/17		Fine day. Usual work.	
CODFORD	17/8/17		Fine day. All Battalions were out route marching.	
		4pm	Group Commander held a Conference of CO's. Major Cox Comd 4 <sup>th</sup> T/B. Major Rowland " 12 <sup>th</sup> T/B.	
			Were present. Notes from a Conference of Staff Captains held at BHURTPORE last week were read over.	
			<i>M/C Capt</i>	



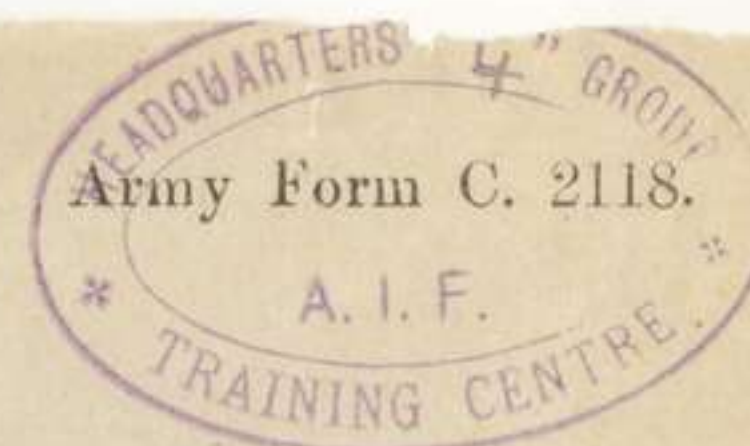
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# WAR DIARY

or

## INTELLIGENCE SUMMARY.

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
CODFORD	18/8/17	10am	Group Commander inspected drafts of 4th and 13th Training Battalions & afterwards the machine ranges of 4th and 13th. All Training battalions now have one end of the machine range converted into a sand target similar to what one would see from a Trench.	
CODFORD	19/8/17		Sunday.	
	20/8/17		This day till 6pm then rain.	14/10
		12-20pm	Drafts entrained. See appendix H/10.	orders for entrainment of drafts
			The organization of men from 11th to 14th week of training is meeting with difficulties especially so far as regards the NCOs who, it is found, are changed almost daily. This naturally defeats the object. The sections too change considerably from day-to-day owing to casualties etc. The organization must be thoroughly backed up by the Company Commanders.	
			The numbers on parade daily are better. Deficiencies are reduced to a minimum.	
			<i>M.C. capt.</i>	



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or

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HQ NO 4 Group  
A.I.F.



Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
CODFORD	21/8/17		<p>Friday.</p> <p>Numbers on parade good. An organized round up of employed men has been made.</p> <p>Staff Captain is held responsible for checking numbers in camp while Cso checks numbers on the Training Ground.</p> <p>2pm Cso Conference with Training officers. For notes see appendix H/II</p> <p>Lt Col Lane 13th TB Command the Group from yesterday vice Lt Col Collett.</p> <p>Members of G.C.M. assembled at TIDWORTH.</p> <p>Brig-Gen Telebrand visited Group. The question of the Extra Establishment (Instructors) was discussed. It is useless keeping on our strength we sent from France to be instructors if they fail in their task.</p> <p>The numbers at Group Signalling School were discussed and it is suggested that we might draw on Training Brigade, Command depots, Convalescent Camps. A man at light duty can begin to learn Signalling.</p> <p style="text-align: right;">H/C Capt.</p>	<p>H/II</p> <p>Conference notes.</p>
			A6945 Wt. W11422/M1160 350,000 12/16 D. D. & L. Forms/C./2118/14.	



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# WAR DIARY

or

## INTELLIGENCE SUMMARY.

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Army Form C. 2118.



Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
CODFORD	2/8/17		Continued. A want at present is some means of improving officers sent from France for a tour of duty as instructors. A short General refresher course at the end of their time is badly wanted. The training of the organised platoon was discussed. We think it would be better to lay down how the attack is to be taught from the initial stages onwards. Naturally the basis is SS143 "Training of platoon for offensive action" but still the instructors have their own views which may be right or wrong. About this last matter the action taken at present is that TB's have been asked to submit notes on how they instruct in this subject irrespective of the standard schemes now in force.  PAC /capr	
A6945 Wt. W11422/M1160 350,000 12/16 D. D. & L. Forms/C.2118/14.				15



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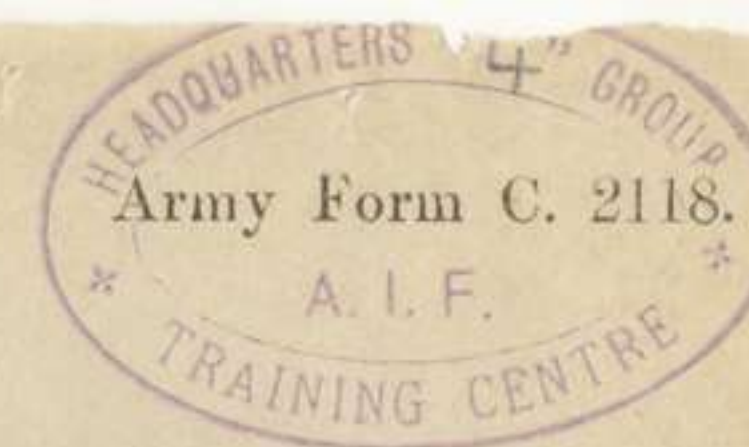
*HQ 4 Group  
A.I.F.*

# WAR DIARY

or

## INTELLIGENCE SUMMARY.

(Erase heading not required.)



Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
CODFORD	22/8/17		<p>Fine day.</p> <p>A Small Group class Assembles of 1 Bombing instructor  1 P &amp; B.T. "  1 Musketry "  1 Gas "</p> <p>} from each TB.</p> <p>Object of the Course is to show how instruction in various subjects work  in with one another for the one object - namely to turn out a man  ready to take his place in the platoon in the field. The Course lasts  for 3 days. Rough outline of course is shown in Appendix H/12</p> <p>All Battalions were out on night operations. The organized platoons were  Carrying out advanced practice...</p> <p>4 Lewis Guns per Training Battalion were issued.</p> <p><i>P.H.C.</i></p>	<p>H/12</p> <p>Rough outline  of 3 days  course</p>



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Ad No 4 9/1/18  
A.I.F.

# WAR DIARY

or

## INTELLIGENCE SUMMARY.

(Erase heading not required.)



Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
CODFORD	23/8/18		<p>Some rain during the day.</p> <p>All Batts were out training.</p> <p>8.15pm Conference held by S.M.O at 13th TTB orderly room. The following attended Brigade Major, Staff Captain, Adjutant, M.O. Dental officer from each training Batta. The object of the Conference was to point out that the Commanding officer is the officer held responsible for everything and that the M.O and D.O are advisers. A closer Liaison is also necessary between the branches with the one main object namely to send out efficient drafts. The most important standing orders (all Bhutpore - Southern Command or A.C.I) were gone over.</p> <p>The Liaison has improved lately but there are always two or three men who escape inspection. We must catch <u>every body</u>. Cases have occurred where men in 14th week of Training are, when ordered for draft, found to be either dentally or medically unfit. On going into each case it was found that M.O or D.O. has never seen these men before.</p>	
A6945 Wt. W11422/M1160 350,000 12/16 D. D. & L. Form/C./2118/14.				17

*[Signature]*



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HQ 4 Group.

# WAR DIARY OR INTELLIGENCE SUMMARY.

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
CODFORD	23/8/17		<p>Contd. Therefore Every man must be inspected and accurate records kept. The question of Arrangement for inspection parades between M.O., S.O and Training officers was gone into. Training officers should receive 24 hours notice so that he can arrange his Training and allotment of his instructors.</p> <p>M./os are responsible for the Lectures on First aid, health, Sanitation, Trench foot, as part of training. Opportunities on wet days should be taken.</p> <p>Candidates for certain schools should be given a medical examination to see if they are fit for the course they are about to undergo.</p> <p style="text-align: right;">J.H.C. Capt.</p>	



WAR DIARY  
or  
INTELLIGENCE SUMMARY.

1. HQ 4 Group  
A. I. E.

Army Form C. 2118.

## Summary of Events and Information

HK copy



Instructions regarding War Diaries and Intelligence  
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# WAR DIARY

or

## INTELLIGENCE SUMMARY.

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Army Form C. 2118.



Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
CODFORD	27/8/17		Fine morning. Rained hard all afternoon. Too wet for night operations. GS 2/1 27/8/17 issued - being notes on the Field Practised Practice to be carried out in accordance with ACI 1230 Appendix III For weekly Sanitation report see Appendix H/18.	H/17 H/18
	28/8/17		Rained all day. Training had to be carried out in huts. 2pm Brigade Major held Conference of Training officers and adjutants from all Training battalions.	Notes on Conf. H/19.
	29/8/17		very wet day. men in 10 <sup>th</sup> week of Training were passed through Gun. Group Commander visited Training of 12 <sup>th</sup> and 13 <sup>th</sup> TRB and Group Lewis Gun school. 4.30pm Group Commander held Conference of CO's. Lt Col Lane 13 <sup>th</sup> TRB Major Cox 4 <sup>th</sup> TRB } were present Major Rowland 12 <sup>th</sup> TRB	
			<i>[Signature]</i> Capt.	



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No 4 Group  
A.I.F.

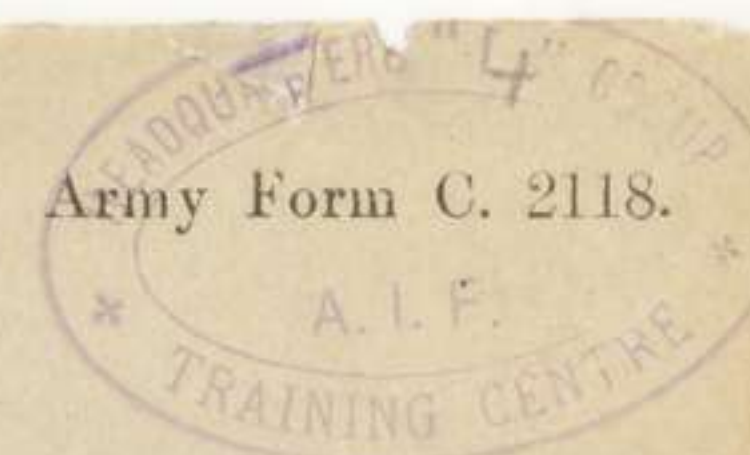
# WAR DIARY

or

## INTELLIGENCE SUMMARY.

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Army Form C. 2118.



Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
CODFORD	29/8/17		<p>Continued</p> <p>The chief subjects of discussion were (1) Training especially of the organized platoons. At present it is unavoidable to take 3rd stage men for duties. (2) Lewis-Gun range practice. It is decided for the present to fire the short course (SS448 Sect II) namely 74 rounds per man. (3) The Field Practice (ACI 1230 appendix III) was discussed. (4) The testing of drafts page 8 &amp; 9 A.C.I. 1230 was thoroughly gone into. The C.O. is primarily responsible but he gets assistance from Group officer expert instructors. (5) Question of applications for transfer to the Signal Engineer. 19 applications are in Group Signal School. The question is whether the applicants are allowed to go &amp; then deplete the 4th division in the field or not. The matter has been referred to HQ A.I.F. depots.</p> <p><i>R. J. Hunt</i> Capt.</p>	



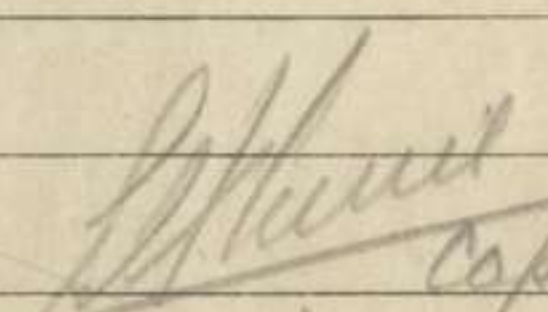




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**WAR DIARY**  
or  
**INTELLIGENCE SUMMARY.**  
(Erase heading not required.)



Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
			Appendices attached for the month of August.	
			Group orders (For each day) H/21	
			Bombing instructors and numbers passed bombing tests. } H/22.	
			Gas instructors and numbers passed through gas } H/23.	
			Musketry reports for August. H/24	
			details of Signal School & men passed as 1st class etc } H/25-	
			Group ration state August. H/26.	
			Postat arrangements H/27.	
			Troops marching in and out H/28.	
			Notes of interest from Staff Captain. H/29.	
			<del>Daily medical reports H/30</del>	
			<p style="text-align: right;">   Capt. Brigadier  Codford 1/9/17 No 4 Group A.I.F. </p>	



CIRCULAR MEMO NO. 10.

by

LIEUT-COLONEL H.B. COLLETT, D.S.O.

COMMANDING TRAINING AREA NO. 4 GROUP, CODFORD, AUGUST 2nd 1917.

" Reference Memorandum re War Diaries issued under A.I.F. Order 758 of 13th July, 1917."

- 1. War Diaries will be kept in duplicate by Brigade Headquarters and each Training Battalion on the suggestion and instructions contained in the above Memorandum.
- 2. The Diaries will date as from August 1st 1917, as disposed of as in para 2. (C).
- 3. Reference para 12 (C) Appendices will be numbered as follows:-

Each month in the year will have an Index letter i.e.:-

- January.....A
- February.....B
- March.....C

Leaving out the letter I.

Then the Appendices for August will begin with the Index letter H.

Each Appendix throughout a month will be numbered consecutively i.e. H/1, H/2, H/3 etc. The Appendices will be attached in sequence at the end of the diary for the month.

- 4. The following are a few of the subjects which should be dealt with in the diaries or attached as appendices :-
  - (1) Place and date (in left hand column).
  - (2) Number of the appendix to which reference is made to be entered in the right hand column.
  - (3) Weather.
  - (4) Outline of work.
  - (5) Strength of Reinforcements marched in.
  - (6) Strength of Drafts marched out.
  - (7) Special operations.
  - (8) Policies on Administration & Training.
  - (9) Reports on Training, Drafts, Reinforcements.
  - (10) Inspections by General Officers Commanding.
  - (11) Daily Strength Report.
  - (12) Hospital Statistics.
  - (13) Copy of Battalion Orders.
  - (14) Official Correspondence, Records, Statistics of interest of Value.
  - (15) Nominal Rolls of Officers etc.

The Officer keeping the Diary will initial each days entry. The covering letter when sending the diary away will be signed by the Commanding Officer. The Office stamp of the Unit will be impressed on the top left hand corner of each sheet.

As regards the Diary to be kept by Brigade Headquarters.

At the end of each month the following information will be given to the Brigade Major.

<u>SUBJECT</u>	<u>BY WHOM RENDERED.</u>
Graph showing strength of Group during the month.	Staff Captain.
Table showing (by Officers & O.R.) Reinforcements marched in - giving date.	
Ditto Drafts marched out	



CIRCULAR MEMO NO. 10 of AUGUST 2nd. 1917.  
Page 2.

<u>SUBJECT</u>	<u>BY WHOM RENDERED.</u>
List of Officers on Group Headquarters showing any changes	Staff Captain.
Copies of any Official Correspondence of interest.	
The Group Orders for the Month	
Postal arrangements.	
Number and date of all Ranks marched into Signal School.	Group Signalling Officer.
Numbers returned to their Units as unsuitable or otherwise	
Results of Classification Tests	
Nominal Roll of Instructors	
Number of all Ranks who passed Live Bomb Test.	Group Bombing Officer.
Nominal Roll of Instructors	
Number of all Ranks who pass through Gas Chamber.	Group Gas Officer.
Nominal Roll of Instructors	
Musketry Statistics for the Month	Group Musketry Officer.
Nominal Roll of Instructors	
Medical Statistics with remarks as to cause or reason and action taken	Senior Medical Officer.
Strength of A.A.S.C. Detachment	O.C. A.A.S.C. Codford Detachment.
Reports on Inspections	
Condition of Animals	
Notes on the month's work	

(Sgnd) R. LANCE RHODES, Lieutenant,  
Asst. Staff Captain, No. 4 Group, A.I.F.



## Appendix No. H/2.

	<u>Reported.</u>	<u>Marched out.</u>
Lt.-Col. H.B. Collett, D.S.O. 28th Battn.		
Capt. P.J.R. Currie M.C.	K.R.R.c.	
Lt. R.L. Mayman	10th Btn?	30/8/17 (Tidworth)
Hon. Lt. C.A. Thomlinson, Gen. List.		
Lt. R.L. Rhodes	50th Battn.	
2/Lt. J.W. Adlard, Worcestershire Regiment.		
Lt. O.V. Steele	45th Battn.	
Lt. F.P. Pring	45th "	
2/Lt. B.V. Tydeman	Gen. List	
Lt. P.H. Auld, M.C.	50th Battn.	
Major J.P. Fogarty, M.C.	A.A.M.C.	
Hon. Major E.S. Davis	Unallotted.	
Capt. A.E. Morgan	47th Battn.	
Capt. J. Shearer	A.A.S.C.	
Major Campbell	20/8/17	25/8/17 (No. 5 Group)
Major Moodie	20/8/17	25/8/17 (No. 5 Group)
Lieut.-Col. Smith	14th Battn. 3/8/17	27/8/17 (France)
Lt. G.S. Packard	50th " 11/8/17	25/8/17 (Weymouth)



war diary 28

E/H GS 2/1  
4/8/17

## GENERAL OUTLINE

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## STANDARD SYSTEM OF ORGANIZATION OF TRAINING

## No. 4 (D) GROUP, A.I.F.

1. In each Administrative Company there will be kept a "Notice Board System". Each man on joining a Training Battalion will have a card, on which will be entered the man's name, number, etc., - number of reinforcement, week of training, date on which he passes through the various subjects of training. If a man is away from training for any reason, such as hospital, his ticket will be taken down from the column showing his week of training, and the date of his admission to hospital will be entered on the card, and the card pinned on the column marked "Hospital". On his return from Hospital it can then be seen at a glance to what week of training the man in question goes back to, and the man's card put back. This system will save clerical labour, and a check of numbers can be done at a glance.

2. ORGANIZATION OF THE PROGRAMME OF WORK.

(a). The Syllabus of Training is laid down in Army Council Instructions - No. 1968 of 1916.

The hours laid down are to be adhered to.

It has been deemed advisable to advance all Training one week, and in consequence men in their 5th week will carry out the syllabus for the 6th week, and so on. Thus Musketry comes into the 8th week, and ensures that men have fired parts 1 and 11 by the end of the 9th week.

(b). As a guide to commanding officers to draw up their syllabus of work, G.S. 2/1 dated 1/2/17 was issued.

(c). In each Battalion Training Office there will be a training board, description of which was issued under "D 37", dated 3/1/17. Each Battalion will make up their Training boards the evening before. A duplicate board will be on the Training Ground. On the evening before, the Training Officer will make out copies of the Board, as concerns the various Instructors, and Instructors will be detailed to their work.

(d). When making up the Training Board it is advisable to keep only a limited number of weeks of Training to fit in with the number of Instructors. Thus a maximum of 5 different weeks of training is sufficient. (For guide to division of Instructors see Headquarters Memo 11 dated under G.S. 2/1 of 1/2/17).

MIMO MATE



STANDARD SYSTEM OF ORGANIZATION OF TRAINING.  
Page 2.

3. THE FALL IN:-

The fall in must be done as quick as possible. The fall in will usually be done as a Battalion Parade. Men will then march as a Battalion to the Training Parade Ground, and fall in according to the "Etaples System", as follows:- The Training Battalion will have markers of boards showing the weeks of training. All the Companies will close on the markers. Thus all men from the Battalion will be in groups, according to the week of training. Each Administrative Company will fall in depth on its

Each Group is then divided into Squads and lettered (weeks off), and Squads are then taken over by their Instructors (training).

The Training Ground is divided off to the various branches of training, and notice boards put up. From now onwards the "Ball-ring System" is in force (vide "System of Testing and Training Reinforcements at the Base School.")

The change over will be given by the Training Officer, and will be carried out at the double.

It is essential that men for musketry go to the same Instructor each time for that subject, this equally applies to all subjects.

4. Detail allotment of officers and their duties will be as shown in G.S. 2/1 dated 18/5/17 (vide appendix).

5. CHECK OF NUMBERS.

The Adjutant on Battalion Parade should have a slate showing on one side the numbers detailed for other duties than Training, numbers at Schools of Instruction, the number at sick parade, required by Dentist, or on Musketry. Company Commanders will give the Adjutant the actual numbers on parade, which will be entered on the other side of the slate. The total on the two sides will be added together, and compared with the G.2. The deficit, if any, can then be traced by an inspection of numbers from the Company "Notice Board System". The G.3 must show the numbers correctly.

The Training Officer will take with him on parade the detail of numbers as taken from the Adjutant, together with a copy of the days programme of work.

