

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

Artillery

**Item number:** 13/48/11

**Title:** Reserve Brigade Australian Artillery

July 1918



AWM4-13/48/11



443 RESERVE BRIGADE AUSTRALIAN ARTILLERY, 1

WAR DIARY - JULY 1918.

Items of Interest.

Appendix "A"

(1) Independence Day, July 4th was observed by a half-holiday and Sports in honour of the United States of America.

(2) The G.O.C., A.I.F. Depots in the United Kingdom, Major-General the Honourable Sir John McKay, K.C.M.G. etc., visited the R.B.A.A. on the 9th July, and presented Medals to the following NCOs and men. The Brigade paraded dismounted for this ceremony. The G.O.C. was accompanied by Brigadier-General Robertson C.B., D. of T.

No. 124,	Sgt. Kneebone W.	1st F.A.Bde.	-	D.C.M.
" 6434,	" Wallace W.L.	10th Battery	-	D.C.M.
" 7916,	" Thompson R.S.	14th "	-	M.M.
" 123,	Gnr. Quinsey H.C.	10th F.A.B.	-	M.M.
" 6600	" Ford F.F.	11th Battery	-	M.M.

(3) On Thursday, 18th July, General Sir William Robertson, G.C.B., K.C.V.O., D.S.O., A.D.C., inspected the Brigade mounted at Sherrington.

The G.O.C. in Chief expressed his appreciation of the excellent appearance and conduct of the troops he inspected, and his pleasure in noting the business-like look and turn-out of the R.B.A.A. This parade was held in conjunction with R.F.A. Reserve Brigade.

(4) Lieut. H.S. Nurse, attached for duty with the R.H.A. in Palestine, having proceeded Overseas to Egypt is struck off the strength of the Brigade. Lieut. Nurse was selected as one of a detachment of permanent Officers to proceed on this duty.

(5) Semaphore Signalling is re-introduced as part of the Syllabus of Training of Artillery Signallers.

(6) The following Officers having marched in from Australia are taken on the strength of the Brigade:-

2/Lieut. Brown E.T.	2/Lieut. Raleigh J.R.
" Kimpton V.Y.	" Dwyer F.M.
" Wallace R.S.	" Murray S.J.
" Tulloh N.W.	

These Officers will undergo a preliminary course of training at R.B.A.A. prior to going to an Artillery School, after which they will ~~probably~~ return here for duty until required to go Overseas.

(7) Three-hundred Artillery Reinforcements arrived from Australia are taken on strength. These men are probably the last draft of Artillery Reinforcements which will be sent as such. In future all Reinforcements from Australia will be sent for General Service.



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WAR DIARY.

DAILY STRENGTH

APPENDIX "B"

Date	Officers	Other Ranks	Total	Remarks
1918.				
July				
1	47	1428	1475	
2	47	1425	1472	
3	47	1435	1482	
4	48	1299	1347	
5	50	1297	1347	
6	50	1299	1349	
7	51	1363	1414	
8	51	1365	1416	
9	51	1365	1416	
10	50	1366	1416	
11	50	1280	1330	
12	50	1275	1325	
13	50	1275	1325	
14	50	1342	1392	
15	51	1342	1393	
16	49	1342	1391	
17	50	1343	1393	
18	53	1534	1587	
19	53	1538	1591	
20	53	1538	1591	
21	52	1612	1664	
22	52	1616	1668	
23	52	1613	1665	
24	51	1620	1671	
25	53	1793	1846	
26	56	1712	1768	
27	56	1700	1756	
28	52	1745	1797	
29	52	1745	1797	
30	52	1744	1796	
31	53	1774	1827	

.....  
*W. J. ...* .....Lieut-Col.,  
 Commanding R.B.A.A.

.....  
*W. J. ...* .....Lieut.,  
 Officer Compiling

Heytesbury  
 August 1918.



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WAR DIARY. - JULY 1918

NUMBERS OF REINFORCEMENTS.

Appendix "C"

Date 1918	From Australia	From Elsewhere	In training	Despatched Overseas
July 1		11	1130	
2		3	1126	
3			1126	131
4		2	991	
5		70	981	
6		2	978	
7			1046	
8		6	1048	
9			1046	
10		1	1046	85
11		1	961	
12		78	956	
13			957	
14			1027	
15			1027	
16	316	6	1027	
17		4	1028	129
18		1	1218	
19		76	1222	
20	3	2	1222	
21		1	1296	
22	2	5	1298	
23		173	1297	
24	1	22	1306	
25			1478	104
26	1	44	1395	
27			1384	
28			1429	
29	27	4	1428	
30		5	1428	
31		17	1457	87

..... Lieut-Col.,  
Commanding R.B.A.A.

*W. J. ...*  
..... Lieut.,  
Officer Compiling.

Heytesbury  
August 1918.



RESERVE BRIGADE AUSTRALIAN ARTILLERY.

WAR DIARY.

Appendix "D"

HEYTESBURY  
7th August 1918.

TOTAL NUMBER RATIONED FOR JULY	42, 564.
TOTAL NUMBER ATTENDING SICK PARADE	1, 009.
TOTAL NUMBER SENT TO HOSPITAL	62.
TOTAL NUMBER DISCHARGED FROM HOSPITAL	53.

REMARKS.

The health of the troops in this Brigade has been very good. The Influenza Epidemic, never severe in this Camp at any time, died out the beginning of the month, and towards the end of the month a slight outbreak of diarrhoea was noticed but nothing of a serious nature. The whole of the period was entirely free from accidents of any kind.

E.P.HOLLAND, Capt.  
R.M.O.

*Tristan James*  
.....Lieut.-Colonel.  
Commanding R.B.A.A.

*W. W. W. W.*  
.....Lieut.  
Officer Compiling.

HEYTESBURY  
.....August 1918.



Heytesbury 443

WAR DIARY.OFFICERS MARCHING IN.Appendix "E".

Date	Rank	Name	Unit	Where from
<u>1918</u>				
July 1	Lieut.	A.P.Kurts	104 HB.	France
2	Capt.	A.G.Young	45 Batt.	do.
3	Lieut.	S.A.Macnamara	PSL.	No. 4 Command Depot
3	Lieut.	G.P.Willan	55 Batt.	France
5	Capt.	A.T.R.Robinson	AAMC	Sutton Veny
13	2/Lieut.	R.S.Wallace	Rfts.	Admin HQ.London
15	Capt.	A.T.R.Robinson	AAMC	No. 1 Command Depot
16	2/Lieut.	E.T.Brown	Rfts.	Australia
	do.	F.M.Dwyer	do.	do.
	do.	N.W.Tulloch	do.	do.
24	do.	J.S.Murray	do.	do.
	do.	V.Y.Kimpton	do.	do.
	do.	J.R.Raleigh	do.	do.
	Lieut.	R.Sly	do.	A.F.C.
	Chaplain	the Rev L.G.Hall	Chaplain	1st. T.B.
31	Lieut.	J.E.Wilson	6 Batt.	France
29	Capt.	E.P.Holland	AAMC	Fovant

OFFICERS MARCHING OUT.Appendix "F"

Date	Rank	Name	Unit	Where to
<u>1918</u>				
July 2	Lieut.	M.E.Sheedy	54 Batt.	Overseas
8	Capt.	A.T.R.Robinson	AAMC	No. 1 Command Depot
15	Lieut.	R.J.R.Hurst	5 FAB.	O.T.B.
	Lieut.	S.A.Macnamara	PSL.	Admin HQ.London
20	Capt.	A.T.R.Robinson	AAMC	No. 1 Command Depot
23	Lieut.	C.C.Morton	105 HB.	Overseas
27	Capt.	A.S.Macdonald	6 FAB.	do.
	Chaplain	the Rev J.A.Jeffreys	Chaplain	do.
	do.	P.W.Daimpre	do.	do.
	Lieut.	H.S.Nurse	107 HB.	Admin HQ.London
30	Capt.	W.I.Hayes	AAMC	Fovant
31	Lieut.	W.R.Birks	2 Div.	Overseas
	Lieut.	R.T.Dougherty	1 DAC.	Overseas
	Lieut.	H.Gates (British)	RFA.	Hospital

.....Lieut-Col.,  
Commanding R.B.A.A.

.....Lieut.,  
Officer Compiling.

Heytesbury  
August 1918.



RESERVE BRIGADE AUSTRALIAN ARTILLERY.

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WAR DIARY.

Appendix "G"

1, 2, 3 & 4 Camps,  
HEYTESBURY.

Date.	Morning & Afternoon	Evening
July 18.		
1	Gunners & Drivers as per standing programme. - NCOs. Redrilling.	Battery Lecture, Recent operations Mjr. Jackson.
2	do	do
3	do	do
4	do	do
5	do	do
6	do	do
8	Gun. Instr. Course started.	do
9	As above	do
10	do	do
11	do	do
12	do	do
13	do	do
15	Dr. Instr. Course started.	do
16	As above	do
17	do	do
18	Insp. by G.O.C. - Gen. Sir. Wm. Robertson.	do
19	As above	do
20	do	do
22	do	do
23	do	do
24	do	do
25	do	do
26	Tactical Opern. Morn 26th. Offrs.	do
27	As above	do
29	do	do
30	do	do
31	do	do

The undermentioned have been examined and passed as qualified.:-

Batt. Nos.	Qualifications.	Date.	Batt. Nos.	Qualifications	Date.
2	11 Qualified Drivers	22.7.18.	1	3 Qualified Layers	26.7.18.

*J.H. L.*



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RESERVE BRIGADE AUSTRALIAN ARTILLERY.

WAR DIARY.

Appendix "H".

Veterinary Report.

In the month of July all Horses in the Brigade were free from all disease and in sound workable condition.

An Imperial Veterinary Officer inspected the Brigade and commented on the health and condition of the animals. He also expressed his satisfaction as to the efficiency of shoeing, finding every horse adequately shod.

There have been no additions to the strength of the Brigade.

Three horses marched out to Parkhouse with minor injuries.

Capt. J.B. LEITCH, Vety. Officer.

*W. H. James*

.....Lieut.  
.....Compiling Officer.

.....Lieut.-Col.  
.....Commanding R.B.A.A.



RESERVE BRIGADE AUSTRALIAN ARTILLERY.

Provisional Standing Orders.

1st August, 1918.

*War  
Draft*

Part I	-	ORGANIZATION.
" II	-	DUTIES OF STAFF.
" III	-	INSTRUCTION.
" IV	-	DISCIPLINE.
" V	-	GENERAL.

APPENDICES.

I	-	Normal Daily Time Table.
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NOTE.

THE FOLLOWING STANDING ORDERS FOR RESERVE  
The following Standing Orders for Reserve  
Brigade Australian Artillery are issued provisionally  
and will be added to or amended from time to time  
as may be found necessary. Such additions or  
amendments will be notified in Brigade Orders, and are  
to be immediately inserted in all copies of these  
Standing Orders.