6. SUB-SYLLABUS.

The syllabus of Training for each week will be taken and divided into a daily syllabus, and again into a time syllabus. All Instructors will have copies of these syllabuses, and notes and headings on same: Thus an Instructor can, by finding out what week of training a man is in, and knowing the day of the week, tell what the detail of the subject for that man is for that particular hour.

When a relief of an Instructor is carried out, his notes must be handed over.



STANDARD SYSTEM OF ORGANIZATION OF TRAINING.

Page 3.

7. The Training Officer will be responsible to his Commanding Officer for all Training Stores, and see that sufficient are available. He will, in conjunction with the C.O. and Adjutant, annalize the selection of candidates for Courses of Instruction. He will keep in his office a board showing the Instructors under the various headings as "Musketry", "P. T. & B. F", "Bombing", etc. The Instructors will be shown by name, and against their names, the dates of the courses they have passed.
- Under the board should be a column showing N.C.O's at Schools or detailed for Schools.
8. All pamphlets and books issued to Training Battalions are for Training purposes, and are not to be taken outside the Battalion (vide G.R.O. 275 of 23/6/17 para. 2620.)
- All officers and instructors should have access to these pamphlets, and should compile and amend their notes from them.
9. Each Training Officer must keep a book with extracts of Group Orders as affecting Training posted in and indexed. Suitable books may be obtained from Messrs Hugh Rees, 5 Lower Regent Street, London, and are called "Newspaper Cutting Books".
10. 10. Field Training will be based on S.S. 143 and "Organization of an Infantry Battalion, and Normal Formation for the Attack" (April 1917).
- The hours allotted to Field Training are:-
- |           |    |
|-----------|----|
| 10th week | 12 |
| 11th week | 12 |
| 12th week | 18 |
| 13th week | 12 |
| 14th week | 18 |
- (Route Marching is included in the total).
- A check is to be taken that every man before proceeding Overseas, has acted in the capacity of a Rifleman, Bomber, Rifle Grenadier, Lewis Gunner, Moppper up and Patrol. Again, practice attacks and schemes should comprise the ordinary situations in which a man may find himself in in the Field. With this object in view, each Battalion will keep a few standard schemes based on S.S. 143, with diagrams illustrating the action. The diagrams should be taken from the actual ground available to each Training Battalion. Attached to the schemes should be notes and points to be observed.
- The schemes should be based on a Company in the attack, and they can then be modified to suit the employment from one to four platoons.



CONFERENCES:-

Group Commanders Conference with Battalion Commanders - every Wednesday at Group Headquarters at 4-30 p.m.

Brigade Majors Conference with Training Officers and Adjutants - every Tuesday at Group Headquarters at 2 p.m.

Brigade Majors Conference with Battalion Quartermasters - every ~~Tuesday~~ Thursday at Group Headquarters at 2 p.m.

Group Musketry Officers Conference every Wednesday at Group Headquarters at 5-30 p.m.

Group Bombing Officers Conference - every Monday at Group Headquarters at 5-30 p.m.

G.S. 2/1 of 18/5/17 paras. 1 to 5.

1. Each Training Battalion will carry out a Route March of not less than 15 miles. This march will take the place of the usual two short marches per week.
  - (a). Dinners and haversack rations will be taken.
  - (b). The route will be decided after the Commanding Officers conference each Wednesday.
  - (c). On the march out, there is to be a simple tactical exercise for men in their 9th week of training and over.
  - (d). The march home will be as a Battalion.
  - (e). All men in their 6th week and over will go on this march.
  - (f). The following will be exempt from the march:-
    - Men and officers firing on the range,
    - Men and officers at Group Bombing School,
    - Men and Officers at Group Lewis Gun School.
  - (g). All men under 6th week of training (exclusive) will go per week at least one march to be of not less than 6 miles. These marches will accustom men to the strain and will harden their feet.
  - (h). These preliminary marches will take place on a different day to the Battalion Route March; the actual day in each week to be settled by O.C. Battalions.
  - (j). Any man who falls out from the Friday march will unless in possession of a medical certificate showing that the cause was through no fault of his, proceed on the next preliminary march as well as the ensuing Friday march.

2. Training Battalions will carry out Night Operations as under:-

4th Training Battalion -	Wednesday,
12th Training Battalion -	Tuesday
13th Training Battalion	Tuesday

All officers and men available for training to take part.

On the morning following night operations parade will be at 9 a.m.



## A P P E N D I X

Page 2.

The following list of subjects are the most important to be taught during night work:-

- (a) Attack practices,
- (b) Run over Bayonet Course,
- (c) Gas Drill
- (d) Bomb Throwing,
- (e) Rapid loading,
- (f) Trench Reliefs,
- (g) Patrolling,
- (h) Filing on to work tasks,
- (j) Entrenching
- (k) Rapid wiring.

3. In order to give reinforcement officers every opportunity of becoming proficient before proceeding overseas. They will in future:-

- (a) Proceed to No. 3 School of Instruction, Candahar, as soon after their arrival as possible (the instructions concerning this School have been issued).
- (b). Go through Gas Chamber (Wednesdays)
- (c). Go through Lewis Gun School (8 days course)
- (e). Fire revolver course,
- (f) Fire Parts 1 and 11 of the Musketry Course.
- (g). Attend all attack practices and to be allowed a Command.
- (h). If not undergoing instruction in above, to attend all training parades.
- (j). Attend any other Schools of Instruction Battalion Commanders consider advisable.

4. The principles governing the allotment of officers on Training Parades are:-

One officer to be in charge of each week of Training.

His duties are:-

- (a). To be responsible for the discipline of his Group on Parade.
- (B) Ascertain from the administrative Company Commanders the numbers for parade and check these numbers
- (c). To ensure that the "change over" is prompt.
- (d). That the Squads go to the proper Instructors.
- (e). That the training throughout the week is progressive.
- (f). To supervise instructors.

Each week of Training is divided into 3 squads. Remaining Officers, having detailed one to each week of Training will be divided among the squads.

The duties of these officers are:-

- (a). To be responsible for the discipline and smartness of the Squads.
- (b). To ensure that the change over is prompt.
- (d). To assist as Instructors.

5. In order to keep all Officers up to date in the latest ideas from France, each Battalion should have a Weekly Conference of all officers.

Vide G.R.O. 266 para. 2516. - Night operations will be carried out for a minimum of two hours duration.



A P P E N D I X.Page 3.G.R.O. No. 252 of 31/5/17, para. 2343.GROUP REVOLVER COURSE.

Group Revolver Courses will take place every Monday and Thursday in each week. Each Course will last two days.

Hours of Parade will be:-

2.30 pm - 4.30 pm on Monday and Tuesdays,

2.30 pm-- 4.30 pm on Thursdays & Fridays.

Candidates will report to Group Musketry Officer at his office a quarter of an hour before the times stated.

Nominal Rolls will be sent by O.C. Training Battalions to reach this office every Sunday and Wednesday.

Candidates must bring revolvers, cleaning materials and holsters.

Maximum number of candidates any Training Battalion may send on any one Course is two (2).

G.S. 2/1 of 11/6/17 "NOTES ON TRAINING AT NIGHT".

It is probably best to divide Night work up into 3 distinct groups - For example:-

- (a). Men up to and inclusive of 6th week,
- (b). Men over 6th week,
- (c). Draft

The Training for (a) should be on the "Bull-ring System", and should comprise the elementary training in all subjects, such as:-

1. Rapid loading,
2. Rapid loading with respirators or gas helmets,
3. Bombing,
4. Bombing with respirators or gas helmets,
5. Silent close order drill
6. Silent extended drill
7. Bayonet practice,
8. Filing on the work task, and method of silently taking off equipment, placing rifle in position of readiness, placing tools, etc.
9. Gas alarms (for gas shell and gas cloud).

The training for (b):-

1. Simple attack practices with platoons told off into sections according to the different weapons.
2. - Ditto - and forming up on tapes or in trenches.
3. - Ditto - with waves going through or reinforcing.
4. Working parties & digging,
5. Wiring
6. Attack over Bayonet assault course by sections under Section Commanders.
7. Trench reliefs, Sentries, Patrols, Runners.



# A P P E N D I X.

Page 4.

## NOTES ON TRAINING AT NIGHT (Continued).

### Training for (c).

1. En over assault course by Sections under Section Commanders using a tape for jumping off line.
2. Simple attack schemes or outpost, etc.

### General Notes:-

1. Do not waste time lecturing in the dark, but explain beforehand what is required.
2. Employ everyone. Lookers on will learn nothing in the dark.
3. All training to be as realistic as possible.

### As regards Trench Reliefs, para. b. (5).

1. Employ guides and arrange rendezvous some way from the trenches.
2. After Instructor (in reality O.C. Coy) has given his instructions before relieving party moves off, let Platoon and Section Commanders carry on - Instructor is then free to go round and criticize.
3. Establish Platoon and Company Headquarters.

### As regards Scheme para. b (2).

1. Employ an enemy, and also make use of all accessories.
2. Adhere to the normal attack formations.

### Ideas for Schemes.

1. Forming up on tapes or in Trenches on a one or two platoon frontage.
2. Allot one or two objectives. (See:- "Organization of an Infantry Battalion, and the Normal Formation of Attack".)
3. Attack against an objective sufficiently far off to necessitate use of compass bearings. Attackers to use Scouts, and making good ground by short bounds. Formation of attack might start in platoon columns, and finally extending preparatory to assault.
4. Simple outpost scheme, and employ men learning patrolling and scouting as the enemy, using blank ammunition. (It must be realised that there is a great similarity in duties between open and trench warfare.)
5. A strong point (wood, cross-roads, a steep forward slope) which has held up an attack in daylight, is to be attacked again after dark, and when captured is to be consolidated.



A P P E N D I X.

Page 5.

G. S. 90 of the 25/5/17, paras. 21-3. 1-3.Extract from G.S. 90.

1. "Opportunities of putting into practice the theory of Fire Control, direction and discipline are continually occurring in the operations now taking place in France; it is incumbent on all Officers and N.C.O's to be able to realize and make most of these opportunities. The Field Marshall Commanding-in-Chief wishes this part of Musketry Training to receive special attention."
2. Special attention is also to be paid to G.S. 90 dated 22/4/17. Extract:-  
"In future extended order drill during 7th and 8th Weeks of Training and all Field Work from 10th to 14th week of Training should be combined with Fire Discipline and Control".
3. Every single man must be able to give fire orders correctly as at any time he may find himself a Fire Unit Commander. He must therefore know the proper sequence in which to give his orders, namely:- The Range, Object, Nature of Fire, and number of rounds to be fired. He must be able to describe his Target and judge the distance.

TRAINING ON SATURDAYS. (G.R.O. 245 of 24/5/17, para. 2273.)

The following programme of Training will be carried out every Saturday:-

(a). 8 a.m. to 8.45 a.m.	Hut Cleaning,
9 a.m. to 9.45 a.m.	Kit Inspection
10 a.m. to 12 Noon.	Training.

8 a.m. to 8.45 a.m. (during Hut Cleaning)  
R.S.M's parade for all N.C.O's of the rank of Corporal or above and all Instructors except Staff Sergeants Instructors.

(b). Instruction at Signalling, Bombing, and Lewis Gun Schools will be carried on as usual.

(c). Musketry on Range as usual.

G.R.O. 245 of 24/5/17, para. 2274.

Officers Commanding Training Battalions will arrange that on every Monday evening Officers or Staff Sergeant Instructors in charge of the various branches of Training carry out a Refresher class for their Assistant Instructors.

CLEANING OF RIFLES. G.S. 90 of 3/7/17.

In order to give men the maximum instruction in care of arms, and to ensure that rifles are cleaned daily, the Group Commander wishes the following instructions to be carried out in each Training Battalion:-

(over)



A P P E N D I X.

Page 6.

CLEANING OF RIFLES (continued)

(a). Every man in the 6th week of Training will be issued with a rifle, pull-through, oil bottle, and cleaning rag (so far as the number of rifles used for firing the G.M.C. allow), which he will sign for and keep in his possession until he has completed his General Musketry Course.

(b). Approximately 10% of the remaining pull-throughs will be retained in the Battalion Armoury for cleaning purposes.

(c). All remaining pull-throughs will be kept in the butt traps of rifles, 1914 Pattern, E.Y. or D.F. These rifles containing pull-throughs will be the first to be issued each day.

(d). At the end of the morning Parade, and at the end of the Afternoon Parade, after firing on the Range, and after Night Operations, every Squad - no matter what training it is doing - will before marching back to Barracks, clean rifles under the supervision of the Instructor it is with at the moment. Men having rifles with pull-throughs will share with those who have not. In this way every rifle on Parade will be cleaned twice a day.

(e). Training Battalions will always arrange to have boiling water on the Range for use after using Ball Ammunition.

(f). As soon as there are sufficient pull-throughs, every man should be issued with a rifle, which he will be held responsible for.

GENERAL MUSKETRY COURSE:-

Practices of the G.M.C. will be fired as follows:-

<u>Practice:-</u>				
1, 2, 3, 4	20 rounds	1st. day		
5, 6, 7, 8, 9.	30	"	2nd. "	
10, 11, 12, 13,				
14.	30	"	3rd. "	
15, 16, 17, 18.	30	"	4th. "	
19, 20.	-----		5th. "	

ANTI-GAS TRAINING STANDARD TESTS:-)

With reference to Southern Command Orders Nos. 206, 237 and 273 of 1917, the standard tests to be passed by all ranks prior to completion of training should be:-

SMALL BOX RESPIRATOR:-

1. Complete Adjustment from the "Alert Position" - 6 seconds.
2. Complete protection from the "Slung" position - 8 seconds.
3. Change from Small Box Respirator to Safety Position with P.H. Helmet. - 10 seconds.
4. Wearing continuously for  $\frac{1}{2}$  hour including movement.

(over)



A P P E N D I X

Page 7.

ANTI-GAS TRAINING STANDARD TESTS (continued).P.H. HELMET.

5. From "Slung Position" to "Safety Position". - 6 seconds.
6. From "Slung Position" to complete adjustment. 20 seconds.
7. Passing through gas successfully.

None of the above time tests for either Small Box Respirators or P.H. Helmet shall be regarded as correctly performed unless the breath is held from word of command and until protection is obtained.

In order to indicate the amount of training an N.C.O. or man has undergone, the letters P.T.G. should be entered in the pay-book together with the initials of the Officer entering them.

In the event of an N.C.O. or man not having passed all the Standard Tests, an entry to that effect should be made in the Nominal Roll of the Draft (see Army Council Instruction No. 151 of 1917, and neither P.T.G. nor any other entry in reference to gas should be made in pay-book. (Auth. H.Q. Orders of 17/7/17, para. 981).

REFRESHER CLASS FOR STAFF - G.R.O. No. 245 of 21/5/17, para (2274)

Officers Commanding Training Battalions will arrange that on every Monday evening Officers or Staff Sergeant Instructors in charge of the various branches of Training carry out a refresher class for their Assistant Instructors.

RIFLE GRENADES - INSTRUCTION IN - G.R.O. No. 242 of 21/5/17 (para. 2227)

Officers Commanding Training Battalions will ensure that every man has fired at least three (3) dummy Rifle Grenades and has received the elementary instruction in the use of Rifle Grenades before proceeding to the Group Bombing School.



A P P E N D I X

Page. 8.

COURSES. (G.R.O. 309 of 27/7/1917, para. 3075.)

Battalions must arrange that before Officers and N.C.Os. are sent to Schools of Instruction they are thoroughly coached in the subjects for which they are selected. This especially applies to the Officers and N.C.Os. on the extra establishment.

SCHOOLS:- (G.R.O. No. 308 of 26/7/17, para. 3050.)

Officers and Other Ranks attending the under-mentioned Group Schools are not available for duty with their Training Battalions:-

- Group Signalling School,
- @ Group Bombing School,
- @ Group Lewis Gun School,
- @ Group Musketry School,
- @ Group Gas School.

Officers and Other Ranks attending Schools marked @ are available for Night Operations with their Training Battalion.



## SYLLABUS OF TRAINING IN ANTI-GAS MEASURES.

Second week 1st half hour period Lecture - Conditions of Cylinder Gas attack. Importance of individual discipline.

2nd. " " " Helmet drill - Putting on and adjusting P.H. Helmet.

3rd. " " " Lecture - Alert Position of Helmet.

4th. " " " Helmet Drill, as for 2nd half hour period, slow time helmet drill.

Third Week:- 1st. half hour period:-

Lecture. P.H. Helmet - inspection and care of.

2nd. " " " Helmet Drill against a watch.

3rd. " " " Lecture:- Gas Shells and Gas Shell attacks.

4th. " " " Helmet Drill. Helmets to be worn for period of 10 minutes.

Fourth Week. 1st. half Hour period:-

Lecture:- Small Box Respirator, description of.

2nd. " " " Putting on and fitting small Box Respirator.

3rd. " " " Lecture: Small Box Respirator - inspection and care of.

4th. " " " Small Box Respirator Drill - practices "A" & "B" by numbers.

Fifth Week:- 1st. half hour period:-

Lecture: General Defence Measures, Small Box Respirator Drill; practices "A" & "B" against a watch.

2nd. " " " Lecture: General Defence Measures.

3rd. " " " Small Box Respirator Drill; practices "D", "E", "F", "G".

4th. " " "

Sixth Week:- 1st. half hour period:-

P.H. Helmet Drill; wearing for 15 minutes with Infantry Close Order Drill.

2nd. " " " Changing from Small Box Respirator to P.H. Helmet Practice, also practice "C" by numbers.

3rd. " " " Extended Order Drill in small Box Respirator.

4th. " " " As for 2nd. half hour period above against a watch.

Seventh Week: 1st. half hour period:-

Drill in P.H. Helmet to be worn for 20 minutes.

2nd. " " " Small Box Respirator Drill - practices "A" & "B" "C" & "I" against a watch.

3rd. " " " Small Box Respirator Drill, wearing for 15 minutes with Infantry Close Order Drill.

4th. " " " Extended Order Drill in Small Box Respirator.



SYLLABUS OF TRAINING IN ANTI-GAS MEASURES (continued) L.

Eighth

Eight Week; 1st. half hour period:-

2nd.	"	"	"	Lecture: Trench Appliances.
3rd.	"	"	"	Drill in small Box Respirator, including 2 spells of doubling for 30 seconds.
4th	"	"	"	Lecture; Wearing P.H. Helmet in Gas discipline.
				Small Box Respirator Drill; practices "A" & "B" & "C" & "1" against a watch.

Ninth Week: 1st. hour

Standard Tests, including wearing small Box Respirator for 30 minutes.

2nd. half hour period:-

Lecture;- Care of Arms, Ammunition, etc,

3rd. " " " Helmet Drill against a watch.

Tenth Week; 1st. half hour period:-

Passing through Gas wearing P.H. Helmet.

2nd. " " " Wearing Small Box Respirator in lachrymator.

3rd. " " " Small Box Respirator Drill; practices "A" & "B" & "C" & "1" against a watch.

4th. " " " Helmet Drill against a watch.

Eleventh Week; 1st. half hour period:-

Wearing P.H. Helmet in Musketry Practice.

2nd. half hour period:-

Wearing small Box Respirator in Bayonet Fighting the final assault not to be carried out.

3rd. " " " Wearing P.H. Helmet - do -

4th. " " " Wearing Small box Respirator in Musketry practice.

Twelfth Week, 1st. Hour

Lecture; Smoke Organization and Attack.

2nd. " " " Lecture; Gas Alarms and Gas Proof Dug-outs.

Thirteenth Week. 1st period of 1 Hour:- Field Work:-

Field-Period "Alert Period" & "Gas Alarm", practice in entering protected dug-out. Conduct during Gas Attack.

2nd. " " " As above with addition of conduct after Gas Attack.

(1)

Notes:- Telephone Operators must be specially practiced in using their instruments when wearing Box Respirators or helmets. The head piece of the receiver will be worn over the Helmet. The buzzer should be used when the Respirator or Helmet is worn.

(2).

Opportunity should be taken for bombing practice to be carried out while wearing the respirator or Helmet.



## Appendix No. H/3

## SUGGESTED PROGRAMME OF TRAINING.

by 12/1/17  
8/5/17

Subject	Time Allotted	
1st Week.		
1. Fitting or Dressing	1 hour )	
2. Aiming Instruction (1st stage)	4 hours )	
3. Firing Instruction (standing position)	4 " )	2 hours
4. Chapter 2. (Care of arms, etc.)	2 " )	per day
* Visual Training (1st stage)		
5. Judging Distance - Unit of Measure	1 hour )	
* This can be carried out during drill hours when standing easy.		
2nd Week.		
1. Aiming Instrn. 1st stage (including test for accuracy of aim)	4 hours )	
2. Firing Instrn. (to prone position and muscle exercises)	4 hours )	2 hours
3. Chapter 2. M.R. (Care of arms, etc)	1 hour )	per day
4. Visual Training (2nd stage)	1 1/2 hrs )	
5. Judging Distance (appearance)	1 1/2 " )	
3rd Week.		
1. Aiming Instruction (2nd stage)	3 hours )	
2. Firing Instrn. (resume and other positions, muscle exercises)	4 hours )	
3. Tests of E.T. (on subjects already taught)	1 hour )	2 hours
4. Miniature Range (grouping)	1 " )	per day
5. Judging Distance (resume bracketting and halving)	1 1/2 hrs )	
6. Visual Training (3rd stage)	1 1/2 " )	
4th Week.		
1. Aiming Instruction (2nd stage)	4 hours )	
2. Firing Instruction (practice in positions and use of cover, muscle exercises)	3 1/2 hrs )	2 hours
3. Miniature Range (application)	2 hours )	per day
4. Judging Distance (practice)	1/2 hr. )	
5. Visual Training, 4th stage (recognition of targets)	2 hours )	
5th Week.		
1. Aiming Instruction (3rd stage)	4 hours )	
2. Firing Instrn. (use of cover and rapid loading, muscle exercises)	3 " )	
3. Miniature Range (snapshooting and crossing target)	2 " )	2 hours
4. Fire Discipline (1st stage)	1 1/2 hrs )	per day
5. Judging Distance (practice)	1/2 hr. )	
6. Visual Training 4th stage (recognition of targets)	1 hour )	
6th Week.		
1. Aiming Instruction (3rd stage)	3 hours )	
2. Firing Instrn. (rapid loading, rapid firing, muscle exercises)	3 " )	
3. Miniature Rifle Course, Part 1.	3 " )	2 hours
4. Fire Discipline (2nd stage)	1 1/2 " )	per day
5. Test of E.T.	1 hour )	
6. Visual Training (4th stage)	1/2 " )	



- 2 -

## 7th Week.

1. Aiming Instruction (3rd stage)	3 hours	)	
2. Firing Instruction (as for 6th week)	3 "	)	
3. Tests of E.T.	1 "	)	2 hours
4. Miniature Rifle Course (Part 1 repetition)	2 "	)	per day
5. Fire Discipline (2nd stage)	1½ "	)	
6. Judging Distance (practice)	1½ "	)	
7. Visual Training (4th stage.)	1 "	)	

## 8th Week.

1. Snapshooting and aiming-off for wind practice.	3 hours	)	
2. Rapid Loading, Rapid Firing	2 "	)	2 hours
3. Tests of E.T.	1 "	)	per day
4. Miniature Rifle Course, Part 2.	4½ "	)	
5. Fire Discipline (2nd stage)	1½ "	)	

## 9th Week.

1. Resume of Aiming Instruction (accuracy of aim, snapshooting, and aiming off for wind.)	2½ hrs	)	
2. Rapid Loading and Firing	2½ "	)	2 hours
3. Miniature Rifle Course (Part 2 Continued)	2 "	)	per day
4. 30 yards Range Practice	2 "	)	
5. Fire Discipline (3rd stage)	2 "	)	
6. Tests of E.T.	1 "	)	

## 10th Week - Range Practices Part 1.

1. Visual Training, Care of Arms, etc.	)	12 hours
2. Judging Distance Practice	)	
3. Fire Discipline (3rd stage)	)	
4. Firing and Aiming Instruction for backward men	)	

## 11th Week - Repetition Part 1 and Part 2.

1. Visual Training, Care of Arms, etc.	)	18 hours
Note. When not on range, Fire Discipline (3rd stage) and Judging Distance and Visual Training (4th stage) will be practiced.		

## 12th Week.- Part 3 and Part 4.

) 18 hours

Note. - Lectures can be worked in as required during the course of this training.



Dated 1-2-17.

NOTES ON DRAWING UP WEEKLY SYLLABUS

The following notes are intended to assist training Adjutants in drawing up the Syllabus of Training so as to economise Instructors -

The working day is usually 7 hours.

The Subject which requires the most Instructors is Musketry.

The suggested program of musketry issued by Headquarters, Southern Command, allots 2 hours per day to Musketry.

Under these circumstances one instructor working 6 hours a day will put through 3 parties.

The syllabus which follows is based on this consideration.

The subjects for the week have been put in three columns, and are arranged in such order that if a detachment of men in the same week of training are divided into three parties each working on a column, only one third of the detachment will be doing the same work at the same hour.

Thus if we have 290 men in the same week of training we get -

1st party - 97.  
2nd " - 97.  
3rd " - 96.

The maximum numbers in any hour on any one subject will be 97.

Thus we shall require 8 Musketry Instructors, assuming there should not be more than 12 men in a squad.

For Physical Training and Bayonet Fighting we shall require 4 Instructors, allowing roughly 25 men to the squad.

We shall require 4 more instructors competent to give instruction in any of the other subjects such as Drill, Bombing, etc.

On some days there is no Musketry in the first hour and no Bayonet Fighting in the 1st hour and the Instructors in these ~~xxxx~~ subjects will have to be switched on to take another subject if only an absolute minimum of instructors has been provided.

We thus find that for 290 men we require the following instructors -

Musketry - 8  
P.T. & B.F. - 4  
Other Subjects 4.  
16.

If the detachment is 75 we divide it into 3 parts of 25 and we shall need -

Musketry - 2  
P.T. & B.F. - 1.  
Other ~~Instructors~~ 1.  
4.

It is a waste of instructors to deal with detachments under 75, and their week of training should be altered so that they can be absorbed by other detachments.



5th WEEK (Monday)  
(Wednesday)  
(Friday)

Appendix No. H/3

1st HOUR.	Physical Training Bayonet Training.	Extended Order Drill	Musketry.
2nd HOUR.	Musketry	Physical Training Bayonet Training.	Extended Order Drill.
3rd HOUR.	Squad Drill with Arms	Musketry	Physical Trg. Bayonet Trg.
4th HOUR.	Lecture	Squad Drill with Arms	Musketry
5th HOUR.	Musketry	Lecture	Squad Drill With Arms
6th HOUR	Extended Drill.	Musketry	Lecture.
7th HOUR.	----	----	----
NIGHT WORK.	Sentry's Duties	Sentry's Duties	Sentry's Duties.

5th WEEK. (Tuesday  
(Thursday  
(Saturday

1st HOUR.	Physical Training	Lecture	Extended Order Drill
2nd HOUR	Musketry	Physical Training	Lecture
3rd HOUR.	Squad Drill with Arms	Musketry	Physical Trg.
4th HOUR	Bayonet Fighting.	Squad Drill with Arms	Musketry
5th HOUR.	Musketry.	Bayonet Fighting	Squad Drill.
6th HOUR	Extended Order Drill	Musketry	Bayonet Figh- ting.
7th HOUR.	Lecture	Extended Order Drill	Musketry

NOTE - The subjects will be curtailed to allow 2 hours instruction in Anti-Gas Drill during the week.  
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6th WEEK (Monday  
(Wednesday  
(Friday.

Appendix No. H/3

45

1st HOUR	Physical Training.	Extended Order Drill Bombing	Musketry.
2nd HOUR.	Musketry	Physical Trng.	Extended Order Drill Bombing.
3rd HOUR.	Platoon Drill Bombing	Musketry	Physical Training
4th HOUR.	Bayonet Training	Platoon Drill Bombing	Musketry
5th HOUR.	Musketry	Bayonet Training	Platoon Drill Bombing
6th HOUR.	Extended Order Drill Bombing.	Musketry	Bayonet Training
7th HOUR	---	---	---
NIGHT WORK	Sect. 113 (I.T.)	Sect. 113 (I.T.)	Sect. 113 (I.T.)

6th WEEK (Tuesday  
(Thursday  
(Saturday

1st HOUR.	Physical Training.	Entrenching & Filling Sandbags. Wiring.	Extended Order Drill Bombing
2nd HOUR	Musketry	Physical Training	Entrenching, filling sandbags, Wiring
3rd HOUR.	Platoon Drill Bombing	Musketry	Physical Training
4th HOUR	Bayonet Fighting	Platoon Drill Bombing	Musketry
5th HOUR	Musketry	Bayonet Training.	Platoon Drill Bombing
6th HOUR.	Extended Order Drill Bombing	Musketry	Bayonet Training
7th HOUR	Entrenching, Filling Sandbags, Wiring	Extended Order Drill Bombing	Musketry

NOTE - The subjects will be curtailed to allow 2 half hours anti-Gas instruction in the week. The drill and bombing are inter-mixed as with large parties only a proportion can throw at the same time. Arrangements will be made that each man does 3 hours throwing in the week.



7th WEEK

(Monday  
Wednesday  
Friday)

Appendix No. H/3

1st HOUR.	Physical Training,	Platoon & Extended order drill Bombing	Musketry
2nd HOUR.	Musketry	Physical Training	Platoon & extended Order Drill. Bombing
3rd HOUR.	Filling Sandbags Wiring	Musketry	Physical Training
4th HOUR	Bayonet Training	Filling Sandbags and Wiring	Musketry.
5th HOUR.	Musketry	Bayonet Training	Filling sandbags & Wiring
6th HOUR.	Platoon Extended Order Drill Bombing	Musketry	Bayonet Training
7th HOUR	---	---	---
NIGHT WORK	Sect.113 Infantry Training	Sect.113 Infantry Training	Sect.113 Infantry Training

7th WEEK. (Tuesday  
Thursday  
Saturday)

1st HOUR.	Physical Training	Musketry	Field Engineering
2nd HOUR	Musketry	Physical Training	" "
3rd HOUR.	Field Engineering	Musketry	Physical Training
4th HOUR	" "	Platoon Extended Order Drill. Bombing	Musketry
5th HOUR	Musketry	Field Engineering	Bayonet Training
6th HOUR	Bayonet Training	" "	Platoon Extended Order Drill Bombing
7th HOUR	Platoon Extended Order Drill - . Bombing	Bayonet Training	Musketry.

NOTE - The Drill and Bombing are intermixed as with large parties only a proportion can throw at the one time.

Arrangements will be made that each man does 3 hours throwing in the week.

The subjects will be curtailed to allow two hours anti-Gas instruction in the week.



8th 9th and Subsequent Weeks.

The Musketry course should be commenced in the 8th Week and Parts I and II should be completed by the end of the 9th Week.

No program can be laid down as it is subject to weather conditions and range accommodation.

The men should be re-grouped into even numbers of parties of suitable size so that they can relieve one another on the various subjects, and that large numbers of men are not kept idle on the range.

Entire days should not be allotted to subjects as a rule but whole mornings or afternoons should be allotted to such subjects as -

Musketry Course.  
Bombing Course.  
Engineering Course.

Daily instruction is to be given in Physical Training, Bayonet Fighting, Drill, and Musketry even though the Musketry has been completed.

The subjects to be taught are -

Physical Training  
Bayonet Training  
Drill  
Musketry  
Bombing.  
Entrenching  
Anti-Gas.  
Route Marching  
Field Work, including cooking.  
Night work.

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of 1/8/17

Para. 2 (a) cancelled and substitute:-

"The Syllabus of Training is laid down in Headquarters Circular No. 119 of 3rd August (G.S. 2/1 of 10/8/17). The hours laid down are to be adhered to. The Musketry Course is commenced in the 9th week".

Para. 10. Last sentence to be amended to read:-

"The schemes are to be based on a Platoon in the attack".

delete "The hours allotted to Field Training are 10th week to 12th, etc,"

Para 1 of the Appendix.

Amended para. 1 (b) of G.S. 2/1 of 18/5/17

to read

"All men in their 11th week and over will go on the march".

Para 1 (c) delete 9th week and substitute "11th week".

delete para. 1 (c) and substitute

"all other men will route march the same day as under

1st: 2nd: 3rd: week	6 miles
4th, 5th, 6th, 7th, 8th, week	9 miles

Para 2. add

"Men will carry out

2 night Operations in their 13th week and 2 in their 14th week".



Page 5 of the Appendix.

(G.S. 2/1 of 11/6/17)

delete paras. (a) (b) (c) and substitute

- (a) Men up to and including 3rd. week,
- (b) Men in 4th to 10th week inclusive,
- (c) Men in 11th to 14th week inclusive.

Add under the training for (b).

"Subjects on Bull ring System not completed under training for (a).

Page 5.

Training for Saturdays.

amend hours to read

7-30 a.m. to 8.15 a.m.	Hut cleaning
8.30 a.m. to 9.15 a.m.	Kit Inspection
9.30 a.m. to 12.30 p.m.	Training

Amend G.S. 2/1 of 1/2/17 at end of appendix

"Gas will be only 1 hour per week".



Headquarters,  
A.I.F. Depots in U.K.  
Bhurtore Barracks,  
Tidworth, Wilts.  
3rd August, 1917.

CIRCULAR MEMORANDUM NO. 119.

TRAINING OF INFANTRY REINFORCEMENTS.

1. The attached Syllabus of Training is issued as a guide. The period of training will be 14 weeks and will be divided as follows :-

- (a) 1st Stage, 1st - 3rd week, Preliminary Training.
- 2nd Stage, 4th - 10th week, Intermediate Training.
- 3rd Stage, 11th - 14th week, Platoon and Technical Training.

(b) The programme of work for the 1st, 2nd and 3rd weeks of training will be identical. On arrival from Australia all reinforcements will be placed in the first week of training, but men may be passed into a higher week of training after the 1st or 2nd week of training if they are sufficiently advanced. By this means it will be possible to take previous training in Australia into consideration; at the same time it will ensure that men do not miss some essential part of their training which is only taught in the first three weeks such as for instance "fitting of equipment". Battalion Commanders, are however, responsible that no man is transferred to the 2nd stage of training before he is sufficiently advanced, and in the case of accelerated transfers to higher weeks than the fourth, the sanction of the Group Headquarters must be obtained.

2. The Range firing Course ("General Musketry Course") will be commenced at the beginning of the 9th week of training, but see para. 6 of Circular Memo. 112 of 18th July 1917

3. (a) No man will be transferred to the 3rd stage of training until he has passed Musketry, live bombing, and gas tests (including gas chamber) and has acquired the necessary proficiency with rifle and bayonet as well as close order and extended order drill.

4. (a) On entering the 3rd stage, men selected for training as Signallers will enter the Group Signal School, Pioneers of the Pioneer Battalion will commence their course of Technical Training and men selected for Specialist Corps will proceed to Specialist Corps and Centres.

5. (a) Other reinforcements on entering the 3rd stage will be formed into permanent platoons both for training and administration commanded by a Platoon Sergeant and having 4 Section Commanders, (Lance Corporals) selected from the reinforcements of which the platoons are formed. The platoons will be numbered in each Training Battalion commencing with No. 1 and numbered consecutively for each calendar year. The strength of the Platoon will not exceed,

1 Platoon Sergeant,  
4 Section Commanders,  
56 Privates.

c/



6. The Platoon Sergeant should be at least capable of commanding the Platoon in administrative work and instilling the Platoon spirit. He will be an H.C.O. of the Permanent Cadre.

7. (a) These Platoons are at all times to be treated as separate entities and should be doing the same work at the same time even when doing individual work under Specialist Instructors. They will be huddled together.

8. (a) The C.C. Battalion will direct as well as supervise the Platoon Training, which will be progressive. The normal formation of the platoon will be explained. Men will be trained to work together in their Specialist Sections.

Sections will be trained to take up their relative positions after extending, and in their special work (by day and night) each section taking its turn as riflemen, Lewis Gunners, bombers and rifle bombers.

Four tactical exercises by day and two tactical exercises by night will be carried out in the 13th and also in the 14th weeks of training.

The Group Headquarters Staff will exercise close supervision over the framing and execution of these exercises so as to ensure sound training and the illustration of definite lessons. No attempt is to be made to train units larger than a Platoon. Written instructions for some 18 or 20 exercises will be required and will be for general use by the Platoons of the Battalions in turn throughout the Group. Whenever, practicable, reinforcement officers can command platoons at these exercises.

9. (a) The training of the Lewis Gunners will be carried out concurrently with Platoon training in the following manner:- Whole Platoons will be handed over to the Lewis Gun Instructors for 16 successive half days, two platoons being detailed at a time taking the morning and the afternoon alternately. During this period the 16 free half days will be alternately employed on platoon training and individual training by sections.

10. (a) The revised syllabus of training for the first 10 weeks is based on the assumption that the working day is 7 hours, except Saturday when it is five hours. These hours include early morning parade.

The hours allotted should include lectures on the various subjects and arrangements will be made by Medical Officers to give instruction in "First Aid".

11. (a) A special programme for wet days will be made out which will include the subjects for the week which can be taught indoors.

Lieut-Colonel.  
H.C.O. 3.0.1.  
A.I.F. Depôts in U.K.



(3)

1st, 2nd and 3rd Weeks.

Physical Training	6
Musketry	10
Drill, close order and rifle exercises	10
Bombing	5
Bayonet Training	5
Anti-Gas	1
Fitting Equipment	1
Route Marching	2

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4th Week.

Physical Training	6
Musketry	10
Drill, close and extended order and rifle exercises	10
Bombing	5
Bayonet Training	5
Anti-Gas	1
Route Marching	3

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5th Week.

Physical Training	6
Musketry	10
Drill, close and extended order and rifle exercises	10
Bombing	5
Bayonet Training	5
Anti-Gas	1
Route Marching	3

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6th Week.

Physical Training	6
Musketry	10
Drill, close and extended order and rifle exercises	8
Bombing	5
Bayonet Training	5
Night Work	2
Anti-Gas	1
Route Marching	3

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7th week.

Physical Training	6
Musketry	10
Drill, close and extended	
order and rifle exercises	5
Bombing	5
Bayonet Training	5
Entrenching and wiring	3
Route marching	3
Night work	2
Anti-Gas	1
	<hr/>
	40

8th week.

Physical Training	6
Musketry	10
Drill, close and extended	
order and rifle exercises	5
Bombing	5
Bayonet Training	5
Anti-Gas	1
Route marching	3
Entrenching and wiring	3
Night work	2
	<hr/>
	40

9th week.

Physical Training	6
Musketry (General Course)	
Bombing	34
Anti-Gas	
	<hr/>
	40

10th week.

Physical Training	6
Musketry General Course )	
if not completed, )	
Bombing, Live Throwing, )	34
Anti-Gas and Gas Chamber )	
Bayonet Training, )	
Entrenching and wiring. )	
	<hr/>
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11th week.

Physical Training.  
 Organization of Platoon.  
 Duties of the 4 sections.  
 Training of Sections to work together.-  
 Fire Direction and Control.  
 Bayonet Assault Course.  
 Bombing parties.  
 Rifle Grenade firing with dummies.  
 (Lewis Gun)

o/



11th Week (contd.)

Relative Positions of Sections -  
 Movements in Artillery Formations.  
 Movements in Extended Order.  
 Drill Attack in open.  
 Entrenching and Wiring.  
 Night Work -  
 Movement by Night.  
 Sentries Duties at Night.  
 Route Marching.

12th Week.

Physical Training.  
 Drill Attack from Trenches, including Hopping Up & Carrying.  
 Trench Routine, Day and Night -  
 Relief of Trenches.  
 Sentries Duties.  
 Gas alert and Alarm.  
 Entrenching and Wiring, day and night.  
 Training of Sections to work together -  
 Fire Direction and Control,  
 Bayonet Assault Course.  
 Bombing Parties.  
 Rifle Grenade firing with Dummies.  
 (Lewis Gun)  
 Route Marching.

13th and 14th weeks.

Physical Training.  
 Four Tactical exercises by Day.  
 Two " " " Night.  
 Section Training -  
 Fire Direction and Control,  
 Bayonet Assault Course,  
 Bombing Parties,  
 Rifle Grenade Firing,  
 (Lewis Gun)  
 Route Marching.



WEEKLY REPORT OF HEALTH AND SANITATION

UNIT 4<sup>TH</sup> T.B. Coyford

FOR WEEK ENDING 2<sup>nd</sup> Aug 17

DATE	27	28	29	30	31	1	2
RATION STRENGTH	1012	1014	977	997	970	982	982
SICK PARADE	21	12	9	30	24	22	26
SENT TO HOSPITAL	6	1	-	-	4	3	4

TOTAL TO HOSPITAL.....18..... TOTAL IN LINES AT WEEK END

Mumps.....	Contacts (Mumps <u>165</u> from <u>Quarantine</u> )
Measles.....	Measles.....
Other Infectious.....	Other Infectious.....
and nature	
Scabies..... <u>4</u> .....	Mumps cases..... <u>nil</u> .....
Venereal..... <u>nil</u> .....	Scabies Cases..... <u>nil</u> .....
General..... <u>14</u> .....	Venereal..... <u>1</u> .....
(nature & number to be stated)	Number marked "No Duty"..... <u>2</u> .....
<u>Smallpox</u> ..... <u>1</u> .....	(for last day of week)
<u>Erysipelas</u> ..... <u>1</u> .....	
<u>Throat</u> ..... <u>1</u> .....	
<u>Enteritis</u> ..... <u>1</u> .....	
<u>Gonorrhoea</u> ..... <u>1</u> .....	
<u>Rheumatism</u> ..... <u>1</u> .....	
<u>Stomach</u> ..... <u>1</u> .....	
<u>Diarrhoea</u> ..... <u>1</u> .....	
<u>Jaundice</u> ..... <u>1</u> .....	
<u>Scabies</u> ..... <u>1</u> .....	