All previous orders or instructions which are  
contrary to these orders are cancelled.  
Orders on matters not dealt with herein will apply as  
heretofore.

Matters prescribed by regulation or by orders  
from higher authority are not repeated in these  
orders except where amplification is necessary.

(sgnd) G. WADDINGHAM, Lieut. A. F. A.  
Adjutant, R. B. A. A.

HEYTESBURY,  
1st August, 1918.



C O N T E N T S.

PART I

ORGANIZATION

1. Object of R.B.A.A.
2. Constitution of R.B.A.A.
3. Organization for Training & Administration.

PART II

DUTIES OF STAFF

1. The C.O.
2. The Chief Instructor
3. Battery Commanders
4. The Adjutant
5. The Quartermaster
6. The Pay Officer
7. The Messing Officer
8. The Orderly Officer
9. The Medical Officer
10. The Veterinary Officer.

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PART III

INSTRUCTION

1. Distribution of Personnel for Instruction

- A. Gunners & Drivers
- B. N.C.Os.
- C. Officers
- D. Signallers
- E. Artificers, &c.
- F. General.

2. Arrangements for Instructors.

- A. Constitution of Permanent Instructional Staff.
- B. Cadre Instructors.
  - (i) Officers.
    - Battery Gunnery Officer
    - Battery Driving Officer
  - (ii) N.C.Os.
    - Instructors to be maintained by Batteries.
- C. Brigade Riding Master.

3. Syllabuses.

- A. Gunners
- B. Drivers

4. Anti-Gas Training.

5. Training of Artificers.

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CONTENTS (Contd.)

PART IV

DISCIPLINE

1. Active Service
2. Discipline
3. Orderly Room
4. Offences to be dealt with by C.O.
5. Bounds
6. Identity Discs & Paybooks
7. Dress
  - (a) General
  - (b) Officers
  - (c) NCOs. & Men
8. Haircutting
9. Saluting
10. Isolation
11. Correspondence.

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CONTENTS (Contd.)

PART V.

- (1) LEAVE.  
(a) Cadre Leave  
(b) Good Conduct Leave  
(c) Road Passes  
(d) Disembarkation Leave  
(e) Special Leave  
(f) Extensions of Leave  
(g) Leave to Officers  
(h) Pass Forms  
(i) Marriage Leave  
(j) General provisions of leave.
- (2) MUSTER PARADES.
- (3) Inspection of Camps.
- (4) FOODSTUFFS & LIQUOR.
- (5) WATER ECONOMY.
- (6) G. S. WAGONS AND MOUNTED PARTIES
- (7) ORDERS.
- (8) GUARDS AND DUTIES
- (9) REGIMENTAL POLICE.
- (10) FIRE ORDERS.

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CONTENTS (contd.)

PART V.  
(Contd)

- (11) SPORTS COMMITTEE.
- (12) OFFICERS' & SERGEANTS' MESS
- (13) RETURN & ISSUE OF STORES, &c.
- (14) BOOTMAKER'S SHOP.
- (15) TAILOR'S SHOP.
- (16) HAIRDRESSER'S SHOP.

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PART I

ORGANIZATION

1. The Reserve Brigade Australian Artillery is established for the purpose of training reinforcements for Australian Field Artillery on their arrival from Australia, and for re-training personnel who have been evacuated from the Front through wounds or sickness.
  
2. The Personnel of the Brigade consists of:-
  - (a) A Permanent Cadre composed of Officers and others who are normally sent to the Brigade from Units overseas for a period of six months.
  - (b) Reinforcements arrived from Australia
  - (c) Personnel marched in from O.T.B. &c. prior to return to the Front ("Casuals")
  - (d) Personnel medically unfit for service at the Front but employed at the R.B.A.A. ("Class Men")
- (2) Such Officers and Others as may be attached for special duties.



PART 1. - (Contd)

ORGANIZATION - (Contd.)

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3. The Brigade is organized into 4 Batteries and a Signal Section, (the latter being regarded as a Battery for Administrative purposes), as follows:-

<u>Battery No.</u>	<u>Nature</u>	<u>Trains:-</u>
1	4.5" Howitzer	For all 4.5" How. Batteries, A.F.A.
2	18 Pdr.	For 18 Pdr. Batteries of 1st & 2nd Divisions
3.	"	ditto <del>for</del> of 3rd & 4th Divisions
4.	"	ditto of 5th Division and Army F.A. Brigades.
Signal Section	-	Battery Signallers for all Australian F.A. and when required, for Aust. Heavy Artillery.



R.B.A.A. Standing Orders - (Contd.)

PART II

DUTIES OF STAFF.

NOTE. The Duties laid down hereunder are those notmally appertaining to the various departments, but all Officers on strength of, or attached to, the R.B.A.A. may be directed by the C.O. to assist in the work of departments other than their own, or to perform such other duties as may be required.

1. The COMMANDING OFFICER is responsible to the G.O.C., A.I.F. Depots in United Kingdom, for the training and administration of the Brigade.

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PART II - (Contd.)

DUTIES OF STAFF - (Contd)

2. The CHIEF INSTRUCTOR is Staff Officer for Instruction and is charged with supervision of all instructional arrangements within the Brigade. He will keep a roll of Officers, NCOs. and others (British and Australian) qualified to instruct and will recommend their allotment to such Batteries or duties as he may think fit.

He will deal direct with Battery Commanders and Instructors as regards all instructional details and will keep the C.O. informed as to the general standard and methods of instruction of each Battery or Class.

He will prepare general programme of training for the C.O.'s approval and will ensure that Battery and Class programmes are drawn up in accordance with the general programme.

He will test and classify all personnel under training, (except Signallers, who will be classified by Southern Command).

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PART II - DUTIES OF STAFF (Contd.)

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2.  
(Contd.)

If a British Officer, he is Commanding Officer of all British personnel attached to the Brigade and is ~~the~~ responsible for their administration and discipline.

He will be assisted by such Instructors (Officers) and Assistant Instructors (NCOs) as may from time to time be appointed to the Brigade Instructional Staff and by the Battery Instructors, who will normally be detailed from Cadre Officers and N.C.Os.



PART LI - DUTIES OF STAFF (Contd.)

3. BATTERY COMMANDERS are responsible for the administration and discipline of their Batteries and that all members thereof are trained in accordance with the approved syllabus.

They will keep nominal rolls of all ranks according to their training classification and are responsible that all returns of personnel under training are strictly in accordance with the actual instruction being given.

They will ensure that all "trained" personnel (excepting Cooks) attend instructional parades for at least five hours in each week and that all ranks (Class Men excepted) attend P.T. Parades or active drill for three hours in each week. (This is a minimum. "Trained" men who are not employed or on fatigues will attend instructional parades during all normal parade hours.)

They are responsible for all Government property issued to their Batteries and that equipment ledgers etc., are correctly kept.

They are responsible for the cleanliness and

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PART II - DUTIES OF STAFF (Contd.)

3.  
(Contd.)

good order of buildings and grounds within their  
Battery lines.

They are responsible that all fire-appliances  
are in good order, regularly tested, and that  
all personnel are fully acquainted with their  
duties in case of alarm, and are regularly  
drilled therein at least once in each week.

Battery Commanders are particularly  
charged with the training in Regimental Duties  
of Young Officers or Officer Cadets attached  
to their Batteries.



PART 11 - DUTIES OF STAFF (Contd.)

4. The ADJUTANT is confidential Staff Officer to the C.O. He is responsible that correspondence and records are correctly filed and that all returns required by higher authority (excepting those relating to the Quartermaster) Messing and Pay Departments) are accurately prepared and submitted when due. He will have custody of all secret and confidential documents.

He is charged with the supervision of all ~~Br~~ Brigade Guards and Duties and with the arrangements in connection with Courts Martial and men under punishment or in confinement.

He will keep a register of leave and will have all leave passes in his personal custody. The Brigade Band and Police are under his direct control.

He is responsible that requirements for Drafts are fulfilled and that NCOs. and men due for service Overseas are not retained in the Brigade. He has the powers of a Battery Commander as regards

all personnel on Brigade Headquarters - excepting those in the Quartermasters Department.



PART II - DUTIES OF STAFF (Contd.)

5. The quartermaster is charged with the custody issue and returns of all public property on Brigade charge and is responsible that all ledgers and records of same are correctly kept and that all returns in connection therewith are accurately prepared and submitted when due .
- He will frequently inspect Battery Stores and ledgers in conjunction with the Battery Commanders and will report any unsatisfactory matters in connection therewith to the C. O.
- He will supervise the Bootmakers, Tailors and Hairdresser;s Shops and any similar Regimental Establishments.
- He is in general charge of all buildings and grounds occupied by the Brigade except in so far as Unit Commanders are responsible for the cleanliness and good order of those of those within thier own lines.
- He has the power of a Battery Commander over all personnel permantly attached to his Department.



PART II - DUTIES OF STAFF. (Contd.)

6. The Pay Officer is responsible to the C.O. that all accounts in connection with Government and Regimental Funds are accurately kept in the ~~prescribed~~ prescribed manner, and that any cash it may be necessary to hold is securely kept in his personal custody.

He will audit the Officers' and Sergeants' Mess Accounts.

All expenditure from Regimental Funds is to be approved by the C.O. The Pay Officer will ensure that no goods are purchased from Regimental Funds without an order on the prescribed form being signed by himself.

He may be required to assist or act for the Adjutant.

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PART II DUTIES OF STAFF (Contd).

7. The MESSING OFFICER is responsible that the messing of the Brigade is carried out in accordance with A.I.F. Command orders on the subject that all accounts in connection therewith are correctly kept.

He will directly supervise the cooks, and is responsible that the kitchens, food stores, and all arrangements for preparation and serving of food are thoroughly clean, and that due economy is observed.

He will constantly visit Battery dining rooms at meal times.

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PART II DUTIES OF STAFF(CONTINUED)

8. The ORDERLY OFFICER will assist the Adjutant and act for him when necessary.

He will act as personal Staff Officer to the C.O. on parades and ceremonial occasions.

He is Staff Officer for sports, and recreational training.

He will compile Brigade War Diary.

He is responsible that Syllabuses, Time Tables, Maps, etc. in the C.O.'s Office are in order and kept up to date.

He will record and file all semi-official correspondence addressed to the C.O. and will remind the latter of any that is outstanding.

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PART II - DUTIES OF STAFF (Contd).

9. The MEDICAL OFFICER is responsible for all medical arrangements within the Brigade and will keep the C.O. informed as to the general health of personnel.

He will immediately report any cases of officers absent from duty through sickness.

He will be required to give instructions in Sanitation and Hygiene.