General Health Good

ACCOMMODATION Good Sufficient  
(number of Huts or Tents overcrowded, if any, to be stated)

SANITARY STATE OF	
Lines..... <u>Good</u> .....	Latrines..... <u>Always Smelling</u> .....
Drains..... <u>Good</u> .....	Cookhouses..... <u>None want Condensing</u> .....
Butchers Shop..... <u>Good</u> .....	Guard (Hut..... <u>Good</u> .....
Grease Traps..... <u>Good</u> .....	Tent..... <u>Good</u> .....
	Ablution places..... <u>Good</u> .....

PROTECTION AGAINST FLY INFECTON

Meat..... <u>fly wire</u> .....	Bread..... <u>fly wire</u> .....
BLANKETS Sufficiency..... <u>yes</u> .....	Cleanliness..... <u>Good</u> .....

GENERAL MATTERS

TO/.....1<sup>TH</sup> T.B......Captain A.A.M.C.  
.....2<sup>nd</sup> Aug 17.....Unit.  
.....2<sup>nd</sup> Aug 17.....Date Despatched.

.....SM.O......  
.....Date despatched.....



## WEEKLY REPORT OF HEALTH AND SANITATION

Appendix No. H/5

57

UNIT

12 T BFOR WEEK ENDING 2-8-17

	FRI	SAT	SUN	MON	TUES	WED	THUR
DATE	27-7-17	28-7-17	29-7-17	30-7-17	31-7-17	1-8-17	2-8-17
RATION STRENGTH	842	856	846	834	840	873	865
SICK PARADE	36	26	27	30	23	27	30
SENT TO HOSPITAL	3	2	2	3	1	—	4

TOTAL SENT TO HOSPITAL... 15Mumps... 6 (Six)Measles... —Other infectious... —

and nature

Scabies... 3Venereal... —General... 6 (Six)

(nature &amp; number to be stated)

Internal derangement of knee joint /  
Osteitis / Gout / Arthritis /  
? appendicitis / NYD /GENERAL HEALTH: FairACCOMMODATION... Sufficient

(No of huts or tents overcrowded to be stated, if any)

SANITARY STATE OF: CleanLines... CleanDrains... Clean in good orderButchers shop... CleanGrease Traps... Clean in good order

PROTECTION AGAINST FLY INFECTION

Meat... SufficientBlankets: Sufficiency... YesGeneral Matters... —

TOTAL IN LINES AT WEEKEND

Contacts (Mumps)... 300Measles... —Other infectious... —Mumps cases... (1) OfficerScabies cases... —Venereal... 1 (one)Number marked "No Duty"... 3

(for last day of week)

Latrines... CleanCookhouses... CleanGuard Hut... CleanTent... CleanAblution places... CleanBread... SufficientCleanliness... Yes

To/

A.D.M.S. ....

.....

.....S.M.O.

.....Date despatched.

Captain. A.A.M.C.

Unit.

Date despatched

12 Aug 1917

2 Aug 1917

.....







To be attached to G.S. 2/1  
of the 4th August.

G.S. 2/1.

10/8/17

10th August, 1917.

Distribution of copies:-

B.O.R.	2 copies;
Training Officers	2 copies;
Each Company	1 copy

Total 8 copies per Training Battalion.

(1). The following instructions are to be carried out forthwith. These instructions are based on Bhurtpore Circular No. 119 of 3rd August, 1917.

(a).	1st. Stage	1st-3rd week, Preliminary Training.
	2nd. Stage	4-10th week Intermediate Training,
	3rd. Stage	11th-14th week, Platoon & Technical Training.

(b). The programme of work for the 1st. 2nd. and 3rd. weeks of training will be identical. On arrival from Australia all reinforcements will be placed in the first week of training, but men may be passed into a higher week of training if they are sufficiently advanced. By this means it will be possible to take previous training in Australia into consideration; at the same time it will ensure that men do not miss some essential part of their training which is only taught in the first three weeks such as for instance "fitting of equipment". Battalion Commanders, are however, responsible that no man is transferred to the 2nd. stage of training before he is sufficiently advanced, and in the case of accelerated transfers to higher weeks than fourth, the sanction of the Group Headquarters must be obtained.

(c). When reinforcements arrive, they will be placed in the first week of training. At the end of the 1st. week of Training they may be moved into the 3rd. week, if found sufficiently advanced, but no move may be made into the 4th. week without reference to Group Headquarters.

(d). As usual the Group Commander will inspect reinforcements towards the end of their first week, and will in conjunction with Battalion Commanders decide what advance in weeks of training may be made.

(e). Every man must do the equivalent to 14 weeks of training. A man who misses over 2 days of any week of Training will recommence that week of training.

(2). The Range firing Course ("General Musketry Course") will be commenced at the beginning of the 9th week of training, but see para. 6 of Circular Memo 112 of 18th July 1917.

(3). (a). No man will be transferred to the 3rd. stage of training until he has passed Musketry, live bombing, and gas tests (including gas chamber) and has acquired the necessary proficiency with rifle and bayonet as well as close order and extended order drill.



(3) (b). This will bring the live bomb throwing and (Cont.) Gas Chamber into the 10th week. In future the Area Gas Officer will visit this Group at 2.15 p.m. every Wednesday.

The two weekly Group bomb courses will be as usual i.e. Monday 8-15 a.m. to 12.30 p.m. on Wednesday, and Tuesday Thursday 8.15 a.m. until 12.30 p.m. on Saturday. Wednesday afternoon is thus free for the Gas Chamber.

(4). (a). On entering the 3rd. stage, men selected for training as Signallers will enter the Group Signalling School, Pioneers of the Pioneer Battalion will commence their Course of Technical Training, and men selected for Specialist Corps will proceed to Specialist Corps and Centres.

(b). The same rule will apply to under age men joining Group Signal School. When a Signaller has gained his certificate he will be shown on the Specialist Nominal Roll as such, and as being in his 11th week of training.

Any man who is returned from the Signal School as unsuitable, etc, will go back to the week of training he left.

(c). From time to time Battalions will be called upon to select suitable men for Machine Gunners. The selection will be made at this stage of training, and must be done with the greatest care, and should be in the form of a reward for a man who has done well at his training.

(5). (a). Other reinforcements on entering the 3rd. stage will be formed into permanent platoons both for training and administration commanded by a Platoon Sergeant and having 4 Section Commanders (Lance Corporals) selected from the reinforcements of which the Platoons are formed. The Platoons will be numbered in each Training Battalion commencing with No. 1 and numbered consecutively for each calendar year. The strength of the Platoon will not exceed,

1 Platoon Sergeant,  
4 Section Commanders,  
36 Privates.

(b). Each Administrative Company will form all men commencing their 11th week into organized Platoons, and if numbers are not sufficient into Organized Sections. The Platoons and Sections with their N.C.Os. thus organized will be huddled together in each Company.

(c). From now onwards Platoons will be numbered consecutively throughout the Battalion until the end of the year. At the beginning of a new year the numbering will recommence.

(6). The Platoon Sergeant should be at least capable of commanding the Platoon in administrative work and instilling the Platoon spirit. He will be an N.C.O. of the Permanent Cadre.

(7). (a). These Platoons are at all times to be treated as separate entities and should be doing the same work at the same time even when doing individual work under Specialist Instructors. They will be huddled together.

(b). The Platoons or Sections forming Platoons will fall in together for parade.



(8).

Every effort is to be made to ensure that every man before going Overseas carries out his full training during the last four weeks. Therefore:-

(a). When an "A" class man who is employed is relieved, provided he has previously to being employed, reached his 11th week, he will recommence at the beginning of the 11th week.

(b). No M.C.O. or man is to be taken for any duty other than Guard or Inlying Piquet between his 11th to 14th week. When it is necessary to take such men for those duties, complete sections or platoons will be detailed as suits the duty.

(9).

(a).

DUTIES. Platoon Commanders is responsible for.

1. Discipline and administration of his Platoon either in *huts* or Barracks or out Training.
2. Inspection of his *platoon* before parade. For organizing his platoon into Sections
3. That his Platoon falls in in the same Sections for each parade.
4. That at the beginning of each week the Sections change round thus ensuring that for one week a section is a Rifle Section, the next Lewis Gun Section, the next Rifle Grenade Section, the next Bombing Section.
5. As each man has worked in one of the four sections so the fact will be entered against his name on the Platoon nominal roll, which the Platoon Commander and Platoon Sergeant will always carry on Parade. This nominal roll will also be produced at inspection of drafts.
6. The training of his Platoon in conjunction with instructors of the Permanent Cadre.

(b).

Platoon Sergeants and Section Commanders are similarly responsible to the Platoon Commander whether he is of the same or another Company.

(10)

(a).

The O.C. Battalion will direct as well as supervise the Platoon Training which will be progressive. The normal formation of the Platoon will be explained.

Men will be trained to work together in their Specialist Sections.

Sections will be trained to take up their relative positions after extending, and in their special work (by day and night) each section taking its turn as riflemen, Lewis Gunners, bombers and rifle bombers.

Four tactical exercises by day and two tactical exercises by night will be carried out in the 10th and also in the 11th weeks of training.

The Group Headquarters Staff will exercise close supervision over the framing and execution of these exercises so as to ensure sound training and the illustration of definite lessons. No attempt is to be made to train units larger than a platoon. *Written* instructions for some 18 or 20 exercises will be required and will be for general use by the Platoons of the Battalions in turn throughout the Group. Whenever, practicable, reinforcement Officers can command platoons at these exercises.

(b).

Each Training Battalion will have its own standard schemes as already arranged.



(10) (c). Night work for all weeks of Training will be Contd. as laid down in G.S. 2/1 of 11/6/17 (Page 3 of Appendix to G.S. 2/1 of 4th August) except that para 1 (a) (b) and (c) will be amended to suit the new periods of Training.

Men in the 13th and 14th weeks will carry out two night operations in each of these weeks. These 4 nights operations should be worked as 2 Tactical exercises on Trench-to-Trench attacks, and 2 Tactical exercises on open attacks i.e. moving in small columns. On Compass bearings and then deploying. Such exercises as Trench reliefs, outposts patrolling should be carried out prior to the 11th week. Run over Bayonet assault Course by night should be carried out in 11th and 12th weeks.

(11) (a). The Training of the Lewis Gunners will be carried out concurrently with Platoon training in the following manner;- Whole Platoons will be handed over to the Lewis Gun Instructors for 16 successive half days two Platoons being detailed at a time taking the morning and the afternoon alternatively. During this period the 16 free half days will be alternately employed on platoon training and individual training by sections.

(b). There will be 4 Lewis Guns to each Training Battalion thus requiring 4 Instructors and one spare Instructor.

50% of drafts have to be trained in Lewis Gun work, and as a guide it may be advisable to pick the 50% of the best shots after each Musketry Course.

(12) (a). The revised syllabus of training for the first 10 weeks is based on the assumption that the working day is 7 hours, except Saturday when it is five hours. These hours include early morning parade.

The hours allowed should include lectures on the various subjects and arrangements will be made by Medical Officers to give instructions in "First Aid".

(b). The revised hours of work on Saturdays will be as follows:-

7.30 a.m. to 12.30 p.m.

The syllabus as already laid down will hold good (vide G.R.O. 245 of 24/5/17 para 2273) but the Training Syllabus on that day will now be extended from 2 to 3 hours (page 5 of G.S. 2/1 of 4th August will be amended accordingly).

(13) (a). A special programme for wet days will be made out which will include the subjects for the week which can be taught indoors.

(b). An indoor Bayonet Fighting Course is to be arranged for in each Training Battalion.

(c). Binders should be put down on the open assault course, any surplus binders being employed on the lower drill grounds, paths, etc.

(d). Open assault course, bombing pits etc, must be drained.

(e). Efforts must be made to afford indoor competitions and amusements, miniature range competitions, etc, for the long evenings.

(f). When the afternoons shorten, lectures, etc, might conveniently be left to the end of the day.



(14).

The G. C., A.I.D. Depots has sanctioned that competitions on Training Subjects may be held from the 11th to 14th week during a small portion of any afternoon. The competitions should be encouraged- the work and may conveniently be arranged between sections of a platoon or between platoons themselves (provided that all ranks take part)

If Battalions wish to compete with other Battalions, arrangements may be made ~~between~~ through their ~~respective~~ representatives of the Group Sports Committee.

The prizes necessarily should be small.

The following suggestions for competitions are given:-

1. Platoon in the attack,
2. Rapid wiring,
3. Range Competitions,
4. Minature " (Range)
5. Fire Order Competitions
6. Bomb throwing
7. Rifle Grenade firing
8. Section attack over assault Course.
9. Drill Competitions.

The spirit of competition encourages esprit-de-corps among platoons and sections.

(15). With regard to the new Syllabus of work attached.

(a). Musketry Syllabus G.S. 2/1 of 8/5/17 worked out at 2 hours per day holds good.

(b). Gas work is only to be 1 hour per week, and Battalion Commanders can arrange with their Gas Officers to work approximately on the Gas Syllabus recently issued.

(c). Route marching should be confined to Fridays.

Men in 1st, 2nd, 3rd, weeks of Training do	6 miles
4th, 5th, 6th, 7th, 8th, weeks of training do	9 miles
11th, 12th, 13th, 14th, weeks of training do	15 miles.

(d). The standard Gas tests can conveniently be carried out during the Range Course.

(e). A special programme of work is required for the Platoon Training period.

*P. J. R. Currie*

Captain,  
Brigade-Major, No. 4 Group, A.I.D.

Headquarters,  
Cobbold,  
10-8-17.



1st. 2nd. and 3rd. Weeks.

Physical Training	6
Musketry	10
Drill, close order and Rifle exercises	10
Bombing	5
Bayonet Training	5
Anti-Gas	1
Fitting Equipment	1
Route Marching	2
	<hr/> 40

4th Week.

Physical Training	6
Musketry	10
Drill, close and extended order and rifle exercises	10
Bombing	5
Bayonet Training	5
Anti-Gas	1
Route Marching	3
	<hr/> 40

5th Week.

Physical Training	6
Musketry	10
Drill, close and extended order and rifle exercises	10
Bombing	5
Bayonet Training	5
Anti-Gas	1
Route Marching	3
	<hr/> 40

6th Week.

Physical Training	6
Musketry	10
Drill, close and extended order and rifle exercises	8
Bombing	5
Bayonet Training	5
Night Work	2
Anti-Gas	1
Route Marching	3
	<hr/> 40



7th Week.

Physical Training	6
Musketry	10
Drill, close and extended order and rifle exercises	5
Bombing	5
Bayonet Training	5
Entrenching and Wiring	3
Route Marching	3
Night Work	2
Anti-Gas	1
	<hr/> 40

8th Week.

Physical Training	6
Musketry	10
Drill, close and extended order and rifle exercises	5
Bombing	5
Bayonet Training	5
Anti-Gas	1
Route Marching	3
Entrenching and Wiring	3
Night Work	2
	<hr/> 40

9th Week.

Physical Training	6
Musketry General Course )	
Bombing )	
Anti-Gas )	
	<hr/> 34
	<hr/> 40

10th Week.

Physical Training	6
Musketry General Course )	
if not completed, )	
Bombing, Live Throwing )	
Anti-Gas and Gas Chamber )	
Bayonet Training, )	
Entrenching and Wiring )	
	<hr/> 34
	<hr/> 40

11th Week.

Physical Training,  
 Organization of Platoon,  
 Duties of the 4 Sections  
 Training of Sections to work together:-  
     Fire Direction and Control,  
     Bayonet Assault Course,  
     Bombing Parties,  
     Rifle Grenade Firing with dummies  
     (Lewis Gun)

P.T.O.



11th Week (contd.)

Relative Positions of Sections:-  
 Movements in Artillery Formation,  
 Movements in Extended Order  
 Drill attack in open  
 Entrenching and Wiring,  
 Night Work:-  
 Movement by Night  
 Sentries Duties at Night  
 Route Marching.

12th Week.

Physical Training,  
 Drill attack from Trenches, including Mopping Up and  
 Carrying.  
 Trench Routine, Day and Night:-  
 Relief of Trenches,  
 Sentries Duties,  
 Gas alert and Alarm.  
 Entrenching and Wiring, day and night.  
 Training of Sections to work together:-  
 Fire Direction and Control,  
 Bayonet Assault Course,  
 Bombing Parties  
 Rifle Grenade firing with Dummies.  
 (Lewis Gun)  
 Route Marching.

13th and 14th weeks.

Physical Training,  
 Four Tactical exercises by Day  
 Two " " " Night.  
 Section Training:-  
 Fire Direction and Control,  
 Bayonet Assault Course,  
 Bombing Parties,  
 Rifle Grenade Firing,  
 (Lewis Gun)  
 Route Marching.



WEEKLY REPORT OF HEALTH AND SANITATION

UNIT ✓ the 1. 15.

FOR WEEK ENDING:

9-8-17

DATE	3rd	4th	5th	6th	7th	8th	9th
------	-----	-----	-----	-----	-----	-----	-----

RATION STRENGTH      991    987    987    990    900    893    893

SICK PARADE	25	18	15	27	22	23	11
-------------	----	----	----	----	----	----	----

SENT TO HOSPITAL - 3 1 3 1 - -

TOTAL TO HOSPITAL.....<sup>8</sup> TOTAL IN LINES AT WEEK END *Camp*

Mumps..... Contacts (Mumps ..... 20 ..... *Isolation*  
Measles.....

Measles.....		Contact (nurse) .....	
Other Infections .....		Measles.....	

Other Infectious.....  
and nature

Scabies..... Humphs cases..... *Karyphon Camp*

Venereal. (Tertiary Syphilis) ..... Scabies Cases.....

General. *6* Abdominal Rupture, Bile. Venereal. —

(nature & number to be stated) .....  
*Offenses, Dismissed Cases, Infelogs, Bail on Leg.* .....  
 Number marked "No Duty".....1.....  
 (for last day of week)

? Syphilis

General Health

## ACCOMMODATION

(number of Huts or Tents overcrowded, if any, to be stated)

SANITARY STATE OF

Lines.....2000 Latrines.....2000 (for single haul only)

Drains..... Good      Cookhouses..... Good

COOKHOUSES.....

Butchers Shop..... Guard (Hut .....

Greate Traps.....*Good*.....Tent.....*Good*.....  
Ablution places.....

## PROTECTION AGAINST FLY INFECTION

Meat..... *1/2 lb more* ..... Bread..... *1/2 lb more* .....

BLANKETS Sufficiency *40* Cleanliness *50*

## GENERAL MATTERS

.....Captain A.A.M.C.

.....Unit.

.....15/8/17.....Date Despatched.

\_\_\_\_\_

\_\_\_\_\_

SM.0.

Date despatched.