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PART II - DUTIES OF STAFF (Contd)

10. The VETERINARY OFFICER is responsible for Veterinary arrangements within the Brigade, and the veterinary staffs detailed to Batteries perform their duties in an efficient manner.

He is responsible that all sick horses are duly attended to and isolated as necessary.

He is adviser to Battery Commanders on veterinary matters and will be required to give instruction therein to all ranks.

He is responsible that all horses are correctly numbered.

NOTE. - The duties of the Riding Master, Signalling Instructor, Instructor, -Brigade Workshops, and any other officers not herein mentioned will be dealt with under the heading of "Instruction."

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PART III

INSTRUCTION

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1. Distribution of Personnel for Instruction

(A) GUNNERS & DRIVERS.

(I) Reinforcement gunners and drivers will normally undergo a ~~xxxxxxx~~ nine weeks course of training, classified as follows:-

1st Three Weeks	...	1st Stage
2nd do	...	2nd Stage
3rd do	1..	3rd Stage

No man will be advanced to a higher stage until certified as qualified therefore by Battery Gunnery Officer.

(II) Gunners and drivers arriving from O.T.B. or other Depots in U.K. ("Casuals") will on arrival at R.B.A.A. be tested by the Battery Gunnery and Driving Officers respectively and placed in whichever stage they are found fitted for. They will then be trained and passed out at the same time as reinforcements in that stage.

Any case of a man ("Class") men excepted) who has been over three months at R.B.A.A. and is not passed out as trained will be reported by the Battery Commander in writing to the Chief Instructor for the information of the C.O.

(III) On conclusion of their first three weeks training in third stage, men will be tested by the Chief Instructor and if found proficient will be classed as trained. If not found proficient, they will be returned to such stage as the Chief Instructor may direct.

(IV) Until classed as trained, no man is to be taken for any employment or duty except Brigade Guard and Battery Stable Picquet without the express permission of the C.O.

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I APPENDIX

NORMAL DAILY TIME TABLE

6.30 a.m.	Reveille
6.45 a.m.	Morning Parade
7.15 a.m.	Breakfast
8.30 a.m.	Foot & Saddle
8.45 a.m.	Quarter
9.00 a.m.	Short Working
9.15 a.m.	Morning Parade
10.15 to 10.30	Morning Break
11.30 to 12.30	Messy Duties
(.m.a 08.01.20) noon	Orderly Room
12.45 p.m.	Dinner
1.30 p.m.	Foot & Saddle
1.45 p.m.	Quarter
2.00 p.m.	Short Working
2.15 p.m.	Afternoon Parade
3 to 3.15 p.m.	do Break
4 to 5 p.m.	do Messes
5.45 p.m.	Quarter for Guard
6.00 p.m.	Five Minutes for Guard
6.15 p.m.	Guard Call In
6.30 p.m.	Bed
6.45 p.m.	Turn out
7.00 p.m.	Tea
7.15 p.m.	Detention
(Every half hour 8 to 9.00 p.m.)	
9 p.m.	Retreat
9.30 p.m.	First Post
10 p.m.	Patrol
10.15 p.m.	Lights Out



PART III

APPENDIX I

INSTRUCTION

NORMAL DAILY TIME TABLE.

1. Distribution of Personnel for Instruction

(A) GUNNERS & DRIVERS

(I) Reinforcement gunners and drivers will normally undergo a course of training, classified as follows:-

1st Three Weeks ... 1st Stage  
2nd ... 2nd Stage  
3rd ... 3rd Stage

No man will be advanced to a higher stage until certified as qualified therefor by Battery Gunnery Officer.

(II) Gunners and drivers arriving from G.T.B. or other Depots in U.K. ("General") will on arrival at R.B.A.A. be tested by the Battery Gunnery and Driving Officers respectively and placed in whichever stage they are found fitted for. They will then be trained and passed out at the same time as reinforcements in that stage. Any case of a man ("Class") who has not been over three months at R.B.A.A. and is not passed out as trained will be reported by the Battery Commander in writing to the Chief Instructor for the information of the G.O.

(III) On conclusion of their first three weeks training in this stage, men will be tested by the Chief Instructor and if found proficient will be classed as trained. If not found proficient, they will be returned to such stage as the Chief Instructor may direct. (IV) Until classed as trained, no man is to be taken for any employment or duty except private guard and battery stable property without the express permission of the G.O.

Reveille	6.30 a.m.
Morning Stables	6.45 to 7.30
Breakfast	7.45 a.m.
Boot & Saddle	8.30 a.m.
Quarter	8.45 a.m.
Short Warning	8.55 a.m.
Morning Parade	9 a.m.
Morning Break	10.15 to 10.30
Midday Stables	11.30 to 12.30
Orderly Room	Noon (Sat. 10.30 a.m.)
Dinner	12.45 p.m.
Boot & Saddle	1.30 p.m.
Quarter	1.45 p.m.
Short Warning	1.55 p.m.
Afternoon Parade	2 p.m.
do Break	3 to 3.15 p.m.
do Stables	4 to 5 p.m.
Quarter for Guard	3.45 p.m.
Five Minutes for Guard	3.55 p.m.
Guard fall In	4 p.m.
Feed	4.55 p.m.
Turn Out	5 p.m.
Tea	5.30 p.m.
Defaulters	6 p.m.
	(Every half hour 6 to 9.30 p.m.)
Retreat	5 p.m.
First Post	9.30 p.m.
Tattoo	10 p.m.
Lights Out	10.15 p.m.



30

(a) The Sergeants' Mess will be under the direct supervision of a Field Officer, who will be designated for this duty in Brigade Orders and will be managed by a Committee appointed in accordance with Mess Rules which have been issued separately. All accounts are to be paid by cash signed by the supervising officer and a member of the Committee.

All W.O.s and A.G.s. and such will be members of the Sergeants' Mess. Acting and Lance-A.G.s. who draw rate of pay for lower rank may become members of the Sergeants' Mess but are not permitted to do so.

Standing Orders to Quartermaster's Dept. will be issued later. Pending such issue, orders and instructions relating to force will apply.

Ditto

Ditto

Ditto

11  
Officers & Sergeants' Mess  
(Contd.)  
12  
Issue of  
Return of  
Stores  
Clothing  
&c.  
13  
Foot-  
marcher's  
Shop  
14  
Tailor's  
Shop  
15  
Hair-  
dresser's  
Shop

PART III - INSTRUCTION (Contd.)

1. Distribution of Personnel for Instruction (Contd)

GUNNERS AND DRIVERS (Contd)

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(V) "Trained" men may be employed as Battery Commanders and necessary provided that as much time as possible is devoted to instructional work and that such time is in no case less than five hours each week.

(VI) Each class in the third stage will always have in training at least six layers, who will be tested by the Chief Instructor. Names of qualified layers will appear in Brigade Orders and they will be tested weekly by Battery Gunnery Officers.

(VII) Cadre Drivers will be employed in Battery Stables and in supervising work of reinforcement drivers.

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PART V GENERAL (Contd).

12  
Officers &  
Sergeants'  
Mess  
(Contd)

(b) The Sergeants' Mess will be under the direct supervision of a Field Officer, who will be detailed for this duty in Brigade Orders and will be managed by a Committee appointed in accordance with Mess Rules which have been issued separately.

All accounts are to be paid by check signed by the Supervising Officer and a member of the Committee.

All W.Os. and Sgts. paid as such will be members of the Sergeants' Mess. Acting and Lance-Sgts. who draw rate of pay for lower rank may become members of the Sergeants' Mess but are not compelled to do so.

13  
Issue &  
Return of  
Stores,  
Clothing,  
&c.

Standing Orders re Quartermaster's Dept. will be issued later. Pending such issue, orders and instructions hitherto in force will apply.

14  
Boot-  
maker's  
Shop

Ditto

15  
Tailors  
Shop

Ditto

16  
Hair-  
dresser's  
Shop

Ditto

(Contd) DISTRIBUTION OF PERSONNEL FOR INSTRUCTION

(Contd) DISTRIBUTION OF PERSONNEL FOR INSTRUCTION

GUNNERS AND DRIVERS (Contd)

(V) "Trained" men may be employed as Battery Gunners and Drivers and necessary provided that as much time as possible is devoted to instructional work and that such time is in no case less than five hours each week.

(VI) Each class in the first stage will always have in training at least six layers, who will be tested by the Order Instructor. Names of qualified layers will appear in Brigade Orders and they will be tested weekly by Battery Gunners and Drivers.

(VII) Gunners and Drivers will be employed in Battery Stables and in supervising work of reinforcement drivers.



8. GUARDS AND DUTIES (Contd.)

(c) All Guards and Duties (including Stable Pickets) will parade at Headquarters at 4 p.m. daily for inspection prior to morning.

(d) A "duty" battery from which as far as possible all Brigade Guards, Duties and Pickets will be drawn will be detailed daily in Brigade Orders.

1. Sergeants or Corporals and SO Other ranks will be detailed as Regimental Kitchen Military Police and other duties. Only suitable men who have been overseas will be selected for this duty. They will be attached to Brigade Headquarters and will be under the direct control of the Adjutant. Orders regarding their duties will be issued separately. M.P.s will be normally retained for 6 months on this duty.

2. The Officers' Mess will be managed by a President and Committee appointed by the G.O.C. and in accordance with Mess Rules which have been issued separately. All Officers and Officer Cadets attached to the Brigade will maintain themselves as members of the Officers' Mess. All accounts are to be paid by cheques signed by the Mess President and another member of the Committee.

1. Distribution of Personnel for Instruction (Contd)

(B) NON-COMMISSIONED OFFICERS.

(I) N.C.Os arriving at R.B.A.A. from O.T.B. &c. "Casuals" will as far as possible, be sent overseas to their units by the first draft leaving after their arrival.

Whilst at the R.B.A.A. they will attend instructional parades under arrangements to be made by Battery Commanders and will perform such Battery or Brigade duties as may be required.

Subject to the approval of the G.O.C. A.I.F. Depots in U.K. such N.C.Os. may be temporarily retained at R.B.A.A. to fill extraordinary vacancies on the Permanent Cadre.

When approval is given for such retention, the unit concerned will be advised immediately of such temporary retention and its probable duration.

Any N.C.O. temporarily retained as above will be returned to his unit as soon as possible after the vacancy for which he was retained ceases to exist. (II) "Cadre" N.C.Os. will normally remain at R.B.A.A. for six months and will be employed as follows:-

On arrival at R.B.A.A. they will be tested by the Chief Instructor and the requisite number selected to attend a Brigade Class of training for assistant instructors. On completion of this class, those qualified will be employed as A/Instructors but will undergo a refresher course at Woolwich before returning overseas.