1

Before being taken on strength

Venerat. (p. 5) 1791. 1792. 1793. 1794. 1795. 1796. 1797. 1798. 1799. 1800. 1801. 1802. 1803. 1804. 1805. 1806. 1807. 1808. 1809. 1810. 1811. 1812. 1813. 1814. 1815. 1816. 1817. 1818. 1819. 1820. 1821. 1822. 1823. 1824. 1825. 1826. 1827. 1828. 1829. 1830. 1831. 1832. 1833. 1834. 1835. 1836. 1837. 1838. 1839. 1840. 1841. 1842. 1843. 1844. 1845. 1846. 1847. 1848. 1849. 1850. 1851. 1852. 1853. 1854. 1855. 1856. 1857. 1858. 1859. 1860. 1861. 1862. 1863. 1864. 1865. 1866. 1867. 1868. 1869. 1870. 1871. 1872. 1873. 1874. 1875. 1876. 1877. 1878. 1879. 1880. 1881. 1882. 1883. 1884. 1885. 1886. 1887. 1888. 1889. 1890. 1891. 1892. 1893. 1894. 1895. 1896. 1897. 1898. 1899. 1900. 1901. 1902. 1903. 1904. 1905. 1906. 1907. 1908. 1909. 1910. 1911. 1912. 1913. 1914. 1915. 1916. 1917. 1918. 1919. 1920. 1921. 1922. 1923. 1924. 1925. 1926. 1927. 1928. 1929. 1930. 1931. 1932. 1933. 1934. 1935. 1936. 1937. 1938. 1939. 1940. 1941. 1942. 1943. 1944. 1945. 1946. 1947. 1948. 1949. 1950. 1951. 1952. 1953. 1954. 1955. 1956. 1957. 1958. 1959. 1960. 1961. 1962. 1963. 1964. 1965. 1966. 1967. 1968. 1969. 1970. 1971. 1972. 1973. 1974. 1975. 1976. 1977. 1978. 1979. 1980. 1981. 1982. 1983. 1984. 1985. 1986. 1987. 1988. 1989. 1990. 1991. 1992. 1993. 1994. 1995. 1996. 1997. 1998. 1999. 2000. 2001. 2002. 2003. 2004. 2005. 2006. 2007. 2008. 2009. 2010. 2011. 2012. 2013. 2014. 2015. 2016. 2017. 2018. 2019. 2020. 2021. 2022. 2023. 2024. 2025. 2026. 2027. 2028. 2029. 2030. 2031. 2032. 2033. 2034. 2035. 2036. 2037. 2038. 2039. 2040. 2041. 2042. 2043. 2044. 2045. 2046. 2047. 2048. 2049. 2050. 2051. 2052. 2053. 2054. 2055. 2056. 2057. 2058. 2059. 2060. 2061. 2062. 2063. 2064. 2065. 2066. 2067. 2068. 2069. 2070. 2071. 2072. 2073. 2074. 2075. 2076. 2077. 2078. 2079. 2080. 2081. 2082. 2083. 2084. 2085. 2086. 2087. 2088. 2089. 2090. 2091. 2092. 2093. 2094. 2095. 2096. 2097. 2098. 2099. 2100. 2101. 2102. 2103. 2104. 2105. 2106. 2107. 2108. 2109. 2110. 2111. 2112. 2113. 2114. 2115. 2116. 2117. 2118. 2119. 2120. 2121. 2122. 2123. 2124. 2125. 2126. 2127. 2128. 2129. 2130. 2131. 2132. 2133. 2134. 2135. 2136. 2137. 2138. 2139. 2140. 2141. 2142. 2143. 2144. 2145. 2146. 2147. 2148. 2149. 2150. 2151. 2152. 2153. 2154. 2155. 2156. 2157. 2158. 2159. 2160. 2161. 2162. 2163. 2164. 2165. 2166. 2167. 2168. 2169. 2170. 2171. 2172. 2173. 2174. 2175. 2176. 2177. 2178. 2179. 2180. 2181. 2182. 2183. 2184. 2185. 2186. 2187. 2188. 2189. 2190. 2191. 2192. 2193. 2194. 2195. 2196. 2197. 2198. 2199. 2200. 2201. 2202. 2203. 2204. 2205. 2206. 2207. 2208. 2209. 2210. 2211. 2212. 2213. 2214. 2215. 2216. 2217. 2218. 2219. 2220. 2221. 2222. 2223. 2224. 2225. 2226. 2227. 2228. 2229. 2230. 2231. 2232. 2233. 2234. 2235. 2236. 2237. 2238. 2239. 2240. 2241. 2242. 2243. 2244. 2245. 2246. 2247. 2248. 2249. 2250. 2251. 2252. 2253. 2254. 2255. 2256. 2257. 2258. 2259. 2260. 2261. 2262. 2263. 2264. 2265. 2266. 2267. 2268. 2269. 2270. 2271. 2272. 2273. 2274. 2275. 2276. 2277. 2278. 2279. 2280. 2281. 2282. 2283. 2284. 2285. 2286. 2287. 2288. 2289. 2290. 2291. 2292. 2293. 2294. 2295. 2296. 2297. 2298. 2299. 2300. 2301. 2302. 2303. 2304. 2305. 2306. 2307. 2308. 2309. 2310. 2311. 2312. 2313. 2314. 2315. 2316. 2317. 2318. 2319. 2320. 2321. 2322. 2323. 2324. 2325. 2326. 2327. 2328. 2329. 2330. 2331. 2332. 2333. 2334. 2335. 2336. 2337. 2338. 2339. 2340. 2341. 2342. 2343. 2344. 2345. 2346. 2347. 2348. 2349. 2350. 2351. 2352. 2353. 2354. 2355. 2356. 2357. 2358. 2359. 2360. 2361. 2362. 2363. 2364. 2365. 2366. 2367. 2368. 2369. 2370. 2371. 2372. 2373. 2374. 2375. 2376. 2377. 2378. 2379. 2380. 2381. 2382. 2383. 2384. 2385. 2386. 2387. 2388. 2389. 2390. 2391. 2392. 2393. 2394. 2395. 2396. 2397. 2398. 2399. 2400. 2401. 2402. 2403. 2404. 2405. 2406. 2407. 2408. 2409. 2410. 2411. 2412. 2413. 2414. 2415. 2416. 2417. 2418. 2419. 2420. 2421. 2422. 2423. 2424. 2425. 2426. 2427. 2428. 2429. 2430. 2431. 2432. 2433. 2434. 2435. 2436. 2437. 2438. 2439. 2440. 2441. 2442. 2443. 2444. 2445. 2446. 2447. 2448. 2449. 2450. 2451. 2452. 2453. 2454. 2455. 2456. 2457. 2458. 2459. 2460. 2461. 2462. 2463. 2464. 2465. 2466. 2467. 2468. 2469. 2470. 2471

Total 1- Tertiary



WEEKLY REPORT OF HEALTH AND SANITATION.

UNIT 12 T B

FOR WEEK ENDING 9-8-17

	FRI	SAT	SUN	MON	TUE	WED	THURS
REG STRENGTH	888	911	912	857	857	848	851
ON PARADE	44	34	20	34	33	42	18
WT TO HOSPITAL	4	4	2	2	2	-	1

WTAL TO HOSPITAL 15  
Mumps 3 (three)  
Measles NIL  
Other Infectious NIL  
and nature  
Scabies 3 (three)  
Venereal 2 (two) 1 SYPHILIS 1 GONORRHOEA  
General 4 2 PSYCHOSIS (1) PLEURISY (1)  
(nature & number to be stated)  
HAMMERTOE (1) IN GROWING TOENAILS (2)  
7 FRACTURED TIBIA (1)  
GENERAL HEALTH 4 air  
ACCOMMODATION Sufficient  
(No. of huts or tents overcrowded to be stated, if any.)  
SANITARY STATE OF:  
Lines Clean  
Drains Clean & in good order  
Butchershop Clean  
Grease traps Clean & in good order  
PROTECTION AGAINST FLY INFESTION.  
Meat Sufficient  
BLANKETS Sufficiency Yes  
GENERAL MATTERS  
Bread Sufficient  
Cleanliness Yes

TOTAL IN LINES AT WEEK END  
Contacts (Mumps) 51 occurring in England Isolation  
Measles NIL Reception  
Other infectious 246 Reception  
Mumps cases 1 (officer)  
Scabies cases NIL  
Venereal 1 (one) (E.T.)  
Number marked "No Duty" NIL  
(for last day of week.)

A. D. M. S.  
S. M. O.  
Date Despatched.

M. McCole  
12th Linc Bn  
9-8-17  
Captain AAMC  
Unit.  
Date Despatched.

\* Contacts { Mumps - 51 of cases occurring in England - Isolation Camp  
" - 246 ex transports - Reception Camp.

Venereal { Contracted before being taken on strength 1  
Since

Total 2



## WEEKLY REPORT OF HEALTH AND SANITATION

UNIT **13 T.B. Godford**

FOR WEEK ENDING

**9/8/17**

DATE	3rd	4th	5th	6th	7th	8th	9th
RATION STRENGTH	1008	1001	1006	763	767	746	750
SICK PARADE	33	28	11	18	17	18	23
SENT TO HOSPITAL	1	1	-	1	1	3	1

TOTAL TO HOSPITAL **8**

TOTAL IN LINES AT WEEK END

? Mumps.....**1**  
 Measles.....  
 Other Infectious.....  
 and nature  
 Scabies.....**1**  
 Venereal.....

Contacts (Mumps.....**75** - **Camp Isolation**  
 Measles.....  
 Other Infectious.....  
 Mumps Cases.....**exhaustive - Nil - Baffin**

Scabies Cases.....

Venereal.....**3**

General.....**6**  
 (nature & number to be stated)

Varicose veins  
 Lumbago  
 Weak ankle  
 Perineum wound in **1**  
 Bronchitis  
 2 Diabetic organs  
 X-ray arm

Number marked "No Duty".....**1**  
 (for last day of week)

General health **Good**

## ACCOMMODATION

number of Huts or Tents overcrowded, if any, to be stated).  
**clean & sufficient**

## SANITARY STATE OF

Lines.....**clean**Latrines.....**clean**Drains.....**Good order**Cookhouses.....**clean**Butchers Shop.....**clean**Guard (Hut.....**clean**Pest Traps.....**Good order**Tent.....**clean**Ablution places.....**clean**

## PROTECTION AGAINST FLY INFECTION

Meat.....**yes**Bread.....**yes**BLANKETS: Sufficiency.....**yes**Cleanliness.....**yes**

## GENERAL MATTERS

**P. W. F. F. F.**

.....Captain A.A.M.C.

TO/ **A.D.M.S.**.....**13 T.B.** Unit.....**10/8/17** Date Despatched

S.M.O.

Date Despatched.



GROUP ROUTINE ORDERS NO. 326, of AUGUST 13th 1917.  
Page 2.

3278. CONFERENCE. - The Training Officers and Adjutant's Conference will be at 2 p.m. tomorrow as usual.

3279. PROFICIENCY BADGES FOR LEWIS GUNNERS AND HOTCHKISS GUNNERS.

(2) 1st Class Lewis Gunners and Hotchkiss Gunners will wear Badges "L.G." in wreath and "H.G." in wreath respectively. They will not wear the "M.G." in wreath, which is reserved for 1st Class Machine Gunners. These badges will be worn, as in the case of 1st Class Machine Gunner's badge, on the left arm below the elbow.

BADGES FOR REGIMENTAL AND BATTALION BOMBERS.

Battalion and Regimental Bombers who have qualified in the tests laid down in "The Training and Employment of Bombers", will wear a distinctive bomber's badge of a grenade in worsted embroidery (khaki with red flame) on the right sleeve of the service dress jacket, the top of the flame  $\frac{1}{2}$  inch below the unit colour patch.

(Auth. A.I.F. Orders of 7-8-17, No. 787).

3280. ARTIFICIAL DENTURES. A charge of 20s. will be made for the renewal or replacement of any denture for any Officer or man which has been supplied at the public expense, unless such renewal or replacement is required on account of changes in the dental condition of the patient, or unless it is shown that the loss or destruction of the denture was not due to the fault of the Officer or man concerned.

The amount will be entered in the soldier's paybook by the dental Officer supplying the denture, who will also, on the prescribed form, obtain the receipt of the soldier for the denture, and will certify that the amount has been entered in the paybook as above directed.

(Auth. A.I.F. Orders of 7-8-17, No. 788).

3281. APPOINTMENTS, PROMOTIONS, Etc. HEADQUARTERS A.I.F.

Major H.D. Wynter, D.A.A.G., to be A.A.G. and is granted the temporary rank of Lieut.-Colonel whilst holding that appointment.  
23rd July, 1917.

12th TRAINING BATTALION.

2/Lieut. W. Hood, 46th Battn. is posted for duty,  
24th July, 1917.

OFFICERS ARRIVED FROM AUSTRALIA.

The undermentioned Officer having arrived from Australia are taken on strength of A.I.F. in England as from dates of disembarkation :-

Ex "A.46" Disembarked 28-7-17.

Captain (Hon. Major) E.S. Davis, A. & I. Staff.  
(Auth. A.I.F. List No. 214 of 7-8-17.)

3282. APPOINTMENTS TO THE INDIAN ARMY OF OFFICERS HOLDING COMMISSIONS IN THE A.I.F.

Attention is drawn to A.I.F. Order No. 790 of 7-8-17, re the above.

(Sgnd) R. LANCE RHODES, Lieutenant

ASST. Staff Captain, No. 4 Group, A.I.F.



GROUP ROUTINE ORDERS NO. 326.

by

LIEUT-COLONEL H.B. COLLETT, D.S.O.

COMMANDING TRAINING AREA NO. 4 GROUP, GODFORD, AUGUST 13th 1917.

GENERAL STAFF.

3273. GAS. Reference Group Routine Order No. 257 of 5-6-17, para 2401. Candidates for Gas will parade at the Gas Hut at 2-15 p.m. on Wednesday August 15th. C.O. 12th Training Battalion will please detail the Battalion Medical Officer to report to the Area Gas Officer at the Gas Hut at 2.15 p.m. on the same date

XXXX.

*A. E. Morgan*, Captain,  
Brigade Major, No.4 Group, A.I.F.

ADMINISTRATIVE STAFF.

3274. DUTIES. DUTY BATTALION 4th Training Battalion.  
NEXT FOR DUTY 12th Training Battalion.  
Field Officer to be detailed by C.O. 4th Training Battalion, as per G.R.O. No.166 of 6-3-17, para 1461, (sub-para re Field Officer).

The Duty Battalion will supply the following :-

- (a) FATIGUE.- 1 N.C.O. and 12 men to report at Stables No.3 Camp at 3 a.m.
- (b) FATIGUE.- 1 N.C.O. and 15 men to report to Officer I/c Supplies at Offices near Guard Room, A.S.C. Camp (Imperial) at 8.45 a.m.

3275. CONFERENCE. - The Conference of Commanding Officers will take place on Tuesday in lieu of Wednesday this week.

3276. DENTISTS AND DENTAL MECHANICS. Commanding Officers will forward to these Headquarters a Nominal Roll of N.C.O's. and men who are qualified Dentists or Dental Mechanics and who are not already serving with Dental Units.

3277. MOVE. Reference Group Routine Order No, 323 of 10-8-17, para 3233, the troops held in readiness therein for Overseas will proceed today 13th August 1917, as per train timings hereunder :-

			Load at	Leave at.
4th Training Battn.	28.	)		
12th " "	31	)	12.19 p.m.	1.4 p.m.
13th " "	53	)		
	112			

GODFORD party arrive Southampton 2.45 p.m. 13th Aug.'17.

CONDUCTING OFFICERS & N.C.O'S. Captain A.E.Morgan,  
Chief Conducting Officer.

1 N.C.O. to be detailed by C.O. 4th Training Battalion.  
1 N.C.O. " " " " " 12th " "  
2 N.C.O's. " " " " " 13th " "

Rations. Drafts will be in possession of rations up to midnight on the day of arrival at the Port of Embarkation. Certificate to be in possession of the Chief Conducting Officer showing date to which the men have been rationed. (Auth. H.Q. Orders of 12-8-17, para 1310).



Officer Commanding,  
 4th Training Battalion.  
 12th Training Battalion.  
 13th Training Battalion.

Appendix No.

H/9

Herewith two copies of Notes taken at Conference of Training Officers held to-day.

1. In about 9 or 10 days time the 4th and 13th Training Battalions will be required to find a small working party of about 10 other ranks to drain the Bayonet Assault Courses. They will work under the Foreman of Works supplied by the D.O.R.E. - orders will be issued later. In the meantime arrangements should be made with the O.C. A.A.S.C. to cart cinders up on the hill and to dump the cinders in small dumps alongside of each Course.
2. Bomb Pits will require draining. It is suggested that a deep hole be dug at the bottom of each pit and a grating for the thrower to stand on placed over the hole.
3. Training Officers should arrange direct with the Group Gas Officer to carry out Gas Standard Tests in conjunction with Range Practices on the Rifle Range.
4. It is suggested that each Training Battalion should hold a Conference of Company Commanders (including also Company Sergeant Majors and Company Quartermaster Sergeants) in order to thoroughly organize the new scheme of training by Platoons. A great deal depends upon O's/C. Companies for the smooth running of the organisation.
5. Some notes will shortly be issued on The Platoon in the Attack. It must be remembered that our attack practices are to be carried out on S.S.143 and are therefore not ambitious. At the same time the details and arrangements must be thorough. It is probably best to carry out these attack practices, even in the elementary stages, with the full weight and equipment which a man will carry in the real thing. Bayonets will always be fixed and in an advance rifles should be carried at the trail. It is absolutely necessary to instil in every man the fact that the rifle and bayonet are his primary weapons. All sections except the Lewis Gun Section are rifle men until they reach such a distance from the enemy that their respective auxiliary weapon can prove to be effective. Therefore for example, a bombing section must necessarily support any other section with rifle fire while it is able to, and the bombs will probably only be required when actually in the trench. It is a good suggestion to fall out Platoon and Section Commanders half way through a practice and to pick on any other man in the Section to carry on. If men are taught to expect this they will probably think more about what is going on, and it will encourage initiative.

*A. F. Currie*

Captain,  
 Brigade Major, No. 4 Group, A. I. F.

Headquarters,  
 CODFORD,  
 14-8-17.

*Bar diary.*



## GROUP ROUTINE ORDERS NO. 333.

by

LIEUT-COLONEL H.B. COLLETT, D.S.O.

COMMANDING TRAINING AREA NO. 4 GROUP, GODFORD, AUGUST 20th 1917.

GENERAL STAFF.

3373. SCHOOL OF FARRIERY, ROMSEY. Courses for the training of Cold Shoers and Shoeing Smiths will assemble at the Southern Command School of Farriery, Romsey, on 27th August and 10th September 1917.

Applications for vacancies at each of these courses for :-

(a) Men to be trained as Cold Shoers.

(b) Men to be trained as Shoeing Smiths.

will be forwarded through the usual channels to reach these Headquarters by 6 p.m. on 20th August, 1917.

(Auth. CR. AIF. 8259/15 (G) of 19-8-17.)

3374. GAS.

Reference Group Routine Order No. 257 of 5-6-17, para 2401. Candidates for Gas will parade at the Gas Hut at 2.15 p.m. on Wednesday August 22nd. C.O. 13th Training Battalion will please detail the Battalion Medical Officer to report to the Area Gas Officer at 2.15 p.m. on the same day.

3375. PHYSICAL & BAYONET TRAINING, ALDERSHOT. - Reference Group Routine Order No. 231 of August 16th, para 3349.

N.C.O.'s. will be accommodated and messed in Barracks.

Officers and N.C.O.'s. of the increased Permanent Cadre who have completed the preliminary Physical & Bayonet Training Course at Tidworth and who have been recommended for the Aldershot Course are to be given preference in filling the vacancies allotted in above mentioned order.

(Auth. H.Q. Orders of 17-8-17, para 1383).

*[Signature]*  
Captain.

Brigade Major, No. 4 Group, A.I.F.

ADMINISTRATIVE STAFF.

3376. DUTIES.

DUTY BATTALION 12th Training Battalion.

NEXT FOR DUTY 12th Training Battalion.

FIELD OFFICER to be detailed by C.O. 13th Training Battalion, as per G.R.O. No. 166 of 6-3-17, para 1461, (sub-para re Field Officer).

The Duty Battalion will supply the following :-

(a) FATIGUE.- 1 N.C.O. and 12 men to report at Stables No. 5 Camp at 8 a.m.

(b) FATIGUE.- 1 N.C.O. and 15 men to report to Officer I/c Supplies at Offices near Guard Room, A.S.C. Camp (Imperial) at 8.45 a.m.

3377. MOVE.

Reference Group Routine Order No. 330 of Aug. 17th, para 3341 and No. 331 of Aug. 18th, para 3355. The troops held in readiness therein for Overseas will proceed today 20th August, 1917, as per train timings hereunder:-

	Load at.	Leave at.
4th Training Battn. 48.)		
12th Training Battn. Nil.)	12.20 p.m.	1.4 p.m.
12th Training Battn. 12.)		
	60.	

(Auth. H.Q. Orders of 20-8-17, para 1424).



GROUP ROUTINE ORDERS NO. 333 of AUGUST 20th 1917.  
Page 2.

3378. ANNUAL KIT ALLOWANCE, 25. - In continuation of A.I.F. Order No. 341 of 31-10-16:-

Officers serving abroad, and who on the 29th August, 1916, or any subsequent date, have completed 12 months' service in the Australian Imperial Force, may be granted the sum of £5 annually towards the expenses of maintaining their Equipment and Clothing, etc. Such allowances become due on and after the 1st August, 1917, will be automatically credited by the Chief Paymaster to the Pay Account of the Officer who will take steps to have his paybook credited by the nearest Divisional Paymaster or his representative with the sum of £5. Officers must not, on any account, make this entry credit entry in their own pay-books.

The use of Claim Form No. 9 (Contingencies) will be discontinued in respect of the £5 allowance falling due on and after the 1st August, but may be used when claim is for allowances prima due prior to that date. (Authority: Statutory Rules, 1917, No. 49 para 20).

(Auth. A.I.F. Order No. 799 of 10-8-17).