N.C.Os not selected as instructors will be employed on Battery duties and attend instructional parades. They will also attend N.C.Os' class in the Brigade, or, as far as possible, at Woolwich or Shoeburyness.

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8. GUARDS AND DUTIES (Contd).

(c) All Guards and Duties (including Stable Picquets) will parade at Headquarters at 4 p.m. daily for inspection prior to mounting.

(d) A "Duty" Battery from which as far as possible all Brigade Guards, Duties and Fatigues will be drawn will be detailed daily in Brigade Orders.

9 1 Sergeant or Corporal and 20 Other Ranks will be Regimen- detailed as Regimental ~~xxxxxx~~ Military Police and tal Pol- struck off all other duties. Only suitable men who ice have been overseas will be selected for this duty. They will be attached to Brigade Headquarters and will be under the direct control of the Adjutant. Orders regarding their duties will be issued separately. M.Ps will be normally retained for 6 months on this duty.

10 Fire Orders will be issued separately and posted up on all Notice Boards and in each Hut.

11 A Committee to organise and control all Sports and Sports Recreations will be appointed periodically in Brigade Orders. The Orderly Officer and all ~~the~~ Chaplains attached to the Brigade for duty are ex Officio members of this Committee.

12 (a) The Officers' Mess will be managed by a President and Committee appointed by the C.O. and in accordance with Mess Rules which have been issued separately. All Officers and Officer Cadets attached to the Brigade will ~~xxxxxxxxxxxx~~ be members of the Officers Mess. All accounts are to be paid by cheque signed by the Mess President and another member of the Committee.

1. Distribution of Personnel for Instruction (Contd)

(B) NON-COMMISSIONED OFFICERS

(I) N.C.Os arriving at R.B.A.A. from O.F.S. &c. "Cas- uals" will as far as possible, be sent overseas to their units by the first draft leaving after their arrival. Whilst at the R.B.A.A. they will attend instruction-

at parades under arrangements to be made by Battery Commanders and will perform such duties as may be required.

Subject to the approval of the C.O. O.C. A.I.F. Reports in U.K. such N.C.Os may be temporarily retained at R.B.A.A. to fill extraordinary vacancies on the per-

manent cadre.

When approval is given for such retention, the unit concerned will be advised immediately of such temporary retention and its probable duration.

Any N.C.O. temporarily retained as above will be returned to his unit as soon as possible after the vacancy for which he was retained ceases to exist.

(II) "Casual" N.C.Os will normally remain at R.B.A.A. for six months and will be employed as follows:-

On arrival at R.B.A.A. they will be posted by the Orderly Officer and the requisite number selected to attend a Brigade Class or training for assistant instructors. On completion of this class, those grad-

uated will be employed as instructors but will under go a refresher course at Woolwich before returning overseas.

N.C.Os not selected as instructors will be employed on battery duties and attend instructional courses. They will also attend N.C.Os' class in the Brigade, or as far as possible, at Woolwich or Sheerness.



PART III INSTRUCTION (Contd.)

1. Distribution of Personnel for Instruction (Contd)

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(C) OFFICERS.

(I) Cadre Officers on arrival at R.B.A.A. will be posted to Batteries or directed to perform such other duties as the C.O. may decide.

During their term of duty with the R.B.A.A. such officers will attend a course of instruction at Woolwich or Shoeburyness. As far as possible, Field Officers will attend the Senior Officers Course and other Cadre officers the Battery Commanders Course.

(II) Reinforcements Officers will on arrival go through a Brigade Course of instruction to qualify them to attend a junior Officers Course at Larkhill. On conclusion of the latter they will be posted to Batteries at R.B.A.A. and undergo training therein until required for service overseas.

(III) Officers unfit for general service or attached to the R.B.A.A. for other reasons will be posted to such duties as the C.O. may direct.

(IV) Officers or Officer Cadets who have qualified at Cadet Schools will be attached to Batteries for training as Section Commanders, and in work in the Field. They will undergo such other instruction as may be arranged and will also be required to assist in instructing NCOs and men.

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PART V. GENERAL (Contd.)

V. ORDERS (Contd.)

(a) All orders, etc., exhibited on notice boards & of or in force, etc., are to be kept in a tidy and readable form & condition, and kept up to date. Back copies are not to accumulate on notice boards. All ranks are to be permitted to see office files of orders when desired.

(b) The Guards and Duties to be mounted daily are:-

- Brigade.
- Orderly Officer
- Orderly Sergeant
- Two Company Sergeants
- Guard of 1 Sgt. 1 other NCO, and 10 O/Ranks
- Brigade Transporter &
- Two Squad of 1 NCO and 4 men.
- Postal Orderly.

(NOTE:- Before being detailed as NCO's or Guards, all Sergeants must have done at least one tour of duty as NCO, Sgt. or as Opl. of Guard.)

Each Battery.

- Orderly Officer
- Orderly Sergeant
- Brigade Squad of 1 NCO and 6 O/Ranks

(c) The utmost precision in performance of all guards and duties is to be exacted from all ranks. No exchange of Brigade Duty is to be made except by permission of the C.O. or of Battery duty by that of the Battery Commander.



PART V: GENERAL (Contd).

7. ORDERS (Contd).

Posting(d) All Orders, etc. exhibited on Notice Boards & of Or- in Huts, etc. are to be kept in a tidy any readable ders & condition, and kept up to date. Notice- Back copies are not to accumulate on Notice es Boards. All ranks are to be permitted to see office files of orders when desired.

8. (a) The Guards and Duties to be mounted daily are:-

- Guards & Duties
- Brigade.
- Orderly Officer
- Orderly Sergeant
- Two Canteen Sergeants
- Guard of 1 Sgt. 1 other NCO, and 10 O/Ranks
- Brigade Trumpeter, &
- Town Picquet of 1 NCO and 4 men.
- Postal Orderly.

(NOTE:-Before being detailed as NCO i/c Guard, all Sergeants must have done at least one tour of duty as Supy. Sgt. or as Cpl. of Guard.)

Each Battery.

- Orderly Officer
- Orderly Sergeant
- Stable Picquet of 1 NCO and 6 O/Ranks

(b) The utmost precision in performance of all guards and duties is to be exacted from all ranks. No exchange of Brigade Duty is to be made except by permission of the C.O. or of Battery duty by that of the Battery Commander.

1. Distribution of Personnel for Instruction (Contd)

(c) OFFICERS

(i) Senior Officers on arrival at R.A.A. will be posted to batteries or directed to perform such other duties as the C.O. may decide. During their term of duty with the R.A.A. such officers will attend a course of instruction at Woolwich or Shoeburyness. As far as possible, Field Officers will attend the Senior Officers Course and other Courses officers the Battery Commanders Course.

(ii) Reinforcement Officers will on arrival go through a course of instruction to qualify them to attend a Junior Officers Course at Exeter. On completion of the latter they will be posted to batteries at R.A.A. and undergo training therein until required for service overseas.

(iii) Officers with general duties or attached to the R.A.A. for other reasons will be posted to such duties as the C.O. may direct.

(iv) Officers or Officer Cadets who have qualified at Cadet Schools will be assigned to batteries for training as Section Commanders, and in work in the field. They will undergo such other instruction as may be arranged and will also be required to assist in instructing boys and men.



PART III INSTRUCTION (Contd).

1. Distribution of Personnel for Instruction (Contd)

(D) SIGNALLERS.

Signallers. The number of signallers to be maintained will be notified by Headquarters, A.I.F. Depots in U.K. from time to time.

The necessary personnel will be selected from Reinforcements and from "Casuals" who have been employed as Signallers in Batteries, and will be posted to the Signal Section.

All signallers will be tested and classified by Southern Command.

All Signallers will be instructed in Riding under the Brigade Riding Master.

The Signalling Instructor is responsible for all signal training and for the administration and discipline of the Signal Section.

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ORDERS

(a) Brigade Routine Orders will be issued daily. Each order will be in two parts. Part I will deal with instruction and general matters such as inspections, special orders, time tables, etc. Part II will deal with Administrative Details and Orders with all matters relating to the Quartermaster's Messing, Pay and Medical Dept. The daily detail of Brigade duties will be shown at the commencement of each order. For the present the whole order will be signed by the Adjutant. Heads of Departments will draft necessary orders relating to their Departments and forward same to the Adjutant for insertion in Brigade Orders before 11 noon on the day the order is required to appear. Any order of an important nature or involving matters of policy will be referred to the G.O. for personal approval before being submitted for insertion in Brigade Orders. Two copies will be issued to each Battery. One for filing and one for exhibition on Battery Notice Board.

(b) Battery Routine Orders will be issued daily. They will be read out on parade and a copy will be exhibited on Battery Notice Board. All matters in Brigade Orders, etc. that it is desired to bring under Battery direct notice of G.O. and men will be repeated in Orders (in case of long orders a reference will be made, provided that the Brigade or other order is read out on parade). A copy of battery orders will be forwarded to the Adjutant.

(c) All Officers and Officer Cadets are to be carefully read and initial Brigade Orders and the orders of their respective Batteries daily.



7  
ORDERS (a) Brigade Routine Orders will be issued daily. Each order will be in two parts. Part I will deal with instruction and general matters such as inspections, special parades, time tables, etc. Part II will deal with Administrative Details and with all matters relating to the Quartermaster's Messing, Pay and Medical Depts..

The daily detail of Brigade duties will be shown at the commencement of each order.

For the present the whole order will be signed by the Adjutant.

Heads of Departments will draft necessary orders relating to their Departments and forward same to the Adjutant for insertion in Brigade Orders before 12 noon on the day the order is required to appear. Any order of an important nature or involving matters of policy will be referred to the C.O. for personal approval before being submitted for insertion in Brigade Orders..

Two copies will be issued to each Battery. One for filing and one for exhibition on Battery Notice Board.

(b) Battery Routine Orders will be issued daily. They will be read out on parade and a copy will be exhibited on Battery Notice Board. All matters in Brigade Orders, etc. that it is desired to bring under direct notice of N.C.Os and men will be repeated in Battery Orders (in case of long orders a reference will suffice, provided that the Brigade or other order is read out on parade). A copy of Battery orders will be forwarded to the Adjutant.

Init- (c) All Officers and Officer Cadets are to ~~xx~~ carefully read and initial Brigade Orders and the orders of their respective Batteries daily.

(b) (d) SIGNALS

Distribution of Personnel for Instruction (Contd.)

(d) SIGNALS

The number of signallers to be maintained will be notified by Headquarters, A.I.F. Depots in U.K. from time to time.

The necessary personnel will be selected from Reserve and from "General" who have been employed as signallers in Batteries, and will be posted to the Signal Section.

All signallers will be tested and classified by the Brigade Command.

All signallers will be instructed in riding under the Brigade Riding Master.

The Signalling Instructor is responsible for all signal training and for the administration and discipline of the Signal Section.



Water economy is to be observed in the consumption of water. Strict attention is to be given by Battery Commanders to the following points:-

1. Basins are to be provided for all taps in addition rooms, and are not to be removed therefrom. Such basins are always to be used for washing in and no one is to wash under a running tap. An order to this effect is to be exhibited in all addition rooms, which are also to be frequently visited by officers and N.C.O.s on duty.
2. Strict economy is to be observed in bath rooms and care taken that showers are never running when no one is under them.
3. Vehicles are to be cleaned with a damp cloth only, except when very dirty.
4. Gardens are only to be watered when absolutely necessary and then only by bucket or watering can.
5. In cleaning out latrines, etc. taps are to be turned off each time buckets are filled and economy is to be exercised.
6. Care is to be taken that all taps are turned off and any leaky taps or pipes are once reported to the Quartermaster.
7. Any person observing a leaky tap, pipe or trough will immediately report same direct to the Quartermaster.

All G.S. Wagons or mounted parties on roads are to be under charge of a mounted N.C.O. Rules for G.S. Wagons and similar vehicles must not exceed a walking pace.

Light horses are not to exceed a walking pace except on soft surfaces and must never exceed a trotting pace. (S.M.P.H.)

1. Distribution of Personnel for Instruction (Contd.)

(E)

Farriers, Fitters, Wheelers and Collarmakers will be trained under the Instructor, Brigade Workshops, but for administration and discipline, will be posted to Batteries.



(M)

Batteries, Filters, Wheelers and Collimators will be trained under the instruction, Brigade Workshops and for administration and discipline, will be posted to Batteries.

PART V. GENERAL (Contd).

5 Water Economy is to be observed in the consumption of water. Strict attention is to be given by Battery Commanders to the following points:-

1. Basins are to be provided for all taps in ablution rooms, and are not to be removed therefrom. Such basins are always to be used for washing in and no one is to wash under a running tap. An order to this effect is to be exhibited in all ablution rooms, which are also to be frequently visited by officers and N.C.Os on duty.
2. Strict economy is to be observed in bath rooms and care taken that showers are never running when no one is under them.
3. Vehicles are to be cleaned with a damp cloth only, except when very dirty.
4. Gardens are only to be watered when absolutely necessary and then only by bucket or watering can.
5. In cleaning out latrines, etc. taps are to be turned off each time buckets are filled and economy is to be exercised.
6. Care is to be taken that all taps are turned off and any leaky taps or pipes at once reported to the Quartermaster.
7. Any person observing a leaky tap, pipe or trough, will immediately report same direct to the Quartermaster.

6 Vehicles & Horses Rules re Pace All G.S.Wagons or mounted parties on roads are to be under charge of a mounted N.C.O.. G.S.Wagons and similar vehicles must not exceed a walking pace.

Ride horses are not to exceed a walking pace except on soft surfaces and must never exceed a trotting pace. (6 m.p.h. )



(2) Muster parades of all units will be held as follows at 8 p.m.

Headquarters and Band	Monday	Muster parades
Hos. 1 and 2 Batteries	Tuesday	
Hos. 3 and 4 Batteries	Wednesday	
Signal Section	Friday	

All ranks (including employed) will attend.

All uniforms and kit carried on the person will be inspected at these parades. After inspection is completed the remainder of the afternoon will be devoted to foot-drill and route marching (dismounted).

(3) All Camps and Lines will be ready for inspection by 10.30 a.m. daily

(4) No foodstuffs of any kind are to be brought in outside of the Camp without the written permission of an officer. No alcoholic liquor may be brought into the Camp except as authorized for Messes and Cantinens.

PART III INSTRUCTION (Contd.)

1. Distribution of Personnel for Instruction (Contd)

(F)

All ranks will under the prescribed instruction in Anti-Gas measures and attend such other schools as may be possible.

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PART V - GENERAL (Contd).

(2) Muster parades of all Units will be held as follows, at 2 p.m.

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Muster parades	Monday ...	Headquarters and Band
	Tuesday ...	Nos. 1 and 2 Batteries
	Thursday ...	Nos. 3 and 4 Batteries
	Friday ...	Signal Section.

All ranks (Including employed) will attend.

All uniform and kit carried on the person will be inspected at these parades.

After inspection is completed the remainder of the afternoon will be devoted to foot-drill and route marching (dismounted).

(3) All Camps and Lines will be ready for inspection by 10.30 a.m. daily  
of  
Camps

Food- (4) No foodstuffs of any kind are to be brought in  
stuffs/or out of the Camp without the written permission of  
and an Officer. No alcoholic liquor may be brought into  
liq- the Camp except as authorised for Messes and Canteens  
uor.



LEAVE (I)

(i) All men proceeding on leave must hand their  
 kit bags to the Battery Sergeant's Store.  
 together with an inventory of same in duplicate.  
 The Battery S.M.S. will receipt one copy and hand  
 same to soldier at the time of receiving the kit.  
 on the soldier withdrawing his kit he will certify  
 himself before leaving the S.M.S. Store that the contents  
 are correct and hand receipt back to the S.M.S.

(ii) Before leaving camp all men going on leave  
 will be inspected by the Battery Orderly Officer,  
 who is responsible that they are clean and correctly  
 dressed.

PART III INSTRUCTION (Contd.)

2. Arrangements for Instructors.

(A) The Permanent Instructional Staff will normally be as follows:-

(I) OFFICERS.

- 1. Chief Instructor (For Duties, see Part II para 2)
- 1 Senior Instructor
- 1 Instructor for Officers' Class
- 1 Instructor for NCO's Class
- 1 Riding Master
- 1 Signalling Instructor
- 1 Instructor, Brigade Workshops

(II) N.C.O.s.

- 1 P.T. Instructor
- 1 Assistant Instructor for NCO's Class
- 4 Assistant Instructors in Gun Drill, &c. (i.e. one per Battery)
- 2 Assistant Instructors in Signalling
- 1 Gas N.C.O.
- 1 Fitter Sergeant
- 1 Farrier Sergeant
- 1 Collarmaker Sergeant
- 1 Wheeler Sergeant

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(I) LEAVE.

(j) (VI) All men proceeding on leave must hand their Contd. kit bags in to the Battery Q.M.Sergeant's store, together with an inventory of same in duplicate.

The Battery Q.M.S. will receipt one copy and hand same to soldier at the time of receiving the kit. On the soldier withdrawing his kit he will satisfy himself before leaving the Q.M. Store that the contents are correct and hand receipt back to the Q.M.S.

(VII) Before leaving camp all men going on leave will be inspected by the Battery Orderly Officer, who is responsible that they are clean and correctly dressed.

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.5T00R08MI 20T00R08MI 20T00R08MI

(A) The following instructions will normally be as follows:-

(I) OFFICERS

- 1. Chief Instructor (see Part II para 2)
- 1. Senior Instructor
- 1. Instructor for Officers' Class
- 1. Instructor for NCO's Class
- 1. Riding Master
- 1. Signalling Instructor
- 1. Instructor, Brigade Workshops

(II) N.C.O.s.

- 1. P.T. Instructor
- 1. Assistant Instructor for NCO's Class
- 4. Assistant Instructors in Gun Drill, etc. (1.0. one per Battery)
- 2. Assistant Instructors in Signalling
- 1. Gun N.C.O.
- 1. Platoon Sergeant
- 1. Section Sergeant
- 1. Column Sergeant
- 1. Wheeler Sergeant



(I) LEAVE.

(g) All Officers before going on leave, and returning from leave, will sign the Officers' leave book in the Adjutant's office.

(h) Pass forms will be signed by the Adjutant, or some other Officer on his behalf and will be issued from the Adjutant's office.

(i) Battery Commanders will submit names of all men on day previous to pass being required.

(j) Special leave for men about to be married will be governed by A.I.F. Circular Memo No. 125 of 22.12.17.

(k) Applications for leave must be submitted on forms - the prescribed form.

(l) N.C.O.s and men returning to camp or from absence without leave must report to the N.C.O. in charge immediately they arrive in camp.

(m) Before going on leave all personnel must be certified by the Medical Officer as free from infectious or contagious disease - men going on leave will be provided for medical inspection at 10 a.m. on the day they go.

(n) Loss of a leave pass must be immediately notified to the Adjutant or other Officer in charge. Any soldier neglecting to comply with this order will be charged under section 24 of the Army Act.

(o) All ranks must read and comply fully with instructions on back of passes.

2. Arrangements for Instructors.

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(B) Instructors will also be detailed from Cadre as follows:-

(1) Officers.

Each Battery will detail one Gunnery Officer and one Driving Officer, whose duties will be as follows:-

(1) Battery Gunnery Officer.

- (a) The Battery Gunnery Officer is responsible to the Battery Commander for the technical training of personnel of the Battery in Gunnery duties.
- (b) AS soon as any Gunners join the Battery he will examine and classify them as fit for 1st, 2nd or 3rd Stage as the case may be.
- (c) He will keep a roll of all gunners under training by stages, and of all trained gunners, and will ensure that the latter attend the prescribed number of hours training in each week. He will warn the Battery Administrative Officer by 12 noon daily of the names of "Trained" gunners he requires on parade the following day. The administrative Officer will then arrange for the attendance of these men at the required hour. Attendances will be entered on the rolls. The Battery Gunnery Officer will check daily attendances with rolls. He is responsible that Gunners make requisite attendance in all subjects including Gas and P.T.



(I) LEAVE.

(g) All Officers before going on, and returning from, Officers leave, will sign the Officers' leave book in the contd. Adjutant's Office.

Pass forms (h) Pass forms will be signed by the Adjutant, or Officer on his behalf and will be issued from Brigade Headquarters.

Battery Commanders will submit names by 12 noon on day previous to pass being required.

Marriage (i) Special leave for men about to be married will be governed by A.I.F. Circular Memo No. 196 of 22.12.17.

General (j) (i) Applications for leave must be submitted on the prescribed form.

(ii) N.C.Os and men returning to Camp or from absence without leave must report to the N.C.O. i/c Guard immediately they arrive in Camp.

(iii) Before going on leave all personnel must be certified by the Medical Officer as free from infectious or contagious disease - men going on leave will be paraded for Medical inspection at 10 a.m. on the day they go.

(iv) Loss of a leave pass must be immediately notified to Brigade Headquarters. Any soldier neglecting to comply with this order will be charged under section 24 of the Army Act.

(v) All ranks must read and comply fully with instructions on back of passes.

Arrangements for Inspectors

(B) Inspectors will also be detailed from 0200 as follows:-

(i) Officers

Each Battery will detail one Gunnery Officer and one Driving Officer, whose duties will be as follows:-

(1) Battery Gunnery Officer

(a) The Battery Gunnery Officer is responsible to the Battery Commander for the technical training of personnel of the Battery in Gunnery duties.