3379. ORDERLY-ROOM SERGEANTS AND ORDERLY-ROOM CLERKS - RANK & PAY OF.

1. (a) On and after the date of this Order a soldier who is appointed to the Australian Imperial Force as an Orderly Room Sergeant will not, whilst holding such appointment, be promoted to any rank higher than that of O.R. Sergeant, nor receive pay at any rate higher than that laid down for an Orderly Room Sergt. in War Financial Regulations, viz. 11/6d. per diem.
- (b) Provided that those Orderly Room Sergeants who have been or are attached for duty at the A.G.'s Office at the Base in France or Egypt, and who have been promoted to the rank of Staff Sergeant, with pay at the rate of 12s. per diem, will continue to hold such rank, and the pay thereto appertaining.
2. A soldier who is appointed within an authorised establishment to the position of Orderly Room Clerk in the absence at the Base of the Orderly Room Sergeant or otherwise, may be granted the rank of Corporal or Sergeant at the discretion of his Commanding Officer, but in no circumstances will such a soldier be promoted to a higher rank than that of Sergeant in virtue of his appointment as Orderly Room Clerk.

(Auth. A.I.F. Order No. 800 of 10-8-17).

3380. FORFEITURE OF PAY AND ALLOWANCES - OFFICERS AND OTHER RANKS.

- (1) The attention of all concerned is directed to Section 119 of the Commonwealth Defence Act, which reads :-  
" No member of the Defence Force shall be entitled to receive any pay and allowances while under any charge of which he is afterwards convicted by any Court, or while under sentence of imprisonment by any Court, or during absence from duty without leave. "

- (2) Officers who are cashiered or dismissed the Service will therefore forfeit all pay and allowances from the date of arrest.

(Auth. A.I.F. Order No. 801 of 10-8-17).



GROUP ROUTINE ORDERS NO. 333 of AUGUST 20th 1917.  
Page 2.

3381. TRANSFERS - ENTRIES IN PAY BOOKS.

- (1) Space is provided on the first page of the soldier's pay book for the entry of the Units to which soldiers are transferred from time to time.
- (2) Commanding Officers will ensure that this entry, together with the date of transfer, is made in the paybook as soon as the transfer is effected.  
(Auth. A.I.F. Order No. 804 of 10-8-17).

3382. CADET UNITS - ATTENDANCE OF CANDIDATES AT.

With reference to A.I.F. Order No. 587 of 17-4-17, it has been decided that all candidates attending Cadet Schools in England shall be granted 10 days' leave prior to admission to the School. In order to admit of this, the names of candidates recommended for Artillery Cadet School, Infantry Cadet Battalion, and Machine Gun Cadet School will all be submitted to reach the D.A.G., A.I.F., by the 15th of each month commencing with August, 1917, instead of as stated in A.I.F. Order No. 587.  
(Auth. A.I.F. Order No. 805 of 10-8-17).

3383. DRESS.

The following Army Order, dated 23-7-17, is re-published for information :-

V. Riband of the Meritorious Service Medal.

(1) With reference to Army Order No. 183 of 1916, His Majesty the King has been graciously pleased to approve of the design of the riband suspending the Meritorious Service Medal being altered to crimson with white edges and a white line down the centre.

(2) The new riband will be taken into wear by all Officers, non-commissioned Officers and men who are in possession of the Medal and are now serving.  
(Auth. A.I.F. Order No. 806 of 10-8-17).

3384. DRESS.

The following Army Order, dated 18-7-17, is re-published for information :-

III. Gold Braid Distinction for Soldiers wounded at Home.

With reference to Army Orders No. 249 of 1916 and No. 202 of 1917, approval is given for the award of the gold braid distinction to Officers, Soldiers, members of the Military Nursing Services, members of Voluntary Aid Detachments and special probationers employed in military hospitals who are wounded by the enemy whilst serving in this country.  
(Auth. A.I.F. Order No. 807 of 10-8-17).

3385. POSTAL - NON-DELIVERY OF PARCELS.

In continuation of A.I.F. Order No. 461 of 17-1-17 and No. 739 of 6-7-17, the Department of Defence, forwarding a complaint re the non-delivery of parcels sent by Parcels Post to an Australian soldier and the allegation that the parcels were distributed in his absence to comrades of his Unit, asks that action be taken to remove the cause of complaint.

The attention of Officers Commanding Units has been frequently drawn to Field Service Regulations (Section 101, para 4) that parcels sent by post addressed to any Unit and undeliverable shall be returned at once to the Army Postal Service. While these regulations are ignored serious complaint will continue to be made.



GROUP ROUTINE ORDERS NO. 333 of AUGUST 20th 1917.  
Page 4.

5335. POSTAL - NON-DELIVERY OF PARCELS. (CONT'D).

The attention of Officers Commanding is again directed to Field Service Regulations named and it is intimated that it will be regarded as a serious breach if hereafter any parcel for an absentee from a Unit is dealt with otherwise than in accordance with the provisions of the regulations.

(Auth. A.I.F. Order No.808 of 10-8-17).

5386. RATE OF EXCHANGE. - The rate of Exchange for issue of cash to the troops of the Expeditionary Force has been fixed at the rate of 5 francs equals three shillings and eightpence for the month of August, 1917.

(Auth. A.I.F. Order No.809 of 10-8-17).

5387. APPOINTMENTS, PROMOTIONS, ETC. 50th BATTALION.

To be Lieutenant :-

2/Lieut. J.R.Lynch

29th July, 1917.

The undermentioned Officer is placed on Supernumerary List :-

Lieut. P.H. Auld, M.C.

2nd July, 1917.

NO. 4 GROUP.

2/Lieut. B.V.Tydeman, 50th Battn. has been transferred to General List and retains appointment of Gas Officer.  
1st August, 1917.

12th TRAINING BATTALION.

The undermentioned Officers are posted for duty :-

Major J.M.Edgley, B.S.O., 46th Battn. 20th July, 1917.

Capt. G.H.Clarke, 46th Battn. 8th Aug. 1917.

Capt. D.G.C.Cumming, 48th Battn. 23rd July, 1917.

Lieut. J.K.Hall, 46th Battn. 31st July, 1917.

Lieut. W.C.Sheldon, 48th Battn. 23rd July, 1917.

2/Lieut.H.M.Shepherdson, 48th Battn. 23rd July 1917.

Lieut. J.P.Covey, 46th Battn. resumed regimental duty.  
24th July 1917.

(Auth. A.I.F. List No.216 of 10-8-17).

(Sgnd) R. LANCE RHODES, Lieutenant,

Asst. Staff Captain, No.4 Group, A.I.F.



Officer Commanding,  
 4th Training Battalion.  
 12th Training Battalion.  
 13th Training Battalion.  
 War Diary.

Appendix No. H/II

Herewith two copies of Notes taken at Conference of Training Officers held to-day.

1. Lewis Guns will be issued to you this week, and you will probably be required to commence your own classes on the 27th. If possible the Group Lewis Gun School will continue for another week or fortnight in order to assist in turning out members. Sergeant Piggott will return to the 12th Training Battalion on Monday.

2. Sergt. Middleton and Sergt. Hodgkinson hold temporary rank whilst employed on the Instructional Staff at Group. These N.C.O's are due for relief. Application will be made for two new N.C.O's in Musketry to become Acting Sergeant and Acting Corporal on Group Staff. The relief will be carried out when the Lewis Gun School breaks up.

3. Attention is directed to the deficiency in numbers at Group Signalling School. We must keep the supply up.

4. As regards Winter work two new <sup>ideas</sup> stages were added, namely, practice the use of the periscope on the Miniature Ranges where there is a trench, and, secondly, arrangements are being made to have the sand targets photographed, and the photographs can then be used for indication of targets.

5. The working party which you were warned about to drain ~~P.F.~~ <sup>Bayonet</sup> Courses will be required on Monday next. Orders will be issued.

6. An all-night practice will be carried out at <sup>YARNBURY</sup> Yarnbury Castle trenches on September 7th.

7. The final edition of Standard Schemes are still required from 4th and 13th Training Battalions.

8. As regards the Platoon Organisation it is suggested that if there are not sufficient N.C.O's that certain picked men might be given a temporary stripe (unpaid) in order to enable them to become the Section Commanders. No Section Commander should be changed under at least a fortnight.

9. The outline of the instruction for the Group Course for co-ordination on subjects was given to Training Officers: practical illustrations will be carried out as follows:-Physical Training, on 13th Training Battalion trenches at 9 a.m. on Thursday. Bombing on 4th Training Battalion trenches at 9 a.m. on Friday.

10. A Bombing Officer is required to relieve Lieut. Lindsay at Overseas Training Brigade. Verbal arrangements were come to with Training Officers of 4th Training Battalion re Lieut. Goss.

11. As regards recent news from France it appears that the enemy now relies on his strong points, and they fill up gaps between the strong points by manning shell holes and by the free use of wire. This procedure will mean that objectives will become more and more indefinite, that we shall have to work up to as high a standard of topography and greater use of large ~~patrols~~ battle patrols, making good the ground by bounds. We shall also find the situation of a Platoon held up or attacking points of resistance.

12. We must work up the training of patrols. Patrols should be at least 10 to 20 men strong and should be freely practiced during night operations. At least one of the Standard Schemes might conveniently be worked in to employ patrols on a large scale. As regards map reading the most we can hope to teach is ordinary comparison of ground and map on route marches and Schemes out in the



country. Group will issue some Hectograph Maps shortly of Yambury Castle trench system. These can then be employed both for practical and indoor instructional work.

*A. J. Cuill*

Captain,  
Brigade Major, No. 4 Group, A.I.F.

Headquarters,  
CODFORD,  
21-8-17.



Photostat

NOTES.

the Course is to illustrate the aim at one objects, namely to place in a platoon in the field in order to kill huns.

REASON. (2). There is a tendency for specialist Instructors to loose sight of the fact that there are other forms of instruction besides his own particular branch. The result on an untrained man is:-

(a). He becomes muddled - If he is interested in his work he may find he is taught one method of clearing a Trench by his bombing Instructor, and a different method by his Physical Training Instructor. One method of fire orders by his Musketry Instructor, another by his Physical Training Instructor, etc. He does not know which is correct.

(b). He fails to see when one subject works in with another.

(c). He will not grasp the value of mutual support between the various weapons of a platoon.

(d). He will not realize that the rifle and Bayonet are his main weapons of offence.

The Platoon is a complete fighting unit of its own and self supporting as regards specialists. Moreover, any man may owing to casualties, have to command at least a section or fill a vacancy in one of the sections. He therefore has to know his rifle and bayonet, bombs, rifle grenades, Lewis gun, as well as the ordinary duties and discipline.

Brief outline of organization of the platoon and functions of the attack.

(3). Specialists instructors must see how far their own particular form of instruction can best fit in with other subjects, and it is proposed to illustrate this on this course.

(4). It is intended to take each subject in turn:-

Musketry,  
P. & B. Training,  
Bombing,  
Gas (combined with the other three)

(a). The senior N.C.O. in each subject will instruct all the other N.C.Os. in his subject, pointing out from his point of view how best the subjects may be combined.

(b). In each subject there will be a short lecture by an officer.

(c). In each subject practical illustration will be given as to what is done in an attack.

Practical Illustrations. Pr

Musketry, Minature Range, Fire direction, Fire Control, concentration, distribution - Fire orders, judging distances. Mutual support by rifle fire. Firing Positions, Cleaning of rifles.

Attack by section rushes covered by fire of other sections. Every man a rifleman until he gets in.

P. & B. Training.

(1). Over assault course by sections. Under section commander as a line in the attack. On reaching final objective fire is opened.

(2). Attack by a section over No man's Land and through a maze(bombers to note)

(3). Attack by a Section rushes covered by fire of other sections(alternatively), and the final assault in to a trench with dummies.



LECTURE NOTES.

OBJECT. (1). Object of the Course is to illustrate the fact that all instructors should aim at one objects, namely to send out a man who can take his place in a platoon in the field in order to kill huns.

REASON. (2). There is a tendency for specialist Instructors to loose sight of the fact that there are other forms of instruction besides his own particular branch. The result on an untrained man is:-

(a). He becomes muddled - If he is interested in his work he may find he is taught one method of cleaning a Trench by his bombing Instructor, and a different method by his Physical Training Instructor. One method of fire orders by his Musketry Instructor, another by his Physical Training Instructor, etc. He does not know which is correct.

(b). He fails to see when one subject works in with another.

(c). He will not grasp the value of mutual support between the various weapons of a platoon.

(d). He will not realize that the rifle and Bayonet are his main weapons of offence.

The Platoon is a complete fighting unit of its own and self supporting as regards specialists. Moreover, any man may owing to casualties, have to command at least a section or fill a vacancy in one of the sections. He therefore has to know his rifle and bayonet, bombs, rifle grenades, Lewis gun, as well as the ordinary duties and discipline.

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P. & B. Training.

(1). Over assault course by sections. Under section commander as a line in the attack. On reaching final objective fire is opened.

(2). Attack by a section over No man's Land and through a maze(bombers to note)

(3). Attack by a Section rushes covered by fire of other sections(alternatively), and the final assault in to a trench with dummies.



Bombing.

- (1) Bombing party working up a Trench. Note action of Bayonet men - Sniper, Rifle Grenadier (carried out by Group Bombing instructors)
- (2). Attack by sections and after the final assault bombing section work up a C.T. and make a stop.
- (3). The position and exercises of throwing (P.T. instructions note).
- (4). Clearing shell holes with rifle grenades.

Gas:-

Firing in Gas Helmets, etc. The difficulties and how to overcome them.

- ditto - bombing in helmets, etc. .

- ditto - Assaulting in gas helmets.

General notes on use of and Training in Anti-gas appliances.

Note:- All instructors must attain an efficient standard of discipline and drill.

Work Table:-

Wednesday Musketry Lecture & Gas Practical illustration.			
Thursday P.T. & B.F. Lecture	"	"	"
Friday Bombing Lecture	"	"	"

Candidates at the Group Course:-

1 Musketry Instructor	)	
1 Bombing "	)	Per training Battalion
1 P. & B.T. "	)	
1 Gas "	)	

Demonstration.

1. Section under Section Commander attacking over the Course with one halt, and on reaching find objective (Fire Trench) open fire on retiring enemy.

2. Two or more Sections, under Section Commanders, as first line of attack, jumping out of Trench, crossing No Man's Land, and final assault in the first objective (employ dummy figures to be used as enemy).

3. Two sections, each under Section Commanders, on reaching their objective are told off to clear two Communication Trenches and dug-outs (dummy figures to be used as enemy). This practice will correspond to the maze practice.

NOTES.

Every man employs the rifle and bayonet as his principle weapon.

- 1 (A. Executive orders of Section Commanders
- (B. Control of Section Commanders
- (C. Value of Fire Orders
- (D. Value of teaching a man how to use his Rifle and Bayonet.

- 2 ( A. Every man is a rifleman, no matter what the sections are.
- ( B. Method of carrying the rifle at the "high port" (in actual practice men will carry the rifle at the
- ( C. Every man has his bayonet fixed. Trail)

- 3 ( A. The two Sections correspond to any two sections of a Platoon told off to a similar job-Note the procedure of the Bayonet men.
- ( B. This practice will also be useful to Moppers up.
- ( C. Note control.



BOMBING DEMONSTRATION.

1st Phase.

Mutual support by rifle fire sections advancing until within assaulting distance. The advance was then held up by a hostile machine gun. This was taken on and knocked out by Rifle Grenades and Lewis Gun.

The advance continued and Final Assault carried out.

Notes for the Class.

(a). Everyone a rifleman until there was a necessity for the use of special weapons.

(b). Covering fire necessitating fire orders.

(c). Combination of weapons to knock out hostile machine gun.

(d). Final assault. P. & B. Training comes in, and the value of training over broken ground.

2nd. Phase.

A stop has to be made in a Trench and Bombing parties were clearing a communicating trench.

Notes for Class.

(a). Organization of Bombing party.

(b). Value of teaching the maze and how to use a rifle in a confined space.

(c). The support of the bombers by rifle grenadier and sniper.

(d). How to get in and out of a trench.



AUSTRALIAN IMPERIAL FORCE.

Appendix No. H/13 83

CIRCULAR MEMO No. 135.

Headquarters,  
A.I.F. Depots in U.K.  
Tidworth,  
23rd. August, 1917.

Men who are under age will, on arrival as reinforcements receive the usual training.

When fully trained, or in the case of Signallers, when they have completed the prescribed period of training, steps should be taken to have them trained as:-

Signallers,  
Cold Shoers,  
Saddlers,  
Bootmakers,  
Armourers' Assistants,  
Bandsmen,  
Clerks.

In the Infantry men who are likely to make good N.C.Os. should be sent to the N.C.Os. School, Jellalabad Barracks, for the two month's Course, being made Acting Lance Corporals for the purpose.

(Sgd) J. Moffitt

Lieut.-Colonel  
G.S.O.I.  
A.I.F. Depots in U.K.

To be attached to Standard Organization of Training G.S. 2/1 of 4th and 10th August 1917.

Distribution:-

B.O.R.	2 copies
Training Officer	2 "
Each Coy.	1 "
Total	8 copies per Training Battalion.

© Note:- Men for Group Signalling are to be selected from those men who are in or commencing 3rd. stage of training.

*P. J. R. Currie*

Captain,  
Brigade-Major, No. 4 Group, A.I.F.

Headquarters,  
Codford,  
24-8-17.



AUSTRALIAN IMPERIAL FORCE.

CIRCULAR MEMO. NO.134 .

Appendix No. H/14  
Headquarters,  
A.I.F. Depots in U.K.  
Tidworth  
21-8-17

On entering the 11th week of training, the reinforcements will be formed into sections and platoons (Circular Memo.119). As far as possible complete platoons will be formed in the Administrative Companies.

If the numbers do not allow of this, sections will be formed in the Administrative Companies which will be brought together into platoons for training purposes.

Example -

"A" Company	36 men	-	1 Platoon.
"B" "	39 "	-	1 Platoon.
"C" "	9 "	-	1 Section ) - 1 Platoon
"D" "	26 "	-	3 Sections) for training.

The training of the platoons in the last 4 weeks differs according to whether their instruction is to include a Lewis Gun Course or not.

The 4 Lewis Guns to be issued to Battalions will enable two platoons being trained simultaneously, one taking the morning and one the afternoon, each platoon using all 4 Guns.

Two platoons per Battalion will be constantly under training in the Lewis Gun.

The Course will be 10 half days which including range practice will extend over two weeks and not 16 half days as stated in Circular Memo. 119.

When selecting Platoons for Lewis Gun Instruction, preference will be given to those commencing their 11th week of training, as it is an advantage to leave the 13th and 14th weeks free for tactical exercises.

If Platoons commencing their 11th week are not available when a fresh course begins, it will be necessary to take Platoons commencing their 12th or 13th week.

If no men are available but another Battalion could use the Lewis Guns, the Group Commanders will temporarily attach the guns and instructors to that Battalion.

Table I gives the detail of work which is to be carried out during the Lewis Gun Course.

Table II gives a specimen syllabus of training in the 3rd stage for platoons which receive training in the Lewis Gun and platoons which do not receive training in the Lewis Gun.

During the 11th week the platoon will receive instruction in the general principles of the Platoon in Attack.

In the 12th week the platoons will receive instruction in trench warfare.

The 13th and 14th weeks will principally consist of exercises designed to show the application of the instruction given in the preceding weeks.

Section training whilst keeping up the skill of the individual in the various weapons, will be arranged to accustom men to work together under the Section Commander.

Night work will be principally restricted to accustoming men to move with confidence in the dark. Instruction in consolidating position, wiring, etc., will be given but complicated exercises will not be attempted.

o/



On the mornings following night work there will be no early parade but the men will parade at the usual hour after breakfast. The subsequent work during the morning will depend on the physical condition of the men.

*Moffitt*

Lieut-Colonel.

G.D.O.I.

A.I.F. Depots in U.K.

The training of the platoons in the depot is to include a Lewis gun course or not. The 4 Lewis guns are being trained in the morning and one in the afternoon. Two platoons per gun. The Lewis gun is the Lewis gun. The course will be 10 days. The course will extend over two weeks. Officer Name. 112. When selecting platoons will be given to those commencing their 11th week of training. It is an advantage to leave the 12th and 14th weeks free for tactical exercises. If platoons commencing their 11th week are not available then a fresh course begins. It will be necessary to take platoons commencing their 12th or 14th week. If no men are available but another Battalion could use the Lewis guns, the Group Commanders will temporarily attach the guns and instructors to that Battalion. Table I gives the detail of work which is to be carried out during the Lewis gun course. Table II gives a specimen syllabus of training in the depot stage for platoons which receive training in the Lewis gun and platoons which do not receive training in the Lewis gun. During the 11th week the platoon will receive instruction in the general principles of the platoon in attack. In the 12th week the platoon will receive instruction in French warfare. The 12th and 14th weeks will principally consist of exercises designed to show the application of the instruction given in the preceding weeks. Section training whilst keeping up the skill of the individual in the various weapons, will be arranged so as to enable men to work together under the Section Commanders. Night work will be principally restricted to reconstructing men to move with confidence in the dark. Instruction in consolidating position, wiring, etc., will be given but complicated exercises will not be attempted.