(b) As soon as any Gunnery join the Battery he will examine and classify them as fit for 1st, 2nd or 3rd stage as the case may be.

(c) He will keep a roll of all Gunnery under training by stages, and of all trained Gunnery, and will ensure that the latter attend the prescribed number of hours training in each week. He will warn the Battery Gunnery Officer by 12 noon daily of the names of "Trained" Gunnery he requires on parade the following day. The administrative Officer will then arrange for the attendance of these men at the required hour. After Gunnery will be entered on the rolls. The Battery Gunnery Officer will check daily attendances with rolls. He is responsible that Gunnery make requisite attendances in all subjects including Gas and P.T.



2. Arrangements for Instructors.

(I) Battery Gunnery Officer (Contd)

(d) He will keep a Training File which will contain Syllabuses, Programmes, Roll of Instructors, and any special remarks on the Battery training, together with a description of the system of keeping rolls, etc.. This file should be sufficient for any other officer to take over on and understand the working. Orders re Gas and P.T. will be included.

(e) He will prepare Syllabuses and Time Tables of Gunnery Instruction for Battery Commander's approval.

(f) He must continually watch his Instructors and carefully supervise methods of instruction. Instructors getting stale or not up to the mark must be changed in consultation with the Training Staff, but changes of Instructors with a class going through should be avoided if possible. When new points in training or drill come out, he will hold a meeting of Instructors and instruct them accordingly.

(g) When the number of Officers in the Brigade permits he will be relieved of Orderly duties. He will be assisted by a clerk who may be one of his Assistant Instructors.

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(I) LEAVE

(a) Leave for 14 days or more may be granted by the Commanding Officer at any time. Such leave will be given only for urgent matters, and the necessary evidence of which must be forwarded with applications.

(b) Special leave for 48 hours may be granted by the Commanding Officer at any time. Such leave will be given only for urgent matters, and the necessary evidence of which must be forwarded with applications.

(c) Special leave for 48 hours will be granted by the Commanding Officer to the clearest man in each Battery at Grand morning parade daily, provided his turn-out and general conduct justifies it. Such leave will be additional to Battery allotment and will not in any way prejudice the soldier's eligibility for leave on ordinary leave.

(d) Extensions of leave are not to be applied for except for most urgent reasons which must be fully stated and supported by satisfactory evidence. Any unnecessary applications for extension of leave will be treated as an offence.

(e) All leave for Officers must be approved by the Commanding Officer. Applications for week-end leave (which will only be granted to Officers of the Permanent Cadre) must reach the Adjutant by 12 noon on the preceding Thursday. Applications for longer periods than 48 hours must reach Brigade Headquarters in sufficient time to allow of their being forwarded to Headquarters. A.I.F. reports for approval. Otherwise these orders apply to Officers in the same manner as to other ranks.

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(I) LEAVE.

Disem- (d) Reinforcements, one month after disembarkation and on barkation expiration of all quarantine, may be granted 6 leave. days disembarkation leave in accordance with A.I.F. orders. Such leave will be given as early as possible, subject to the foregoing conditions, Instructional programmes will be arranged accordingly.

Special (e) (i) Special leave up to 48 hours may be granted leave by the Commanding Officer at any time. Such indulgence will, however, be given only for urgent matters, satisfactory evidence of which must be forwarded with applications.

(ii) Special leave for 48 hours will be granted by the Commanding Officer to the cleanest man in each Battery at Guard mounting parade daily, provided his turn-out and general conduct justifies it, Such leave will be additional to Battery allotment and will not in any way prejudice the soldier's eligibility for leave in ordinary course.

(f) Extensions of leave are not to be applied for Extensions except for most urgent reasons which must be fully of stated and supported by satisfactory evidence. leave. Any unnecessary applications for extension of leave will be treated as an offence.

Officers (g) All leave for Officers must be approved by the Commanding Officer.

Applications for week-end leave (which will only be granted to Officers on the Permanent Cadre) must reach the Adjutant by 12 noon on the preceding Thursday. Applications for longer periods than 48 hours must reach Brigade Headquarters in sufficient to allow of them being forwarded to Headquarters A.I.F. Depots for approval.

Otherwise these orders apply to Officers in the same manner as to Other Ranks.

ATTACHMENTS FOR INSTRUCTORS

(I) BATTERY GUNNERY OFFICER (Contd.)

(b) He will keep a training file which will contain syllabus, programmes, roll of instructors, and any special remarks on the battery training, together with a description of the system of keeping rolls, etc. This file should be sufficient for any other officer to take over and understand the working. Orders to see and R.F. will be included.

(c) He will prepare syllabus and time tables of Gunnery instruction for Battery Commander's approval.

(f) He must continually watch his instructors and ensure that they supervise methods of instruction. Instructors getting stale or not up to the mark must be changed in consultation with the Training Staff, but changes of instructors with a class going through should be avoided if possible. When new points in training or drill come out, he will hold a meeting of instructors and instruct them accordingly.

(g) When the number of officers in the brigade permits he will be relieved of orderly duties. He will be assisted by a clerk who may be one of his assistant instructors.



(I) Leave

(a) Officers, N.C.O.s and men of the Regiment will normally be granted 10 days leave during the fourth month of each six months of their tour of duty with the Brigade. This will also apply to all ranks permanently employed with the Brigade. Applications will be made through Battery Commanders and will be considered by the Commanding Officer who will be forwarded to Headquarters A.I.F. Depot for approval.

Leave  
leave

(b) Subject to the limitations stated below "Good conduct leave" from mid-day on Friday until midnight on the following Monday may be granted by Battery Commanders to N.C.O.s, N.C.O.s and men who have had no entry in their conduct sheets for the preceding three months and whose conduct and work is quite satisfactory. Owing to railway restrictions the number of such passes that may be granted is limited and will be notified from time to time by Headquarters. Good conduct leave will not be granted to any individual more often than once in two months nor within one month after expiration of leave or placement leave.

-Good  
conduct  
leave

(c) Battery Commanders may grant "Good passes" in such numbers as may be notified from time to time by Brigade Headquarters. "Good passes" will not be granted during parade hours unless approved by the Commanding Officer - such approval will only be given in exceptional cases. It must be clearly understood that Good passes do not entitle the holder to travel by railway or motor-car and that any such travelling will render the holder liable to punishment, unless authorized in exceptional cases by an A.I.F. or other competent Officer.

Good  
passes

2. Arrangements for Instructors.

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(I) Officers (Contd)

(II) Battery Driving Officer.

(a) The Battery Driving Officer is responsible to the Battery Commander for the training of Drivers and for the stable management and care of horses and harness of the Battery. He will carefully supervise the performance of Section Commanders and Nos. 1's duties in connection with the above.

(b) As soon as any Drivers join the Battery he will examine and classify them as fit for 1st, 2nd or 3rd Stage as the case may be.

(c) He will keep rolls of all Drivers under training by stages and of all trained Drivers, and will ensure that the latter attend the prescribed number of hours training in each week. He will warn the Battery Administrative Officer by 12 noon daily of the names of "trained" drivers he requires on parade the following day. The Administrative Officer will then arrange for the attendance of these men. Attendance will be entered on rolls.

The Battery Driving Officer will check daily with attendance rolls. He is responsible that Drivers make requisite attendance in all subjects including Gas and P.T.

(d) He will keep a Training file which should have Syllabuses, Programmes, Roll of Instructors, and any points on training, with a description of system of keeping rolls etc. This file should be sufficient for any other officer to take over on and understand the working. Orders re Gas and P.T. will be included. He is responsible that all driving training matter is entered in this file.



(I). LEAVE.

Cadre leave

(a) Officers, N.C.Os and Men of the Permanent Cadre will normally be granted 10 days leave during the fourth month of each six months of their tour of duty with the Brigade. This will also apply to all ranks permanently employed with the Brigade. Applications will be made through Battery Commanders and if recommended, by the Commanding Officer will be forwarded to Headquarters A.I.F. Depots for approval.

Good-conduct leave

(b) Subject to the limitations stated below "Good conduct leave" from mid-day on Friday until midnight on the following Tuesday may be granted by Battery Commanders to W.O's, N.C.Os and men who have had no entry in their conduct sheets for the preceding three months and whose conduct and work is quite satisfactory.

Owing to Railway restrictions the number of such passes that may be granted is limited and will be notified from time to time by Brigade Headquarters.

Good-Conduct leave will not be granted to any individual more often than once in two months nor within one month after expiration of Cadre or Disembarkation leave.

Road Passes

(c) Battery Commanders may grant "Road passes" in such numbers as may be notified from time to time by Brigade Headquarters.

"Road passes" will not be granted during parade hours unless approved by the Commanding Officer - such approval will only be given in exceptional cases. It must be clearly understood that Road passes do not entitle the holder to travel by railway or motor-car and that any such travelling will render the offender liable to punishment, unless authorised in exceptional cases by an A.P.M. or other competent Officer.

PART III INSTRUCTIONS (Contd).

3. Arrangements for Instructors.

(I) Officers (Contd)

(II) Battery Driving Officer.

(a) The Battery Driving Officer is responsible to the Battery Commander for the training of Drivers and for the stable management and care of horses and harness of the battery. He will generally supervise the performance of Section Commanders and men. His duties in connection with the above.

(b) As soon as any Drivers join the battery he will examine and classify them as fit for 1st, 2nd or 3rd stage as the case may be.

(c) He will keep rolls of all Drivers under training by stages and of all trained Drivers, and will ensure that the latter attend the prescribed number of hours training in each week. He will warn the Battery Administrative Officer by 12 noon daily of the names of "trained" drivers he requires on parade the following day. The Administrative Officer will then arrange for the attendance of these men. Attendance will be entered on rolls.

The Battery Driving Officer will check daily with attendance rolls. He is responsible that Drivers make regular attendance in all subjects including Gas and P.T.

(d) He will keep a training file which should have syllabus, Programmes, Roll of Instructors, and any points on training, with a description of system of keeping rolls etc. This file should be submitted for any other officer to take over on and understand the working. Orders Gas and P.T. will be included. He is responsible that all driving training matter is entered in this file.



DISCIPLINE (Contd.)

All official communications from soldiers are to be made through their Battery Commanders in the prescribed manner. Attention is directed to K.R. 433 which forbids Officers or Soldiers communicating directly or indirectly to the Press any military information, or views on any military subject without special authority, and that an Officer or Soldier will be held responsible for any statement contained in communications which may subsequently be published.

PART II INSTRUCTION (Contd.)

2. Arrangements for Instructors.

(II) Battery Driving Officer (Contd)

- (e) He will prepare Syllabus and Time Table of Driving Instruction for Battery Commander's approval.
- (f) He must continually watch his Instructors and supervise methods of instruction. Instructors getting stale or not up to the mark must be changed in consultation with Training Staff, but changes of Instructors with a class going through should be avoided if possible. When new points in training or drill come out he will hold a meeting of his instructors and instruct them accordingly.
- (g) He will be assisted by a clerk who may be one of his Assistant Instructors.

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DISCIPLINE (Contd.)

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pondence.

All official communications from soldiers are to be made through their Battery Commanders in the prescribed manner.

Attention is directed to K.R. 453 which forbids Officers or Soldiers communicating directly or indirectly to the Press any military information, or views on any military subject without special authority, and that an Officer or Soldier will be held responsible for any statement contained in communications which may subsequently be published.

2. Arrangements for instructors.

(II) Battery Driving Officer (Contd.)

(a) He will prepare syllabus and time table of Driving Instruction for Battery Commander's approval.

(b) He must continually watch his instructors and super-  
vise methods of instruction. Instructors getting stale or not up to the mark must be changed in consultation with Training Staff, but changes of instructors with a class going through should be avoided if possible. When new points in training or drill come out he will hold a meeting of his instructors and instruct them accordingly.

(c) He will be assisted by a clerk who may be one of his Assistant Instructors.



PART III INSTRUCTION (Contd).

2. Arrangements for Instructors.

(II) N.C.Os.

Battery Assistant Instructors (N.C.Os).

(a) Each Battery will maintain, from amongst its Cadre N.C.Os, the following Assistant Instructors:-

	<u>Sgts.</u>	<u>Jnr. N.C.Os.</u>
Gunnery	2	4
Driving	2	2
Riding	-	1
Gas	1	2
P.T.	-	2
Total	<u>5</u>	<u>11</u>

If strength of Jnr. N.C.Os. is low and that of Sgts. high, Sgts may take the place of lower ranks.

(b) Assistant Instructors in Gunnery and Driving will be selected and trained as prescribed in Para. III B (II) of these orders.

Those in P.T., Gas, and Riding will be selected and trained as may be directed from time to time.

(c) Assistant Instructors will not be taken for any other duties.

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PART IV (Contd) VI

DISCIPLINE (Contd).

(c) Only A.I.A. uniform as issued is to be worn by N.C.Os and men. Officers, Sergeants, and messengers (except as prescribed for the Brigade Band) are not to be worn.

Officers' Hats are always to be worn turned up at the side, with the top down, and the riding sun badge fastened to the side.

Greatcoats must be buttoned up to the neck or else carried on the arm.

Collars and ties are not to be worn.

The following are the only authorised badges:-

Collar of Tunic - Bronze Riding Sun.

C.P. Hat - do

Shoulder Strap - do

Tunic & Greatcoat - Bronze Anzalic

All ranks when on leave, walking out, or not in the immediate vicinity of their quarters or quarters will wear bandoliers. When the Greatcoat is worn the bandolier will be outside.

It is to be worn close and at all times by all ranks. Messengers, if worn, are to be trimmed.

The strictest care is to be taken that the prescribed complications are paid to all entitled to them.

Officers and NCOs, observing any omission in the report must take immediate action in the matter. Unless there are strong extenuating circumstances, cases of failure to salute will be referred to the Commanding Officer.

Men in isolation are not to leave camp or go into isolation any building not set apart for their use.

Men in isolation are not to be taken for any other duties.

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Men in isolation are not to be taken for any other duties.



Arrangements for instructors.

(II) N.C.O.s

Battery Assistant Instructors (N.C.O.s)

(a) Each Battery will maintain from amongst its Sergeants the following Assistant Instructors:-

Grade	No. of N.C.O.s	Post
8	4	Gunners
8	2	Driving
-	1	Riding
1	2	Gas
-	2	P.T.
5	11	Total

If strength of the N.C.O.s is low and that of Sergeants high, Sergeants may take the place of lower ranks.

(b) Assistant Instructors in Gunners and Driving will be selected and trained as prescribed in Para. III B (II) of these orders.

Those in P.T., Gas, and Riding will be selected and trained as may be directed from time to time.

(c) Assistant Instructors will not be taken for any other duties.

DISCIPLINE (Contd.)

7. (c) Only A.I.F. uniform as issued is to be worn by N.C.O.s and men. (Contd) Pugarees, lanyards, and brass buttons (except as prescribed for the Brigade Band) are not to be worn.

NCOs. & Men. Hats are always to be worn turned up at the side, chin strap down, and the rising sun badge fastened to the side.

Greatcoats must be buttoned up to the neck or else carried on the arm.

Collars and ties are not to be worn.

The following are the only authorised badges:-

- Collar of Tunic - Bronze Rising Sun.
- C.P. Hat - do
- Shoulder strap, -
- Tunic & Greatcoat- Bronze Australia

All ranks when on leave, walking out, or not in the immediate vicinity of their barracks or quarters will wear bandoliers. When the greatcoat is worn the bandolier will be outside.

Hair is to be worn close cut at all times by all ranks. Moustaches, if worn, are to be trimmed.

8 Hair Cutting

9 Saluting

The strictest care is to be taken that the prescribed compliments are paid to all entitled to them.

Officers and NCOs. observing any omission in this respect must take immediate action in the matter. Unless there are strong extenuating circumstances, cases of failure to salute will be referred to the Commanding Officer.

10. Isolation Men in isolation are not to leave camp or go into any building not set apart for their use.



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2. Arrangements for Instructors.

Battery Assistant Instructors (NCOS.) (Contd).

(d) Batteries will keep a roll of Instructors and Assistant Instructors to be carefully revised and kept up to full numbers. Sufficient men will be selected for courses to keep numbers up to replace reliefs, sick, etc. Each Battery to keep a list of Courses with dates when falling due. M.C.Os. on Instructor's Roll should be kept permanently on it and not changed, in order to keep up continuity of training. Officers in charge of Instruction must keep Battery Commanders informed of probable dates of reliefs of their Instructors to ensure understudies being put through Courses.

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DISCIPLINE (Contd.)

No soldier is allowed outside the Camp during parades and hours, or beyond a five mile radius from the Camp Headquarters at any time, without a pass signed by an authorized officer and bearing the signature stamp. The following places are out of bounds at all times except on duty:--  
Haberbury Railway Station  
The Military Hospital  
Haberbury Horse Grounds (except when their use is permitted for sports).  
The Government Saw Mills near Shearwater on the longest Estate.  
Railway Stations are out of bounds to troops except when on pass to travel by rail or on duty.  
Identity signs are to be worn at all times by all ranks. Passbooks must also be carried on the person except when in possession of Pay Officer or other authorized person for checking purposes.  
(a) Uniform is to be worn at all times by all ranks.  
(b) Officers will always wear Officers Pattern jacket, breeches and puttees, leggings or field boots will be worn during parade hours (except at early morning duties when slacks may be worn). Caps will normally be worn, but officers must be in possession of U.S. hat, which will be worn when ordered. U.S. hats will be worn during parade hours or kneeling when on duty.  
Officers going to play tennis, cricket, etc., may wear white flannel trousers and shirts with uniform jacket as above. In this dress the U.S. hat need not be worn.  
Officers will wear brown leather gloves on Church and ceremonial parades. If dismounted, gaiters will be carried.  
Hats as to Officers will also apply to other ranks.



ATTACHMENTS TO INSTRUCTORS

BATTERY ASSISTANT INSTRUCTORS (Contd)

(b) Batteries will keep a roll of instructors and Assistant Instructors to be carefully revised and kept up to full numbers. Instructors will be selected for courses to keep numbers up to replace retires, sick, etc. Each Battery to keep a list of courses with dates when falling due. E.C.O.s on instructor's roll should be kept permanently on it and not changed, in order to keep up continuity of training. Officers in charge of instruction must keep Battery Commanders informed of proposed dates of retiree of their instructors to ensure under-standings being put through courses.

DISCIPLINE (Contd.)

5 Bounds No soldier is allowed outside the Camp during parade hours, or beyond a five mile radius from Brigade Headquarters at any time, without a pass signed by an authorised officer and bearing the Brigade Stamp. The following places are out of bounds at all times except on duty:-

- Heytesbury Railway Station
  - The Artillery Ranges
  - Heytesbury House Grounds (except when their use is permitted for Sports).
  - The Government Saw Mills near Shearwater on the Longleat Estate.
- Railway Stations are out of bounds to troops except when on pass to travel by rail or on duty.

6 Identity Discs & Paybooks Identity discs are to be worn at all times by all ranks. Paybooks must also be carried on the person except when in possession of Pay Officer or other authorised person for checking purposes.

7. Dress. (a) Uniform is to be worn at all times by all ranks.

(b) Officers will always wear Officers Pattern Jacket. Breeches and puttees, leggings or field boots will be worn during parade hours (except at early morning stables when slacks may be worn).

Caps will normally be worn, but officers must be in possession of F.S.Hat, which will be worn when ordered. S.B.Belts will be worn during parade hours or ~~anytime~~ when on duty.

Officers going to play tennis, cricket, etc., may wear white flannel trousers and shirts with uniform jacket as above. In this dress the S.B. Belt need not be worn.

Officers will wear brown leather gloves on Church and ceremonial parades. If dismounted, canes will be carried.

Rules as to Officers will also apply to Officer cadets.



NOTE: - Part I to Part IV of the following orders will be read on a regular basis of each battery weekly.

1. All ranks serving in the brigade are on active service and offences will be dealt with accordingly.

2. Officers and N.C.O.s are reminded that as this is a training brigade, the strictest attention must be paid to all matters of discipline and routine. Any irregularity or slackness is to be immediately checked. Care is to be taken that no breach of discipline is overlooked. In the case of young soldiers or under special circumstances punishment for minor breaches may be necessary but all cases are to be investigated in a proper manner.

3. Battery Commanders will have orderly room at a fixed hour daily (Sunday's excepted) at which time they will deal with offences and see N.C.O.s and men who have requests or complaints to bring forward. Brigade orderly room will be held at noon and all cases referred to the O.C. will be dealt with there are special reasons to the contrary, in which case a written report will be made to the Adjutant) be brought up on the same day as investigated by Battery Commanders.

4. In addition to severe penalties of discipline, offences prescribed by regulation to be dealt with by O.C., cases of absence without leave and any cases reported by military police or other units, will be referred to the O.C.

2. Arrangements for Instructors.

(C) Brigade Riding Master.

The Brigade Riding Master is responsible to the Chief Instructor for training purposes and will be assisted by the Battery Riding Instructors.

He will instruct all Drivers and signallers in riding as laid down in the syllabus and may also be called upon to instruct in Artillery Driving.

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The Brigade Riding Master is responsible for the Order Inspector for training purposes and will be assisted by the Battery Riding Master. He will instruct all drivers and signallers in riding as laid down in the syllabus and may also be called upon to instruct in artillery driving.