TABLE I.

PROGRAMME OF LEVIS GUN INSTRUCTION.10 half-days. Total 30 hours - exclusive of Range Practices.1st DAY.

Lecture - General Description.	$\frac{1}{2}$ hour.
Stripping - Names of Parts.	1 "
Stripping - by Squads.	1 "
Lecture - Care and Cleaning.	$\frac{1}{2}$ "

2nd DAY.

General Description - Barrel Group.	1 "
Explanation - Composition of Teams & duties of Gun Numbers.-Drill.	1 "
Mechanism - Load and Unload etc.	1 "

3rd DAY.

Revise Stripping	1 "
Drill	1 "
General Description - Body Group	1 "

4th DAY.

Mechanism - Backward Movement.	1 "
Drill.	1 "
General Description - Moving Parts including Magazine.	1 "

5th DAY.

Stripping - Component Parts.	1 "
Drill.	1 "
Mechanism - Revise Backward Movements.	1 "

6th DAY.

Immediate Action - Show 1st Position	1 "
Stoppages.	1 "
Drill.	1 "
Mechanism - Forward Movements	1 "

7th DAY.

Immediate Action - Show 2nd Position	1 "
Stoppages	1 "
Practice 1st Position.	1 "
Drill.	1 "
Mechanism - Revise Forward Movements	1 "



8th D A Y.

Test of Elementary Training. 1 hour.  
(S.S.448 Section 10)

Immediate Action - Show 3rd Position)

Stoppages without obstructions )

Practice. )

Mechanism - Revise both movements.

1 "

9th D A Y.

Immediate Action - Revise 3rd Position )

Stoppages, without obstruction. )

1 "

Show 3rd Position Stopp-

ages with obstruction. )

Drill

1 "

Immediate Action - Revise all Stoppages.

Practice

1 "

10th D A Y.

Lecture - Functions of Lewis Gun (i) In Attack)

(ii) In Defence.)

1 "

Immediate Action.

1 "

Stoppages.

1 "

RANGE PRACTICES. 4 Hours. (Including Lecture on Points before,)  
(during and after firing - Range  
(Discipline.

PRACTICES TO BE FIRED.

The short Practices suggested in S.S.448 Section 11, or  
if time permits Part I, Addendum No.2 to Musketry Regulations.

NOTES:-

1. The term "Drill" will be taken to include Practice in Magazine Filling (away from the gun) Practice in Indication, Recognition, and Gun Laying on the "eye disc" Landscape Machine Gun Targets. Exercises in selection of defensive gun positions.
2. No exercises in the handling of Lewis Guns in attack will be carried out during the period. Platoons should receive this instruction during the periods allotted to them for carrying out the Platoon attack.
3. The maximum number of men in a squad will be 10 and this may be reduced to advantage whenever circumstances permit.



Appendix No. H/14

## TABLE II.

SYNOPSIS OF TRAINING OF PLATOONS WHICH RECEIVE INSTRUCTION IN  
THE LEWIS GUN.

11th week.

Monday	$\frac{1}{2}$ day Lewis Gun	$\frac{1}{2}$ day Section training.
Tuesday	$\frac{1}{2}$ day Lewis Gun	$\frac{1}{2}$ day Drill Attack (Open warfare)
Wednesday	$\frac{1}{2}$ day Lewis Gun	$\frac{1}{2}$ day Section Training
Thursday	$\frac{1}{2}$ day Lewis Gun	$\frac{1}{2}$ day Drill attack (Open warfare)
Friday	$\frac{1}{2}$ day Lewis Gun	$\frac{1}{2}$ day Entrenching.
Saturday	Route March	

DETAIL OF WORK.

Lewis Gun Instruction vide Table I.

SECTION TRAINING will include -

- (a) Bayonet Training - Final Assault Course and Labyrinth.
- (b) Bombing - Organization of bombing parties,  
Bombing up trenches,  
Making blocks in trenches.
- (c) Artillery - Section Fire Control and direction,  
Movement and covering fire.
- (d) Night work - Movement by night.  
(Two nights) Sentries' duties (Sec. 113 Inf. Trng.)

DRILL ATTACK (Open Warfare)

- (Organization of the platoon in sections.
- (Duties of Rifle and Bayonet Men, Bombers,
- (Lewis Gunners and Rifle Bombers.
- 1st HALF DAY (Artillery Formations.
- (Employment of Scouts including Ground Scouts.
- (Extension from Artillery formations.
- (Advance by rushes
- 2nd HALF DAY (Covering movement by fire.
- (Assault
- (Consolidation

The Sections will take it in turns to act as Riflemen, Bombers, Rifle Bombers, and Lewis Gunners. At the conclusion of the 2nd day the attack will be carried out from the advance in Artillery formations up to consolidation.

o/



Table II contd.ENTRENCHING.

- ( Tool Drill.
- ( Marking out tasks.
- ( Digging.
- ( Marking obstacles and wiring.

The trenches should be dug with a view to their being used as opposing trench systems in the subsequent weeks of training. The men should be taught to mark out fresh trenches but as regards actual digging better value will be got by improving and altering trench systems for use in the following weeks if they are available.

DRILL

Before the Section commences Section Training the platoon will be put through three or four drill movements which will be in fixed sequence to save time.

There should be no difficulty in carrying out five or six movements in five minutes.

PHYSICAL TRAINING.

The early morning parade will be used for Physical Training but there will be no early morning parade after night work.



T A B L E II.

SYLLABUS OF TRAINING FOR PLATOONS WHICH DO NOT RECEIVE INSTRUCTION,  
IN THE LEWIS GUN.

11th. Week.

Monday	$\frac{1}{2}$ day Drill Attack.	$\frac{1}{2}$ day Section Training.
Tuesday	$\frac{1}{2}$ day Entrenching	$\frac{1}{2}$ day " "
Wednesday	$\frac{1}{2}$ day Drill Attack	$\frac{1}{2}$ day " "
Thursday	$\frac{1}{2}$ day Entrenching	$\frac{1}{2}$ day " "
Friday	$\frac{1}{2}$ day Drill Attack	$\frac{1}{2}$ day " "
Saturday	Route Marching.	

Section training will include :-

- (a). Bayonet Training - Final Assault Course and Labyrinth.
- (b). Bombing - Organization of Bombing Parties.  
Bombing up trenches.  
Making blocks in trenches.
- (c). Rifle Bombing - Firing Dummy Rifle Bombs. Employment  
of Rifle Bombs in Attack.
- (d). Musketry - Section Fire Control and Fire Direction  
Movement and covering fire.

DRILL ATTACK (Open Warfare).

1st HALF DAY. (Organization of the Platoon in Sections.  
(Duties of Rifle and Bayonet men, Bombers, Lewis  
Gunnery, and Rifle Bombers.  
(Artillery formations.  
(Employment of Scouts including Ground Scouts.  
(Extension from Artillery Formations.

2nd HALF DAY. (Advance by Rushes.  
(Covering movement by fire.  
(Assault.  
(Consolidation.

3rd HALF DAY. Recapitulation of all stages of the Attack.

The Sections will take it in turns to act as Riflemen, Bombers, Rifle Bombers, and Lewis Gunners. At the conclusion of the 2nd day the attack will be carried out from the advance in Artillery Formations up to consolidation.

o/-



Table II (contd.)

ENTRENCHING. - (Tool Drill  
(Marking out Trenches.  
(Digging.  
(Laying Obstacles and Wiring.

The Trenches should be dug with a view to their being used as opposing trench systems in the subsequent weeks of training. The men should be taught to mark out fresh trenches but as regards actual digging better value will be got by improving and altering trench systems for use in the following weeks if they are available.

DRILL. - Before the Section commences Section Training the Platoon will be put through three or four drill movements which will be in fixed sequence to save time. There should be no difficulty in carrying out five or six movements in five minutes.

PHYSICAL TRAINING.

The early morning parade will be used for Physical Training but there will be no early morning parade after night work.



Appendix No. H/14

## TABLE II.

SYLLABUS OF TRAINING FOR PLATOONS WHICH RECEIVE  
TRAINING IN THE LEWIS GUN.

12th Week.

Monday.	1 day Lewis Gun.	Entrenching.
Tuesday.	$\frac{1}{2}$ " " "	Section Training.
Wednesday.	$\frac{1}{2}$ " " "	Trench Routine.
Thursday.	$\frac{1}{2}$ " " "	Section Training.
Friday.	$\frac{1}{2}$ " " "	Drill attack. Trench Warfare.
Saturday.	1 day Range Firing.	

LEWIS GUN - as laid down in Table I.

## SECTION TRAINING.

(a) Bayonet Training - Final Assault Course and Labyrinth.

(b) Bombing - Attack and Defence in Trenches as Organized Bombing Parties.

(c) Musketry - Section Fire Control and Direction.  
Movement and covering fire.

ENTRENCHING - Improvement of Trenches, Wiring and Obstacles, Revetting, Snipers' Posts, Dumps etc.

TRENCH ROUTINE - Distribution, Sentries' Duties, Gas Alarm and Alert, Relief of Trenches, Fire control and direction.

DRILL ATTACK - S.S. 143.  
(Trench Warfare)NIGHT WORK - Trench Routine by Night. 2 hours.  
(2 nights.)

PHYSICAL TRAINING - Early morning parade will be used for Physical Training but there will be no early parade after night work.

DRILL - as in 11th week.



SYLLABUS FOR 13th and 14th WEEKS.

	<u>DAY.</u>	<u>NIGHT.</u>
Monday	Tactical Exercise	Tactical Exercises.
Tuesday	Section Training	
Wednesday	Tactical Exercise	Tactical Exercises.
Thursday	Section Training.	
Friday.	Tactical Exercise, Cooking, Tactical Exercise.	
Saturday.	Route March	

The following are deemed suitable tactical exercises for the above:-

1. Platoon attacks carried out with blank ammunition on the lines indicated in Appendix III, A.C.I. 1230.  
The sites selected for the exercise will be chosen with the object of demonstrating the use of ground in the advance.  
As such sites will be repeatedly used by platoons, places to conceal the men working the targets should be prepared so as to make the exercises as realistic as possible.  
Trenches will not be dug nor will the actual work of consolidation be carried out as otherwise successive platoons using the ground will cause the exercise to develop in-to a form of Trench Warfare and the element of surprise as regards the position of the enemy will be lacking.
2. A Field Practice as laid down in Appendix III, A.C.I. 1230 will be carried out with ball ammunition.
3. A platoon acting as an advanced guard during an advance after breaking through a hostile trench system. This exercise will include the clearing of snipers' nests and attacks on strong points intended to delay the advance.
4. Consolidation of position after capture both by day and night including rapid wiring etc. Forming an outpost line and linking up the posts as indicated on page 28, S.S.135., "Instructions for Training Divisions for Offensive Action."
5. Mopping up after capturing a trench system.
6. Rapid counter attack by supports after the front line of trenches has been captured.
7. Patrolling after dark in "No Man's Land" carrying messages at night across difficult ground, listening posts.
8. Raids practised by day and carried out over the same ground at night.

Section Training and Physical Training will be carried out as in 11th and 12th weeks.



APPENDIX 111 to A.C.L. 1230 of 1917.

FIELD PRACTICE (MUSKETRY AND BAYONET FIGHTING).

1. This practice is designed to impress on the minds of all ranks:-
  - (i) The necessity for the ready use of rifles;
  - (ii) The combination of fire and movement;
  - (iii) The co-operation between the bayonet and the bullet.
 The practice may be carried out by Sections, Platoons, Companies, or Battalions, according to the ground and facilities available.
  
2. The action of a Platoon is taken as an example:-
  - (i) Dress - Fighting dress (S.S. 135 Section XXXI)
  - (ii) Formation - Platoon in line or in column of sections.
  - (iii) The objective is pointed out.
  - (iv) The Platoon advances towards the objective in artillery formation of Sections, preceded by scouts.
  - (v) A surprise target appears (out of range of rifle bombs) It is signalled by Scouts.
  - (vi) The target is engaged by rifle fire of the scouts.
  - (vii) The target is engaged by rifle fire of the Platoon.
  - (viii) The Platoon advances by alternate rushes of Sections.
  - (ix) The target disappears.
  - (x) A target appears (out of range of rifle bombs) some few minutes later on the original objective.
  - (xi) The Platoon deals with the target in the same way as in (vii) and (viii).
  - (xii) When within assaulting distance, the Platoon delivers the assault. For this purpose, if possible, a bayonet fighting course should be provided; if this is not possible, some sacks to represent the enemy will suffice but correct bayonet fighting methods must be insisted on.
  - (xiii) The objective is gained, patrols pushed out, sentries posted, and consolidation begun.
  - (xiv) A surprise target is shown and rapid fire opened.
  
3. The practice can be carried out over any distance from 30 yards range upwards, but, naturally, the more nearly the distance over which the practice is carried out approaches that which would obtain in battle, the better. It should be carried out, whenever possible, over rough ground, and with ball ammunition. In order to bring about the primary object of the practice, namely the use of the rifle, no other weapon but the rifle should be used at first. At a later stage, when all ranks are proficient with the rifle and bayonet, the use of Lewis guns, rifle bombs, and bombs may be introduced.

To be attached to  
G.S. 2/1 of 4th & 10th Aug. 1917.

G.S. 2/1.

Reference Bhurtpore Circular Memo No. 134 of  
21/8/17. Syllabus for 13th & 14th weeks para. 1 & 2.

- (a). The Practice will only be carried out by a Platoon.
- (b). For the present the practice will only be carried out with blank ammunition.

(P.T.O.)



- (c). Arrangements will be made later for the use of ball ammunition.
- (d). This practice is to be organized in each Training Battalion as one of the special Tactical exercises.
- (e). Musketry and Bayonet Training Instructors to be present when the exercise is carried out.

Copies B.C.R. 2  
 Training Officer 2  
 Each Company 1  
 Total 5 per Training Battalion.

*(Signature)*

Captain,  
 Brigade-Major, No. 4 Group, A.I.F.

Headquarters,  
 Codford,  
 25-8-17.



No. 4 (D) Group Headquarters,  
A.I.F. Depots U.K.  
Codford, Wilts, Eng.

I forward herewith with please a copy of letter received by me from the Brigade Major (Training) Commanding Central Training School, Havre, concerning a draft "L.45" which consisted of 241 men who came to this Depot from 13th Training Battalion on 8-8-17.

I have brought this letter before the notice of G.O.C. A.I.F. Depots U.K. and the O.C. 13th Training Battalion.

Officer Commanding,  
4th Australian Divisional Base Depot.

I have pleasure in bringing to your notice the fact that draft "L.45" has been very well reported on, by the various Area Commanders of this School. Not only has it proved good on special subjects such as Bombing, but has also been smart on parade and has drilled well. I thought it might be of interest to you to know that this has appeared to us to have been one of the finest Australian drafts we have seen.

Havre.  
20-8-17.

(Sgd) C. Mitchell,  
Major,  
Brigade Major (Training)  
Commanding Central Training School, Havre.

(Sgd) Hector J. Clayton  
Commanding 4th Australian Divisional  
Base Depot.

Havre,  
21-8-17.

*Certified true copy.*  
*H. J. Clayton*  
*capt*  
*Brigade Major.*



G.S. 2/1.

To be attached to G.S. 2/1 of 4th and 10th August, 1917.

These notes will form a guide for practicing the Field practice referred to in Headquarters Circular 134 of 21/3/17, and appendix 111. A.C.I. 1230 of 1917, issued under G.S. 2/1 of 25/8/17.

Copies	B.O.R.	2
	Training Officer	6
	Each Company	1
	<u>Total</u>	<u>12</u> copies per T.B.

*P. J. R. Currie*

Captain,

Brigade-Major, No. 4 Group, A.I.F.

Headquarters,  
Codford,  
27-8-17.

- 
- (1). To develop the leadership capacity of all ranks up to Platoon Leader - "The recruit of to-day being the Section Leader of to-morrow".
  - (2). To revive the use of the rifle and bayonet by emphasising the fact that the soldier is a rifleman first and a specialist afterwards.
  - (3). To demonstrate the flexibility of the Platoon - its organization - the use of the various sections - their equipment and possibilities.
  - (4). To develop the offensive spirit in the soldier by the use of the bayonet.
  - (5). To demonstrate and explain S.S. 143 i.e. "Instructions for the Training of Platoons for Offensive Action."
  - (6). It is necessary that every man should know the principles of platoon fighting, and the functions of the various sections.
  - (7). Scouts move by stages. Any message signals will invariably be acknowledged.
  - (8). Practice casualties among unit commanders, and No. 1 and No. 2 of Lewis Gun Section. Every man in the Platoon should then expect to be called upon to take command.
  - (9). In the early stages of Training in this Field Practice, short halts should be made for explanations.
-



PLATOON COMMANDERS TO THEIR PLATOONS.

Importance of the men in the ranks knowing detail, objective, direction of attack. Enables them to carry on without leaders.

FIRST STAGE  
RANGE 5,000x to  
1,500x when COMPANY  
MAY OR DOES COME UNDER  
ARTILLERY FIRE.

Moves from Column of  
Route to Columns of  
Small Units.

## POINTS TO BE NOTICED.

(a) Celerity of movement, especially of leading Company.

(b). Absence of noise or confusion.

(c). Direction of Platoons.

(d). Irregularity of formation.

(e). Necessity for keeping on the move.

(f) Scouts to protect formations.

(a). Rapid movement of leading Company in Artillery Formation does not delay remainder of Battalion under shell fire.

(b) Ensured by good "Barrack Square" Training.

(c) Platoons moving out to the left require to take up their fire frontage by extending to the right and vice versa.

(d). Necessity of deceiving enemy artillery.

Give no regular frontage to range on. Line gives a regular front, easy ranging hard to control. Small Columns best for passing barrage or shell searched area of ground.

(e) Harder for artillery to range. Never halt under shell fire. Movement keeps offensive spirit going.

(f) Danger of suddenly coming under Machine Gun or Rifle Fire in Column Formation. Scouts should preclude any possibility of attack thus.

## SECOND STAGE.

RANGE about 1,500x  
to 1,000x WHEN COLUMNS  
COME UNDER DISTANT  
RIFLE OR MACHINE GUN FIRE.

(a) Rapid orderly extension if forced to do so.

(b) Direction.

(c) Position of Commanders, Runners, and Observers.

(d) Fire.

(a) Practiced and perfected on Barrack Square.

(b) Intermediate direction marks.

(c) Best position for Commanders is slightly behind their command. Facilitates control.

If troops require to be led at this stage attack bound to fail.

(d) Only fire action developed at this period (excluding Artillery) would be that of specially detailed covering parties.



VARIOUS STAGES.

3  
- 2 -  
CONSIDERATIONS ON EACH STAGE.  
PLATOON COMMANDERS TO THEIR PLATOONS.

(e) Pace of advance.

Even they will be using up ammunition probably unnecessarily.

(e). Must be steady and easy to control; opposing Infantry Fire will probably not be formidable at this range, except in reaching and passing across Ranging Marks.

Doubling at this range will unnecessarily tire the troops.

THIRD STAGE.

RANGE ABOUT 1,000x TO THE POINT WHEN THE FIRST LINE IS HELD UP OWING TO CASUALTIES AND NEEDS SUPPORT.

SECOND LINE REINFORCES FIRST LINE COMMENCEMENT OF FIRE FIGHT.

(a). Inter-communications between first and second lines

(a). Observers of first and second lines must be in communication.

Reason for second line reinforcing:- Front line cannot advance without aid of fire, owing to casualties; has not enough rifles to make fire effective.

(b). Covering fire to aid advance of second line.

(b). First line signals to second line to reinforce; covers advance of second line by a brisk, well directed fire which unsteadies enemy's aim.

At this range, if the rate of this covering fire exceeds five rounds a minute, it will not be sufficiently accurate to achieve its object.

(c). Re-distribution of Command and Re-organization.

(c). Senior Officer of the two lines takes command. If casualties amongst Unit Commanders, tell off new ones.

This re-organization should be rapid rather than accurate.

Flank men of fire units "Proving" after re-organization.

(d). Dividing fire Frontage.

(d). Necessity of keeping whole of the enemy front under fire.

To accomplish this, enemy front to be divided amongst units.

Whether fire should be delivered obliquely or direct to front.

(e). Opportunities for closing up.

(e). Take every opportunity of getting supporting lines close to front line when cover admits.

Facilitate control and communication of orders.

(f) Nature and method of further advance.

(f) Choosing of intermediate fire positions.



Various stages.

- 4 -

CONSIDERATIONS ON EACH STAGE.

F O U R T H   S T A G E.  
STILL FURTHER Re-  
INFORCEMENT REQUIRED.

Points to be noted.

(a). Position of Commanders.

(b). Length and strength of rushes.

(c). Co-operation by fire of movement.

(d) Irregularity of formation.

(e). Continual movement.

(f). Covering fire from covering troops.

(g).

(a). Company Commanders with Third or Fourth line. Fire Unit Commanders, when halted slightly in rear of line. Facilitates control, enables Officers to see whereabouts of Unit Commanders. Unit Commanders behind centre of their Unit.

(b). In flat open ground 30x rush at 800x, depending on enemy fire.

AT LONGER RANGES, LONGER ADVANCES, FEWER MEN, QUICK TIME.

Enemy will be "browning" at this range.

Small parties harder to brown. AT SHORTER RANGES, SHORTER ADVANCES, MORE MEN, DOUBLE TIME.

Confuse enemy more.

Method of rising and falling quickly.

-Enemy Give enemy no notice of your advance.

(c) Never give covering fire if troops can advance without covering fire before advance commences.

Consider desirability of Lewis guns being used for this purpose.

If another part of your line held up, try to advance yourself, attracting fire from them.

When right section, etc, advances similar section of next line do same.

Facilities covering fire.

Shouting out that your unit is about to advance.

(d). Regular line easy to range on, section rushes not necessarily to reach same alignment.

Avoid systematic advance from same flank.

(e). Flusters enemy more, necessitates continual change of sights.

Keeps your Troops' blood up.

Impresses enemy.

Quicker advance less time under fire.

Object of advance is to CLOSE WITH ENEMY.

(f). Best aid to movement, their fire more effective. They are not blown, range fixed.

Firing line must husband ammunition. Every round wanted for final fire fight.

(g). Any individuals not told off to sections must attach themselves to one.



VARIOUS STAGES.

- 5 -

CONSIDERATIONS ON EACH STAGE.

F I F T H   S T A G E.  
RANGE 100x to 50x WHEN  
LINE DECIDES TO ASSAULT.

- (a). This point under cover, if possible.
- (b). Futility of assaulting with inadequate numbers.
- (c). Fixing Bayonets.
- (d). Final fire preparation.
- (e). Cohesion in assault rather than pace.
- (f). Cheering, bugles, etc.
- (g). Co-operation with flank units.
- (h). Signal for assault.

S I X T H   S T A G E.  
CAPTURE AND CONSOLIDATION  
OF POSITION.

- (a). Rapid telling off of pursuing party.

(a). If possible assaulting point not more than 50x from position. If more, troops will be too blown to use bayonet. Also enables final dispositions to be made.

Enables line to thicken up.  
 Enables men to get a breather.

(b). Inadequate numbers for assault, due to faulty loading and fire discipline. Aim at weight one point, rather than mild blow over whole line.

(c). If attack started at 600x or less, fix before starting, otherwise fix by alternate sections, so as not to seriously diminish fire. Rifles at "High Port" in first stage of assault.

(d). Of most intense and accurate disciplined description. Fire control in hands of individual.

(e). Straggling assault enables enemy to deal with individuals.

Straggled assault more difficult to control.

Straggled assault does not impress enemy.

Difficulty of subsequent re-organization.

Whole Companies rise simultaneously.

(f). Heartens your men and demoralises enemy.

(g). Assault simultaneous as far down line as possible. Warn flanking units of intended assault, so that they can co-operate by fire or movement.

(h). Not necessarily from Company Commanders. Probably from some individual who possesses most dash, and who feels instinctively that the time is ripe.

(a). Preferably freshest troops PURSUE BY FIRE. All must be prepared to pursue, however, fatigued.

Danger of infantry pursuit who run into enemy shell fire and their own. Pursuing party performs role of covering party during re-organization and consolidation.



VERIFICATION OF FACTS.  
(continued)

- 6 -

CONSIDERATION OF EACH PAGE.

(b). Rapid re-organization

(b). Difficulty of this after successful assault.

Men hard to restrain.

If under fire, has to be done roughly and lying down. More complete re-organization at nightfall or when opportunity arises.

Men must be drilled in this.

Non-commissioned officers call out Regiment first, Company after, then Platoon. Otherwise confusion.

(c). Rapid decision of method of re-organization.

(c). Whether convert enemy's position.

Whether to dig another line and where.

Consolidation to be regarded as temporary; must be ready to advance at any moment.

(d). Post Sentries.

(d). Give Sentries their orders.

(e). Send out Patrols.

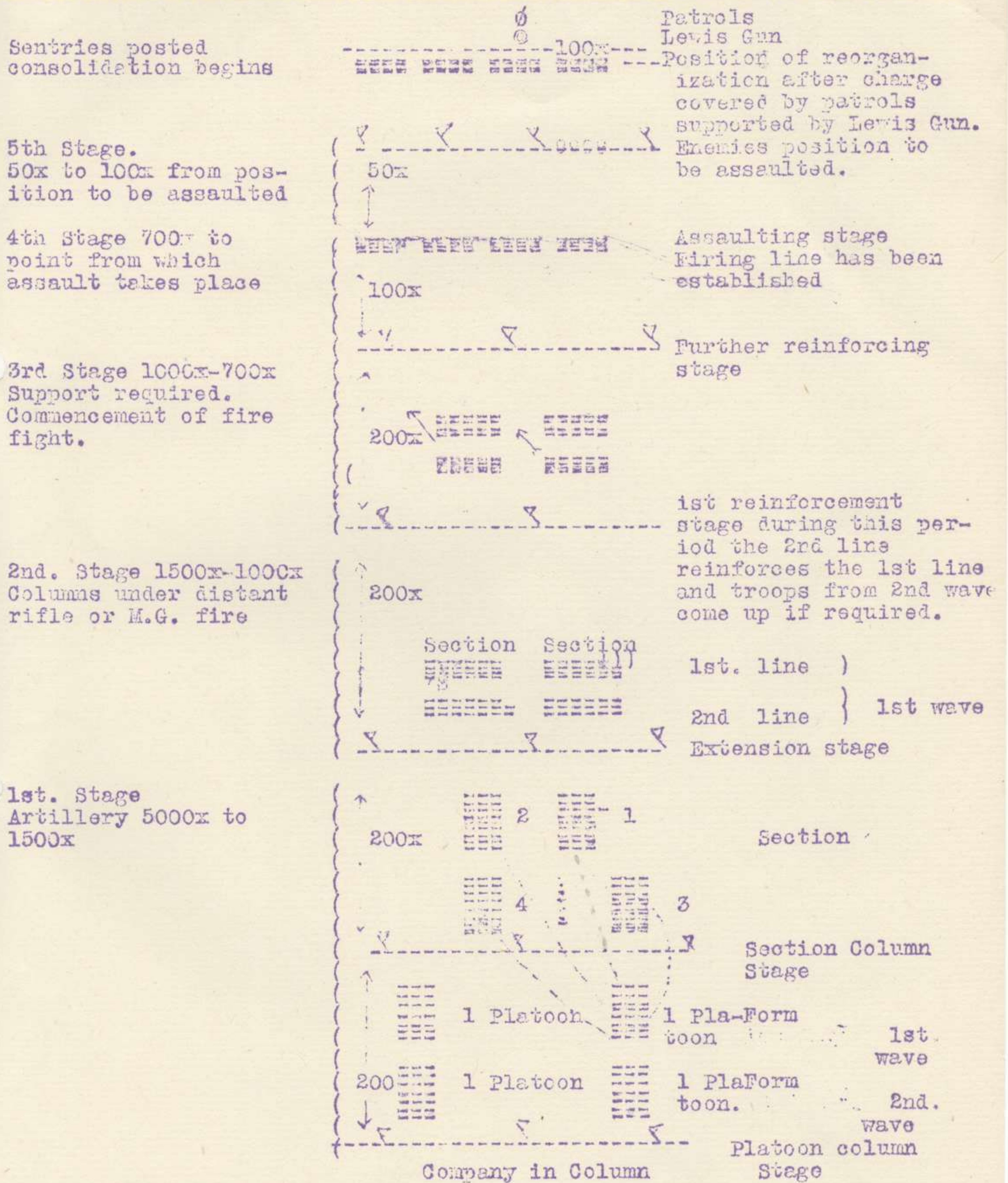
(e) Give Patrols definite instructions.



Appendix No. H/17.

STAGES OF PLATOON IN THE ATTACK.

The distances are the minimum required to mark out a satisfactory Course.





## WEEKLY REPORT OF HEALTH AND SANITATION

Appendix No. *H/18.*UNIT *4th T B Co*FOR WEEK ENDING *16-8-17*

DATE	10	11	12	13	14	15	16
RATION STRENGTH	900	896	886	889	864	865	865
SICK PARADE	27	20	6	21	30	25	29
SENT TO HOSPITAL	3	-	-	-	5	1	1

TOTAL TO HOSPITAL *10*

TOTAL IN LINES AT WEEK END

Mumps *2*Contacts (Mumps) *50*Measles *nil*Measles *nil*

Other Infectious

Other Infectious *nil*

and nature

Scabies *4*Mumps cases *nil*

Venereal

Scabies Cases *nil*General *4*Venereal *1*

(nature &amp; number to be stated)

AFTER " " "

Number marked "No Duty" *1*

(for last day of week)

General Health

*Good*

ACCOMMODATION

*None overcrowded*

(number of Huts or Tents overcrowded, if any, to be stated)

SANITARY STATE OF

Lines *Good*Latrines *Several latrines are so constructed that they act as drains to the urine and are not kept clean*Drains *Good except those in latrines*Cookhouses *The iron walls are rusted through in the holes at floor level & this makes the hut very unsanitary*Butchers Shop *Good*Guard (Hut *Latrine in very bad condition*Grease Traps *main grease trap near Septic tank is not large enough to cope with the amount of water flowing through*Tent *requires immediate repair*Ablution places *fair*

PROTECTION AGAINST FLY INFESTATION

Meat *Fly wire blinds*Bread *Fly wire blinds*

BLANKETS

Sufficiency *Yes*Cleanliness *good*

GENERAL MATTERS

*Latrines - especially urinals & drains require immediate attention**G. A. Robertson* Captain A.A.M.C.

TO

A.D.M.S.

*4th T B* Unit.*16/8/17* Date Despatched.

S.M.O.

Date despatched.



WEEKLY REPORT OF HEALTH AND SANITATION

UNIT H.T.B. FOR WEEK ENDING 23-8-17

DATE	17	18	19	20	21	22	23
RATION STRENGTH	863	860	860	862	782	741	822
SICK PARADE	20	17	8	16	18	18	23
SENT TO HOSPITAL	2	1	-	2	2	3	2

TOTAL TO HOSPITAL.....12..... TOTAL IN LINES AT WEEK END

Mumps.....1..... Contacts(Mumps ..2.....

Measles.....nil..... Measles.....nil.....

Other Infectious.....nil..... Other Infectious.....nil.....

and nature

Scabies.....1..... Mumps cases.....nil.....

Venereal.....3..... Scabies Cases.....nil.....

General.....7..... Venereal.....1.....

(nature & number to be stated)

Number marked "No Duty".....nil.....

(for last day of week)

2.....1.....

1.....1.....

General Health.....Good.....

ACCOMMODATION.....2.....

(number of Huts or Tents overcrowded, if any, to be stated)

SANITARY STATE OF

Lines.....Good..... Latrines.....These have been inspected with view to improvement.....

Drains.....Good..... Cookhouses.....Good.....

Butchers Shop.....Clean..... Guard (Hut ..Good.....

Grease Traps.....Receiving attention..... Tent.....Good.....

Ablution places.....Clean.....

PROTECTION AGAINST FLY INFECTION

Meat.....fly wire..... Bread.....fly wire.....

BLANKETS Sufficiency.....Yes..... Cleanliness.....Good.....

GENERAL MATTERS.....The matters reported last week are now receiving attention.....

.....C. Robertson.....Captain A.A.M.C.

.....H.T.B......Unit.

TO/.....23/8/17.....Date Despatched.

A.D.M.S.

.....

.....

.....S.M.O.

.....Date despatched.



## WEEKLY REPORT OF HEALTH AND SANITATION.

UNIT 12<sup>th</sup> Training BattalionFOR WEEK ENDING 23<sup>rd</sup> August 1917.

	FRI	SAT	SUN	MON	TUE	WED	THUR
DATE	17.8.17	18.8.17	19.8.17	20.8.17	21.8.17	22.8.17	23.8.17
RATION STRENGTH	824	825	828	817	817	829	828
SICK PARADE	30	28	12	25	21	26	21
SENT TO HOSPITAL	2	1	NIL	1	1	1	1

TOTAL TO HOSPITAL 7 TOTAL IN LINES AT WEEK END 29

Mumps.. nil Contacts (Mumps).. 25 (Draft from)

Measles.. nil Measles.. nil

Other Infectious.. nil Other infectious.. nil

and nature

Scabies.. 2 (Two) Mumps cases 1 (Officer)

Venereal 1 Tertiary Syphilis Scabies cases.. nil

General (4) 1 Fractured nose Venereal.. nil

(No. & number to be stated)

1 Starvation, 1 Influenza, 1 Stricture. Number marked "No Duty".. nil

(for last day of week.)

GENERAL HEALTH Good

ACCOMMODATION Sufficient

(No. of huts or tents overcrowded to be stated, if any.)

SANITARY STATE OF:

Lines.. Clean

Drains.. clean & in good order

Butchershop.. Clean

Grease traps.. in good order

Latrines.. Clean

Cookhouses.. Clean

Guard Hut.. Clean

Tent.. Clean

Ablution places.. Clean

PROTECTION AGAINST FLY INFECTION.

Meat Sufficient

Bread Sufficient

BLANKETS Sufficiency yes

Cleanliness yes

GENERAL MATTERS

TO : A. D. M. S.

M. C. Oll .. Captain AAMC

12<sup>th</sup> Trng Bn Unit.

23<sup>rd</sup> Aug 1917 Date Despatched.

S. M. O.

Date Despatched.



WEEKLY REPORT OF HEALTH AND SANITATION

UNIT *13 T.B. Godford*

FOR WEEK ENDING *23/8/17*

DATE	17th	18th	19th	20th	21st	22nd	23rd
RATION STRENGTH	<i>690</i>	<i>686</i>	<i>679</i>	<i>685</i>	<i>665</i>	<i>678</i>	<i>677</i>
SICK PARADE	<i>20</i>	<i>25</i>	<i>18</i>	<i>19</i>	<i>23</i>	<i>28</i>	<i>8</i>
SENT TO HOSPITAL	<i>3</i>	<i>3</i>	<i>1</i>	<i>3</i>	<i>1</i>	<i>3</i>	<i>2</i>

TOTAL TO HOSPITAL ..... *16* .....

TOTAL IN LINES AT WEEK END

Mumps.....*1*.....  
Measles.....*—*.....  
Other Infectious.....*—*.....  
and nature

Contacts (Mumps.....*15*.....  
Measles.....*—*.....  
Other Infectious.....*—*.....

Scabies.....*2*.....  
Venereal.....*2*.....

Mumps Cases.....*—*.....  
Scabies Cases.....*—*.....

General.....*10*.....  
(nature & number to be stated)

Venereal.....*—*.....

*pediculosis* *1* *bronchitis* *1*  
*Rheum Heart* *1* *cellulitis* *1*  
*Gonorrhea* *1* *malaria* *1*  
*Indurated acne* *1* *Perineal itch* *1*  
*Lumbago* *1* *Faint* *1*

Number marked "No Duty".....*nil*.....  
(for last day of week)

general health *Good*

ACCOMMODATION *clean & sufficient*  
(number of Huts or Tents overcrowded, if any, to be stated).

SANITARY STATE OF *clean*  
Lines.....

Latrines.....*clean*.....

Drains.....*Good order*.....

Cookhouses.....*clean*.....

Butchers Shop.....*clean*.....

Guard (Hut.....*clean*.....  
Tent.....*clean*.....

Grease Traps.....*Good order & clean*.....

Ablution places.....*clean*.....

PROTECTION AGAINST FLY INFECTION

Meat.....*yes*.....

Bread.....*yes*.....

BLANKETS: Sufficiency.....*yes*.....

Cleanliness.....*yes*.....

GENERAL MATTERS

*D.A.N. Davis*.....Captain A.A.M.C.

TO/.....  
A.D.M.S.

*13 T.B. Godford*.....Unit

*24/8/17*.....Date Despatched

S.M.O.

Date Despatched.



Weekly Report From

The A.D.M.S.

Bhurtpore Barracks  
Tidworth.



Attached 109

S.M.O.

Appendix No. H/18

24-8-17

12<sup>th</sup> T.B. 13 & 14 Camps.

Lines:- good.

Drains:- good

Latrines:- good

Ablution Places:- good. Washbasins where and could be cleaner.

Butchers Shops:- very clean.

Cookhouses:- very clean

Guard-Rooms:- fair. Washbasins & latrines could be cleaner.

13<sup>th</sup> T.B. 3 & 4 Camps.

Lines:- fair.

Drains:- very fair.

Latrines:- not clean - but as painters are at work cannot be better

Ablution Places:- similar to latrines

Butchers Shops:- good.

Cookhouses:- good. - but flies fairly numerous in Pantry Store

Guard-rooms:- fair.

4<sup>th</sup> T.B. 1 & 2 Camps.

Lines:- good.

Drains:- very fair.

Latrines:- very fair

Ablution Places:- good.

Butchers Shops:- good.

Cookhouses:- good.

Guard Rooms:- fair. could be cleaner around corner of flour walls

Disinfections

13<sup>th</sup> T.B. 1 Room of 15 beds for men & 7 beds of 5 men

4<sup>th</sup> T.B. 1 tent & 1 kit for men

Gas Demonstration 43 Box Respirators and Helmets

W. G. Hoole

N.C.O. of 6<sup>th</sup> Aust. San. Section

see General on back

24/8/17



General

Canteens:- 12<sup>th</sup> T.B. 14 Camp <sup>no</sup> slight improvement on last week but scullery & Earth Closet could be cleaner in detail.

4<sup>th</sup> T.B. 1 Camp <sup>no</sup> Scullery, Kitchen, & Earth Closet could be much cleaner.

13<sup>th</sup> T.B. 3 & 4 Camps <sup>no</sup> Flies fairly numerous in Kitchen & scullery.

W.H. Hoople  
6<sup>th</sup> Ave - San - San  
24/8/17

Appendix No. H/18



G.

IN REPLY PLEASE QUOTE - G.S.102.

Officer Commanding,  
4th Training Battalion.  
12th Training Battalion.  
13th Training Battalion.  
War Diary.

Herewith two copies of Notes taken at Conference of Training Officers held to-day.

1. Attention was called to Army Council Instruction 1230, pages 8 and 9, on which is given tests for Infantry Drafts.
2. Attention was called to the numbers available for Gas, as compared with those who actually went through Gas last week.
3. Attention was called to Headquarters, Tidworth, Circular Memo. No.137, of 25-8-17, re entries in back of Pay Books, and particularly to the Officers who sign entries.
4. Men who have been inoculated are capable of light training, such as lectures, etc. This should be arranged.
5. Men from their 11th to 14th Week of Training should receive more advanced instruction than, for example, "changing arms" on wet days. It is suggested that Training Officers draw up a special "Wet Day Programme" for the organised Platoons, when such subjects as wiring, in the shade or Miniature Ranges; sand target work; revetting; lectures; and Miniature Range shooting could be arranged.
6. In Group Orders to-night there will be a list of Officers and H.C.O.'s who have passed preliminary P.T. Courses at Tidworth. Those who have failed to qualify for Aldershot must now be started off on some other form of mark instruction.
7. The Group Commandant will probably inspect the new reinforcements on Thursday. Orders will be issued.
8. Officers and H.C.O.'s for the next P.T. Course at Aldershot should receive instruction from an Imperial Instructor in each Training Battalion.
9. As regards the new Circulars of Training:-
  - (a) The Field Practice forms one of the standard Schemes.
  - (b) No formation larger than a Platoon is to be exercised at a time on a Standard Scheme.
  - (c) Re Course to be fired by Lewis Gunners: if the numbers to go through the Lewis Gun Course are large the short course is suggested. If the numbers are small the long course is suggested. It is perhaps advisable to put each class on to the Range with the Lewis Gun as early as possible in their course - they will learn more by practical experience.
  - (d) As far as possible we want to combine subjects such as Musketry and Gas, P.T. and Gas, etc.
  - (e) It is more than advisable for each Training Battalion to have a hut set apart for Lewis Guns, where the Lewis Guns may be kept, and diagrams pinned up.
  - (f) Only the Group Armourer Sergeant is qualified to carry out repairs to Lewis Guns.
10. The Group Lewis Gun School will close down after Saturday next - mid-day.
11. Except for Route Marches men between their 11th and 14th Week of Training should wear fighting order in order to carry out the Scheme and Tactical exercises with the correct kit and weight.



- 2 -

On Route Marches marching order is to be carried.

*P. J. Curran*

Captain,  
Brigade Major, No. 4 Group, A.I.F.

Headquarters,  
COMFORD,  
28-8-17.