PART IV

DISCIPLINE.

NOTE:- Paras 1 to of the following orders will be read on a Muster Parade of each Battery weekly.

1. All ranks serving in the Brigade are on Active Service and offences will be dealt with accordingly.
2. Officers and N.C.Os are reminded that, as this is a Training Brigade, the strictest attention must be paid to all matters of discipline and routine. Any irregularity or slackness is to be immediately checked. Care is to be taken that no breach of discipline is overlooked. In the case of young soldiers or under special circumstances punishment for minor breaches ~~may~~ of discipline may not be necessary but all cases are to be investigated in a proper manner.
3. Battery Commanders will have Orderly Room at a fixed hour daily (Sundays excepted) at which time they will deal with offences and see N.C.Os and men who have requests or complaints to bring forward. Brigade Orderly Room will be held at noon and all cases remanded to the C.O. will (unless there are special reasons to the contrary, in which case a written report will be made to the Adjutant) be brought up on the same day as investigated by Battery Commanders.
4. In addition to severe breaches of discipline, offences prescribed by regulation to be dealt with by C.O., cases of absence without leave and any cases reported by Military Police or other Units, will be remanded to the C.O.



3. SYLLABUSES.

(A) GUNNERS.

1st Stage. Slow but accurate Standing Gun Drill. Use of Sights and principles of Laying, Ammunition, Fuzes Fuse Indicator, Fuze Setting, Methods of Fire, A.P.s., Lectures on simple gunnery and the gun. Limbering and Unlimbering, Lectures in Gas including care of helmets, and P.T.

2nd Stage. Section Gun Drill. Laying against time and laying Class. Ditto Fuze Setting. Individual angles from Director. A.P's., Auxillary A.P.s., Quick accurate Gun Drill, difference level wheels, casualties to equipment, markings on ammunition, Clearing Crest, Switches, Lectures on Gunnery and equipment, supply of ammunition in Field and how much carried, practice putting on and taking off Gas helmets daily, P.T.,

3rd Stage. Section and Battery Gun Drill, working with reduced numbers, continuous and rapid firing, trench warfare, Orders, Gun registers, rapid switches and moving targets, coming into action rapidly, picking up aiming points, etc. to include at least two drill orders in combination with driving drill. Barrages. Replacement of casualties, thorough knowledge of all equipment and marching order. Lectures, Gunnery, principles of ranging, etc. to raise interest. Principles of a Battery advancing into action and retiring. Battery Staff, firing Battery, First line wagons, etc. Night Lines, Laying, Camouflage and aeroplane cover. Drilling in Gas Helmets - 2 Hours continuous wearing to be aimed at. Gun drill at night and P.T.

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SYLLABUS

(A) GUNNERY

1st Stage. Show and describe standing gun drill. Use of sights and principles of laying, Ammunition, fuses, fuse indicator, fuse setting, Methods of fire, A.P., lectures on simple gunnery and the gun. Limbering and unlimbering, lectures in gas including care of helmets and P.T.

2nd Stage. Section gun drill. Laying against time and laying class. Dive fuse setting. Individual angles from Director, A.P., Auxiliary A.P., Quick accounts from Director, A.P., difference level wheels, casualties to gun drill, markings on ammunition, clearing crew, equipment, markings on gunnery and equipment, supply switches, lectures on gunnery and how much carried, practice of ammunition in field and how much carried, practice putting on and taking off gas helmets daily, P.T.

3rd Stage. Section and battery gun drill, working with reduced numbers, continuous and rapid firing, trench warfare, orders, gun registers, rapid switches and moving targets, coming into action rapidly, picking up aiming points, etc. to include at least two drill orders in combination with driving drill. Markers. Replacement of casualties, thorough knowledge of all equipment and marching order. Lectures, Gunnery, principles of ranging, etc. to raise interest. Principles of a battery advancing into action and retiring. Battery drill, firing battery, first line wagons, etc. Night lines, laying, camouflage and aeroplane cover. Drilling in gas helmets - 2 hours continuous wearing to be aimed at. Gun drill at night and P.T.

5. Training of Artificers.

The Instructor Brigade Workshops is in charge of the Brigade Workshops and is responsible for the training of Fitters, Wheelers, Collar Makers and Shoeing Smiths.

He will be assisted by a Fitter Sergeant, a Wheeler Sergeant, a Collar Maker Sergeant and aARRIER Sergeant.

He will inspect the work of Limber Gunners and advise Battery Commanders accordingly.

He may be required to instruct in mechanics and relative matters.

The number of Artificers to be kept in training will be notified by Brigade Headquarters.

NOTE:- The training of shoeing-smiths may be carried out in BatteryARRIER's Shops and in conjunction with the Veterinary Officer.



3. Syllabuses (Contd)

(B) Drivers.

1st Stage. Position on dummy horse and strengthening up muscles on dummy horse. Riding drill, aids and position to be thoroughly ~~mastered~~ mastered. Grooming points of a horse and shoeing (not practical). Stable management. Harness and harness fitting and harness cleaning. Marching drill. Gymnastics. Lectures. Semaphore. Gas Lectures. P.T.

2nd Stage. Driving drill dismounted and signals. Riding drill. Skeleton Driving. Drill not hooked in. Driving Drill by teams without being hooked in vehicles for first week. Fitting of harness. Driving Drill with carriages - first, individual, then in Battery. Marching drill and lectures. Horse management and treatment of ailments. Care of equipment. Knotting and lashing. Driving up or down hill. Stables. Rifle Drill. Semaphore. Only good riders to be started on driving drill, and jumping. Bad riders to be kept for further course. Gas and P.T.

3rd Stage. Driving drill - Field Movements first, with blocks. Limbering and unlimbering. Coming into action. Drivers should be put in charge of their own harness. Route Marches - Marching order. March discipline and bivouacs, reversing in narrow roads. Casualties to horses and harness. Harnessing up in the dark (Marching order). Driving in gas masks. Lecture on marking Battery positions for action, and on drivers keeping distances. Semaphore. Night Driving and driving over rough ground.



8. Drivers (Contd.)

(b) Drivers

1st Stage. Position on dummy horse and strengthening up muscles on dummy horse. Riding drill, aids and position to be thoroughly mastered. Grounding points of a horse and shoeing (not practical). Stable management. Harness and harness fitting and harness cleaning. Marching drill. Gymnastics. Lectures. Gas and P.T.

2nd Stage. Driving drill dismounted and signaller. Hiding drill. Skeleton Driving. Drill not hooked in. Driving Drill by teams without being hooked in vehicles for first week. Fitting of harness. Driving Drill with carriages - first, individual, then in battery. Marching drill and lectures. Horse management and treatment of ailments. Care of equipment. Knotting and lashing. Driving up or down hills. Stables. Rifle Drill. Semaphore. Only good riders to be started on driving drill, and jumping. Bad riders to be kept for further course. Gas and P.T.

3rd Stage. Driving drill - Field movements first, with blocks, limbering and unlimbering. Coming into section. Drivers should be put in charge of their own harness. Route Marches - Marching order. March discipline and divences, reversing in narrow roads. Cavalries to horses and harness. Harnessing up in the dark (Marching order). Driving in gas masks. Lecture on marking battery positions for action, and on drivers keeping distances. Semaphore. Night driving and driving over rough ground.

4. Anti-Gas Training.

- (a) Battery Commanders will ensure that all personnel of their Battery are proficient in anti gas measures.
- (b) An officer who has qualified at an anti-gas School will be detailed to supervise Brigade Training in anti-gas measures, and will be relieved of other duty as far as possible. He will be assisted by the Gas H.C.O. and will belong to the Permanent Instructional Staff.
- (c) Each Battery will have one Sergeant and two junior H.C.O.s qualified at an Anti-Gas School. These H.C.O.s will supervise the instruction of personnel of their Battery in anti-gas measures subject to the guidance of the Brigade Gas Officer and H.C.O.
- (d) Every officer, H.C.O. and man under training will do at least one hour's anti-gas training in barracks each week.
- (e) Box Respirators will be carried on all gun drill, laying and driving drill (Ceremonial parades excepted) by all ranks under training with over four weeks training.
- (f) Gunners, drivers and signallers will be practised in working at all nature of work in box respirators, working up to two hours in same.
- (g) All ranks will be trained in adjusting horses' gas respirators.

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REMARKS BY C.O.

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Instructional arrangements generally were re-organised during the month, and are now proceeding on lines laid down in Part III of R.B.A.A. Standing Orders, dated 1.8.18, a copy of which is attached hereto.

The compilation of these orders has been undertaken in order that training within the Brigade may be standardised. Duties of Staff and disciplinary, and routine matters are also contained in them. They will be re-issued in a complete form later, but no material departure from system laid down in them is proposed. Sports matters are also being re-organised.

The health and conduct of the Command has been very good.

The system of supplying Drafts has been altered in accordance with recommendation attached to these remarks which explains itself.

*W. Morrison* Lieut.  
Officer Compiling.

*W. Morrison Lt.*  
Lieut.-Colonel.  
Commanding R.B.A.A.

HEYTESBURY.  
August 1918.



Bhurtpore Barracks,  
TIDWORTH.

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Headquarters,  
Australian Imperial Force,  
Depots in United Kingdom.

CR.AIF.38525 (A)

To : Headquarters,  
R.B.A.A. HEYTESBURY.

1. Where a demand from 3rd Echelon for given numbers of reinforcements is repeated to you from Headquarters, the numbers demanded will be supplied in full as heretofore, if a sufficient number of fully trained men is available, whether reinforcements or recovered casuals.

2. If the number demanded cannot be fully supplied all available will be supplied whether reinforcements or recovered casuals.

3. If the number available, counting both reinforcements and casuals is in excess of the demand, then the demand will be supplied as follows:-

(a) 75% from reinforcements, or if reinforcements available ~~is~~ do not equal 75% of the demand, then all reinforcements available,

(b) The remaining 25% of the demand, or the remainder of the demand as the case may be from recovered casuals.

4. Where there is no demand by 3rd Echelon for given numbers but the customary demand for "all Casuals" is communicated to you from these Headquarters, the following course will be adopted:-

(a) You will ascertain the number of recovered casuals who have become ready for service Overseas during the preceding seven days.

(b) You will make up a draft of this number as follows:-

Reinforcements - 75% if so many available.  
Recovered Casuals- The balance of the number.

(Signed) J.S.Knox.  
Lieut.-Colonel, A.A.G.  
A.I.F. Depots in United Kingdom.

Certified copy.

*[Handwritten Signature]*  
.....Lieut.



WAR DIARY

Army Form C. 2118.

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.

or  
INTELLIGENCE SUMMARY.

(Erase heading not required.)

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices