AWM52
Australian Military Forces, Army headquarters,
formation and unit diaries, 1939-1945

1/1/10
HEADQUARTER UNITS

Directorate of Recruiting and Demobilization

November 1943 - January 1944



1/1/10-011Z

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

No. 665

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 1/11/43 To 5/11/43

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	1st		NIL	
	2nd		NIL	
	3rd		NIL	
	4th		NIL	
	5th		NIL	

Effected Capt.

for Colonel,
Director of Recruiting and Demobilization.

7872.L.

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

Army Form C. 2118.
(adapted.)

WAR DIARY or INTELLIGENCE SUMMARY.

(Erase heading not required.)

Unit DIRECTORATE OF RECRUITING AND DEMOBLIZATION *Date and Time.—From* *To* 6th November 1943 No 666

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. ENLISTMENTS FOR WEEK ENDING 6th NOVEMBER 1943 -			
			Lines of Communication Areas -			
			Queensland	16		
			New South Wales	29		
			Victoria	5		
			South Australia	5		
			West Australia	-		
			Tasmania	1	56	
		(b)	PERSONNEL ON SEASONAL LEAVE WITHOUT PAY FOR WEEK ENDING 6th NOVEMBER 1943 -			
			Queensland	297		
			New South Wales	1434		
			Victoria	375		
			South Australia	106		
			West Australia	642		
			Tasmania	101		
			Northern Territory	179	3134	
		(c)	INTAKE FOR WEEK ENDING 6th NOVEMBER 1943 -			
			Males	133		
			Females	145	278	
			DISCHARGES AND RELEASES -			
			Males	1027		
			Females	69	1096	

for COLONEL
Director of Recruiting & Demobilization.

7672.L. By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

DIRECTORATE OF RECRUITING AND DEMOBILIZATION

Unit..... *Date and Time.—From* 7/11/1943 *To* 12/11/1943

No. 667

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	7th		NIL	
	8th		NIL	
	9th		NIL	
	10th		NIL	
	11th		Untrainable Recruits in Training Units -	196718
			Instructions have been issued regarding the future examination and method of dealing with personnel who, because of illiteracy and minor medical defects are incapable of being upgraded in DP.1 classes to enable their being sent forward as reinforcements.	
	12th		Return of USP under DA Part IV for the month of October,1943.	AAF Mob 34 as at ~~1800 hours 31/10/43~~

for Colonel,
Director of Recruiting and Demobilization.

7872.L.

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

WAR DIARY or ~~INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time—From 13/11/43 To No.668

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. Enlistments for week ending 13th November, 1943 -			
			Lines of Communication Areas -			
			Queensland	12		
			N.S. Wales	33		
			Victoria	14		
			S.Australia	6		
			W.Australia	9		
			Tasmania	-	74	
		(b)	Personnel on Seasonal Leave without Pay for week ending 13th Nov, 1943 -			
			Queensland	315		
			N.S. Wales	1554		
			Victoria	401		
			S.Australia	83		
			W.Australia	827		
			Tasmania	131		
			N.Territory	187	3498	
		(c)	Intake for week ending 13th November, 1943 -			
			MALES	151		
			FEMALES	86	237	
			Discharges and Releases -			
			MALES	1286		
			FEMALES	57	1343	

Director of Recruiting and Demobilization.
Colonel,

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

WAR DIARY or ~~INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C.2118
(adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 14/11/1943 To 19/11/1943 No. 669

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	14th		NIL	
	15th	(a)	Rehabilitation Procedure for the Australian Defence Forces -	199174. Army Rehabilitation
			A booklet was issued on 4th November 1943, giving information as to Rehabilitation procedure.	Instn No.8.
		(b)	Recommendations from Director or Deputies Director-General of Man Power -	200073
			Recommendations for release or Leave Without Pay of serving personnel will NOT, in future, be accompanied by supporting reports.	
	16th		Release of Personnel for Industry -	200070
			Clarification of policy set forth in LHQ 179993 (vide War Diary 16 October 1943) and GRO.736/43 issued for information of all concerned.	
	17th		Rehabilitation Procedure for the Australian Defence Forces -	201457
			Further instructions have been issued regarding - (a) Entries on Form Demob 1;	
			(b) Discharge of Army Personnel undergoing Detention; (c) Disposal of Forms Demob 1A.	
	18th		NIL	
	19th		NIL	
			Colonel, Director of Recruiting and Demobilization.	

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WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 20/11/1943 To No. 670

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. Enlistments for week ending 20th November, 1943 -			
			Lines of Communication Areas -			
			Queensland	7		
			N.S. Wales	20		
			Victoria	38		
			S. Australia	4		
			W. Australia	-		
			Tasmania	11	80	
		(b)	Personnel on Seasonal Leave without Pay for week ending 20th November, 1943 -			
			Queensland	313		
			N.S. Wales	1681		
			Victoria	396		
			S. Australia	94		
			~~W. Australia~~	~~790~~		
			Tasmania	106		
			N. Territory	181	3561	
		(c)	Intake for Week ending 20th November, 1943 -			
			MALES	105		
			FEMALES	79	184	
			Discharges and Releases -			
			MALES	1268		
			FEMALES	45	1313	

Director of Recruiting and Demobilization. Colonel,

L.

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WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 21/11/43 To 26/11/43 No. 671

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	21st		NIL	
	22nd		AAF Mob 29: This form has now been distributed and will be taken into use forthwith.	204343
	23rd		NIL	
	24th		NIL	
	25th		NIL	
	26th		NIL	

G Hallis Capt
for Colonel,
Director of Recruiting & Demobilization.

By Authority: L. F. JOHNSTON, Commonwealth Government Printer, Canberra.

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(Adapted.)

Unit DIRECTORATE OF RECRUITING & DEMOBILIZATION Date and Time.—From 27/11/1943 To No. 672

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
	(a)		A.I.F. Enlistments for week ending 27th November 1943 -			
			Lines of Communication Areas -			
			Queensland	6		
			N.S. Wales	24		
			Victoria	22		
			S. Australia	4		
			W. Australia	16		
			Tasmania	-	72	
	(b)		Personnel on Seasonal Leave without Pay for week ending 27th November 1943 -			
			Queensland	289		
			N.S. Wales	1683		
			Victoria	406		
			S. Australia	88		
			W. Australia	741		
			Tasmania	98		
			N. Territory	176	3481	
	(c)		Intake for week ending 27th November, 1943 -			
			MALES	140		
			FEMALES	126	266	
			Discharges -			
			MALES	1529		
			FEMALES	92	1621	
	(d)		Rehabilitation: Distribution of Literature in Military Establishments -			208405
			Instructions have been issued that NO literature of an advertising nature, other than for philanthropic activities, is to be distributed in military establishments, and any matter purporting to refer to such activities is approved by HQ, L of C Area.			

Colonel,
Director of Recruiting & Demobilization

By Authority: L. F. JOHNSTON, Commonwealth Government Printer, Canberra.

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 28/11/1943 To 30/11/1943 No. 673

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	28th		NIL	
	29th		NIL	
	30th		NIL	

Colonel,
Director of Recruiting and Demobilization.

L.

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

DRD/ML

AUSTRALIAN MILITARY FORCES
(Adjutant-General)

Headquarters,
Victoria Barracks,
Melbourne, S.C.1.
16 November 1943.

196718

HQ First Aust Army	(10)		
HQ Second Aust Army	(10)		
HQ 3 Aust Corps	(6)	Qld L of C Area Records Office	(10)
HQ N T Force	(6)	NSW " " "	(10)
HQ Qld L of C Area	(10)	VIC " " "	(10)
HQ NSW "	(10)	S A " " "	(10)
HQ VIC "	(10)	W A " " "	(10)
HQ S A "	(6)	TAS " " "	(10)
HQ W A "	(6)		
HQ Tas "	(6)	D.G.M.P., SYDNEY	

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Copies, for information to:- HQ, N G Force (5); Sec Defence (2); Sec Army (2): PA to C-in-C; CGS:(12); LGA (5); AG (16); MGO (5); CFO (5); JAG MS (4) HQ, AWAS, LHQ; BA; DG Public Relations; Camp; 2 Echelon LHQ (5); DG Man Power (10); GSD.1 (Liaison (3)); War Diary.

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UNTRAINABLE RECRUITS IN TRAINING UNITS

Recent inspections of some training units reveal that many recruits at present being held there are, by reason of illiteracy and minor medical defects, incapable of being upgraded in DP.1 classes to enable their being sent forward as reinforcements. Preliminary examination of the reports received indicate that this situation has been brought about by allotment of such personnel to training units by -

(a) Recruit Reception Depots - border-line cases who have apparently not benefited from the training to which they have been submitted;

(b) by units which have been reorganized.

2. Training units will therefore examine all such personnel and deal with them as under:-

(a) MEDICALLY "B" CLASS who in C O's opinion cannot be made DP.1 will be returned to GDD of L of C Area of enlistment and there will be dealt with in accordance with SM.24973 of 28 Oct 43. Training units will advise the relevant GDD in advance of movement.

(b) MEDICALLY "A" CLASS. Training Units will submit a nominal roll to LHQ through normal channels monthly showing the following details:-

(i) Number and Name;

(ii) Unit Medical Officer's concise report on present medical condition;

(iii) Unit Commander's recommendation on disposal or reallocation.

LHQ willthen issue instructions for disposal or reallocation.

3. Recruit personnel at present being held at Remedial Training Centres will be reviewed immediately and unless their transfer to Training Units as Medically Class "A" can be effected forthwith they will be returned to GDD of L of C Area of enlistment for action in accordance with SM.24973 of 28 October, 1943.

Major-General,
ADJUTANT-GENERAL.

A/11

AUSTRALIAN MILITARY FORCES

AAF. Mob. 34
(Revised October, 1942)

RETURN OF U.S.P. UNDER D.A. PART IV. AS AT 1800 HOURS 31 / 10 /19 43

No.	DETAILS	1 Born During Year ending 31/12/	2 D.A. Class I	3 D.A. Class II	4 D.A. Class III	5 D.A. Class IV	6 D.A. Class V	7 TOTALS
1	TOTAL ENROLLED	44,914	623,443	74,825	314,036	358,764	563,380	1,059,360
	PERSONNEL NOT MEDICALLY EXAMINED							
2	Enlistments—R.A.N., A.M.F., R.A.A.F.	6,080	26,958	1,176	8,742	5,004	443	48,397
3	Enrolled Civil Constructional Corps	42	583	259	460	1,295	6,399	9,038
4	Exempt from Medical Examination	815	7,165	2,225	3,425	6,212	7,555	27,397
5	Defaulters from Medical Examination	81	1,793	583	798	779	22	4,056
6	Personnel to be Called for Medical Examination	4,211	2,797	874	1,457	7,754	446,597	463,690
7	TOTAL NOT MEDICALLY EXAMINED	11,229	30,296	5,111	14,881	21,044	461,016	552,578
	PERSONNEL MEDICALLY EXAMINED							
8	Voluntary Enlistments—R.A.N., A.M.F., R.A.A.F.	5,804	81,873	1,813	23,132	4,802	527	117,951
9	Compulsory Enlistments—C.M.F. (Full time duty)	4,506	225,015	10,365	35,224	4,120	1,143	280,873
10	Suspense	275	295	22	135	45	3	773
11	Enrolled Civil Constructional Corps	26	5,508	1,583	6,243	8,191	2,450	24,001
12	Medically Unfit—Temporary (Class C)	840	,674	545	1,874	3,228	1802	11,043
13	Medically Unfit—Permanent (Class D)	2,023	69,850	22,139	33,941	59,681	29,848	221,632
14	Reserved Occupations (Excl. Protected Undertakings): Medically Fit—Class A	1., 25	110,133	16,959	108,926	122,307	15,316	383,665
15	Medically Fit—Class B	538	11,870	6,070	15,326	42,173	23,413	99,390
16	Protected Undertakings (Excl. Reserved Occupations): Medically Fit—Class A	5,594	49,911	4,865	48,110	37,406	2,938	148,826
17	Medically Fit—Class B	364	7,477	2,.96	7,638	12,423	4,014	34,612
18	Exemptions for Hardship—Pending	16	100	11	72	20		219
19	Exemptions for Hardship—Granted	54	1,166	133	686	330	141	2,512
20	Other Exemptions	101	2,943	236	1,381	1,519	262	6,242
21	Deferments	3,022	13,336	2,.25	11,728	13,914	4,.92	48,917
22	Defaulters from Draft	23	1,461	213	316	71	18	2,102
23	Available for Allotment—Medical Class A.1	397	389	39	226	3,270	2,520	6,841
24	Medical Class A.2	43	56	13	27	968	1,294	2,391
25	Medical Class B.	34	105	35	75	3,450	11,103	14,802
26	TOTAL MEDICALLY EXAMINED	33,685	584, 147	69,712	299,164	317,720	102,364	1,406,782
	PERSONNEL ON PART TIME DUTY							
27	V.D.C. (entered on Lines 14, 15, 16, 17)	661	13,524	1,.96	15,830	23,04.	17,335	72,386
28	V.D.C. (entered on Lines other than 14, 15, 16, 17)	43	1,116	180	1,056	2,266	3,198	7,859
29	B.I.P.O.D.	1	112	17	309	212	77	728
30	L of C Area Sigs.	9	798	87	982	1,1.4	1,.34	4,314
31	TOTAL ON PART TIME DUTY	714	15,550	2,280	18,177	26,622	21,940	85,287

A. PERSONNEL WHO WILL BECOME 18 YEARS OF AGE DURING THE FOLLOWING MONTHS:—

NOV 19 43	4548
DEC 19 43	4586
JA 19 44	4631
Total Taken from N.R. Cards	13765

B. CONSCIENTIOUS OBJECTORS.	Applications	Allotments
Unconditional Registrations	30	
Conditional Registrations .	904	42
Non-Combatant Duties ..	1116	144
Applications Rejected . . .	643	79
Applications Pending . . .	218	
TOTAL	2920	265

Recruiting Area ..... Area Officer

Brigade—Area ..... Combined Return (Australia) ..... Bde. Major

L of C Area ..... D.A.A.G. (R)

/ /19

E. H. Gibbs & Sons, Printers, Niagara Lane, Melbourne

000165C

MOB. 34—RETURN OF U.S.P. UNDER D.A. PART IV.

1. This return is to be rendered to reach L.H.Q. by the 6th day of the succeeding month, with figures complete as at 1800 hours on the last calendar day of each month. There can be no variation in this date, and H.Q. L of C Areas must make the necessary arrangements to have Area and Brigade Area returns collated and submitted, by telegraph if necessary, to ensure the L of C return reaching this L.H.Q. by the specified date.

2. To provide for accuracy in the consolidated return prepared at L.H.Q. it is necessary that the method of preparation of the return by all concerned should be uniform, and the following instructions must be adhered to:—

(a) The return for each Area will be prepared in duplicate by the Area Officer, and one copy submitted to Brigade Area, who will consolidate Area returns into one, and submit a Brigade Area return to the H.Q. L of C Area. Area returns will be retained at Brigade Area H.Q. for reference. H.Q. L of C Area will consolidate Brigade Area returns and forward one copy of the consolidated return to L.H.Q.

(b) All figures shown on each line and in each column, will be PROGRESSIVE MONTHLY.

(c) The figures on each line will be entered in the columns under the appropriate D.A. Classes. It will be noted that Column 1 is headed "Born during year ended 31/12/—". The procedure to be followed is:—

(i) Personnel born during the year ending 31st December, 1924, will be shown in this column on all returns rendered for the period up to 1800 hours on 31st December, 1942, and the year 1924 inserted after the figures "31/12/—".

(ii) Commencing with the returns as at 1800 hours 31st January, 1943, these figures will be deleted from Column 1 and included with:—
Class I—(Column 2) in the case of single personnel.
Class III—(Column 4) in the case of personnel who were married at time of enrolment. The figures then to be entered in Column 1 will be those personnel born during the year ending 31st December, 1925, and these will not be entered in any other column.

(iii) The procedure will be similar in January, 1944.

(iv) It is stressed that figures shown in Columns 2 and 4 must NOT include those shown in Column 1.

(d) It is most important that all concerned should fully understand that the value of this return depends primarily upon the accuracy of the figures entered on Line No. 1 (see sub-para. c). The aggregate of Lines Nos. 7 and 26 should equal the total enrolments (Line No. 1), and it necessarily follows that there must be no duplication of entries, e.g.:

(i) Personnel who have NOT been medically examined must be shown in that section ONLY.

(ii) Personnel who have been medically examined and classified temporarily or permanently unfit may be employed in a Reserved Occupation. Such personnel must be shown either on Line No. 12 or No. 13 as the case may be, and NOT included with Reserved Occupations. If, on re-examination, a man is classified, say, B, he would be deleted from Line No. 12 (or 13) and entered on an appropriate line. In this example, he would be shown on Line No. 15, providing he was still employed in a Reserved Occupation.

(e) **Line No. 1**—The figures on this line will show the number of persons who have enrolled in the Area and for whom M.3 As. are held, together with the number of those who were called up without having lodged M.3 As. and concerning whom details exist in Area records. It should be clearly understood that persons who have enrolled, but who have subsequently transferred to another Area, will NOT be included in this total. Those who have transferred into the Area, however, will be included as soon as their M.3 A is received. There will be no inter-Area transfer of M.3 As. between the 20th and the last day of the month.

(f) Lines Nos. 2 to 6 inclusive will show, under appropriate headings, the disposition of those personnel included on Line No. 1 who have NOT been medically examined in the Area, i.e.:—
Line No. 2—Enlistments in R.A.N., A.M.F. and R.A.A.F.
Line No. 3—Personnel enrolled with Civil Constructional Corps.
Line No. 4—This line will include—
(i) Persons in prisons, asylums, hospitals, etc.
(ii) Persons in receipt of Second Schedule Repat. Dept. pensions of £4 per week (vide M.B. 31777—30/3/42).
(iii) Persons discharged from A.M.F. as permanently medically unfit who have not been previously examined in the Area.
(iv) Persons mentioned in D.A. 61(1) d, e, f, g; theological students and members of religious orders.
(v) Persons engaged in certain seasonal occupations (vide L.H.Q. 76221—13/7/42).
Line No. 5—Personnel who have failed to report for medical examination.
Line No. 6—Personnel who have NOT BEEN CALLED for medical examination when the return is compiled. This Line must NOT include any personnel shown on Lines 2, 3, 4 and 5.
Line No. 7.—Total NOT medically examined.

(g) Lines Nos. 8 to 25 inclusive will show, under appropriate headings, the disposition of those personnel included on Line No. 1 who HAVE been medically examined in the Area, i.e.:—
Line No. 8—This line will show voluntary enlistment in R.A.N., A.M.F., R.A.A.F., including those so enlisted from drafts sent to the R.R.D. The disposal of personnel drafted to R.R.D's, will be notified to Areas to permit of completion of return. The number of personnel shown as handed over to R.A.A.F. must in all cases be NET, i.e., after allowance has been made for any person subsequently returned by R.A.A.F. owing to failure to attain the medical standard required by R.A.A.F.
Line No. 9—Enlistments in C.M.F. after compulsory call up.
Line No. 10—This line will show those for whom no advice as to disposition has been received from R.R.D. when the return is compiled. In subsequent returns those previously shown on this line will be included on a line appropriate to the circumstances.
Line No. 11—Personnel who have been enrolled by Civil Constructional Corps.
Lines Nos. 12, 13—The figures to be inserted are those personnel who have been classified Temporarily Unfit—Medical Class C (Line 12) and Permanently Unfit—Medical Class D (Line 13). All personnel in these medical categories will be shown in these lines, and NOT, under any circumstances, on any other line.
Lines Nos. 14, 15—Personnel in Reserved Occupations (EXCLUDING Protected Undertakings) shown separately in Medical Classification A or B.
Lines Nos. 16, 17—Personnel in Protected Undertakings (EXCLUDING Reserved Occupations) shown separately in medical Classification A or B.
Line No. 18—Personnel who have lodged applications with the Court on grounds of HARDSHIP which have not been finalised.
Line No. 19—Personnel who have been granted exemption by Magistrates or Commanding Officers on the grounds of HARDSHIP.
Line No. 20—This line will include:—
(i) Exemptions granted under D.A. 61 (1) where persons have been medically examined.
(ii) Exemptions from military service granted to persons by conditional and unconditional registrations as Conscientious Objectors.
Line No. 21—Personnel whose call up has been deferred. (Persons whose applications for registration as Conscientious Objectors are pending, will be included here.)
Line No. 22—Personnel who have been called up for military service and have defaulted from draft.
Lines Nos. 23, 24, 25—Personnel now available for call up shown separately in Medical Classes, i.e., A1, A2, B. Personnel available for non-combatant duties only will also be shown here.
Line No. 26—The aggregate of Lines Nos. 8 to 25 inclusive which is the total personnel who have been Medically examined.

(h) Lines Nos. 27 to 30 inclusive will show, under appropriate headings, personnel who are engaged in PART TIME DUTY with the Defence Forces, and who are entered on other lines, i.e.:—
Line No. 27—Personnel entered on Lines Nos. 14, 15, 16 and 17 and serving with V.D.C. (Part time only).
Line No. 28—Personnel entered on lines OTHER than Nos. 14, 15 16 and 17 and serving with V.D.C. (Part time only).
Line No. 29—Personnel serving with B.I.P.O.D. (Part time only).
Line No. 30—Personnel serving with L of C Area Sigs. (Part time only).
Line No. 31—The aggregate of Lines Nos. 27 to 30 inclusive which is the total personnel on Part time duty.

3. In those cases where men are transferred back to Area strength AFTER having been allotted, it will be necessary to:—
(i) Deduct such personnel concerned from Line No. 8 or Line No. 9.
(ii) Add such personnel to the appropriate Lines Nos. 11 to 25 according to the reasons for the transfer back to Area strength.

4. The totals shown on each Line for each D.A. Class should be capable of balance against the basic documents of the personnel concerned in their respective categories.

5. Every return must be signed by the Officer responsible for its compilation in the space provided at the foot of the return, and the designation of the Area, Brigade Area of H.Q. L of C Area should be inserted.

6. The closing date of each month should be filled in after the words "Return of U.S.P. under D.A. Part IV as at 1800 hours."

7. At the foot of the return the number of personnel who will reach the age of 18 years during the three succeeding months will be shown, each month being shown separately, and the appropriate month and year inserted in the space provided.

8. At the foot of the return also, the return of Conscientious Objectors will be shown. It must be understood that all personnel shown in this return will also be shown in their appropriate lines in the Return of U.S.P. under D.A. Part IV.

9. In the event of any personnel changing category, the procedure to be adopted is illustrated by the following example:—
A person medically examined and registered conditionally as a Conscientious Objector, will be shown on Line No. 20.
If, subsequently, he is allotted to Civil Constructional Corps, he will be deleted from Line No. 20 and shown on Line No. 11.

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AUSTRALIAN MILITARY FORCES : RETURN OF U.S.F. UNDER D.A. PART IV AS AT 1800 HOURS 30 OCTOBER, 1943.

DETAILS	(1) Born during year ending 31/12/1925	(2) DA Cl.I	(3) DA Cl.II	(4) DA Cl.III	(5) DA Cl.IV	(6) DA Cl.V	(7) Totals
1. Total enrolled:							
Queensland	6855	98865	13628	46453	48307	83529	202385
New South Wales	17257	230216	25189	127026	127153	217254	753060
Victoria	13079	100301	22411	82768	99294	164190	562013
South Australia	3705	55709	6939	29663	31559	53286	170812
West Australia	2749	34530	6627	17676	22044	25700	111715
Tasmania	1428	17552	2039	11445	10496	16496	59256
N.Territory	8	1090	188	587	343	188	1885
	44014	628443	74023	314038	339764	565380	1959360
2. Enlistments: RAN, AMF, RAAF:	PERSONNEL NOT MEDICALLY EXAMINED						
Queensland	571	6333	349	1004	991	93	9238
New South Wales	1629	6506	253	2749	2756	101	16150
Victoria	2023	9753	401	2673	1532	177	17159
South Australia	660	1707	87	603	255	11	3143
West Australia	457	1216	94	873	501	63	3204
Tasmania	140	265	1	50	40	1	498
N.Territory	-	1	-	-	-	-	1
	6080	29950	1170	8742	6004	445	48397
3. Enrolled: Civil Constructional Corps:							
Queensland	15	278	144	283	443	1272	2413
New South Wales	17	153	47	131	665	2755	3768
Victoria	9	91	43	63	152	2043	2309
South Australia	1	39	14	21	31	93	203
West Australia	-	12	10	1	5	804	832
Tasmania	-	3	2	2	4	7	18
N. Territory	-	-	-	-	-	-	-
	42	583	260	460	1208	6909	9030
4. Exempt from Medical Examination:							
Queensland	184	1548	339	753	1281	1477	5648
New South Wales	418	2501	735	1236	2608	3404	11110
Victoria	95	1245	646	663	1268	1465	5978
South Australia	60	577	219	233	340	520	2003
West Australia	35	231	110	249	363	330	1317
Tasmania	33	303	115	278	279	264	1320
N.Territory	-	4	2	2	2	-	10
	815	7163	2225	3423	6210	7520	27377
5. Defaulters from Medical Examination:							
Queensland	18	207	80	87	67	1	463
New South Wales	43	1072	347	458	581	18	2487
Victoria	13	214	69	97	115	-	528
South Australia	5	14	3	12	10	-	43
West Australia	4	9	19	3	3	-	38
Tasmania	1	18	2	8	33	5	63
N. Territory	-	259	35	133	1	-	431
	81	1793	505	798	770	22	4056
6. Personnel to be called for Med.Exam:							
Queensland	751	827	194	215	1415	858655	86057
New South Wales	1703	897	205	504	5183	191013	199559
Victoria	524	84	37	37	67	133591	134340
South Australia	435	415	107	192	244	40770	42164
West Australia	350	462	245	283	456	22234	24030
Tasmania	377	229	63	122	298	12998	14087
N. Territory	1	183	53	102	97	135	533
	4211	2737	874	1457	7754	466543	483576
7. Total not Medically Examined:							
Queensland	1586	7886	1172	3318	4102	68799	76759
New South Wales	3990	13317	1630	5078	10838	197356	232119
Victoria	3284	11988	1015	3517	5126	137390	160400
South Australia	1150	2351	372	861	888	41103	47725
West Australia	835	1953	478	1400	1316	22839	28821
Tasmania	551	804	154	457	653	13257	15876
N.Territory	1	417	88	242	100	128	975
	11029	39296	5111	14881	31044	481016	582376

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DETAILS	(1)	(2)	(3)	(4)	(5)	(6)	(7)
8. Voluntary Enlistments: RAN, AMF, RAAF:			PERSONNEL MEDICALLY EXAMINED				
Queensland	716	8934	240	2033	564	108	15021
New South Wales	1897	27130	486	6105	1168	188	30119
Victoria	1057	22370	675	7483	1015	154	33423
South Australia	660	12819	157	2600	362	38	15034
West Australia	650	8003	200	1050	732	88	11486
Tasmania	147	1995	22	444	72	3	2683
N. Territory	-	216	4	26	3	1	140
	5806	81373	1635	23133	4060	537	117931
9. Compulsory Enlistments: CMF (Full time duty)							
Queensland	476	36308	1778	5179	1310	241	45290
New South Wales	2303	91549	3821	12736	1039	357	111960
Victoria	1014	66071	3119	10137	965	248	81538
South Australia	220	13979	678	2307	153	54	17406
West Australia	227	12476	226	3139	807	166	16991
Tasmania	131	6813	223	1654	85	21	7926
N. Territory	-	119	23	22	6	2	171
	4506	225015	10865	35234	4159	1148	280573
10. Sureness:							
Queensland	101	64	3	19	13	1	201
New South Wales	168	160	9	87	24	2	396
Victoria	57	43	8	18	6	-	131
South Australia	8	17	1	4	2	-	32
West Australia	-	-	1	4	-	-	5
Tasmania	4	3	-	1	-	-	8
N. Territory	-	-	-	-	-	-	-
	278	286	22	133	45	3	773
11. Enrolled Civil Constructional Corps:							
Queensland	15	2003	557	2190	2003	805	7758
New South Wales	4	1504	544	1823	2830	719	7078
Victoria	7	1633	505	1787	2652	626	6950
South Australia	-	810	62	282	516	116	1308
West Australia	-	123	73	73	147	85	521
Tasmania	-	70	17	100	108	10	314
	26	6603	1603	6248	8191	2450	24001
12. Medically Unfit - Temporarily (Class C)							
Queensland	174	634	179	554	439	474	2374
New South Wales	584	1023	201	856	1238	605	4507
Victoria	100	371	72	175	308	473	1046
South Australia	53	127	10	54	150	200	594
West Australia	34	94	43	84	150	97	402
Tasmania	32	141	30	147	141	37	528
N. Territory	-	10	1	3	1	-	24
	840	2674	545	1874	2523	1932	11043
13. Medically Unfit - Permanent (Class B)							
Queensland	327	10816	3434	5300	8208	7307	35392
New South Wales	834	27173	7729	15515	21584	9354	82589
Victoria	530	18781	6882	10100	17548	7221	60852
South Australia	143	6406	1877	2525	5262	3455	20165
West Australia	102	4411	1826	2535	4300	1200	14772
Tasmania	78	2500	499	1661	1881	1812	7031
N. Territory	-	63	22	7	7	1	100
	2023	69250	22189	38041	59401	30349	221633
14. Reserved Occupations (Excluding Protected Undertakings) Red Fig (Class A)							
Queensland	1338	15600	3196	14136	14778	2734	51040
New South Wales	3965	39645	8418	42672	43150	6425	130204
Victoria	3199	33751	5790	29868	39281	4031	115899
South Australia	873	11983	1836	12582	14235	2169	43348
West Australia	467	5164	1210	5625	8198	1468	22132
Tasmania	835	3864	435	4003	3673	459	13729
N. Territory	1	183	17	64	21	3	289
	10825	130190	10959	108925	125507	15518	393865
15. Reserved Occupations (Excluding Protected Undertakings) Red Fig (Class B)							
Queensland	99	2873	1317	2995	7203	5730	20012
New South Wales	150	3970	1938	5903	12573	8320	32975
Victoria	177	2981	1711	3838	15189	8200	32076
South Australia	61	1203	498	1570	3273	2518	9120
West Australia	39	630	394	946	2183	943	4712
Tasmania	31	803	211	565	1585	670	3872
N. Territory	-	11	3	4	6	1	24
	558	12870	6070	15328	42175	23413	95390

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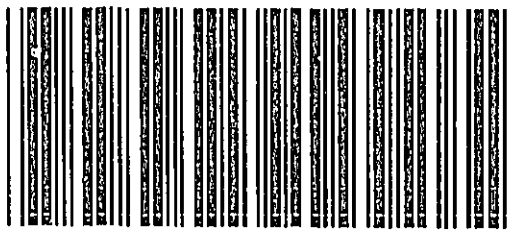

DETAILS	(1)	(2)	(3)	(4)	(5)	(6)	(7)
16. Protected Undertakings (Excl. Reserved Occupations) Med Fit (Class A)							
Queensland	1031	5658	606	5232	3967	731	17270
New South Wales	1940	21312	1924	23734	17384	661	67375
Victoria	1940	16063	1586	11479	9361	689	41092
South Australia	445	4652	596	4865	4024	515	15084
West Australia	124	933	153	1016	1091	197	3516
Tasmania	116	1298	128	1772	1081	94	4489
	5594	49911	4865	48110	37408	2938	148826
17. Protected Undertakings (Excl. Reserved Occupations) Med Fit (Class B)							
Queensland	64	1219	356	1178	2074	1687	6578
New South Wales	98	3241	721	3717	5076	933	13786
Victoria	137	1940	665	1765	3517	1075	9699
South Australia	22	675	225	531	878	595	2929
West Australia	18	200	76	179	372	100	931
Tasmania	85	202	55	277	508	224	1889
	364	7477	2096	7538	12425	4614	34612
18. Exemptions for Hardship - Pending:							
Queensland	4	14	1	17	4	-	40
New South Wales	9	86	6	38	11	-	120
Victoria	3	27	4	17	4	-	55
South Australia	-	3	-	-	1	-	4
West Australia	-	-	-	-	-	-	-
Tasmania	-	-	-	-	-	-	-
	16	100	11	72	20	-	219
19. Exemptions for Hardship - Granted:							
Queensland	7	163	12	75	67	42	368
New South Wales	10	290	44	197	92	26	659
Victoria	36	499	69	317	130	47	1058
South Australia	1	183	8	75	24	18	306
West Australia	-	12	2	11	8	7	40
Tasmania	-	24	1	13	6	4	51
	54	1166	133	688	330	141	2512
20. Other Exemptions:							
Queensland	21	475	32	141	97	21	787
New South Wales	45	1033	77	470	428	51	2104
Victoria	22	592	73	364	605	123	2290
South Australia	9	284	29	125	147	42	635
West Australia	3	202	18	54	36	12	325
Tasmania	1	66	2	27	6	8	100
N. Territory	-	1	-	-	-	-	1
	101	2943	236	1381	1319	262	6242
21. Deferments:							
Queensland	795	3348	617	2581	2424	1041	11296
New South Wales	1187	5670	731	5617	5611	1309	20125
Victoria	568	1686	245	1785	2973	519	7379
South Australia	143	720	115	442	710	459	2589
West Australia	237	1288	301	1036	2633	1451	6996
Tasmania	42	124	12	387	64	14	543
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
22. Defaulters from Draft:							
Queensland	3	68	11	13	4	-	119
New South Wales	9	757	110	218	59	-	1143
Victoria	10	423	68	67	25	18	608
South Australia	1	25	3	1	-	-	30
West Australia	-	15	1	2	3	-	21
Tasmania	-	81	-	3	-	-	24
N. Territory	-	122	23	12	-	-	157
	23	1461	213	316	71	18	2102
23. Available for Allotment - Med Class A1:							
Queensland	5	7	2	1	309	814	1138
New South Wales	171	203	22	111	1443	1071	3821
Victoria	79	50	5	38	709	214	1101
South Australia	78	64	9	51	500	361	1061
West Australia	35	15	1	10	-	-	61
Tasmania	31	44	-	15	309	60	459
	397	389	39	226	3270	2520	6841

000169G

DETAILS	(1)	(2)	(3)	(4)	(5)	(6)	(7)
24. Available for Allotment - Med Class A3:							
Queensland	1				44	161	196
New South Wales	21	10	7	12	178	456	594
Victoria	8	8	2	5	536	606	1150
South Australia	9	15	3	8	172	147	320
West Australia	1	1	1	1	1	-	3
Tasmania	4	5	-	1	37	55	101
	45	39	13	27	969	1324	2331
25. Available for Allotment - Medical Class B:							
Queensland	6	15	8	11	397	2356	2783
New South Wales	17	60	15	42	1967	4520	6533
Victoria	6	9	6	7	717	2448	3202
South Australia	5	14	5	5	203	1120	1359
West Australia	-	-	-	-	-	-	-
Tasmania	2	7	1	7	175	561	754
	36	105	35	73	3459	11105	14802
26. Total Medically Examined:							
Queensland	5030	69356	11654	49135	44805	24621	214165
New South Wales	13347	224809	23425	182069	113273	20016	529949
Victoria	9815	169463	21158	70451	65363	20900	401615
South Australia	2433	52372	5857	23268	30670	11620	132040
West Australia	1913	32567	3549	16285	20723	8570	82002
Tasmania	877	16488	1835	10998	9837	5229	45272
N. Territory	1	593	32	127	45	6	804
	33616	564147	69712	350154	317720	102504	1406799
27. VDC (entered on lines 14, 15, 16, 17):		PERMANENT OR PART TIME DUTY					
Queensland	75	1593	325	2472	3031	1450	8353
New South Wales	825	4287	560	6358	7687	5852	23505
Victoria	192	3583	654	6407	6253	5910	19652
South Australia	42	1305	171	1862	2531	2140	7051
West Australia	77	1584	308	1758	2654	1699	7780
Tasmania	47	509	94	1033	1004	817	3707
	661	13524	1998	19928	23960	17335	78336
28. VDC (entered on lines other than 14,15,16,17):							
Queensland	9	490	62	483	669	1134	2787
New South Wales	8	231	18	308	553	963	1757
Victoria	1	38	3	49	835	467	843
South Australia	7	58	4	28	134	323	557
West Australia	18	301	73	350	621	812	1875
Tasmania	-	10	1	6	30	15	43
	45	1116	160	1036	2206	3108	7859
29. R.Y.P.C.D.							
Queensland	-	31	1	24	7	3	66
New South Wales	1	53	10	135	75	85	359
Victoria	-	16	3	80	63	55	217
South Australia	-	-	-	-	-	-	-
West Australia	-	6	3	21	40	13	123
Tasmania	-	5	-	7	-	-	-
	1	112	17	309	212	77	720
30. L of C Sigs:							
Queensland	3	103	30	254	338	348	1076
New South Wales	2	201	38	248	324	161	974
Victoria	1	135	17	164	218	356	912
South Australia	2	135	13	213	130	130	623
West Australia	1	67	8	98	157	171	499
Tasmania	-	31	7	33	37	135	293
	9	703	97	982	1104	1334	4314
31. Total Part Time Duty:							
Queensland	90	2693	433	3142	4023	2140	12300
New South Wales	238	4755	630	8040	8619	6350	28540
Victoria	194	3787	677	6700	6911	6725	21864
South Australia	51	1618	183	2101	2787	2403	9141
West Australia	96	1933	375	2186	3372	2356	10308
Tasmania	47	546	102	1098	1110	963	4159
	716	15330	2230	19177	26822	21940	85937

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DETAILS	Unconditional Registrations	Conditional Registrations	Non-Combat- and Duties	Applications Rejected	Applications Pending	Totals
Conscientious Objectors: Applications:						
Queensland	4	164	167	255	2	592
New South Wales	15	261	449	209	174	1108
Victoria	8	216	265	69	3	561
South Australia	11	215	129	83	20	458
West Australia	1	42	92	21	19	175
Tasmania	-	6	14	6	-	26
	39	904	1116	643	218	2920
Conscientious Objectors: Allotments:						
Queensland		3	11	21		35
New South Wales		21	66	29		116
Victoria		3	33	14		50
South Australia		-	14	7		21
West Australia		15	16	7		38
Tasmania		-	4	1		5
		42	144	79		265
Personnel who will become 18 during -	**Nov. 43**	**Dec. 43**	**Jan. 44**	**Totals**		
Queensland	595	578	617	1790		
New South Wales	1667	1721	1755	5143		
Victoria	1442	1427	1318	4187		
South Australia	384	405	415	1204		
West Australia	291	292	352	935		
Tasmania	169	163	174	506		
	4548	4586	4631	13765		

DRD/AG.11/ML

AUSTRALIAN MILITARY FORCES
(Adjutant-General).

199174

Headquarters
Victoria Barracks
MELBOURNE. S.C.1.
13 November, 1943.

ARMY REHABILITATION INSTRUCTION No.8

Qld L of C Area	(6)	N T Force	(3)
NSW "	(6)	N G Force	(3)
VIC "	(6)	2 Ech (for Records Offices)	(16)
S A "	(6)	DPSS	(8)
W A "	(6)	DEVT	(20)
TAS "	(6)		

Copies for information to:

CF(.)	(4)	DP Maint	(3)	Repat Commission	(12)
C I Army	(2)	Rehab Offrs	(6)	D-G of Man Power	(10)
DPS Navy	(2)	DGMS	(3)	Red Cross Society	(8)
Chief Rehab Offr RAAF	(2)	AG	(16)	Dept of Post-War Reconstruction	(8)

REHABILITATION PROCEDURE for the AUSTRALIAN DEFENCE FORCES

Special attention is drawn to the booklet bearing the above title which was issued to L of C Areas on 4 Nov, in accordance with Rehab Instn No.7, dated 30 Oct.

PLACEMENT OF DISABLED

2. In order that the necessary information shall be available to the Man Power Employment Officers at the GDD prior to a member's discharge, vide para. 7 of the booklet, a memorandum as per following pro forma will be conveyed direct from Final Medical Board to Rehab Offr immediately after boarding:-

To Rehabilitation Officer _____ Area

Memo from Final Medical Board (for "D" Class personnel only)

Re _____ _____
(Surname and initials; block letters, (Army number)

MEDICAL FITNESS

Nature of Disability (to be given in brief non-medical terms)

_____

_____

Recommendation in regard to any restrictive effect of such disability on employment _____

_____

_____

Place _____ (Sgd) _____
for Final Medical Board.

Date _____

On page 19 of the booklet the requirements in regard to recording of disability and the Board's recommendation are explained.

TRAINING

3. With reference to paras. 9 and 10 of the booklet, it is important that the position in regard to war time training should be clearly understood by all concerned with rehabilitation and therefore attention is drawn to Appendix A to this Instn, which deals with the "tentative scheme" of vocational training which was approved by War Cabinet in October 1941, and which is the only vocational training that is at present being carried out. It is hoped that the Commonwealth Reconstruction training scheme which will include vocational and professional training, both full and part time, will be commenced at an early date.

In the meantime priority of attention will be given to those who may be eligible for training under this tentative scheme, namely - those members who, through war disablement are unable to return to their prior-to-enlistment occupations.

Rehab Agents will give special attention to patients in hospital who come within this category and who are likely to be discharged from the Army, and willensure that Part IV of DEMOB 1b is correctly completed.

In cases in which the patient does not indicate any desire for training, if the Rehab Agent considers that training is desirable in view of the patient's disability, he will forward a report on the case to the Rehab Offr.

REHAB HOSPITAL REGISTER

4. Each Rehab Agent willkeep a register in which will be entered all patients in the hospital, etc. who are considered likely to be discharged from the army, i.e., "Probable Class D". The register will comply with pro forma in Appendix B, and willbe checked weekly, with the hospital Registrar. The Rehab Agent will ensure that form DEMOB 1b is completed for each patient as soon as possible after the medical officer in charge gives permission for the patient to be interviewed.

CORRIGENDUM

5. In Rehab Instn No.7 para 6(b) "Rehab Agent" should read "Rehab Offr".

Major-General,
ADJUTANT-GENERAL.

APPENDIX "A"

Extract from Statement by Acting Chairman, Repatriation Commission, dated 25th August, 1943.

TRAINING OF DISCHARGED PERSONNEL.

" The Repatriation Commission was authorised by War Cabinet in conjunction with the Department of Labour and National Service, to establish a tentative scheme of vocational training for personnel discharged from the Forces who, through war disablement, are unable to return to their pre-to-enlistment occupations. In addition, the Commission was instructed to create temporary facilities for the placement of personnel and the payment to them of an allowance while awaiting employment.

Under National Security Regulations, the Director-General of Man Power has the right to direct certain personnel into national employment, and in this regard the discharged member of the Forces is in no different category from displaced civilians. Therefore, any placement which is made by the Commission's staff in any State is done with the authority of the Deputy Director-General in the State concerned. Where a member of the Forces on discharge is placed in national employment, any eligibility for vocational training which may exist on his discharge from the Forces will continue on the satisfactory termination of the national employment. The Commission has made about 8,000 placements in employment, and the average amount of allowance paid to discharged members while awaiting positions is £7. An inter-departmental committee is sitting at the moment, and will report to War Cabinet on the necessity or otherwise for revising the allowance payable pending employment.

There is complete understanding between the several parties which are interested in the vocational training of personnel. In the first place the Army education service, on discovering in an Army hospital a man or woman who, through war disability, would be precluded from following the pre-enlistment vocation, may arrange through the Deputy Commissioner of Repatriation for the member to negotiate there and then for a course of training which would be undertaken after discharge. The Deputy Commissioners of Repatriation in all States have an appropriate link up with the Man Power authorities and the Director of Industrial Training (Department of Labour and National Service) through the State Technical Education Advisory Committees on Repatriation training, which are composed of -

The Superintendent of Technical Education, or the Inspector-in-Charge of Defence Training, or his deputy (chairman);
The Principal of a Technical College or his deputy;
A vocational guidance officer (if available);
The Deputy Commissioner for Repatriation or his nominee;
The Senior Medical Officer for Repatriation or his deputy;
The Deputy Director-General of Man Power or his nominee;

with power to co-opt any experts required. The existence of the Man Power Officer on this committee ensures that the patient who commences a course while under institutional care is not directed into another channel on his discharge. "

APPENDIX "B"

REHAB HOSPITAL REGISTER

PROBABLE CLASS D PATIENTS..

.....Hospital

.....Rehab Agent

Serial No.	Surname	Initials	Army No.	Rank	In Ward No.	Date of Entry	Permission to Interview	DEMOB lb compiled	Remarks by Rehab Agent as to Psychology Testing, Training, and progress with any course commenced	Disposal of Patient.	
										Discharged from Hospital or Transferred to, and date.	Rehab Offr notified

DRD/ML

AUSTRALIAN MILITARY FORCES

(Adjutant-General)

Headquarters,
Victoria Barracks,
Melbourne, S.C.1.
16th November, 1943.

200070

HQ	Qld	L of C Area	(10)	Qld	L of C Area	Records Office	(10)
"	NSW	"	(10)	NSW	"	"	(10)
"	Vic	"	(10)	Vic	"	"	(10)
"	S A	"	(5)	S A	"	"	(10)
"	W A	"	(6)	W A	"	"	(10)
"	Tas	"	(6)	Tas	"	"	(10)

- - - - - - - - - - - - - - -

Copies, for information, to:- HQ, First Aust Army (5); HQ, Second Aust Army (5); HQ, NG Force (17); HQ, NT Force (5); HQ, 3 Aust Corps (3); Sec Defence (2); Sec Army (2); PA to C-in-C; CGS (12); LHA (5); AG (16); QMG (5); MGO (5); CFO (5); JAG; MS (4); HQ AWAS, LHQ; BA; DG Public Relations; Camp; 2 Echelon LHQ (5) DG Man Power (10).

- - - - - - - - - - - - - - -

RELEASE OF PERSONNEL FOR INDUSTRY

In connection with the conditions of release approved by the Commander-in-Chief set out in LHQ 179993 of 16 Oct 1943 (Appendix A) and GRO 736/43, the following clarifications of the policy are issued for the information and guidance of all concerned:-

(a) Medically classified "A" personnel, disbanded units, and those held at training depots for conversion or further training and re-allotment as general reinforcements will be dealt with under provisions of 179993 of 16 Oct 1943, para 3(c), and treated as NOT available for release.

Medically classified "B" personnel from these units will be dealt with by HQ, L of C Areas under para 1(a) and will be treated as AVAILABLE for release.

"Appx. A"

(b) Officers LHQ 179993/(5). To enable all records to be efficiently and expeditiously dealt with in the case of officers whose release is approved, the following procedure will be established:-

When an officer comes within the conditions of release, LHQ or HQ, L of C Area of Service will submit the relevant MPR.2 to the Formation and Unit concerned. If the release is agreed to the HQ, L of C Area concerned will be advised by the Formation and the Officer sent to GDD of Area of Discharge forthwith. HQ, L of C Area will signal LHQ (attention DRD) giving details of Officer's rank, name, unit and number of MPR.1 Form. Arrangements will then be made for the release authority for the officer concerned to be signalled to interested parties.

"Appx. A"

(c) X List personnel, LHQ 179993/(3a). Some doubt exists concerning the treatment and availability of personnel who are on Unit X List by reason of their having been granted extended periods of leave without pay on occupational and compassionate grounds. In such cases where a recommendation for release is received from the relevant DDGMP on occupational grounds or the facts of a continuance of compassionate grounds is established, release will be authorized.

It is emphasized, however, that release will not be authorized where the personnel are on X List by reason of emergency, recreational, or short-term compassionate leave.

A Major-General,
ADJUTANT-GENERAL.

AC.11/JRH/ML

AUSTRALIAN MILITARY FORCES

(Adjutant-General)

Headquarters
Victoria Barracks
Melbourne, S.C.1.
17th November, 1943.

201457

Hq Qld L of C Area (4)
" NSW " (4)
" Vic " (4)
" S A " (4)
" W A " (4)
" Tas " (4)

- - - - - -

Copies for information to: DGRP (8) ; 2 Mch (for Records Offices) (8).

- - - - - -

REHABILITATION

Reasons for Discharge: Ref booklet "Rehabilitation Procedure for the Australian Defence Forces."

It is essential that particular care be taken to ensure that the correct reason for discharge be conveyed to Man Power as well as for record purposes.

In para. 19 of the booklet under Part I, Reasons for Discharge, the correct method of making entries on Form Demob 1. is explained. The release of personnel to industry under the [illegible] scheme, vide [illegible] of 10 Dec, must not be confused with "Discharges endorsed by [illegible]", vide [illegible] of [illegible] Dec. The "Authorization for Discharge" will be endorsed prominently with a rubber stamp, in the case of the former "[illegible]", and in the case of the latter "[illegible]" or alternatively "Discharge endorsed by [illegible]".

In entering Form Demob I, Rehab Offrs will enter the former in the second square "Occ. [illegible]", and the latter in the third square, "Occ. not [illegible]" [illegible] "[illegible]" under the square.

Thus, personnel (B-Class) discharged under the endorsed scheme will appear on Demob 1 "Occ not [illegible]"

2. Man Power Circulars. Herewith two copies each of DG Rehab 6 and DG Rehab 7 for information of all concerned, including Rehab Offrs.

3. Discharge of Army personnel undergoing detection: Ref DG Rehab 6, para 5. The Director-General of Man Power has been requested to cancel instructions under this heading pending the issue of detailed instructions, which will be in a few days.

4. Disposal of Forms Demob 14. Copies Nos. 1 and 3 will be handed to Man Power daily, whilst copy No. 2 for each week will be held by Rehab Offr until the end of the following week, and then sent to Records Office.

Major-General,
ADJUTANT-GENERAL.

D D/AG9(1)/MAK

AUSTRALIAN MILITARY FORCES
(Adjutant-General)

Headquarters,
Victoria Barracks,
St. Kilda Road,
MELBOURNE. S.C.1.

204345

22 Nov 43.

HQ Qld L of C Area. (25)
HQ NSW " " " " (60)
HQ Vic " " " " (50)
HQ S A " " " " (25)
HQ W A " " " " (20)
HQ Tas " " " " (6)

Copies to DGMP (10)

AAF MOB 29

Supplies of AAF Mob 29 Decision of NSC or MPO have now been distributed to L of C Area Stationery Depots and this form will be taken into use forthwith.

2. The form which will be attached to the outside of the Basic Documents file of each man who has been interviewed by the Manpower authorities is for the MP endorsement which at present is made in most areas on the Basic Documents themselves. An amendment to the relevant instructions in para 8 sub para 5 of S.O.R & R. may be anticipated.

3. It will be noted that a misprint occurs on the form - "N C O" should read "N S O". The necessary alterations to the forms should be made by the Area staffs.

Major-General,
ADJUTANT-GENERAL.

Area Stamp

A.A.F. HCB 29
(Introduced Oct. 1913)

AUSTRALIAN MILITARY FORCES
DECISION OF N.S.O. OR M.P.O.

*Surname*_____ *Other Names*_____

*Present Occupation*_____ *Employer*_____

*D.A. Class*_____ *Date of Birth*_____ *Med. Class*_____

a.w. 740m 10/13

Date of Last Review	Decision	Initials of N.C.O. or M.P.O.	For Further Review on	Remarks

AUSTRALIAN MILITARY FORCES
(Adjutant-General.)

Victoria Barracks, Melbourne.
27th November, 1943.

HQ QLD L of C Area
" NSW L of C Area
" VIC L of C Area
" S A L of C Area
" W A L of C Area
" TAS L of C Area

208405

Copy, for information, to DGMP

REHABILITATION
DISTRIBUTION OF LITERATURE IN MILITARY ESTABLISHMENTS

It has been brought to notice that personnel discharged from the Army have been in possession of literature advertising business concerns and also ex-servicemen's organizations which it is alleged was distributed at a CSD

2. Amongst this literature are pamphlets issued by the International Correspondence Schools to which particular exception is taken because it purports to carry Government recognition of the training of service personnel. It is to be noted that no official sanction has been given by the Department of the Army in this regard.

3. Attention is drawn to National Security (General) Regulation No. 4 which defines prohibited places and prohibits persons without lawful authority from entering these places.

4. In view of the fact that the distribution of such literature as that referred to is prejudicial to rehabilitation activities both before and after a member's discharge, L of C Areas will take immediate steps to ensure that no literature of an advertising nature other than for philanthropic activities, is distributed in military establishments, and that any matter purporting to refer to such activities is approved by HQ, L of C Area.

5. An early report is required as to whether any of the pamphlets referred to in para. 2 have been distributed within the boundary of military establishments in the respective Areas, and if so, by whose permission such matter was distributed.

Major-General,
ADJUTANT-GENERAL.

COMMONWEALTH  OF AUSTRALIA

REHABILITATION PROCEDURE

FOR THE

AUSTRALIAN DEFENCE FORCES

Issued under joint authority of the
INTER-SERVICE DEMOBILIZATION COMMITTEE
and the
DIRECTORATE OF MANPOWER

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REHABILITATION PROCEDURE

for the

AUSTRALIAN DEFENCE FORCES

Section 1

INTRODUCTION

1. Common Procedure

It is the aim of the authorities concerned to rehabilitate ex-service personnel on lines that will be common to all the Australian Defence Forces, and which will apply not only to those discharged during the war, but also, with necessary modifications, to those discharged during demobilization.

To this end the procedure described herein will commence throughout the Commonwealth on 8th November, 1943.

2. Objectives

The organization will fulfil the following requirements:—

(a) The re-establishment of ex-service personnel by placing them as civilians in occupations which
  (i) offer the maximum duration of tenure and security;
  (ii) are best suited to the temperament, qualifications, abilities and health of the individual, and
  (iii) can be held on the merits of ex-service personnel in normal competition with others.

(b) The provision of facilities at Discharge Centres for the re-establishment of the civil rights and obligations of ex-service personnel.

(c) The establishment and maintenance of a comprehensive record of all ex-service personnel that will be readily available to all Governmental and other authorities concerned with the rehabilitation or welfare of ex-service personnel.

(d) The establishment of an organization that is capable of development to meet the requirements of demobilization.

Section II

ORGANIZATION

3. Service Section of Manpower

To achieve these objectives there has been set up throughout the Commonwealth a Service Section of the Directorate of Manpower that is responsible for re-establishing in civil life all personnel discharged from the Defence Forces, and this Section of the Manpower Directorate will co-operate closely with Service Rehabilitation Staffs.

In each State it will comprise:—

(a) A central office in the Capital city;

(b) An Employment Section at the Army G.D.D. (Personnel of the R.A.N. and R.A.A.F. will be handled by the Central Office).

(c) An Employment Officer at each National Service Office.

Members of Staffs for the above will themselves be ex-service personnel.

4. Central Office

Functions are to:—

(a) Supervise Manpower Employment Officers at Service Discharge Depots and National Service Offices (referred to herein as "Employment Officers").

(b) Train all Employment Officers in their special duties.

(c) Collect and record all information relating to the re-establishment of ex-service personnel and disseminate such information to Employment Officers.

(d) Foster the goodwill of employers and keep Employment Officers informed of all employment opportunities.

(e) Maintain a central record of each individual and make that record available to other authorities concerned with re-establishment.

(f) Follow up placements to ensure that personnel are suitably placed.

(g) Provide specialist services where required—(Medical and Psychological, etc.) to assist in appropriate placement.

(h) Supervise generally all employment activities except those relating to certain disabled personnel, whose employment is the responsibility of the Repatriation Commission, in association with the Directorate of Manpower.

5. Manpower Policy

The policy of Manpower in relation to the re-establishment of ex-service personnel embraces sympathetic interpretation of all applicable regulations, including the provisions of the Re-instatement Regulations. In all cases, as already stated, permanent rehabilitation is the primary consideration.

The Employment Officer will arrange appropriate employment, either himself, or by reference to the Central Office or the appropriate National Service Office. In cases where there is uncertainty as to the occupation to be followed, or where the individual desires, or is deemed to require, a course of training for which he is eligible, he will arrange for psychological test as to aptitudes.

6. Service Rehabilitation Staffs

At each Service Discharge Centre there is established a Rehabilitation Officer with suitable staff, who will, immediately following medical examination, interview each member whose full time service is being terminated, complete a Rehabilitation Form (Demob. 1) and

pass the member, and the form, to the Manpower authority for interview. This authority will be the officer in charge of the Service Section of Manpower in the particular State or his representative at the Discharge Centre.

7. Placement of Disabled

Personnel now being discharged are classified under two main categories:—

(a) those medically unfit, and

(b) those discharged for other reasons.

The placement of the medically unfit is influenced by any recommendation that may be made by the Final Medical Board, as to the restrictive effect of the disability on employment.

In cases where the Final Medical Board find that the member has a disability likely to affect his civil employment and/or expresses an opinion as to the types of employment in which the member should not be placed, such finding as recorded on the Board proceedings will be passed immediately to the Service Rehabilitation Officer and a verbatim copy will be entered by him in the space provided on Form Demob. 1.

8. Aptitude Testing

Until an aptitude testing service for ex-service personnel is established by the Directorate of Manpower, arrangements have been made for the Army Psychology Service to apply standard tests and assess aptitudes where necessary for the rehabilitation of ex-service personnel. Members will be sent daily to the Army testing centre at a time to be notified to the Manpower authority in each State. Each member so sent will be accompanied by Form Demob. 1, on which the test results will be entered in the space provided.

9. Training

Cases eligible for and desirous of training will, after return to Discharge Centre with aptitude testing completed, be referred with copy of Form Demob. 1a to

the Secretary of the Regional Commonwealth Reconstruction Training Committee (when established). The Secretary, Training Committee will, where considered advisable, arrange for completion of the necessary application for reference to his Committee, and return the member to the Manpower authority concerned with advice as to whether an application has been lodged or not. Where an application for full time training is lodged, no action will be taken to place the member in permanent employment until the Training Committee advises the Manpower authority as to the result of the application.

Note.—Until the Regional Commonwealth Reconstruction Training Committees are established and permanent Secretaries appointed. Service Rehabilitation Officers will hold the copies of Form Demob. 1 prepared for the training authority. Rehabilitation Officers will, in the meantime, continue to refer cases whose training might be commenced while they are patients in Service hospitals, etc., to the State Technical Educational Advisory Committees dealing with Repatriation Training.

10. Patients in Hospitals, Etc.

In the case of patients in Service hospitals, convalescent depots, etc., the procedure described above will be varied to permit approved courses of training to be commenced whilst the patient remains in hospital, etc. An agent of the Service Rehabilitation Officer will be appointed in each such institution whose duty it will be to interview all patients classified by the medical authority as likely to be discharged. As soon as such interview can be permitted Form Demob. 1b is to be compiled and forwarded to the Rehabilitation Officer who will then arrange for aptitude testing and reference to the training authority as above, in those cases where such action appears desirable.

11. Civil Registration, Etc.

Rehabilitation Staffs (either Manpower or Service as arranged) will complete for each member—application

for Civil Registration for ex-service men or women (Forms C.R. 1A or 2A) from the information on Form Demob. 1.

When procedure outlined in paragraphs 6 to 10 above is completed personnel will be available for Service discharge procedure. After finalization but before departure from Discharge Centres they will again report to the Rehabilitation Office for issue of Civil Identity Cards and Ration Books.

12. Forms

The principal forms to be completed for rehabilitation purposes at Service Discharge Centres are:

(a) Rehabilitation Form Australian Defence Forces (Demob. 1) (supplied by the Services).

(b) Ex-service men's application for Civil Registration (C.R. 1A).

(c) Ex-service women's application for Civil Registration (C.R. 2A).

(d) Identity Cards (C.R. 3).

(e) Ration documents

((b) (c) (d) and (e) supplied by Manpower).

The following sections of this pamphlet give detailed instructions for their compilation, use, and disposal.

Section III

FORM DEMOB. 1 (see Appendix 1)

13. Description

Form Demob. 1 is a card which will form the basic record of all ex-service personnel, and will be filed in the Central Office of the Manpower Service Section in each State. The front of the card is completed by interview, whilst the reverse provides for entry of sundry reports, recommendations and records as to placement in civil employment.

The form is to be completed when full time service is being terminated. During the war the front of the card will be entered in ink by Service Rehabilitation Staffs only.

14. Forms Demob. 1a and 1b

The following variants of Form Demob. 1 are supplied:

Form Demob. 1a.—Identical as to matter with Form Demob. 1, but printed on thin paper to permit of copies of the card being type-written for use of other departments or staffs.

Form Demob. 1b.—The headings on this form differ from those of Demob. 1, but the body is a copy of the front of that form. Demob. 1b is issued in pads of 50 and is for use by Rehab. Agents in hospitals, con. depots, etc.

It is most desirable that the information required for completion of the card (Demob. 1) should reach Rehab. Officers as soon as possible after it is evident that the individual concerned is likely to be discharged. This particularly applies to cases in hospitals and convalescent depots. Much can be done during the period the case remains in such institutions, to facilitate effective rehabilitation.

15. Rehab. Agents

To this end Rehab. Agents are appointed in hospitals, etc., to interview cases likely to be discharged, complete Form Demob. 1b, and forward it to the Rehab. Officer concerned. The completed Demob. 1b will bear the name of the hospital, etc., in which compiled and will be serially numbered by the Rehab. Agent concerned, for reference purposes; Rehab. Agents will keep a record of the individuals for which forms have been sent to Rehab. Officer and will immediately advise him, giving particulars of any such case transferred, either to another hospital, etc., or to discharge centre.

Where such a case is transferred interstate, the Service Rehab. Officer will forward the Form Demob. 1 (card), with full particulars entered up to date, to the Rehab. Officer in the State to which transferred.

16. Compilation—Use of Parts

The heading and Part I will be completed for all persons being discharged, and the specimen signature and the signature of the interviewing officer will be entered at the bottom of the form in all cases.

Parts II, III Sec. A, and III Sec. B, will be completed where applicable. In some cases—where it appears probable that the member will not be able to commence during the war period the particular employment referred to in Part III Sec. A—Sec. B of that part should also be completed. Part III Sec. B should be completed in all cases where it appears likely to the Rehab. Officer that new employment may have to be found for the member concerned.

Part IV is to be completed by those desiring a course of training, or other entitlements, under the Repatriation Act. Where it is indicated that training is desired, Part III Sec. B is to be completed.

17. Method of Entering Information

Greatest care is necessary in completion of the form. Particular attention is directed to the necessity

for striking out the words indicated by an asterisk and printed in italics which are not appropriate, and for entering a X in the ☐ against the item applicable to the individual, wherever ☐'s appear on the form in which to indicate answers to a particular question or alternative, e.g.:

(a) If, prior to enlistment, the member was a student at college, a X will be entered in the ☐ immediately following "Student" in the second last line of Part I, and no other entry will be made on this line.

(b) For a member who had owned a grocery business immediately prior to enlistment, which was then closed, but which he wishes to re-establish, the last line of Part II will be completed by striking out the words "return to" and "farm," and a X will be inserted in the ☐ at end of line. In this case full particulars as to the business will, of course, be entered under last pre-service employment in Part I.

18. Occupation

Occupation: Wherever this word occurs, it is important that the full name of the occupation be stated correctly, as described in Awards, etc. Be specific and use exact terms indicating actual work done, e.g., "motor mechanic," "civil engineer," "metal machinist" (1st class), "wood machinist," "tally-clerk," "postal assistant," "builder's labourer," "wharf labourer," "coal miner." Do not use general terms, such as "engineer," "mechanic," "clerk," "wood worker," "civil servant," "labourer."

19. Detailed Instructions for Compilation

The references in heavy type below are in the order in which items appear on the form:—

HEADING

Service—insert Navy, Army, R.A.A.F., A.W.A.S., A.A.M.W.S., A.A.N.S., W.A.A.A.F., R.A.A.F.N.S., W.R.A.N.S., R.A.N.N.S.

Civilian Indentity or Alien Reg. No.—will be inserted by Manpower Officer.

D.D.G. Manpower Reg. No.—will be left blank.

State in which discharge desired—During war, enter State in which discharge desired only when this is other than the State of enlistment.

Demob. Priority Indicator and space next—to be left blank.

Distribution—Rehab. Officers will have copies typed on Form Demob. 1a as under:

Copy No. 1 for Manpower use.
" " 2 " Service use.
" " 3 " Commonwealth Statistician.
" " 4 " training authority when Part IV is completed re training.

Date Passed—Copies 1 and 3 will be handed to Manpower Officer.

Copy 2 will be placed with Service records.
Copy 4 will be sent direct to the Secretary, Regional Reconstruction Training Committee (when established),
and the date of disposal as above will be entered in this column.

Location of C.R. Card—space to be left blank for Manpower purposes.

PART I

Nationality—to be inserted; if British subject, insert "B" indicating British Born, or "N" indicating Naturalized.

Marital Status—insert "Single," "Married," "Widowed," "Divorced."

No. of Dependants—insert the number for whom service dependants' allowance is being paid.

Length of Service—period to be inserted should be that of continuous full-time service during the engagement from which discharge is occur-

ring. Where prior service in this war, Rehab. Officer should indicate this, and length and nature of such service, in his comments on reverse, and members should be asked at this stage whether they have had prior service in this war.

Paid up to—insert date to which member receives Service pay; where pay is granted in lieu of leave on discharge, this will be the date to which such pay is made up and the member need not accept employment prior to that date.

Reasons for Discharge—the abbreviations used here indicate, "Compassionate" (which includes Hardship), "Occupational-Manpower Recommendation on M.P.R. 1 form," "Occupational not on M.P.R. 1 form," and "Medical"; where releases are Occupational M.P.R., this will be indicated on the authorization for discharge. These reasons for discharge must be indicated, as they have a definite bearing on placement in employment. If discharge is for any other reason, a X will be entered in ☐ following "other" and no indication of the particular reason for discharge will be given.

Last Pre-Service Employment—the details to be inserted here must relate to the employment from which the person enlisted or was enlisted, but if there were only a short period of time between the expiration of the last employment and the actual date of enlistment, i.e., where the purpose of leaving the employment was to enlist, the details of such employment should be entered.

If totally incapacitated, state particulars—this is to be entered only in those cases where the person, by reason of disability, is considered to be unable to earn other than a negligible percentage of the living wage. Such cases include the totally blinded, pulmonary T.B. cases, double amputations, etc. The particulars to be

entered will be the nature of the disability as shown by the Final Medical Board. The employment of such cases is a Repatriation responsibility and the remainder of the form will not be completed other than signatures at foot.

PART II

Where this part is completed, particulars of the position in which reinstatement is desired, the apprenticeship to be resumed, or the business, etc., to which return is sought, will, of course, be those shown under last pre-service employment in Part I.

PART III (Sec. A)

Indicate if—where reason for discharge vide Part I is "Occ. M.P.R.," a X will be inserted in first ☐; where it is "Occ. (not M.P.R.)," it will be entered in second ☐, although, of course, this ☐ may be used for persons discharged for reasons other than occupational.

Commencing a new business or farming on own account in this section relates only to individuals who did not follow this occupation prior to their war service.

PART III (Sec. B)

General—discretion should be used in completing this part, e.g., it need not be completed for a member skilled and experienced in a particular trade or occupation for which he is suited and in which he desires to be found employment.

Educational qualifications—

(a) **General**—give name of primary or secondary school and State; mention stage reached and highest examination passed.

(b) **Technical and other**—refer to name of college, university, commercial school, etc., and courses taken, stage reached, degrees, diplomas awarded, etc.

Nature of Service Experience—the information required here is that which will be useful as a guide to effective placement. A long history of all that a member did during service is not required. For example, "Supply Assistant (Stores)," "Fitter Armourer," "Driver Mechanic," "Coy. Clerk"—which indicate the principal service in which the member was engaged and special courses of instruction (e.g., at Service Schools) would be helpful. The unit or location in which served should be entered where it might affect the value of the experience for civil placement.

If you have been aptitude tested, etc.—if so, the Aptitude Test Card or other data should be made available so that further psychological testing may be avoided, totally or in part.

Type of employment desired—be precise in specifying choice of occupations desired. Give as much information as possible, e.g., refer to occupation, the industry in which it falls and the area where the person desires employment.

If employment not desired, state reason—it will be necessary to indicate clearly the reasons why employment, etc., is not desired. Under present circumstances this will probably chiefly arise in the case of women being discharged who may desire to resume home duties.

Nature of Course—state brief details of nature of course and whether university, technical, commercial, etc.

Period completed—this will only apply where the course has already commenced, in which case insert stage reached, e.g., 2nd year; intermediate, etc.

Assistance desired/not desired—strike out "not desired" where governmental assistance is desired in connection with course.

If you desire to participate in entitlements, etc. state particular requirement, e.g., War Service Home, Land Settlement, Tools of Trade, Assistance to commence business, War Pension, Grant for furniture, etc. Members will be informed of entitlements and given a copy of the rehabilitation booklet at this stage.

REVERSE SIDE

Nature of disability—this should state in brief non-medical terms, understandable to Employment Officers, the nature of the disability, where it might affect employment, e.g., amputation left leg, stiff right elbow, loss of left eye, non-infectious skin disease, etc. It will be conveyed to Rehabilitation Officers either on Form Demob. 1b for patients in hospitals, or from Final Medical Boards at discharge centres.

Restrictive effects of disability on employment—where entered, this will be the recommendation of the Final Medical Board as to employment or conditions in which member should not be engaged, e.g., not suitable for dusty work, noisy conditions, work in wet climate, shift work, work involving food processing, etc. It will be conveyed direct from Final Medical Boards to Rehabilitation Officers immediately after boarding, and a verbatim copy of the Board's recommendation will be entered. If this space is left blank, it will indicate that the Medical Board considers that there is no disability likely to affect civil employment.

Psychological data—assessment and recommendation to be made only by psychologist.

For the use of Service Rehabilitation Officers—any particulars known to Rehabilitation Officer not brought out in the general questions and useful in deciding placement, should be stated here, together with recommendations, if any.

Civil occupations corresponding with Service experience, as indicated in Part III Sec. B. should be given. Any reports from Red Cross hospital workers, Service Education Officers, etc., the gist of which has not been included in the form and which will be of assistance in placement, etc., should be attached.

20. **Use of Form at Discharge Centres**

(a) The reasons for discharge in Part I will very often affect placement, e.g., a man discharged from the Services on compassionate grounds to reside with his family must not be placed in employment that would preclude this: those discharged on occupational grounds must take up the stipulated employment; whilst disabilities must often be taken into account when discharge is on medical grounds.

(b) It is the policy to honour reinstatement rights except, perhaps, in the case of individuals with special skills urgently needed in the war effort where such skills would not be exercised in the reinstatement position. No member desiring reinstatement will be employed otherwise without reference to the Central Office. Summaries of the Reinstatement Regulations and Apprenticeship Regulations are published for information of Rehabilitation and Employment Officers as Appendices 2 and 3 hereto. Where the member elects not to return to his pre-Service employment, and he appears to have reinstatement rights, he should be advised that such rights will lapse.

(c) It should be borne in mind that the overriding demands of the national interest and of wartime industry controls may render it in certain cases impossible to permit persons to re-establish previous businesses, commence new businesses or accept employment of their own

choice. In cases of doubt the matter will be referred for direction by the Central Office.

(d) Cases should not be referred for training under paragraph 11 unless they are eligible. Appendix 4 hereto sets out for information the conditions of eligibility.

(e) Where it is indicated in Part IV that the member desires to participate in some other entitlement provided for ex-service men, the necessary forms, when available, will be completed and sent to the appropriate authority. Where it is indicated that a war pension will be claimed, the member will be asked whether he has been medically boarded and whether he has lodged a claim with the Repatriation representative; if he has not, he will be referred for boarding or for completion of claim, as necessary.

(f) Where possible, the Employment Officer at the Discharge Centre will arrange suitable employment and enter particulars under the Record of Initial Placement on the reverse of form.

(g) In cases which present difficulty in placement, a standing committee consisting of a Manpower Officer, the Service Rehabilitation Officer, a representative of the Deputy Commissioner for Repatriation and the representative of Reconstruction in the State (when appointed), will consider the case as set out on Form Demob. 1, and arrange for appropriate action.

21. **Disposal of Form**

After action at discharge centres has been completed, Form Demob. 1 will be disposed of as under:

(a) The original card will be filed at the Central Office as a basic record from which information for government bodies, and others interested in re-establishment, may be supplied.

(b) Copy No. 1 will be sent to and held by the N.S.O. of the Area in which the ex-member is resident.

(c) Copy No. 2 will be filed by the Service concerned, with the ex-member's personal records —from which Service enquiries may be answered.

(d) Copy No. 3 will be sent by Manpower to the Commonwealth Statistician.

(e) Copy No. 4 for training authority. Service rehab. staffs will hold this copy until Commonwealth training authority is established. (This copy will only be prepared when Part IV of Demob. 1 indicates that training is desired.)

In cases where it is indicated in Part IV that other entitlements are being claimed, an additional copy of the form will be prepared and held by rehab. staffs for subsequent disposal, as required.

Section IV

CIVIL REGISTRATION AND RATIONING

22. Preliminary

The National Security (Manpower) Regulations require that all members of the Defence Force performing continuous full-time war service, and members of any of the following organizations, namely, the A.A.N.S., A.W.A.S., A.A.M.W.S., W.R.A.N.S., R.A.N.N.S., W.A.A.A.F., R.A.A.F.N.S., or a Voluntary Aid Detachment attached to the Defence Force, who are performing continuous full-time service, must, within seven days after ceasing to be such a member, without becoming a member of any other of the organizations referred to, register and be issued with Identity Cards.

The procedure up to the present has been that the appropriate Civilian Registration Form has been obtained and transmitted to the Divisional Returning Officer of the Commonwealth Electoral Division in which the person concerned resided, whereupon, in due course, the Divisional Returning Officer issued a Civilian Identity Card. The Civilian Registration Card is incorporated in the Civilian Register maintained in every National Service Office, while the Divisional Returning Officers themselves maintain a record of Identity Cards issued.

It should be emphasized that Civilian Registration provisions of the Manpower Regulations relate only to British subjects, natural born or naturalized. Aliens are required to register under the National Security (Aliens Control) Regulations, and are issued with Aliens Registration Certificates.

To meet the special circumstances of ex-servicemen and women, special distinguishing Civilian Registration Forms, i.e., C.R. 1A for ex-servicemen British subjects and C.R. 2A for ex-servicewomen British subjects, have been devised, and also specially endorsed Civilian Identity Cards. In future the C.R. 1A and 2A forms will be

completed at, and the Identity Cards will be issued at, service discharge centres in accordance with the following arrangements. Careful attention is necessary to the detail of these instructions.

The actual officers who will undertake the work will probably vary from centre to centre. At G.D.D. the Service Rehabilitation Officers will normally attend to the compilation of Forms C.R. 1A and 2A, and the Manpower Officer attached to G.D.D. will attend to the issue of identity cards and ration books. At some discharge centres such issue may be undertaken by Service Rehabilitation Officers. The division of functions or the acceptance of particular responsibilities will be the subject of mutual arrangement as between the Deputy Director-General of Manpower in each State and each Service Officer in Charge of Rehabilitation in that State.

23. Completion of Forms C.R. 1A and C.R. 2A (Appendices 5 and 6)

Stocks of forms will be made available to all discharge centres by the Deputy Director-General of Manpower.

Compilation of the Forms C.R. 1A and C.R. 2A will commence when the dischargee first reports to the Rehabilitation Office. **Note that a C.R. Card will not be completed, and, therefore, an identity card or ration book will not be issued unless a discharge is occurring. A form will, therefore, not be completed when a member is being released on leave without pay.**

The forms should, as far as possible, be completed by transcription from the answers to the relevant questions appearing on the Form Demob. 1, which will have been completed in relation to the person in respect of whom the C.R. 1A or 2A Card is being compiled. Personnel should not, therefore, be questioned in respect of any item on the C.R. form unless the Form Demob. 1 does not contain the necessary information. It is likely that in the majority of instances the only items on the C.R. form in respect of which personnel need be interrogated will be items 8 and 9 on the C.R. 1A form and Item 8 on the C.R. 2A form.

24. Form C.R. 1A

(a) Top left-hand corner. Opposite the word "service" insert "Army, Navy or R.A.A.F.," as the case may be. The items, "Compassionate, Occupational—M.P.R., Occupational—not M.P.R., Medical, Other," which are not applicable, should be struck out, leaving one reason which will correspond with the reason for Discharge appearing on Form Demob. 1 (vide paragraph 19—Reasons for Discharge).

(b) The space in the top right-hand corner will be left blank at this stage.

(c) Insert in the space "Commonwealth Electoral Division" the name of the Commonwealth (not State) Electoral Division in which the stated intended place of living is situated (a list of the Commonwealth Electoral Divisions appears in appendix 7), and insert in the space "Local Government Area" the name of the Municipality, Road Board, Shire, etc., within which the intended place of living is situated.

(**Note**: If the dischargee is uncertain as to the Commonwealth Electoral Division in which his intended place of living is situated, the officer completing the form should ascertain the division by reference to an electoral map or to the alphabetical list of polling places which will be supplied at all discharge centres. It is essential that the Electoral Division should be stated correctly. The Australian Capital Territory is not in any Electoral Division, but the words "Australian Capital Territory" should be inserted opposite the item "Commonwealth Electoral Division," where the place of residence is in the Territory. If there be any doubt about the name of the Local Government area, insert, with an interrogation mark following, thus "Strathfield Municipality" (?), or make no entry.)

(d) Insert opposite Item 4, short details of the disability referred to in Form Demob. 1 (see

the section "Medical Fitness" on the back of that form).

(e) Items 5, 6 and 7 will be completed as per the information contained in Part 1 of Form Demob. 1, item "Last pre-service employment."

(f) Specific questions should be addressed as respects Items 8 and 9, though information supplied in *Part III*, Section B, of Form Demob. 1, against the item "Other pre-service employment," should assist in completing these items.

(g) Form C.R. 1A must be signed by the applicant in the space provided—this will be done on return to the Rehabilitation Section immediately prior to discharge.

(h) Insert in space A, in the space for official use at the foot of Form C.A. 1A, "reinstatement" or "revival," respectively, where reinstatement or apprenticeship rights, respectively, are being exercised or revived. (Vide Part II of Form Demob. 1.)

(i) Whichever of the words "yes/no," or both of them, as the case may be, appearing in space B is, or are, applicable, should be struck out. The key to this will be whether or not the Form Demob. 1 contains any statement as to disability or vocational guidance (vide the sections "Medical Fitness" and "Psychological" on back of that form).

(j) Complete space C where the release is on the specific recommendation of the Man Power authorities, so that the dischargee will engage in specific employment (vide *Part III*, Section A, of Form Demob. 1, and paragraph of the Instructions respecting compilation of that form), as e.g.—

"M.P.R. as farmer (occupation) in dairying industry" (industry)

(k) Space D and the whole of the back of the Form C.R. 1A should be left free for notation by the Manpower authorities. They will insert in space D a brief note of the placement, etc., of the dischargee.

25. Form C.R. 2A

Opposite the word "Service" in top left-hand corner, insert "A.W.A.S., W.A.A.A.F.," etc. (vide paragraph 19—Service). See paragraph 24 (a) re the items "Compassionate," etc.

Paragraph 24 (b) to (f) will apply equally to the space at the top right-hand corner; insertion of name of Commonwealth Electoral Division and Local Government Area, and the answering of items 4, 5, 6, 7 and 8, of Form C.R. 2A.

Form C.R. 2A must be signed by the applicant in the space provided—this will be done on return to Rehabilitation Office immediately prior to discharge. All the back of the form is for use by the Manpower authorities.

26. Issue of Identity Cards and Ration Books—

General

Identity cards and ration books (both ordinary civilian ration books and special issue book containing 150 coupons) will be issued in accordance with the following instructions.

They will be prepared from the information contained in C.R. 1A and 2A forms and will be handed to the dischargee when the whole of the Service Discharge procedure has been completed and the dischargee returns to the Rehabilitation Office for final interview. The interval of time between the first and second visits to the Rehabilitation Office will suffice to enable the making out of the identity cards and ration books.

Stocks of civilian identity cards, form C.R. 3, with two red lines across the front and back to distinguish the cards issued to ex-servicemen from those ordinarily issued to civilians, will be available at discharge centres. The

greatest care must be exercised in keeping these blank identity cards in safe custody to prevent unauthorised use. Identical forms of identity cards are issued to males and females.

Stocks of civilian ration books and special issue books of 150 coupons will be made available from time to time to specified officers at discharge centres by the Deputy Director of Rationing. The greatest care must also be exercised in preserving these ration documents in safe custody.

27. Identity Cards

After the C.R. 1A or 2A form has been completed, take a blank identity card and write on the front of the card—

(a) The full name of the person to whom it is being issued, and the address in full as appearing on the C.R. 1A or 2A form.

(b) At the lower left-hand corner, after the words "Officer at," the name of the location of the office of the Divisional Returning Officer of the Electoral Division shown against the item "Commonwealth Electoral Division, etc.," on the C.R. 1A or 2A form, e.g., Kogarah, N.S.W., where the Division is Barton (appendix 7 indicates the location of each office), and beneath that write the words "Issued at," followed by the name of the discharge centre, e.g., "G.D.D., Sydney," or "2 E.D." "by," followed by the initials of the Issuing Officer and date, thus "Issued at G.D.D., Melbourne, by A.B., 2/10/43."

(c) In the panel under the word "number," the code number of the identity card as follows:

(i) In the first panel insert the letter and numeral, as set out in appendix 7, to indicate the State and the name of the Electoral Division shown against the item "Commonwealth Electoral Division, etc.,"

on the C.R. 1A or 2A form, e.g., N1 = N.S.W.—Barton: V2 = Victoria—Ballarat: Q10 = Queensland—Wide Bay, etc.: or, in the case of the Territories, the letters A.C.T. = Australian Capital Territory, or N.T. = Northern Territory.

(ii) In the second panel insert the letters "M" or "F," signifying male or female (as the case requires), and the last two figures of the year of the dischargee's birth as stated in the form C.R. 1A or 2A, item 1 (b), viz., "F98" for a female born in 1898: "M04" for a male born in 1904: "F13" for a female born in 1913, etc.

(iii) In the third panel insert the letter which is allocated by the Deputy Director-General of Manpower to the discharge centre at which the identity cards are being issued, and the serial number of the identity card issued at that centre, commencing from No. 1. The letter "A" will be allocated to the Rehabilitation Office at the G.D.D. in each of the capital cities. The letters "B," "C," and so on, will be allocated by the Deputy Director-General in respect of such other discharge centres as may be operating.

The back of the identity card should be left blank at this stage, unless the release has been on the specific recommendation of the Manpower authorities, so that the dischargee will engage in specific employment, in which case the rubber stamp provided for the purpose, as under:

"M.P.R. as_____ in_____"
(occupation) (industry)

should be stamped in the space for "official purposes if required," as near to the top of the space as possible, and the blanks completed to coincide with the endorse-

ment made on the C.R. 1A form—see also paragraph 24 (j) above.

28. Registration of Identity Cards

When the instructions in paragraph 27 have been complied with—

(a) Insert the code number of the identity card on the first line of the space at the top right-hand corner of the form C.R. 1A or 2A and Form Demob. 1.

(Note: The full code number must be entered on each form thus: N17/M14/A4768.)

(b) Make out a record slip on the identity card record form provided, completing the code number, surname and christian names and place of living, and the number of the military area in which the intended place of living is situated. (Stocks of these will be available at discharge centres.)

(Note: The number of the military area will be that within the area of the National Service Office, to whom the form C.R. 1A or 2A is being transmitted. A list of military area numbers and the corresponding National Service Office Areas and the addresses of such offices will be available at discharge centres.

When the foregoing action has been completed, the form C.R. 1A or 2A will be transmitted by the Man-power Officer to the National Service Officer for the military area in which the person to whom the form relates intends to reside, and the Identity Card Record referred to in paragraph (b) above will be transmitted direct to the Divisional Returning Officer for the Commonwealth Electoral Division in which the person intends to reside.

To ensure the correct sequence of the serial numbers placed on identity cards and to preserve a reference as to the disposal of the C.R. 1A or 2A forms and Identity Card Record, a record (which in itself will provide a tally of the number of such cards issued) must be kept in the following form:

Serial number of Identity Card (from last panel of code number)	To whom issued	Division	Military Area
A1	J. Smith	N2	54B
A2	C. A. Jones	Q3	25A
A3	L. Brown	V13	59A

and so on.

Subject to paragraph 29 (c), the identity card will then be ready for issue, and upon issue should be signed by the person to whom it is issued, who should also write his proposed business address (if any) and his signature should be witnessed in the space provided.

29. Issue of Ration Books

All discharged personnel are, on release and production of civilian identity card, entitled to the issue of a civilian ration book. In addition a special coupon issue of 150 coupons is available in the case of Service personnel with over six months' service.

When the civilian identity card has been made out, the civilian ration book should be prepared for issue in the following manner:

(a) Write on the front cover of the civilian ration book the dischargee's full name, address, and identity card number, copied from the identity card, but in endorsing on the ration book the civilian identity card number omit from the second panel the numeral indicating the year of birth, thus—

George William Jones,
34 Albermarle Street,
North Sydney.

N17	M_____	A4768

Note: The space provided on the ration book for "age" must be left blank, as this relates only to people to whom an identity card or aliens registration certificate has not been issued.

(b) Remove from the ration book—

(i) clothing coupons at the rate of 9 per month, commencing from and including July. Thus, for discharges effected in October, deduct 36 clothing coupons; in November deduct 45 clothing coupons; in December deduct 54 clothing coupons; and so on: and

(ii) all food coupons which have expired up to the date of discharge, viz:

Date of Discharge		Remove Coupons		
From	To	Tea	Sugar	Butter
11.10.43	24.10.43 inc.	1 to 18	1 to 9	1 to 18
25.10.43	7.11.43 inc.	1 to 20	1 to 10	1 to 20
8.11.43	21.11.43 inc.	1 to 22	1 to 11	1 to 22
22.11.43	5.12.43 inc.	1 to 24	1 to 12	1 to 24
6.12.43	19.12.43 inc.	1 to 26	1 to 13	1 to 26

and so on, subject to any variation as may be directed by the Rationing Commission.

A table of availability of coupons will be made available by the Deputy Director of Rationing to all discharge centres. This will indicate what coupons should be progressively removed.

(Note: All coupons removed must be immediately cancelled by satisfactory obliteration, i.e., by drawing through them a heavy line in ink or blue or red pencil.)

(c) Write the number of the ration book in the space marked "B" on the back of the identity card in the section headed "for official purposes if required," prefaced by the letter "R," and "43" to indicate issues made during the ration year, June, 1943-June, 1944, and "44" to indicate issues made during the next ration year, and so on, e.g., B. R43/A259162.

(d) Enter on "Roll of issues of ration books"—specimen follows—(forms will be available at discharge centres), date of discharge, name of the person, his civilian ration book number and details of the clothing coupons extracted. This roll must be completed in duplicate.

Roll of Issues of Ration Books—

Discharged Personnel, etc.

Date of Discharge	Name	Civilian R.B. No.	Coupons extracted from Civilian R/B				Book of 150 coupons if over 6 months service. No. of Book	Signature of Dischargee
			Clothing	Tea	Sugar	Butter		

Service personnel with over six months' service should be also issued with a special issue book containing 150 clothing coupons. In these cases the issuing officer will insert the name of the dischargee on the cover of the special ration book and will record the reference number of the special book on the "Roll of issues of ration book," and obtain the signature of the person receiving the special clothing coupons on the "Roll" opposite thereto. Where this special issue is not made, the word 'nil" should be written in the relative column on the "Roll of issues of Ration Books."

Note: This special issue of 150 coupons is made for the purpose of enabling the dischargee to re-establish his stock of essential clothing, while the ordinary civilian ration book is issued to cover normal replacements for the remainder of the ration year unexpired at the time of the discharge. This explains the pro rata deduction of coupons from the civilian ration book up to the date of discharge, while the special issue of 150 coupons suffers no reduction whatever.

The civilian ration book will, and in appropriate cases the special clothing coupons issue book will also, then be ready to be handed to the dischargee along with his identity card. He must sign the civilian ration book and special clothing book in the spaces provided.

30. Accounting for Ration Documents

In no case must the foregoing issues be exceeded. or the foregoing instructions departed from in any particular. If in any particular case the dischargee considers that the issues are insufficient, he should be advised to present his case in writing to the Deputy Director of Rationing.

At the end of each month the issuing officer at the discharge centre must forward to the Deputy Director of Rationing—

(a) The duplicate of the "Roll of issues of ration book,"

(b) All coupons removed from civilian ration books before issue, duly cancelled; and

(c) a summary in the following form.

	Civ. Ration Books	Books of 150 Spec. Issue
(i) Balance of Ration Books as per previous return		
(ii) Plus additional stocks obtained from D.D. of R.		
(iii) Less Ration Books issued as per detailed statement		
(iv) Net balance of Ration Books on hand		
(v) Total of expired coupons forwarded herewith, as per Record of Issue Sheet—		
(a) Clothing		
(b) Tea		
(c) Sugar		
(d) Butter		

31. Supplies of Forms, Etc.

In order that the foregoing instructions in relation to completion of C.R. 1A and 2A forms and issue of identity cards, civilian ration books and special clothing coupon books may be carried out, it will be necessary to ensure that the following are always available at discharge centres:

(a) Supply of forms C.R. 1A and 2A.

(b) a map or maps showing the boundaries of the Commonwealth Electoral Divisions.

(c) A complete set of alphabetical lists of polling places for each State showing the Electoral Division in which each place is located.

(d) Supply of blank (endorsed with two red lines) identity cards (Form C.R.3).

(e) A map (or alternative information) showing the boundaries of each military area and the addresses of National Service Offices.

(f) Supply of identity card record slips.

(g) Book in which to keep record referred to in paragraph 28.

(h) Supply of ordinary ration books.

(i) Supply of special clothing coupon books.

(j) Supply of "Roll of issues of ration book" sheets.

Form Demob. 1 a
(Introduced Oct., 1943)

Commonwealth of Australia

REHABILITATION FORM
Australian Defence Forces

Civilian Identity or Alien Reg. No. .....

D.D.G. Manpower Reg. No. .....

Service .....

Service No. .....

SURNAME (Block Letters)	OTHER NAMES (In Full)

Intended Place of Living .....

State in which discharge desired	Demob. Priority Indicator	

Distribution	Date Passed	Location of C.R. Card	
		Date	Area
Original-Manpower			
Copy 1. Manpower			
2. Services			
3. C'wlth. Stat.			
4. Training			

PART I. TO BE COMPLETED BY ALL PERSONNEL BEING DISCHARGED.

Personal Details. Nationality..... Marital Status..... No. of Dependants.....

Date of Birth ..../..../.... Date of Enlistment ..../..../19 Length of Service ..... Years ..... Months

Rank ..... Age on Discharge..... Discharged on ..../..../19.... Paid up to ..../..../19

Reasons for Discharge: Comp. ☐ Occ. MPR ☐ Occ. not MPR ☐ Med. ☐ Other ☐ .

Last Pre-Service Employment.

Employer's Business Name ..... Nature of Business Industry .....

Address ..... Occupation ..... (See Note)

(NOTE:—If self-employed or worker on own account add *"proprietor"*; if employment particulars relate to casual or seasonal work add *"casual"* or *"seasonal"*; if apprenticed add *"apprentice."*)

If not employed indicate whether:

Student ☐ ; Engaged in home duties ☐ ; Unemployed ☐ ; Retired or Independent means ☐ .

If totally incapacitated, state particulars .....

PART II. FOR THOSE EXERCISING REINSTATEMENT RIGHTS, REVIVING APPRENTICESHIP, OR DESIROUS OF RETURNING TO PREVIOUS BUSINESS.

Employees: Indicate whether you intend to seek { reinstatement, i.e., with former employer in your former occupation. ☐ / or revival of your apprenticeship. ☐

Self-employed or worker on own account: Indicate whether you desire to**return to/re-establish your business/farm* ☐

PART III. FOR THOSE NOT COMPLETING PART II.

Section A. FOR THOSE HAVING PARTICULAR EMPLOYMENT IN VIEW.

Indicate if: Released for specific employment ☐ ; or Desirous of accepting employment with a specific employer ☐

Commencing a new business ☐ ; or Commencing farming on own account ☐

Employer's Business Name ..... Nature of Business Industry .....

Address ..... Occupation .....

Section B. FOR THOSE HAVING NO PARTICULAR EMPLOYMENT IN VIEW.

Educational Qualifications:—General .....

Technical and other .....

Other Pre-Service Employment (additional to that mentioned in Part I.)

	OCCUPATION	INDUSTRY	Length of Experience
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....

Nature of Service Experience .....

.....

If you have been aptitude tested during service. State where?..... when?.....

Type of employment desired: 1st Choice .....

2nd Choice .....

If employment not desired: State reasons .....

.....

PART IV. (OPTIONAL FOR ALL) TRAINING, REPATRIATION BENEFITS, AND OTHER ENTITLEMENTS.

Indicate if you desire: To resume a course of training commenced prior to war service ☐ ; To continue a course of training commenced during war service ☐ ; To commence a course of training ☐

Nature of Course ..... **Full/Part* Time

Period Already Completed (if applicable)..... Assistance * *desired/not desired*

If you desire to participate in other entitlements open to ex-service personnel state particulars .....

.....

Specimen Signature ..... Service Interviewing Officer .....

Place ..... Date .....

*Strike out all words NOT applicable. Where a ☐ occurs insert X in ☐ against item applicable.

SURNAME AND INITIALS (Block Letters) | SERVICE No.

MEDICAL FITNESS. Nature of disability (if any) ....

Restrictive effects of disability on employment ....

PSYCHOLOGICAL: Test	Rating	Remarks and Recommendations
General Intelligence		
Numerical Ability		
Verbal Ability		
Spelling Ability		
Clerical Aptitude		
Mechanical Aptitude		
Spatial Aptitude		

FOR THE USE OF SERVICE REHABILITATION OFFICERS.

RECOMMENDATIONS ON PROPOSED EMPLOYMENT, ETC. (to be completed by Manpower)

RECORD OF INITIAL PLACEMENT, EMPLOYMENT, ETC. (for Manpower purposes).

Date	

FOR OFFICIAL PURPOSES ONLY.

L.H.Q. Press—600—9/43—100m.

Appendix I

FORM DEMOB. I

See attached copy opposite.

Appendix 2

REINSTATEMENT IN CIVIL EMPLOYMENT REGULATIONS

By Regulation 3 of the National Security (Reinstatement in Civil Employment) Regulations (Statutory Rules 1939, No. 176, was amended by Statutory Rules 1940, Nos. 63, 103 and 222; 1941, Nos. 11 and 220; 1942, Nos. 55 and 267 and 1943, No. 54) which are administered by the Department of Labour and National Service, where any person who has completed a period of war service or who, within 14 days before his completion of a period of war service applies for reinstatement by the employer by whom, or the predecessor of whom, he was employed immediately prior to the date upon which he volunteered for war service or received a notice requiring him to perform war service, the employer must reinstate him in his employment in an occupation and under conditions not less favourable to him than those which would have been applicable had he remained in employment (including any increase of remuneration to which he would have become entitled had he remained in employment).

"War Service" is defined in Regulation 2 as meaning:

(a) the service of a member of the Citizen Forces when called out for war service in pursuance of the Defence Act 1903-1939 or during continuous training under that Act or the Naval Defence Act 1910-1934, or the Air Force Act 1923;

(b) the continuous service under any of those Acts of any person who volunteers and is accepted for such service during the present war; or

(c) the continuous full-time service of any person as a member of any of the following organizations, namely:—

(i) The Royal Australian Navy Nursing Service;
(ii) The Australian Army Nursing Service;
(iii) The Royal Australian Air Force Nursing Service;
(iv) The Women's Royal Australian Naval Service;
(v) The Australian Women's Army Service;
(vi) The Women's Auxiliary Australian Air Force;
(vii) A Voluntary Aid Detachment attached to the Defence Force or any part thereof, or to the Naval, Military, or Air Forces of the United Kingdom or of any other part of His Majesty's dominions (other than the Commonwealth) or of any foreign power allied or associated with His Majesty or of any foreign authority recognized by His Majesty as competent to maintain Naval, Military or Air Forces for service in association with His Majesty's Forces; or

(viii) Any other organization or part thereof which the Minister by order published in the Gazette, declares to be, for the purposes of these Regulations, an organization rendering war service.

The Minister has, pursuant to paragraph (c) (viii) above declared the following parts of organizations to be, for purposes of the Regulations, organizations rendering war service, viz.,
those parts of the Australian Red Cross Society
Australian Comforts Fund
Salvation Army
Y.M.C.A. and
Y.W.C.A.
which consist of persons accredited and attached to the Defence Force or any part thereof.

By Regulation 2 also, any references to an employer is in relation to any person rendering or who has rendered war service construed as including a reference to any person for the time being—

(a) carrying on any undertaking or service in which the first mentioned person was employed immediately prior to the commencement of his war service; or
(b) carrying on any undertaking or service with which that undertaking or service has been amalgamated or in which, immediately prior to the commencement of the employee's war service, it was comprised.

The following are exceptions to the rules:

(1) An employer is not bound to re-employ a person who has been convicted of a criminal offence since the date of termination of his previous employment (Regulation 3 (1)).
(2) Reinstatement rights do not arise unless the person was employed for not less than 30 days before the commencement of the war service (Regulation 3 (1A)).

By Regulation 3 (2), in any proceedings for failing to comply with the Regulations it is a defence for the employer to prove—

(a) that the person formerly employed did not apply for reinstatement within a month after the termination of his period of war service;
(b) that the person without reasonable excuse failed to present himself for employment at the time and place notified by the employer;
(c) that by reason of a change of circumstances (other than the engagement of some other person to replace him) it was not reasonably practicable to reinstate him, or his reinstatement in an occupation and under conditions not less favourable to him than those which would have been applicable to him had he remained in the employment was impracticable, and that the employer has offered to reinstate him in the most favourable occupation and under the most favourable conditions reasonably practicable; or

(d) that he was employed to take the place of an employee who had enlisted or been called out for war service and that that employee had been reinstated.

The right of reinstatement applies irrespective of the cause for the termination of the period of war service (Regulation 3 (3)).

By Regulation 4 where reinstatement has occurred the employer must not, without reasonable cause, terminate the employment or vary it by employing the employee in an occupation or under conditions less favourable, and the onus is on the employer of proving reasonable cause in the case of any termination or variation within six months of the reinstatement.

Regulation 7 provides for the reckoning of war service as service in the previous employment for the purpose of determining rights to leave of absence, etc.

It might be added CONFIDENTIALLY that there is a proposal on foot at the moment to extend the provisions of the Regulations to preserve a right of reinstatement to a person who, on completion of war service, undertakes war work approved by the Manpower authorities. Similarly that a right of reinstatement shall revive in the case of a person who, having exercised his right, performs war work of a type approved by the Manpower authorities. If the proposals come to fruition you will be advised.

Appendix 3

APPRENTICESHIP REGULATIONS

By Regulation 4 (1) of the National Security (Apprenticeship) Regulations (Statutory Rules 1940, No. 104 as amended by Statutory Rules 1941, No. 219; 1942, No. 312 and 1943, No. 56) which are administered by the Department of Labour and National Service, an apprentice who has been absent from his usual employment owing to his being engaged on war service, may within two months after he ceases to be so engaged, make application to an Apprenticeship authority for the revival of the contract of apprenticeship.

After following the procedure laid down in the Regulations the Apprenticeship Authority may determine that the contract of apprenticeship shall as from such date as it specifies be revived, or if it is satisfied that the employer no longer possesses the facilities for the proper training of the apprentice authorize the transfer of the contract of apprenticeship to another employer, or, if that is impracticable, cancel the contract of apprenticeship (Regulation 4 (3)).

If an apprentice fails to make application within the time prescribed the Apprenticeship Authority may cancel the contract unless it is satisfied that failure to give notice was occasioned by mistake, absence from the Commonwealth or some other reason (Regulation 5).

By Regulation 8, where a contract of apprenticeship is revived the apprentice is entitled to resume his employment under the contract and has absolute preference in such employment over any apprentice who may have been engaged during his absence owing to war service.

Regulation 11 deals with the case of the employer who is called out for war service or volunteers for war service or pursuant to some law ceases to carry on his undertaking or service in which the apprentice is employed. The employer within two months of the completion of his war service or within two months after commencing to carry on again his undertaking or service or a similar undertaking or service, and the apprentice within these two months or such further time as an Apprenticeship Authority approves may apply to an Apprenticeship Authority for a revival of the apprenticeship or transfer or cancellation of the contract on the ground that the employer no longer possesses the facilities proper for the training of the apprentice. In due course the Apprenticeship Authority may determine that the contract shall as from such date as it specifies be revived or it may authorize the transfer of the contract to another employer, or, if that is impracticable, cancel the contract.

"War Service" is defined in Regulation 2 (1) in precisely the same terms as set out in the definition appearing in Appendix 2.

"Apprenticeship Authority" is defined in Regulation 2 (1) as meaning any person or body authorized by the Minister by notice in the Gazette to exercise and perform the powers and functions of an Apprenticeship Authority under the Regulations.

Appendix 4

ELIGIBILITY FOR POST-DISCHARGE TRAINING

1. Subject to the conditions set out hereunder, eligibility to apply for training benefits under the civil re-establishment scheme should attach to categories of personnel of the Navy, Army and Air Force (including the Women's Auxiliary Services) hereinafter specified, who have enlisted or been appointed or called up for full time duty for the duration of the war, and who have been honourably discharged after at least six months' service. Eligibility, however, should also attach to those discharged after less than six months' service if they have sustained, as a result of service, incapacity precluding their return to their former occupations.

2. The prescribed authority will select from the eligible applicants the persons to whom post-war professional and vocational training shall be made available and in such selection shall have regard to—

(a) the relative suitability of the applicants for the calling in view;

(b) the openings or prospects for the profitable pursuit of that calling, as indicated from time to time by the recognized authorities; and

(c) the stipulations as to quotas and other conditions applying as to the admission of ex-servicemen to certain professions and trades that may be set out in agreements between the governing bodies of those professions and trades and the Commonwealth Government.

Provided that in each and every case the prescribed authority is satisfied as to the applicant's ability and will to profit by the instruction or training sought and that his civil re-establishment will be advanced thereby.

Provided further that the work of each trainee should be reviewed within a specified time and if the prescribed authority is not satisfied with the progress made it may refuse to continue assistance.

Categories of Personnel eligible for selection:

3. Personnel falling in the following categories may apply to the prescribed authority for selection under paragraph 2:—

For full-time Professional training:

(i) Those who, because of war-caused incapacity, are unable to return to their pre-war occupation.

(ii) Those who desire to complete a full-time professional course which has been interrupted by war service.

(iii) Those who (a) enlisted on or before their 21st birthday or can show that they had contemplated a professional course before entering on war service, and

(b) have passed or appear to the prescribed authority likely within a specified time to pass the examination to qualify for admission to the selected institution,

(iv) Those who, because of war-caused incapacity are unable to carry on their former profession, or their specialised part of it, and desire to acquire proficiency in some other part of the same profession, or to qualify, within a specified time, for another profession for which they may be adjudged suitable by the prescribed authority.

(v) Those who, because of prolonged dissociation from the practice of their profession, can satisfy the prescribed authority of their need of a short "refresher" course.

(vi) Those who have displayed during their war service (including studies under the Services' educational schemes) conspicuous mental ability, and who can satisfy the prescribed authority of their suitability for a professional calling calculated substantially to improve their economic status, and who have passed, or seem likely to pass, within a specified time, the entrance examination to the selected institution,

For full-time Vocational training:

(i) Those who, because of war-caused incapacity, are unable to return to their pre-war occupation.

(ii) Those who, having enlisted on or before their twenty-first birthday and not having then acquired any definite vocational skill, desire to enter upon a course for which they are adjudged suitable by the prescribed authority.

(iii) Those who have displayed during their war service conspicuous ability and can satisfy the prescribed authority

of their suitability and willingness—

(a) to complete vocational courses commenced in the Services, or

(b) to undertake successfully a vocational course which will substantially improve their occupational status.

(iv) Those who desire and can show that they have the ability and will to undertake intensive courses to enable vocational skills previously acquired in civilian life or in the Services but which have come to be in over supply, to be satisfactorily converted to new vocational skills which have come to be in demand.

(v) Those who having been self employing prior to enlistment and who are unable to resume their former activities, but who can be suitably re-established by being trained for a skilled or semi-skilled calling for which there is demand.

For part-time training:

(i) Those who desire to complete an approved course of training commenced in the Services.

(ii) Those who desire to enter upon an approved part time course with a view to improving their occupational status.

(iii) Those who, while undergoing vocational training, can satisfy the prescribed authority that a part-time course is a desirable addition.

Note: It is emphasised that the fact that any person falls within any of the above categories does not automatically entitle him to full-time or part-time training, as the case may be, but renders him eligible for selection for such training by the prescribed authority as provided at paragraph 2 above.

4. In addition to the vocational or professional training made available to selected applicants from the above categories, assistance on a part-time basis and in an approved manner should be made available to those who have commenced and shown aptitude for a course of study of a cultural or general educational nature under the auspices of the Service Educational Sections or as a prisoner of war and are desirous of completing such course.

5. The various types of training referred to herein are defined as follows:—

(a) **Full time professional training:** Professional training involving full-time attendance at a university, teachers' college, agricultural college, technical college, school of mines or similar institution, for which an educational entrance standard is necessary.

(b) **Full time vocational training:** Full time training other than professional training (as defined in (a) above) which is designed to qualify the trainee for an occupation other than a professional occupation.

(c) **Part time training:** Spare time instruction or training through correspondence, class attendance or other method.

Appendix 5

FORM C.R. 1A

Form C.R. 1A. Ex-S.
Service .....
Reason for discharge—
*Compassionate.
*Occupational—M.P.R.
*Occupational—not M.P.R.
*Medical
*Other.
(*Delete those inapplicable.)

COMMONWEALTH OF AUSTRALIA.—APPLICATION FOR IDENTITY CARD (and Civil Registration).
(To be filled in by Ex-Servicemen (British Subjects only.)

Christian Names ..... Surname ..... (In BLOCK letters)

Intended place of living (In FULL, giving street number, etc.) .....

FOR OFFICE USE.

Commonwealth Electoral Division ..... (In which such place situated)

Local Government Area ..... (In which such place situated)

1. (a) Age last birthday ..... years.
(b) Date of birth ..... day ..... month ..... year.

2. State whether "natural born" or "naturalised" British subject—

3. State whether "single," "married," "widowed," or "divorced"—

4. Give particulars of any physical, etc., disability .....

5. Name of occupation in which engaged prior to war service (if apprenticed, add "apprentice") .....

6. Precise nature of business or industry in which so engaged—

7. State last pre-service employer's name and address in space below (or where immediately prior to war service an employer or worker on own account, state business name and address and add "proprietor")—

8. If that stated in (5) is not your usual occupation, state name of usual occupation .....

9. State any occupation (or calling) other than those mentioned in (5) or (8) followed prior to war service .....

Date ..... Usual Signature of Applicant .....

FOR OFFICE USE.

A. If reinstatement or revival of apprenticeship being exercised, state which .....

B. Is applicant's rehabilitation form endorsed re—
disability: Yes/No.
vocational guidance: Yes/No.

C. Identity card marked "M.P.R. as ..... in ..... (Occupation.) (Industry.)

D.

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FOR OFFICE USE ONLY.

Changes of Address Notified—

	Date.
1.	
2.	
3.	
4.	
5.	
6.	

	Present Occupation.	Employed at (Employer's Business Name and Address).	Nature of Business or Industry.	
1				
2.				
3.				
4.				
5.				
6.				

Appendix 6

FORM C.R. 2A

Form C.R. 2A. Ex-S.

Service .....

Reason for discharge—

*Compassionate.
*Occupational—M.P.R.
*Occupational—not M.P.R.
*Medical.
*Other.

(*Delete those inapplicable.)

COMMONWEALTH OF AUSTRALIA.

APPLICATION FOR IDENTITY CARD (and Civil Registration).

To be filled in by EX-SERVICEWOMEN (British subjects only).

Christian Names ..... Surname ..... (In BLOCK letters.)

Intended place of living (In FULL, giving street number, etc.) .....

Commonwealth Electoral Division ..... (in which such place situated) Local Government Area ..... (in which such place situated)

1. (*a*) Age last birthday ..... years. (*b*) Date of birth ..... day ..... month ..... year.
2. State whether "natural born" or "naturalised" British subject .....
3. State whether "single," "married," "widowed," "divorced" .....
4. Give particulars of any physical, etc., disability .....
5. Name of occupation in which engaged prior to war service (if apprenticed, add "apprentice")—

.....

6. Precise nature of business or industry in which so engaged .....
7. State last pre-service employer's name and address (where immediately prior to war service an employer or worker on own account, state business name and address and add "proprietor") .....

.....

8. If that stated in (5) not usual occupation, state name of usual occupation .....

Date ..... *Usual Signature of Applicant* .....

(See Over

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Date.

FOR OFFICE USE ONLY.

Changes of Address Notified—

1. .....
2. .....
3. .....
4. .....
5. .....
6. .....

Present Occupation.	Employed at (Employer's Business Name and Address).	Nature of Business or Industry.
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....

Appendix 7

COMMONWEALTH ELECTORAL DIVISIONS

Distinguishing Symbols and Returning Officers' Addresses

New South Wales:

N1 Barton (Kogarah)
N2 Calare (Orange)
N3 Cook (Redfern)
N4 Cowper (Grafton)
N5 Dalley (Petersham)
N6 Darling (Broken Hill)
N7 East Sydney (Paddington)
N8 Eden-Monaro (Goulburn)
N9 Gwydir (Narrabri)
N10 Hume (Albury)
N11 Hunter (W. Maitland)
N12 Lang (Campsie)
N13 Macquarie (Bathurst)
N14 Martin (Drummoyne)
N15 Newcastle (Newcastle)
N16 New England (Armidale)
N17 North Sydney (North Sydney)
N18 Parkes (Ashfield)
N19 Parramatta (Parramatta)
N20 Reid (Granville)
N21 Richmond (Lismore)
N22 Riverina (Junee)
N23 Robertson (Hornsby)
N24 Warringah (Mosman)
N25 Watson (Randwick)
N26 Wentworth (Bondi Junc.)
N27 Werriwa (Wollongong)
N28 West Sydney (211 George St., Sydney)

Victoria:

V1 Balaclava (St. Kilda, S.2)
V2 Ballarat (Ballarat)
V3 Batman (Northcote, N.16)
V4 Bendigo (Bendigo)
V5 Bourke (Brunswick, N.10)
V6 Corangamite (Maryborough)
V7 Corio (Geelong)
V8 Deakin (Box Hill, E.11)
V9 Fawkner (Prahran, S.1)
V10 Flinders (Dandenong)
V11 Gippsland (Sale)
V12 Henty (Glenhuntly, S.E.9)
V13 Indi (Beechworth)
V14 Kooyong (Up. Hawthorn, E.3)
V15 Maribyrnong (Moonee Ponds, W.4)
V16 Melbourne (Melbourne, C.1)
V17 Melbourne Ports (S. Melbourne, S.C.5)
V18 Wannon (Hamilton)
V19 Wimmera (St. Arnaud)
V20 Yarra (Richmond, E.1)

Tasmania:

T1 Bass (Launceston)
T2 Darwin (Burnie)
T3 Denison (Hobart)
T4 Franklin (Hobart)
T5 Wilmot (Deloraine)

Queensland:

Q1 Brisbane (Brisbane)
Q2 Capricornia (Rockhampton)
Q3 Darling Downs (Toowoomba)
Q4 Griffith (S. Brisbane)
Q5 Herbert (Townsville)
Q6 Kennedy (Charters Towers)
Q7 Lilley (Albion)
Q8 Maranoa (Dalby)
Q9 Moreton (Ipswich)
Q10 Wide Bay (Maryborough)

South Australia:

S1 Adelaide (Adelaide)
S2 Barker (Glenelg)
S3 Boothby (Unley)
S4 Grey (Kadina)
S5 Hindmarsh (P. Adelaide)
S6 Wakefield (Gawler)

Western Australia:

W1 Forrest (Bunbury)
W2 Fremantle (Fremantle)
W3 Kalgoorlie (Kalgoorlie)
W4 Perth (Perth)
W5 Swan (Midland Junction)

Territories:

A.C.T. Australian Capital Territory (Canberra)
N.T. Northern Territory (Alice Springs)

BY AUTHORITY
Brown, Prior, Anderson Pty. Ltd.
430 Little Bourke St., Melb., C.1.

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 1/12/43 To 3/12/43 No. 674

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	1st		NIL	
	2nd		NIL	
	3rd		NIL	

Colonel,
Directorate of Recruiting & Demobilization.

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WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118. (adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 4/12/1943 To No. 675

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. Enlistments for week ending 4th December, 1943:			
			Lines of Communication Areas -			
			Queensland	10		
			N.S. Wales	46		
			Victoria	33		
			S.Australia	1		
			W.Australia	6		
			Tasmania	3	99	
		(b)	Personnel on Seasonal Leave without pay for week ending 4th December, 1943:			
			Queensland	296		
			N.S. Wales	1693		
			Victoria	413		
			S.Australia	97		
			W.Australia	738		
			Tasmania	94		
			N.Territory	206	3537	
		(c)	Intake for week ending 4th December, 1943 :			
			MALES	180		
			FEMALES	110	290	
			Discharges:			
			MALES	1348		
			FEMALES	52	1400	
			Colonel, Directorate of Recruiting & Demobilization.			

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WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

DIRECTORATE OF RECRUITING AND DEMOBILIZATION

Unit ..... *Date and Time.—From* 5/12/43 *To* 10/12/43 No. 676

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	5th		NIL	
	6th		NIL	
	7th		NIL	
	8th		NIL	
	9th		NIL	
	10th		Return of USP under DA Part IV for the month of November, 1943.	AAF Mob 34 as at 1800 hours 30/11/43
			for Colonel, Director of Recruiting & Demobilization.	

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WAR DIARY or ~~INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 11/12/43 To No. 677

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. Enlistments for week ending 11th December, 1943 -			
			Lines of Communication Areas -			
			Queensland	12		
			N.S. Wales	14		
			Victoria	15		
			S.Australia	17		
			W.Australia	6		
			Tasmania	-	64	
		(b)	Personnel on Seasonal Leave without pay for week ending 11th December, 1945 -			
			Queensland	313		
			N.S. Wales	1669		
			Victoria	384		
			S.Australia	99		
			W.Australia	711		
			Tasmania	97		
			N.Territory	197	3470	
		(c)	Intake for week ending 11th December, 1943 -			
			MALES	146		
			FEMALES	78	224	
			Discharges -			
			MALES	1772		
			FEMALES	79	1851	
			Colonel, Director of Recruiting & Demobilization.			

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WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118. (adapted)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 12/12/1943 To 17/12/1943 No. 678

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	12th		NIL	
	13th		NIL	
	14th		NIL	
	15th		NIL	
	16th		NIL	
	17th		Occupational Leave for Rural Work:	
			Instructions have been issued that personnel from the following formations, etc. on the Australian mainland will not be granted occupational leave without approval of LHQ -	
			1 AUST CORPS	
			2 AUST CORPS	
			N T FORCE	
			4 AUST ARMD BDE GP	
			TRAINING UNITS	
			~~ORIGINAL A.I.F. UNITS~~	
			The restriction on interstate travel imposed by GRO.A.598/1943 ~~para 88 has been lifted temporarily and directions issued that~~ in view of heavy food requirements units will co-operate to the fullest extent in granting occupational leave to eligible personnel when such leave is recommended by the Man Power Directorate.	
			Colonel, Director of Recruiting & Demobilization.	

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WAR DIARY ~~or INTELLIGENCE SUMMARY~~

(Erase heading not required.)

Army Form C. 2118. (adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 18/12/1943 To No. 679

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. Enlistments for week ending 18th December, 1943:			
			Lines of Communication Areas:			
			Queensland	10		
			N.S.Wales	49		
			Victoria	35		
			S.Australia	14		
			W.Australia	1		
			Tasmania	-	109	
		(b)	Personnel on Seasonal Leave without pay for week ending 18th December, 1943:			
			Queensland	305		
			N.S.Wales	1657		
			Victoria	390		
			S.Australia	97		
			W.Australia	726		
			Tasmania	94		
			N.Territory	211	3480	
		(c)	Intake for week ending 18th December, 1943:			
			MALES	154		
			FEMALES	51	205	
			Discharges:			
			MALES	1824		
			FEMALES	82	1906	

Colonel,
Director of Recruiting & Demobilization.

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(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 19/12/43 To 24/12/43 No. 680

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	19th		NIL	
	20th		NIL	
	21st		NIL	
	22nd		NIL	
	23rd		NIL	
	24th		NIL	
			Colonel, Director of Recruiting & Demobilization.	

L.

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WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING & DEMOBILIZATION Date and Time.—From 25/12/1943 To No. 691

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. Enlistments for week ending 25th December, 1943 -			
			Lines of Communication Areas -			
			Queensland	11		
			N.S. Wales	8		
			Victoria	25		
			S.Australia	19		
			W.Australia	4		
			Tasmania	6	73	
		(b)	Personnel on Seasonal Leave without pay for week ending 25th December, 1943 -			
			Queensland	305		
			N.S. Wales	1609		
			Victoria	360		
			S.Australia	102		
			W.Australia	728		
			Tasmania	92		
			N. Territory	190	3386	
		(c)	Intake for week ending 25th December, 1943 -			
			MALES	111		
			FEMALES	3	114	
			Discharges -			
			MALES	1497		
			FEMALES	40	1537	
					- continued -	

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WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING & DEMOBILIZATION Date and Time.—From ..... To .....

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(d)	Release of Personnel to Industry -			(GRO. A736/1943)
			Progressive action as from 1 Nov 1943 to 25 Dec 1943 -			
			Discharges approved		2667	
			Not approved -			
			Operational units	1713		
			Tradesmen	783		
			Reinforcements	641		
			Key personnel	28		
			Other reasons	172	3337.	
			Action in progress		3197	9201
			Total checked applications received at LHQ -			9201
			Director of Recruiting and Demobilization.		Colonel,	

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WAR DIARY or INTELLIGENCE SUMMARY.

(Erase heading not required.)

Army Form C. 2118
(adapted)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION. Date and Time.—From 26/12/43 To 31/12/43. No 682.

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	26th		NIL	
	27th		NIL	
	28th		NIL	
	29th		ENLISTMENT OF WOMEN FOR AMF. Instructions have been issued that enlistment of women will be subject to the following conditions:-	278211
			1 (a) Women (including widows) with children under 16 years of age will NOT be enlisted unless they have special academic or technical qualifications not usually held by women, and which are required for particular posts in the Women's Services.	
			(b) Before any such special enlistment is effected it must be assured that the children will be properly cared for.	
			2/ Women with dependents other than children may be enlisted if considered suitable.	
	30th		NIL	
	31st		NIL	
			R. Todd Mein Colonel Director of Recruiting and Demobilization.	

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SECRET

AAF. Mob. 34
(Revised October, 1942)

AUSTRALIAN MILITARY FORCES

RETURN OF U.S.P. UNDER D.A. PART IV. AS AT 1800 HOURS [illegible] / [illegible] /19[illegible]

No.	DETAILS	1 Born During Year ending 31/12/	2 D.A. Class I	3 D.A. Class II	4 D.A. Class III	5 D.A. Class IV	6 D.A. Class V	7 TOTALS
1	TOTAL ENROLLED	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	PERSONNEL NOT MEDICALLY EXAMINED							
2	Enlistments—R.A.N., A.M.F., R.A.A.F.	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
3	Enrolled Civil Constructional Corps	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4	Exempt from Medical Examination	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
5	Defaulters from Medical Examination	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
6	Personnel to be Called for Medical Examination	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
7	TOTAL NOT MEDICALLY EXAMINED	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	PERSONNEL MEDICALLY EXAMINED							
8	Voluntary Enlistments—R.A.N., A.M.F., R.A.A.F.	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
9	Compulsory Enlistments—C.M.F. (Full time duty)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
10	Suspense	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
11	Enrolled Civil Constructional Corps	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
12	Medically Unfit—Temporary (Class C)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
13	Medically Unfit—Permanent (Class D)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
14	Reserved Occupations (Excl. Protected Undertakings): Medically Fit—Class A	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
15	Medically Fit—Class B	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
16	Protected Undertakings (Excl. Reserved Occupations): Medically Fit—Class A	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
17	Medically Fit—Class B	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
18	Exemptions for Hardship—Pending	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
19	Exemptions for Hardship—Granted	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
20	Other Exemptions	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
21	Deferments	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
22	Defaulters from Draft	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
23	Available for Allotment—Medical Class A.1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
24	Medical Class A.2	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
25	Medical Class B.	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
26	TOTAL MEDICALLY EXAMINED	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	PERSONNEL ON PART TIME DUTY							
27	V.D.C. (entered on Lines 14, 15, 16, 17)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
28	V.D.C. (entered on Lines other than 14, 15, 16, 17)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
29	B.I.P.O.D.	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
30	L of C Area Sigs.	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
31	TOTAL ON PART TIME DUTY	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

A. PERSONNEL WHO WILL BECOME 18 YEARS OF AGE DURING THE FOLLOWING MONTHS:—

Dec.	19[illegible]	[illegible]
Jan.	19[illegible]	[illegible]
Feb.	19[illegible]	[illegible]
Total Taken from N.R. Cards		[illegible]

B. CONSCIENTIOUS OBJECTORS.	Applications	Allotments
Unconditional Registrations	[illegible]	[illegible]
Conditional Registrations .	[illegible]	[illegible]
Non-Combatant Duties ..	[illegible]	[illegible]
Applications Rejected . . .	[illegible]	[illegible]
Applications Pending . . .	[illegible]	[illegible]
TOTAL	[illegible]	[illegible]

Recruiting Area [illegible] ..... Area Officer

Brigade—Area [illegible] ..... Bde. Major

L of C Area ..... D.A.A.G. (R)

/ /19

E. H. Gibbs & Sons, Printers, Niagara Lane, Melbourne

0001719

MOB. 34—RETURN OF U.S.P. UNDER D.A. PART IV.

1. This return is to be rendered to reach L.H.Q. by the 6th day of the succeeding month, with figures complete as at 1800 hours on the last calendar day of each month. There can be no variation in this date, and H.Q. L of C Areas must make the necessary arrangements to have Area and Brigade Area returns collated and submitted, by telegraph if necessary, to ensure the L of C return reaching this L.H.Q. by the specified date.

2. To provide for accuracy in the consolidated return prepared at L.H.Q. it is necessary that the method of preparation of the return by all concerned should be uniform, and the following instructions must be adhered to:—

(a) The return for each Area will be prepared in duplicate by the Area Officer, and one copy submitted to Brigade Area, who will consolidate Area returns into one, and submit a Brigade Area return to the H.Q. L of C Area. Area returns will be retained at Brigade Area H.Q. for reference. H.Q. L of C Area will consolidate Brigade Area returns and forward one copy of the consolidated return to L.H.Q.

(b) All figures shown on each line and in each column, will be PROGRESSIVE MONTHLY.

(c) The figures on each line will be entered in the columns under the appropriate D.A. Classes. It will be noted that Column 1 is headed "Born during year ended 31/12/—". The procedure to be followed is:—

(i) Personnel born during the year ending 31st December, 1924, will be shown in this column on all returns rendered for the period up to 1800 hours on 31st December, 1942, and the year 1924 inserted after the figures "31/12/—".

(ii) Commencing with the returns as at 1800 hours 31st January, 1943, these figures will be deleted from Column 1 and included with:—
Class I—(Column 2) in the case of single personnel.
Class III—(Column 4) in the case of personnel who were married at time of enrolment. The figures then to be entered in Column 1 will be those personnel born during the year ending 31st December, 1925, and these will not be entered in any other column.

(iii) The procedure will be similar in January, 1944.

(iv) It is stressed that figures shown in Columns 2 and 4 must NOT include those shown in Column 1.

(d) It is most important that all concerned should fully understand that the value of this return depends primarily upon the accuracy of the figures entered on Line No. 1 (see sub-para. c). The aggregate of Lines Nos. 7 and 26 should equal the total enrolments (Line No. 1), and it necessarily follows that there must be no duplication of entries, e.g.:

(i) Personnel who have NOT been medically examined must be shown in that section ONLY.

(ii) Personnel who have been medically examined and classified temporarily or permanently unfit may be employed in a Reserved Occupation. Such personnel must be shown either on Line No. 12 or No. 13 as the case may be, and NOT included with Reserved Occupations. If, on re-examination, a man is classified, say, B, he would be deleted from Line No. 12 (or 13) and entered on an appropriate line. In this example, he would be shown on Line No. 15, providing he was still employed in a Reserved Occupation.

(e) Line No. 1—The figures on this line will show the number of persons who have enrolled in the Area and for whom M.3 As. are held, together with the number of those who were called up without having lodged M.3 As. and concerning whom details exist in Area records. It should be clearly understood that persons who have enrolled, but who have subsequently transferred to another Area, will NOT be included in this total. Those who have transferred into the Area, however, will be included as soon as their M.3 A is received. There will be no inter-Area transfer of M.3 As. between the 20th and the last day of the month.

(f) Lines Nos. 2 to 6 inclusive will show, under appropriate headings, the disposition of those personnel included on Line No. 1 who have NOT been medically examined in the Area, i.e.:—
Line No. 2—Enlistments in R.A.N., A.M.F. and R.A.A.F.
Line No. 3—Personnel enrolled with Civil Constructional Corps.
Line No. 4—This line will include—
(i) Persons in prisons, asylums, hospitals, etc.
(ii) Persons in receipt of Second Schedule Repat. Dept. pensions of £4 per week (vide M.B. 31777—30/3/42).
(iii) Persons discharged from A.M.F. as permanently medically unfit who have not been previously examined in the Area.
(iv) Persons mentioned in D.A. 61(1) d, e, f, g; theological students and members of religious orders.
(v) Persons engaged in certain seasonal occupations (vide L.H.Q. 76221—13/7/42).
Line No. 5—Personnel who have failed to report for medical examination.
Line No. 6—Personnel who have NOT BEEN CALLED for medical examination when the return is compiled. This Line must NOT include any personnel shown on Lines 2, 3, 4 and 5.
Line No. 7.—Total NOT medically examined.

(g) Lines Nos. 8 to 25 inclusive will show, under appropriate headings, the disposition of those personnel included on Line No. 1 who HAVE been medically examined in the Area, i.e.:—
Line No. 8—This line will show voluntary enlistment in R.A.N., A.M.F., R.A.A.F., including those so enlisted from drafts sent to the R.R.D. The disposal of personnel drafted to R.R.D's. will be notified to Areas to permit of completion of return. The number of personnel shown as handed over to R.A.A.F. must in all cases be NET, i.e., after allowance has been made for any person subsequently returned by R.A.A.F. owing to failure to attain the medical standard required by R.A.A.F.
Line No. 9—Enlistments in C.M.F. after compulsory call up.
Line No. 10—This line will show those for whom no advice as to disposition has been received from R.R.D. when the return is compiled. In subsequent returns those previously shown on this line will be included on a line appropriate to the circumstances.
Line No. 11—Personnel who have been enrolled by Civil Constructional Corps.
Lines Nos. 12, 13—The figures to be inserted are those personnel who have been classified Temporarily Unfit—Medical Class C (Line 12) and Permanently Unfit—Medical Class D (Line 13). All personnel in these medical categories will be shown in these lines, and NOT, under any circumstances, on any other line.
Lines Nos. 14, 15—Personnel in Reserved Occupations (EXCLUDING Protected Undertakings) shown separately in Medical Classification A or B.
Lines Nos. 16, 17—Personnel in Protected Undertakings (EXCLUDING Reserved Occupations) shown separately in medical Classification A or B.
Line No. 18—Personnel who have lodged applications with the Court on grounds of HARDSHIP which have not been finalised.
Line No. 19—Personnel who have been granted exemption by Magistrates or Commanding Officers on the grounds of HARDSHIP.
Line No. 20—This line will include:—
(i) Exemptions granted under D.A. 61 (1) where persons have been medically examined.
(ii) Exemptions from military service granted to persons by conditional and unconditional registrations as Conscientious Objectors.
Line No. 21—Personnel whose call up has been deferred. (Persons whose applications for registration as Conscientious Objectors are pending, will be included here.)
Line No. 22—Personnel who have been called up for military service and have defaulted from draft.
Lines Nos. 23, 24, 25—Personnel now available for call up shown separately in Medical Classes, i.e., A1, A2, B. Personnel available for non-combatant duties only will also be shown here.
Line No. 26—The aggregate of Lines Nos. 8 to 25 inclusive which is the total personnel who have been Medically examined.

(h) Lines Nos. 27 to 30 inclusive will show, under appropriate headings, personnel who are engaged in PART TIME DUTY with the Defence Forces, and who are entered on other lines, i.e.:—
Line No. 27—Personnel entered on Lines Nos. 14, 15, 16 and 17 and serving with V.D.C. (Part time only).
Line No. 28—Personnel entered on lines OTHER than Nos. 14, 15 16 and 17 and serving with V.D.C. (Part time only).
Line No. 29—Personnel serving with B.I.P.O.D. (Part time only).
Line No. 30—Personnel serving with L of C Area Sigs. (Part time only).
Line No. 31—The aggregate of Lines Nos. 27 to 30 inclusive which is the total personnel on Part time duty.

3. In those cases where men are transferred back to Area strength AFTER having been allotted, it will be necessary to:—
(i) Deduct such personnel concerned from Line No. 8 or Line No. 9.
(ii) Add such personnel to the appropriate Lines Nos. 11 to 25 according to the reasons for the transfer back to Area strength.

4. The totals shown on each Line for each D.A. Class should be capable of balance against the basic documents of the personnel concerned in their respective categories.

5. Every return must be signed by the Officer responsible for its compilation in the space provided at the foot of the return, and the designation of the Area, Brigade Area of H.Q. L of C Area should be inserted.

6. The closing date of each month should be filled in after the words "Return of U.S.P. under D.A. Part IV as at 1800 hours."

7. At the foot of the return the number of personnel who will reach the age of 18 years during the three succeeding months will be shown, each month being shown separately, and the appropriate month and year inserted in the space provided.

8. At the foot of the return also, the return of Conscientious Objectors will be shown. It must be understood that all personnel shown in this return will also be shown in their appropriate lines in the Return of U.S.P. under D.A. Part IV.

9. In the event of any personnel changing category, the procedure to be adopted is illustrated by the following example:—
A person medically examined and registered conditionally as a Conscientious Objector, will be shown on Line No. 20.
If, subsequently, he is allotted to Civil Constructional Corps, he will be deleted from Line No. 20 and shown on Line No. 11.

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AUSTRALIAN MILITARY FORCES : RETURN OF U.S.F. UNDER D.A. PART IV AS AT 1600 HOURS 30th NOVEMBER, 1943

Details	(1) Born during years ending 31/12/1925	(2) DA.Cl.X	(3) DA.Cl.IX	(4) DA.Cl.III	(5) DA.Cl.IV	(6) DA.Cl.V	(7) Totals
1. Total Enrolled:							
Queensland	7305	90494	18941	65770	45710	83065	296201
N.S. Wales	28080	237292	201167	197801	127625	217631	753868
Victoria	14729	188012	82570	63343	69416	164175	530449
S.Australia	4211	55705	8230	29156	31617	53361	180350
W.Australia	2093	34482	6057	17725	22182	29749	112187
Tasmania	1533	17404	2067	11842	10335	16505	59644
N.Territory	6	1650	199	361	143	138	1890
	40019	625539	78230	385291	340177	564963	1969483
2. Enlistments: RAN, AMF, RAAF:	PERSONNEL NOT MEDICALLY EXAMINED						
Queensland	685	8498	353	8003	948	69	8062
N.S. Wales	1842	6800	298	2750	1777	105	15570
Victoria	2932	10479	393	2854	1610	170	18498
S.Australia	744	1819	88	603	286	13	3253
W.Australia	526	1218	95	675	503	60	3281
Tasmania	149	249	1	84	42	1	516
N.Territory	-	1	-	-	-	-	1
	6914	29063	1177	9037	5156	418	50733
3. Enrolled: Civil Constructional Corps:							
Queensland	16	297	143	284	458	1316	2491
N.S. Wales	19	171	52	133	649	2842	3868
Victoria	11	93	44	40	152	2062	2532
S.Australia	1	91	13	21	32	93	205
W.Australia	-	0	10	-	3	193	215
Tasmania	-	5	2	3	4	0	20
	47	614	270	481	1298	6423	9160
4. Exempt from Medical Examination:							
Queensland	209	1503	338	721	1203	1429	5553
N.S. Wales	454	2530	750	1115	2615	3109	10000
Victoria	110	1953	697	702	1907	1541	6350
S.Australia	69	606	250	207	327	609	2057
W.Australia	93	242	116	259	581	332	1423
Tasmania	38	371	117	270	200	247	1239
N.Territory	-	4	3	3	2	-	11
	970	7217	2269	3324	6211	7575	27566
5. Defaulters from Medical Examination:							
Queensland	29	165	82	65	61	1	416
N.S. Wales	61	1977	240	443	643	15	3469
Victoria	11	293	89	90	110	-	593
S.Australia	2	11	6	12	9	-	39
W.Australia	2	8	13	1	2	-	26
Tasmania	1	14	1	3	25	6	49
N.Territory	-	[illegible]	[illegible]	[illegible]	1	-	[illegible]
	86	3754	553	743	751	21	5910
6. Personnel to be called For Med. Exam:							
Queensland	585	444	166	191	1208	53091	56643
N.S. Wales	1503	835	181	431	4693	180776	189720
Victoria	543	70	31	32	58	133170	133903
S.Australia	452	424	105	182	225	40741	42133
W.Australia	338	491	247	274	419	22208	23977
Tasmania	419	212	54	149	293	12983	14060
N.Territory	1	163	52	169	85	124	528
	3838	2839	817	1558	7804	445091	460948
7. Total not Medically Examined:							
Queensland	1482	7930	1148	3274	4014	58940	76788
N.S. Wales	4040	13422	1568	4870	10310	187145	221355
Victoria	3630	12803	1346	3710	3219	135042	161610
S.Australia	1253	2901	388	850	853	42460	47683
W.Australia	957	1859	482	1419	1310	22735	28822
Tasmania	605	853	155	487	654	13226	16983
N.Territory	1	404	87	232	85	124	943
	12003	40209	5086	14823	20557	600320	693505

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	Details	(1)	(2)	(3)	(4)	(5)	(6)	(7)
		PERSONNEL MEDICALLY EXAMINED						
8.	Voluntary Enlistments: RAN, AMF, RAAF:							
	Queensland	841	9515	255	2320	691	109	13745
	N.S. Wales	2353	27743	498	8257	1153	123	39973
	Victoria	2089	24507	719	7615	2050	179	37123
	S.Australia	635	10441	150	2577	404	50	14257
	W.Australia	801	9145	247	1958	731	87	11416
	Tasmania	177	2017	32	451	72	3	2742
	N.Territory	-	241	6	67	8	1	173
		6845	84314	1956	23321	4964	613	121761
9.	Compulsory Enlistments CMF: (Full Time Duty):							
	Queensland	459	25636	1735	4019	1090	259	44125
	N.S. Wales	2441	83707	3704	15403	1064	350	105769
	Victoria	1958	65431	3030	10409	930	243	82050
	S.Australia	356	13777	608	2278	183	67	17170
	W.Australia	305	11326	1215	3107	572	168	16679
	Tasmania	241	9424	212	1607	87	23	7494
	N.Territory	-	729	35	91	8	2	865
		6835	220830	10650	36501	3904	1120	278638
10.	Summaries:							
	Queensland	98	35	1	14	-	-	148
	N.S. Wales	97	150	25	61	35	8	374
	Victoria	78	30	1	15	1	-	123
	S.Australia	6	19	1	4	2	-	32
	W.Australia	-	-	-	1	-	-	1
	Tasmania	1	2	-	-	-	-	3
		279	236	28	95	38	8	681
11.	Enrolled Civil Constructional Corps:							
	Queensland	16	2115	575	2221	2100	330	7329
	N.S. Wales	8	1548	365	1847	2715	680	7158
	Victoria	6	1455	529	1770	2644	605	7009
	S.Australia	-	312	92	283	614	114	1505
	W.Australia	2	138	79	74	162	98	557
	Tasmania	-	68	18	110	112	12	320
		32	6530	1640	6305	8240	2403	24250
12.	Med. Unfit: Temporarily (C2.C):							
	Queensland	195	730	166	544	616	473	2704
	N.S. Wales	405	999	165	750	1780	612	4309
	Victoria	180	307	57	168	196	470	1353
	S.Australia	69	118	16	43	123	207	672
	W.Australia	81	85	42	83	143	83	486
	Tasmania	87	185	27	131	130	35	404
	N.Territory	-	10	1	3	1	-	24
		823	2375	484	1725	3989	1903	10366
13.	Med. Unfit: Permanently (C1.D):							
	Queensland	391	10575	3853	6322	8311	7740	35705
	N.S. Wales	975	28019	7859	15397	22474	9607	84922
	Victoria	660	19160	6712	10301	17752	7576	62049
	S.Australia	150	6883	1907	3015	6413	3451	20124
	W.Australia	111	4440	1038	2884	4621	1204	14564
	Tasmania	91	2332	708	1700	1939	1021	8041
	N.Territory	-	66	24	7	6	2	105
		2572	71578	22011	39900	60555	30520	227137
14.	Reserved Occupations (Excluding Protected Undertakings) Med. Fit Cl. A:							
	Queensland	1497	19773	2857	14576	15002	3799	51703
	N.S. Wales	4005	41088	5523	44823	43054	4660	144314
	Victoria	3577	34377	5027	30230	41075	4053	118295
	S.Australia	1017	13369	1647	12746	14423	2161	44963
	W.Australia	452	5165	1316	5000	6719	1491	20153
	Tasmania	274	3971	491	4005	5750	469	15005
	N.Territory	1	156	19	59	94	9	335
		21821	118739	17110	111539	126518	15642	395104
15.	Reserved Occupations (Excluding Protected Undertakings) Med. Fit Cl. B:							
	Queensland	115	1898	1549	3003	7329	5739	20134
	N.S. Wales	188	4300	1919	6925	16380	5360	35062
	Victoria	901	5134	1705	5703	14602	8155	31674
	S.Australia	75	1830	814	1403	3329	2502	9147
	W.Australia	93	630	380	651	2193	841	4749
	Tasmania	33	616	216	580	1609	719	3774
	N.Territory	-	9	5	6	4	2	26
		835	13452	6035	18324	41709	23749	104103

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Detail	(1)	(2)	(3)	(4)	(5)	(6)	(7)
PERSONNEL MEDICALLY EXAMINED - Contd.							
16. Protected Undertakings (Excluding Reserved Occupations): Med. Fit Cl.A:							
Queensland	1157	3605	600	5279	3946	835	17423
N.S. Wales	1825	19912	1825	22651	17594	658	64475
Victoria	2191	15161	1427	11164	8340	627	38900
S.Australia	452	4432	569	4729	3912	526	14640
W.Australia	127	913	156	1013	1095	198	3502
Tasmania	136	1319	129	1788	1097	95	4562
	5888	47345	4726	46622	35984	2939	143504
17. Protected Undertakings (Excluding Reserved Occupations) Med. Fit Cl.B:							
Queensland	74	1238	353	1173	2074	1755	6677
N.S. Wales	105	3904	719	3584	4864	781	13078
Victoria	155	2112	800	1889	3564	1139	9759
S.Australia	35	691	230	865	868	600	2989
W.Australia	13	204	76	174	377	101	945
Tasmania	28	207	55	279	520	226	1313
	409	7456	2243	7864	12387	4602	34761
18. Exemptions for Hardship: Pending:							
Queensland	2	15	1	16	3	2	37
N.S. Wales	10	39	7	33	7	-	96
Victoria	4	15	-	8	3	-	30
S.Australia	-	1	-	-	2	-	3
W.Australia	-	-	-	-	-	-	-
Tasmania	-	-	-	-	-	-	-
	16	70	8	57	15	-	166
19. Exemptions for Hardship: Granted:							
Queensland	9	164	20	99	91	78	401
N.S. Wales	8	273	42	200	108	38	667
Victoria	39	516	57	306	124	54	1096
S.Australia	1	189	8	83	30	21	332
W.Australia	-	11	1	11	8	10	41
Tasmania	-	34	1	23	12	14	84
	57	1187	129	722	371	215	2681
20. Other Exemptions:							
Queensland	29	481	31	129	89	20	779
N.S. Wales	54	1055	90	496	448	73	2216
Victoria	9	905	61	539	588	130	2233
S.Australia	9	264	21	153	150	44	621
W.Australia	4	201	18	53	39	12	327
Tasmania	1	70	2	28	7	4	112
N. Territory	-	2	-	-	-	-	2
	106	2979	225	1378	1321	283	6290
21. Deferments:							
Queensland	966	3933	636	2550	2424	1105	11615
N.S. Wales	1222	4889	681	5328	5464	1345	18929
Victoria	650	1633	284	1748	2430	561	7306
S.Australia	138	370	87	267	597	462	1921
W.Australia	290	1339	330	1075	2671	1502	7207
Tasmania	37	104	10	252	14	3	420
	3303	12268	2028	11220	13600	4979	47398
22. Defaulters from Draft:							
Queensland	2	81	10	12	4	-	109
N.S.Wales	10	759	108	206	32	-	1113
Victoria	11	404	61	57	29	19	581
S.Australia	1	199	3	1	-	-	24
W.Australia	-	13	1	2	2	-	18
Tasmania	-	13	-	1	-	-	14
N.Territory	-	121	24	9	-	-	151
	24	1410	202	288	67	19	2010
23. Available for Allotment: Med. Cl. A.1:							
Queensland	7	9	2	3	302	780	1103
N.S. Wales	318	288	29	162	1442	1077	3313
Victoria	117	66	6	51	712	219	1151
S.Australia	127	96	10	56	500	358	1149
W.Australia	34	16	-	12	1	-	63
Tasmania	36	34	-	16	288	60	414
	639	509	46	280	3225	2494	7193

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Detail	(1)	(2)	(3)	(4)	(5)	(6)	(7)
24. Available for allotment Medical Class A.2.							
Queensland					40	146	186
New South Wales	19	31	4	12	180	369	615
Victoria	10	7	1	7	487	570	1032
South Australia	11	13	2	6	160	143	344
West. Australia	3	1	1	1			6
Tasmania	1	5			37	55	98
Northern Territory							
	44	57	8	26	893	1283	2311
25. Available for Allotment Medical Class B							
Queensland	20	28	12	18	378	2314	2770
New South Wales	44	97	25	78	1938	4555	6837
Victoria	12	10	7	7	782	2516	3334
South Australia	4	16	4	9	207	1105	1345
West. Australia							
Tasmania	5	17	1	8	178	541	750
	85	168	49	120	3483	11131	15036
26. TOTAL MEDICALLY EXAMINED							
Queensland	5844	88764	11793	42401	44698	25025	218523
New South Wales,	14949	223780	23599	122331	117115	38306	532080
Victoria	11035	169209	21335	79825	95197	27234	404833
South Australia	2953	52394	5249	28306	30783	11901	132657
West. Australia	2035	32514	5575	16313	20822	5936	83215
Tasmania	998	15667	1292	11055	9881	3281	43763
Northern Territory	1	644	112	129	44	12	942
	37815	584361	70254	300358	319520	103715	1416023
27. V.D.C. (entered on lines 14,15,16,17.)							
Queensland	110	2121	340	2522	3075	1445	9613
New South Wales	258	4354	568	5494	7812	5447	23931
Victoria	215	3368	548	3400	6212	5912	19651
South Australia	55	1316	168	1849	2364	2154	8104
West. Australia	90	1498	287	1675	2530	1859	7634
Tasmania	57	816	94	1030	1017	825	3848
	785	13671	2001	15977	23210	17539	72982
28. V.D.C. (entered on lines other than 14,15,16,17).							
Queensland	18	502	87	445	688	1170	2910
New South Wales	8	236	18	366	559	643	1770
Victoria	1	44	4	50	281	457	837
South Australia	2	34	4	26	64	173	303
West Australia	23	438	133	293	786	766	2359
Tasmania	1	11	1	6	11	15	45
	53	1265	247	1126	2369	3224	8224
29. B.I.P.O.D.							
Queensland		29	1	20	3	1	54
New South Wales	1	57	9	132	73	25	297
Victoria		6		2	5	2	15
South Australia							
West. Australia		5	2	37	28	7	79
Tasmania		3		10	9	1	23
	1	100	12	201	118	36	468
30. L. of C SIGS							
Queensland	3	189	30	225	304	342	1093
New South Wales	2	201	13	258	228	200	902
Victoria	1	154	17	163	207	361	903
South Australia	2	145	13	205	126	136	627
West. Australia	2	62	8	95	157	170	494
Tasmania		33	7	39	89	136	304
	10	784	88	985	1111	1345	4323
31. TOTAL ON PART TIME DUTY							
Queensland	131	2841	458	3212	4070	2958	13670
New South Wales	269	4248	606	6190	8672	6315	26900
Victoria	217	3770	867	3615	6705	6732	21606
South Australia	57	1495	185	2080	2754	2465	9034
West. Australia	118	2803	430	2098	3421	2499	10566
Tasmania	58	863	102	1094	1126	977	4220
	847	15820	2348	18289	26748	21944	85996

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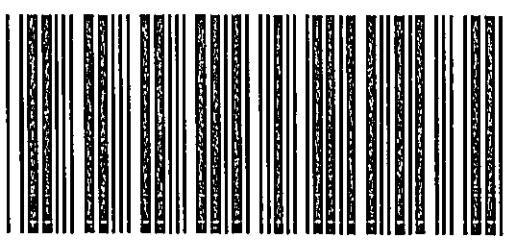

PERSONNEL WHO WILL BECOME 18 DURING -	Dec 43	Jan 44	Feb 44	Total
Queensland	606	661	617	1876
New South Wales	1777	1774	1731	5282
Victoria	1498	1421	1095	4014
South Australia	413	418	493	1329
West. Australia	292	338	295	939
Tasmania	165	174	157	476
	4651	4686	4448	13814

CONSCIENTIOUS OBJECTORS APPLICATIONS

	Unconditional Registrations	Conditional Registrations	Non-Combatant duties.	Applications Rejected	Applications Pending	TOTALS
Queensland	4	165	167	256	4	596
New South Wales	15	276	447	308	58	1004
Victoria	9	261	229	58	2	559
South Australia	11	218	128	83	17	457
West. Australia	1	43	91	21	19	175
Tasmania		6	15	6	1	28
	40	969	1077	632	101	2819

CONSCIENTIOUS OBJECTORS ALLOTMENTS

	Conditional Registrations	Non-Combatant Duties	Applications Rejected	TOTALS
Queensland	3	11	22	36
New South Wales	21	65	29	115
Victoria	2	32	10	44
South Australia		13	6	19
West. Australia	15	17	6	38
Tasmania		4	1	5
	41	142	74	257

DRD/AG9(1)/MV F105/6/16.

AUSTRALIAN MILITARY FORCES.
Adjutant-General.

Headquarters,
Victoria Barracks,
MELBOURNE. S.C.1.
29 Dec. 43.

228211

HQ Qld L of C Area. (3)
" NSW " " (3)
" Vic " " (3)
" S A " " (3)
" W A " " (3)
" Tas " " (3)

Copy for information:- AAG(WS) (3).

ENLISTMENT OF WOMEN FOR THE A.M.F.

With reference to GRO A100/1943, it is advised that enlistments of women for the AMF will be governed by the following conditions:-

(i) Women (including widows) with children under 16 years will not be enlisted unless they have special academic or technical qualifications which are not usually held by women and which are required for particular posts in the Women's Services. A certificate or diploma of a recognised institution or body must be produced by the applicant in support of her claim to academic or technical qualifications. Before any such special enlistment is effected it must be assured that the children will be properly cared for.

(ii) Women with dependents other than children may be enlisted if considered suitable by the interviewing representative of the Women's Services.

2. LHQ 33435 of 22 May 43 is cancelled.

Major-General,
ADJUTANT-GENERAL.

WAR DIARY or INTELLIGENCE SUMMARY.

(Erase heading not required.)

Army Form C. 2118. (adapted)

DIRECTORATE OF RECRUITING AND

Unit DEMOBILIZATION *Date and Time.—From* 1/1/1944 *To* No 883.

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F.ENLISTMENTS FOR WEEK ENDING 1st JANUARY 1944 -			
			LINES OF COMMUNICATION AREAS -			
			Queensland	9		
			N.S.Wales	34		
			Victoria	-		
			S.Australia	3		
			W. Australia	1		
			Tasmania	-	47	
		(b)	PERSONNEL ON SEASONAL LEAVE WITHOUT PAY FOR WEEK ENDING 1st JANUARY 1944 -			
			Queensland	319		
			N.S.Wales	1548		
			Victoria	533		
			S.Australia	97		
			W.Australia	686		
			Tasmania	96		
			N. Territory	191	3468	
		(c)	INTAKE FOR WEEK ENDING 1st JANUARY 1944 -			
			MALES	121		
			FEMALES	117	238	
			DISCHARGES			
			MALES	1633		
			FEMALES	100	1733	
						- continued -

By Authority: L. F. JOHNSTON, Commonwealth Government Printer, Canberra.

WAR DIARY or INTELLIGENCE SUMMARY.

(Erase heading not required.)

Army Form C. 2118. (adapted.)

Unit ..... *Date and Time.—From* - 2 - *To* .....

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
		(d)	RELEASE OF PERSONNEL TO INDUSTRY -	(GRO A736/1943).
			PROGRESSIVE ACTION FROM 1ST NOVEMBER 1943 to 1st JANUARY 1944.	
			Discharges approved 4004	
			Not approved -	
			Operational Units 2119	
			Tradesmen 975	
			Reinforcements 774	
			Key personnel 55	
			Other reasons 149 4072	
			Action in progress 3018	
			Total checked applications received at LHQ 11,094	

[signature]
for COLONEL
DIRECTOR OF RECRUITING AND DEMOBILIZATION

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

~~WAR DIARY or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 2/1/1944 To 7/1/1944 No. 684

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	2nd		NIL	
	3rd		NIL	
	4th		NIL	
	5th		NIL	
	6th		NIL	
	7th		NIL	

Colonel,
Director of Recruiting & Demobilization.

By Authority: L. F. JOHNSTON, Commonwealth Government Printer, Canberra.

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118. (adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 8/1/1944 To No. 685

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. Enlistments for week ending 8th January, 1944 -			
			Lines of Communication Areas:-			
			Queensland	7		
			N.S. Wales	49		
			Victoria	25		
			S. Australia	1		
			W. Australia	16		
			Tasmania	5	103	
		(b)	Personnel on Seasonal Leave without pay for week ending 8th January, 1944 -			
			Queensland	323		
			N.S. Wales	1540		
			Victoria	405		
			S. Australia	94		
			W. Australia	646		
			Tasmania	96		
			N. Territory	254	3358	
		(c)	Intake for week ending 8th January, 1944 -			
			MALES	218		
			FEMALES	79	297	
			Discharges -			
			MALES	1654		
			FEMALES	57	1711	
					- continued -	

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

DIRECTORATE OF RECRUITING & DEMOBILIZATION (2) 8/1/1944 No. 585

Unit ..... *Date and Time.—From* ..... *To* .....

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
		(d)	Release of Personnel to Industry -	(GRO A.736/1943)
			Progressive action from 1 November 1943 to 8 January 1944 -	
			Discharges approved - 4413	
			Not Approved -	
			Operational Units 2386	
			Tradesmen 1051	
			~~Reinforcements~~ ~~868~~	
			Key personnel 60	
			Other Reasons 171 4536	
			Action in Progress - 3529	
			Total checked applications ~~received at LHQ -~~ ~~12,478~~	
			Colonel, Director of Recruiting & Demobilization.	

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

WAR DIARY or INTELLIGENCE SUMMARY.

(Erase heading not required.)

Army Form C. 2118. (adapted.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 9/1/1944 To 14/1/1944 No. 686

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	9th		NIL	
	10th		NIL	
	11th		NIL	
	12th		NIL	
	13th		NIL	
	14th		Return of U.S.P. under D.A. Part IV for the month of December, 1943 -	AAF Mob.34 as at 1800 hours 31/12/1943

Director of Recruiting & Demobilization.
Colonel,

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118. (adapted)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 15/1/44 To No. 687

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. Enlistments for week ending 15th January, 1944 -			
			Lines of Communication Areas -			
			Queensland	11		
			N.S. Wales	37		
			Victoria	39		
			~~S.Australia~~	~~22~~		
			W.Australia	-		
			Tasmania	-	109	
		(b)	Personnel on Seasonal Leave without pay for week ending 15th January, 1944 -			
			Queensland	305		
			~~N.S. Wales~~	~~1159~~		
			Victoria	363		
			S.Australia	93		
			W.Australia	648		
			Tasmania	95		
			N.Territory	239	2902	
		(c)	Intake for week ending 15th January, 1944 -			
			MALES	[illegible]	169	
			FEMALES		41	210
			Discharges -			
			MALES		1837	
			FEMALES		68	1905
						- continued -

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4/3

Serial No. 83

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

SECRET

Unit Branch AG7, A.H.Q., MELBOURNE. *Date and Time.—From* 7/3/42...0900 hrs. *To* 8/3/42...0900 hrs.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			Returning A.I.F., A.A.N.S., interviewed by Matron-in-Chief on H.S. "Oranje".	

D.3435/5.39.—C.4788.

16/1

Army Form C. 2118.
(adapted.)

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 16/1/1944 To 21/1/1944 No. 688

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	16th		NIL	
	17th		Psychological Testing: Preparation of Man Power Norms:	Report No.15
			In order that tests in use in the Army Psychology Service ~~may be properly used in the vocational guidance of personnel~~ who are the subjects of Rehabilitation, it has been necessary to rescale the tests to the standards of civil population. This could only be carried out in a roundabout manner. Report No.15 of the Test Construction and Review Staff of the Aust Army Psychology Service describes the steps taken in the preparation of the new scale of standards, and gives copies ~~of tables issued to Psychology Units.~~	
	18th		NIL	
	19th		NIL	
	20th		NIL	
	21st		NIL	

Colonel,
Director of Recruiting & Demobilization.

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22/1

Army Form C. 2118.
(adapted.)

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 22/1/1944 To No. 689

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
		(a)	A.I.F. Enlistments for week ending 22nd January, 1944 -			
			Lines of Communication Areas -			
			Queensland	9		
			N.S. Wales	34		
			~~Victoria~~	~~56~~		
			S.Australia	21		
			W.Australia	14		
			Tasmania	6	140	
		(b)	Personnel on Seasonal Leave without Pay for week ending 22nd January, 1944 -			
			~~Queensland~~	~~339~~		
			N.S. Wales	1053		
			Victoria	373		
			S.Australia	79		
			W.Australia	560		
			Tasmania	96		
			N.Territory	77	2577	
		(c)	Intake for week ending 22nd January, 1944 -			
			MALES	204		
			FEMALES	107	311	
			Discharges -			
			MALES	1799		
			FEMALES	69	1868	

- continued -

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WAR DIARY or ~~INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118. (adapted.)

- continued -

DIRECTORATE OF RECRUITING & DEMOBILIZATION - 2 -

Unit ..... *Date and Time.—From* 22/1/1944 *To* No. 689

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
		(d)	Release of Personnel to Industry -	GRO A736/1943
			Progressive Action from 1 November 1943 to 22 January, 1944 -	
			. Discharges approved- 5884	
			Not Approved -	
			Operational Units 3077 Tradesmen 1238 Reinforcements 1101 Key personnel 98 Other reasons 257 5771	
			Action in progress - 3276	
			Total checked applications received at LHQ - 14,931	
			Colonel, Director of Recruiting & Demobilization.	

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118. (adapted.)

23/1

Unit DIRECTORATE OF RECRUITING AND DEMOBILIZATION Date and Time.—From 23/1/1944 To 28/1/1944 No. 690

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
	23rd		NIL	
	24th		NIL	
	25th		Civilian Effects of Recruits - Australian Kit Stores have been authorized to accept and store civilian clothing and personal effects of recruits who cannot make other arrangements for safe custody.	11337
	26th		Australian Army Psychology Service - A descriptive account of the activities of the ~~Psychological~~ Service was forwarded to the Prime Minister's Department for transmission to Great Britain.	Description of ~~Australian Army~~ Psychology Service.
	27th		NIL	
	28th		NIL	

Colonel,
Director of Recruiting and Demobilization.

By Authority: L. F. JOHNSTON, Commonwealth Government Printer, Canberra.

WAR DIARY ~~or INTELLIGENCE SUMMARY.~~

(Erase heading not required.)

Army Form C. 2118.
(adapted.)

No. 691

DIRECTORATE OF RECRUITING AND DEMOBILIZATION

Unit ..... *Date and Time.—From* 29/1/1944 *To* 31/1/1944

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
	29th	(a)	A.I.F. Enlistments for week ending 29th January, 1944 -			
			Lines of Communication Areas -			
			Queensland	20		
			N.S. Wales	38		
			Victoria	52		
			S.Australia	11		
			W.Australia	-		
			Tasmania	-	121	
		(b)	Personnel on Seasonal Leave without Pay for week ending 29th January, 1944 -			
			Queensland	340		
			N.S. Wales	1441		
			Victoria	407		
			S.Australia	77		
			W.Australia	524		
			Tasmania	86		
			N.Territory	272	3147	
		(c)	Intake for week ending 29th January, 1944 -			
			MALES	193		
			FEMALES	79	272	
			Discharges -			
			MALES	1673		
			FEMALES	56	1729	
					- continued -	

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WAR DIARY or ~~INTELLIGENCE SUMMARY~~ - 2 -

(Erase heading not required)

Army Form C.2118. (dated)

DIRECTORATE OF RECRUITING AND DEMOBILIZATION

No. 691 - continued.

Unit ..... Date and Time—From 29/1/1944 To 31/1/1944

Place.	Date.	Hour.	Summary of Events and Information.			Remarks and references to Appendices, Diaries, &c.
	29th	(d)	Release of Personnel to Industry -			GRO A735/1943
			Progressive Action from 1st November, 1943 to 29th January, 1944 -			
			Discharges approved		6634	
			Not Approved -			
			Operational Units	3326		
			Tradesmen	1334		
			Reinforcements	1188		
			Key Personnel	118		
			Other reasons	309	6275	
			Action in progress		3308	
			Total checked applications received at LHQ -		16,217	
	30th		NIL			
	31st		NIL			

Colonel,
Director of Recruiting & Demobilization.

By Authority: L. F. Johnston, Commonwealth Government Printer, Canberra.

AUSTRALIAN MILITARY FORCES

AAF. Mob. 34
(Revised October, 1942)

SECRET

RETURN OF U.S.P. UNDER D.A. PART IV. AS AT 1800 HOURS 31 / 12 /19 43

No.	DETAILS	1 Born During Year ending 31/12/ 43	2 D.A. Class I	3 D.A. Class II	4 D.A. Class III	5 D.A. Class IV	6 D.A. Class V	7 TOTALS
1	TOTAL ENROLLED	54158	625173	75664	310535	341076	269444	1076140
	PERSONNEL NOT MEDICALLY EXAMINED							
2	Enlistments—R.A.N., A.M.F., R.A.A.F.	7615	29118	1174	9349	5168	450	52868
3	Enrolled Civil Constructional Corps	49	541	209	408	1206	3275	5948
4	Exempt from Medical Examination	1088	7184	2856	5286	5848	6856	28334
5	Defaulters from Medical Examination	79	1684	530	715	641	31	3676
6	Personnel to be Called for Medical Examination	4535	2503	618	1358	7358	448800	461512
7	TOTAL NOT MEDICALLY EXAMINED	13306	41106	5050	15132	20333	459900	553826
	PERSONNEL MEDICALLY EXAMINED							
8	Voluntary Enlistments—R.A.N., A.M.F., R.A.A.F.	7356	86070	1861	23884	5077	362	124020
9	Compulsory Enlistments—C.M.F. (Full time duty)	4836	216870	10398	34013	3767	1034	270918
10	Suspense	337	277	18	107	80	7	796
11	Enrolled Civil Constructional Corps	39	5636	1647	6255	8168	2374	24105
12	Medically Unfit—Temporary (Class C)	972	2847	471	1630	2804	1080	9903
13	Medically Unfit—Permanent (Class D)	2620	72011	22902	40158	61573	30936	231156
14	Reserved Occupations (Excl. Protected Undertakings): Medically Fit—Class A	12900	114172	17233	112139	185111	15395	357159
15	Medically Fit—Class B	702	12755	6502	13040	43450	24032	103441
16	Protected Undertakings (Excl. Reserved Occupations): Medically Fit—Class A	6101	47229	4693	46005	35855	2997	142945
17	Medically Fit—Class B	442	7401	2261	7716	12433	6878	36895
18	Exemptions for Hardship—Pending	25	71	9	51	13	1	170
19	Exemptions for Hardship—Granted	56	1166	129	755	400	299	2705
20	Other Exemptions	106	3085	825	1425	1385	353	6496
21	Deferments	3480	11829	1041	10035	13196	5188	44869
22	Defaulters from Draft	80	1342	194	278	65	31	1989
23	Available for Allotment—Medical Class A.1	503	425	34	925	3134	2080	9834
24	Medical Class A.2	35	51	11	25	286	1354	1800
25	Medical Class B.	125	251	69	138	3482	10945	14978
26	TOTAL MEDICALLY EXAMINED	40046	534073	70414	301703	380768	104644	1429328
	PERSONNEL ON PART TIME DUTY							
27	V.D.C. (entered on Lines 14, 15, 16, 17)	675	13648	1900	15008	23144	17168	72801
28	V.D.C. (entered on Lines other than 14, 15, 16, 17)	89	1800	344	1185	2236	3343	8170
29	B.I.P.O.D.	1	75	9	165	84	29	363
30	L of C Area Sigs.	15	774	89	970	1113	1341	4300
31	TOTAL ON PART TIME DUTY	945	16700	2341	18253	26537	21750	85634

A. PERSONNEL WHO WILL BECOME 18 YEARS OF AGE DURING THE FOLLOWING MONTHS:—

Jan.	19 44	4733
Feb	19 44	4570
Mar	19 44	4552
Total Taken from N.R. Cards		13575

B. CONSCIENTIOUS OBJECTORS.	Applications	Allotments
Unconditional Registrations	40	
Conditional Registrations	973	36
Non-Combatant Duties	1076	142
Applications Rejected	636	89
Applications Pending	68	
TOTAL	2793	267

Recruiting Area..... Area Officer

Brigade—Area..... Bde. Major

L of C Area..... D.A.A.G. (R)

/ /19

R. H. Gibbs & Sons, Printers, Niagara Lane, Melbourne

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MOB. 34—RETURN OF U.S.P. UNDER D.A. PART IV.

1. This return is to be rendered to reach L.H.Q. by the 6th day of the succeeding month, with figures complete as at 1800 hours on the last calendar day of each month. There can be no variation in this date, and H.Q. L of C Areas must make the necessary arrangements to have Area and Brigade Area returns collated and submitted, by telegraph if necessary, to ensure the L of C return reaching this L.H.Q. by the specified date.

2. To provide for accuracy in the consolidated return prepared at L.H.Q. it is necessary that the method of preparation of the return by all concerned should be uniform, and the following instructions must be adhered to:—

(a) The return for each Area will be prepared in duplicate by the Area Officer, and one copy submitted to Brigade Area, who will consolidate Area returns into one, and submit a Brigade Area return to the H.Q. L of C Area. Area returns will be retained at Brigade Area H.Q. for reference. H.Q. L of C Area will consolidate Brigade Area returns and forward one copy of the consolidated return to L.H.Q.

(b) All figures shown on each line and in each column, will be PROGRESSIVE MONTHLY.

(c) The figures on each line will be entered in the columns under the appropriate D.A. Classes. It will be noted that Column 1 is headed "Born during year ended 31/12/—". The procedure to be followed is:—

(i) Personnel born during the year ending 31st December, 1924, will be shown in this column on all returns rendered for the period up to 1800 hours on 31st December, 1942, and the year 1924 inserted after the figures "31/12/—".

(ii) Commencing with the returns as at 1800 hours 31st January, 1943, these figures will be deleted from Column 1 and included with:—

Class I—(Column 2) in the case of single personnel.

Class III—(Column 4) in the case of personnel who were married at time of enrolment. The figures then to be entered in Column 1 will be those personnel born during the year ending 31st December, 1925, and these will not be entered in any other column.

(iii) The procedure will be similar in January, 1944.

(iv) It is stressed that figures shown in Columns 2 and 4 must NOT include those shown in Column 1.

(d) It is most important that all concerned should fully understand that the value of this return depends primarily upon the accuracy of the figures entered on Line No. 1 (see sub-para. e). The aggregate of Lines Nos. 7 and 26 should equal the total enrolments (Line No. 1), and it necessarily follows that there must be no duplication of entries, e.g.:

(i) Personnel who have NOT been medically examined must be shown in that section ONLY.

(ii) Personnel who have been medically examined and classified temporarily or permanently unfit may be employed in a Reserved Occupation. Such personnel must be shown either on Line No. 12 or No. 13 as the case may be, and NOT included with Reserved Occupations. If, on re-examination, a man is classified, say, B, he would be deleted from Line No. 12 (or 13) and entered on an appropriate line. In this example, he would be shown on Line No. 15, providing he was still employed in a Reserved Occupation.

(e) **Line No. 1**—The figures on this line will show the number of persons who have enrolled in the Area and for whom M.3 As. are held, together with the number of those who were called up without having lodged M.3 As. and concerning whom details exist in Area records. It should be clearly understood that persons who have enrolled, but who have subsequently transferred to another Area, will NOT be included in this total. Those who have transferred into the Area, however, will be included as soon as their M.3 A is received. There will be no inter-Area transfer of M.3 As. between the 20th and the last day of the month.

(f) Lines Nos. 2 to 6 inclusive will show, under appropriate headings, the disposition of those personnel included on Line No. 1 who have NOT been medically examined in the Area, i.e.:—

Line No. 2—Enlistments in R.A.N., A.M.F. and R.A.A.F.

Line No. 3—Personnel enrolled with Civil Constructional Corps.

Line No. 4—This line will include—

(i) Persons in prisons, asylums, hospitals, etc.

(ii) Persons in receipt of Second Schedule Repat. Dept. pensions of £4 per week (vide M.B. 31777—30/3/42).

(iii) Persons discharged from A.M.F. as permanently medically unfit who have not been previously examined in the Area.

(iv) Persons mentioned in D.A. 61(1) d, e, f, g; theological students and members of religious orders.

(v) Persons engaged in certain seasonal occupations (vide L.H.Q. 76221—13/7/42).

Line No. 5—Personnel who have failed to report for medical examination.

Line No. 6—Personnel who have NOT BEEN CALLED for medical examination when the return is compiled. This Line must NOT include any personnel shown on Lines 2, 3, 4 and 5.

Line No. 7.—Total NOT medically examined.

(g) Lines Nos. 8 to 25 inclusive will show, under appropriate headings, the disposition of those personnel included on Line No. 1 who HAVE been medically examined in the Area, i.e.:—

Line No. 8—This line will show voluntary enlistment in R.A.N., A.M.F., R.A.A.F., including those so enlisted from drafts sent to the R.R.D. The disposal of personnel drafted to R.R.D's. will be notified to Areas to permit of completion of return. The number of personnel shown as handed over to R.A.A.F. must in all cases be NET, i.e., after allowance has been made for any person subsequently returned by R.A.A.F. owing to failure to attain the medical standard required by R.A.A.F.

Line No. 9—Enlistments in C.M.F. after compulsory call up.

Line No. 10—This line will show those for whom no advice as to disposition has been received from R.R.D. when the return is compiled. In subsequent returns those previously shown on this line will be included on a line appropriate to the circumstances.

Line No. 11—Personnel who have been enrolled by Civil Constructional Corps.

Lines Nos. 12, 13—The figures to be inserted are those personnel who have been classified Temporarily Unfit—Medical Class C (Line 12) and Permanently Unfit—Medical Class D (Line 13). All personnel in these medical categories will be shown in these lines, and NOT, under any circumstances, on any other line.

Lines Nos. 14, 15—Personnel in Reserved Occupations (EXCLUDING Protected Undertakings) shown separately in Medical Classification A or B.

Lines Nos. 16, 17—Personnel in Protected Undertakings (EXCLUDING Reserved Occupations) shown separately in medical Classification A or B.

Line No. 18—Personnel who have lodged applications with the Court on grounds of HARDSHIP which have not been finalised.

Line No. 19—Personnel who have been granted exemption by Magistrates or Commanding Officers on the grounds of HARDSHIP.

Line No. 20—This line will include:—

(i) Exemptions granted under D.A. 61 (1) where persons have been medically examined.

(ii) Exemptions from military service granted to persons by conditional and unconditional registrations as Conscientious Objectors.

Line No. 21—Personnel whose call up has been deferred. (Persons whose applications for registration as Conscientious Objectors are pending, will be included here.)

Line No. 22—Personnel who have been called up for military service and have defaulted from draft.

Lines Nos. 23, 24, 25—Personnel now available for call up shown separately in Medical Classes, i.e., A1, A2, B. Personnel available for non-combatant duties only will also be shown here.

Line No. 26—The aggregate of Lines Nos. 8 to 25 inclusive which is the total personnel who have been Medically examined.

(h) Lines Nos. 27 to 30 inclusive will show, under appropriate headings, personnel who are engaged in PART TIME DUTY with the Defence Forces, and who are entered on other lines, i.e.:—

Line No. 27—Personnel entered on Lines Nos. 14, 15, 16 and 17 and serving with V.D.C. (Part time only).

Line No. 28—Personnel entered on lines OTHER than Nos. 14, 15 16 and 17 and serving with V.D.C. (Part time only).

Line No. 29—Personnel serving with B.I.P.O.D. (Part time only).

Line No. 30—Personnel serving with L of C Area Sigs. (Part time only).

Line No. 31—The aggregate of Lines Nos. 27 to 30 inclusive which is the total personnel on Part time duty.

3. In those cases where men are transferred back to Area strength AFTER having been allotted, it will be necessary to:—

(i) Deduct such personnel concerned from Line No. 8 or Line No. 9.

(ii) Add such personnel to the appropriate Lines Nos. 11 to 25 according to the reasons for the transfer back to Area strength.

4. The totals shown on each Line for each D.A. Class should be capable of balance against the basic documents of the personnel concerned in their respective categories.

5. Every return must be signed by the Officer responsible for its compilation in the space provided at the foot of the return, and the designation of the Area, Brigade Area of H.Q. L of C Area should be inserted.

6. The closing date of each month should be filled in after the words "Return of U.S.P. under D.A. Part IV as at 1800 hours."

7. At the foot of the return the number of personnel who will reach the age of 18 years during the three succeeding months will be shown, each month being shown separately, and the appropriate month and year inserted in the space provided.

8. At the foot of the return also, the return of Conscientious Objectors will be shown. It must be understood that all personnel shown in this return will also be shown in their appropriate lines in the Return of U.S.P. under D.A. Part IV.

9. In the event of any personnel changing category, the procedure to be adopted is illustrated by the following example:—

A person medically examined and registered conditionally as a Conscientious Objector, will be shown on Line No. 20.

If, subsequently, he is allotted to Civil Constructional Corps, he will be deleted from Line No. 20 and shown on Line No. 11.

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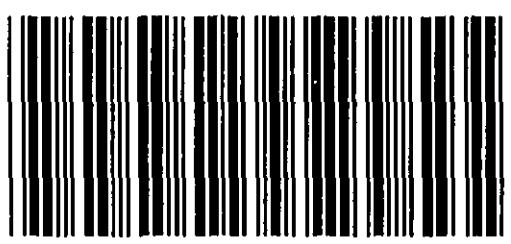

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AAF. Mob 34 (Revised October 1945)

AUSTRALIAN MILITARY FORCES : RETURN OF U.S.P. UNDER D.A. PART IV AS AT 2000 HOURS 31st DECEMBER, 1945.

Details	(1) Born during year ending 31/12/1925	(2) DA. Cl. I	(3) DA. Cl. II	(4) DA. Cl. III	(5) DA. Cl. IV	(6) DA. Cl. V	(7) Totals
1. Total Enrolled:							
Queensland	7989	96488	18068	46045	68826	88815	326441
N.S. Wales	20808	257307	68818	127843	187884	216888	879848
Victoria	14056	188888	48885	84872	98887	184886	668886
S.Australia	4897	58897	9897	20170	31718	38878	168360
W.Australia	8944	84886	6886	17706	28188	28728	118888
Tasmania	1712	17888	2884	11840	16871	16815	68888
N.Territory	2	1444	288	884	138	141	1888
	54152	698178	75484	310838	541976	585446	1978168
2. Enlistments: RAN, AWF, RAAF:		PERSONNEL NOT MEDICALLY EXAMINED					
Queensland	756	5412	340	2088	915	96	9604
N.S. Wales	2011	8881	888	2740	1786	164	15784
Victoria	2888	21878	401	2810	1648	178	28878
S.Australia	811	1818	88	406	888	16	3848
W.Australia	808	1218	98	878	804	60	2888
Tasmania	164	878	8	88	48	1	884
N.Territory	-	1	-	-	-	-	1
	7615	80118	1174	9540	5156	480	88868
3. Enrolled: Civil Constructional Corps:							
Queensland	16	284	150	264	460	1280	2813
N.S.Wales	80	170	82	134	640	2778	3784
Victoria	18	81	47	88	184	1888	2884
S.Australia	-	84	10	81	88	81	181
W.Australia	-	8	7	1	4	176	196
Tasmania	-	4	8	8	4	16	84
N.Territory	-	-	-	-	1	1	2
T	48	801	888	442	1888	6878	9048
4. Exempt from Medical Examination:							
Queensland	187	1488	884	896	918	888	4888
N.S.Wales	817	2480	727	1088	8884	8886	18788
Victoria	147	1848	888	718	1888	1840	6888
S.Australia	84	814	888	888	888	818	8878
W.Australia	107	840	118	888	888	888	1488
Tasmania	86	888	187	884	877	887	1888
N.Territory	-	4	8	8	8	-	11
	1888	7184	8886	8884	8648	8888	88884
5. Defaulters from Medical Examination:							
Queensland	19	187	88	88	47	1	888
N.S. Wales	42	1088	888	481	488	18	8888
Victoria	10	888	88	84	188	-	484
S.Australia	8	11	4	18	8	-	88
W.Australia	8	8	10	-	1	-	88
Tasmania	8	14	8	8	84	8	81
N.Territory	-	880	88	118	1	-	888
	79	1884	888	718	641	81	8878
6. Personnel yet to be called for Med. Exam:							
Queensland	617	418	161	178	1881	88888	88888
N.S.Wales	1888	788	178	488	4788	178887	187888
Victoria	617	87	80	40	48	188181	188888
S.Australia	881	488	118	188	844	48871	48184
W.Australia	407	801	888	878	481	888180	888887
Tasmania	884	888	88	170	874	18888	14818
N.Territory	1	188	88	188	81	188	888
	4888	88888	818	1888	7888	448800	481818
7. Total not Medically Examined:							
Queensland	1888	7788	1078	1888	8870	88784	78888
N.S. Wales	4878	18808	1878	4818	18881	188888	888418
Victoria	4088	18884	1888	4084	8888	188884	188887
S.Australia	1488	8808	881	840	884	41808	47841
W.Australia	1188	1878	488	1408	1818	88788	88818
Tasmania	887	888	177	488	881	18881	18881
N.Territory	1	488	88	888	88	188	888
	18806	41108	8080	18188	80888	488808	888888

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Details	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			PERSONNEL EMPLOYED ON				
9. Voluntary Enlistments: RAN, AMF, RAAF:							
Queensland	943	9488	350	5805	888	194	12004
N.S. Wales	3458	28065	481	8540	1168	161	44658
Victoria	2976	24651	746	7772	2084	185	38565
S. Australia	737	12897	168	2720	488	111	16772
W. Australia	648	8148	302	1866	721	97	11696
Tasmania	196	2018	38	464	78	8	2704
N. Territory	-	141	7	27	3	1	179
	7384	86070	1881	27884	5077	862	128668
9. Compulsory Enlistments: CMF: (Full Time Duty):							
Queensland	955	14261	1797	4811	1088	238	23738
N.S. Wales	2826	26628	3488	12897	2880	878	107841
Victoria	1180	20845	2841	9814	2788	841	78324
S. Australia	241	12008	647	2963	1271	5	18945
W. Australia	212	11048	1197	3884	2488	189	18541
Tasmania	147	2410	288	1871	88	61	7448
N. Territory	-	184	27	21	8	8	248
	4836	218378	10892	34015	8787	1684	270812
10. Reserves:							
Queensland	78	96	-	9	-	-	111
N.S. Wales	186	208	15	85	49	7	543
Victoria	48	28	-	8	1	-	79
S. Australia	20	22	2	5	-	-	66
W. Australia	-	-	-	-	-	-	-
Tasmania	7	8	-	-	-	-	19
	337	377	15	107	50	7	793
11. Enrolled Civil Constructional Corps:							
Queensland	16	2139	884	2856	2118	818	7986
N.S. Wales	10	1838	348	1870	2641	2858	7044
Victoria	11	1441	488	1726	2888	880	6878
S. Australia	-	311	82	878	512	118	1888
W. Australia	1	141	78	82	188	86	544
Tasmania	1	77	18	114	128	18	344
N. Territory	-	3	-	1	-	-	4
	39	5838	1447	6855	6128	5874	24108
12. Med. Units Temporarily (C.A.):							
Queensland	227	757	141	531	587	478	2788
N.S. Wales	426	881	174	709	1710	811	4888
Victoria	176	878	84	142	157	461	1888
S. Australia	68	118	15	88	118	800	807
W. Australia	88	92	42	88	141	87	487
Tasmania	48	114	88	118	88	88	411
N. Territory	-	88	-	4	2	-	88
	972	2827	471	1680	2804	1888	(3) 9888
13. Med. Units Permanently (C.A.):							
Queensland	426	10884	2642	8085	8718	7788	87888
N.S. Wales	1088	28881	7885	16892	27758	8888	84887
Victoria	718	18888	4780	10884	17884	7888	68818
S. Australia	172	6878	1018	2065	8488	8887	20877
W. Australia	118	4518	1888	8808	4648	1888	15081
Tasmania	108	2804	788	1788	2041	1088	8884
N. Territory	-	84	88	6	6	-	188
	2829	72811	20802	40158	81878	80888	281158
14. Reserved Occupations (Excluding Protected Undertakings) Med. Fit (Cl.A):							
Queensland	1881	18888	8881	14488	18108	8888	88878
N.S. Wales	5480	48148	8888	44818	48848	4888	148884
Victoria	8888	84848	8888	88788	41048	4188	118818
S. Australia	1084	12888	1888	12841	14884	2172	44488
W. Australia	817	8174	1818	8824	8881	1488	28888
Tasmania	887	8888	488	4184	8788	487	18881
N. Territory	1	181	88	88	88	8	878
	12908	114172	17288	118128	128111	18888	887188
15. Reserved Occupations (Excluding Protected Undertakings) Med. Fit (Cl.B):							
Queensland	188	8888	1888	8081	7488	8888	28848
N.S. Wales	818	4477	1888	8088	18088	8488	81181
Victoria	888	8818	1887	4888	18788	8888	88744
S. Australia	84	1888	888	1488	8488	8884	8888
W. Australia	84	887	408	870	8888	848	4881
Tasmania	88	488	888	888	1818	788	8788
N. Territory	-	18	8	4	4	8	88
	708	18948	6808	18948	48488	88888	188481

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Details	(1)	(2)	(3)	(4)	(5)	(6)	(7)
PERMANENTLY MEDICALLY EXAMINED — contd.							
Queensland	1541	5775	627	8368	4002	881	17874
N.S. Wales	1819	10631	1839	32396	17814	639	64408
Victoria	2265	14983	1369	18884	8302	822	38205
S.Australia	401	4378	874	4883	3297	529	14360
W.Australia	151	918	160	1911	1095	201	3814
Tasmania	150	1338	149	1763	1105	85	4606
	6131	47229	4998	69003	35855	2357	162966
17. Protected Undertakings (Excluding Reserved Occupations), Med. Fit Cl. B:							
Queensland	80	1257	351	1207	2107	1772	6774
N.S. Wales	113	2269	718	3589	4332	765	13073
Victoria	197	2105	809	1685	3704	1089	9759
S.Australia	40	725	212	578	837	597	2989
W.Australia	25	269	76	175	375	102	950
Tasmania	27	244	55	284	529	276	1359
	442	7421	2241	7718	12423	4572	34956
18. Exemptions for Hardships Pending:							
Queensland	4	16	2	13	3	-	38
N.S. Wales	11	38	7	28	9	1	92
Victoria	8	19	-	9	1	-	37
S.Australia	-	2	-	1	2	-	5
W.Australia	-	-	-	-	-	-	-
Tasmania	-	-	-	-	-	-	-
	23	71	9	51	15	1	170
19. Exemptions for Hardships Granted:							
Queensland	7	177	23	103	103	104	525
N.S. Wales	9	259	43	204	116	40	677
Victoria	39	614	69	303	120	65	1030
S.Australia	1	186	29	67	53	25	346
W.Australia	-	11	1	14	7	10	43
Tasmania	-	38	2	32	18	15	105
	56	2185	129	763	400	260	2703
20. Other Exemptions:							
Queensland	23	479	32	133	89	15	770
N.S. Wales	53	1111	87	819	453	109	2371
Victoria	9	892	87	869	610	142	2569
S.Australia	11	273	16	141	150	61	644
W.Australia	4	198	16	54	53	19	344
Tasmania	1	73	3	30	8	2	117
N. Territory	-	2	-	-	-	-	2
	106	3028	225	1496	1353	348	6496
21. Deferments:							
Queensland	1002	3710	653	2301	2203	1034	11103
N.S. Wales	1283	4831	995	6301	3166	1327	18213
Victoria	788	1880	324	1758	2517	850	7721
S.Australia	129	349	71	247	817	436	1749
W.Australia	294	1891	338	1068	2681	1550	7340
Tasmania	43	193	12	280	14	4	442
	3480	11999	1951	10035	13196	5153	46565
22. Defaulters from Drafts:							
Queensland	4	43	7	0	1	-	53
N.S. Wales	11	734	108	209	34	-	1096
Victoria	12	598	59	51	23	21	687
S.Australia	-	19	3	2	-	-	24
W.Australia	1	11	1	2	2	-	17
Tasmania	1	12	-	1	-	-	14
N.Territory	-	107	10	0	-	-	121
	29	1542	194	278	65	21	1920
23. Available for Allotment: Med. Cl.A-1:							
Queensland	11	8	2	1	300	780	1102
N.S. Wales	278	247	20	123	1452	1112	3229
Victoria	157	66	5	32	640	812	1110
S.Australia	73	49	7	42	483	357	1035
W.Australia	33	8	-	12	-	-	52
Tasmania	40	50	-	13	361	59	495
	592	426	34	223	3138	2520	6934

000181A

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Details	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			PERSONNEL MEDICALLY EXAMINED - contd.				
24. Available for Allotment: Med. Cl. A-2:							
Queensland	-	1	-	-	36	142	179
N.S. Wales	11	25	5	13	177	364	595
Victoria	15	9	3	7	419	538	991
S.Australia	4	10	3	4	107	145	333
W.Australia	2	2	-	1	-	-	5
Tasmania	1	6	-	-	37	55	99
	33	51	11	25	856	1244	2200
25. Available for Allotment: Med. Cl. B:							
Queensland	30	38	18	23	369	2282	2760
N.S. Wales	66	140	34	101	1946	4545	6830
Victoria	17	25	10	17	756	2471	3294
S.Australia	4	16	6	8	203	1102	1339
W.Australia	-	-	-	-	-	-	-
Tasmania	8	14	1	9	179	542	753
	125	231	69	158	3453	10940	14978
26. Total Medically Examined:							
Queensland	6364	88892	11923	42777	45016	25181	220153
N.S. Wales	16030	226002	23640	122527	117403	30518	534120
Victoria	12005	168474	21402	80385	86632	27541	406439
S.Australia	3169	32984	8846	28350	30826	11985	133149
W.Australia	2122	32421	8583	16390	20873	8025	83412
Tasmania	1155	16656	1907	11156	9950	3284	44108
N. Territory	1	644	113	129	43	12	942 (942)
	40846	584073	70414	301703	320743	104544	1422323
27. V.D.C. (entered on lines 14,15,16,17):							
Queensland	20	490	90	444	695	1256	2995
N.S.Wales	8	202	14	301	552	659	1736
Victoria	1	41	4	53	274	455	828
S.Australia	2	31	4	24	63	172	296
W.Australia	26	425	131	295	701	692	2270
Tasmania	1	11	1	6	11	15	45
	58	1200	244	1123	2296	3249	8170
27. V.D.C. (entered on lines 14,15,16,17):							
Queensland	120	2125	336	2838	3062	1329	9310
N.S. Wales	309	4353	555	5534	7784	5439	23974
Victoria	229	3558	555	3368	6208	5893	19829
S.Australia	58	1305	170	1843	2552	2136	8062
W.Australia	95	1491	288	1659	2501	1524	7558
Tasmania	64	816	95	1033	1039	821	3868
	873	13548	1999	15995	23144	17142	72801
28. V.D.C. (entered on lines other than 14,15,16,17):							
Queensland	20	490	90	444	695	1256	2995
N.S. Wales	8	202	14	301	552	659	1736
Victoria	1	41	4	53	274	455	828
S.Australia	2	31	4	24	63	172	296
W.Australia	26	425	131	295	701	692	2270
Tasmania	1	11	1	6	11	15	45
	58	1200	244	1123	2296	3249	8170
29. B.I.P.O.D.							
Queensland	-	17	-	20	2	1	40
N.S. Wales	1	57	9	135	73	24	299
Victoria	-	1	-	-	-	-	1
S.Australia	-	-	-	-	-	-	-
W.Australia	-	-	-	-	-	-	-
Tasmania	-	3	-	10	9	1	23
	1	78	9	165	84	26	363
30. L of C Area Sigs:							
Queensland	4	191	31	221	306	341	1094
N.S. Wales	2	192	13	233	232	201	893
Victoria	1	152	16	160	209	359	897
S.Australia	3	144	14	206	125	136	628
W.Australia	3	62	8	91	152	169	485
Tasmania	-	33	7	39	89	135	303
	13	774	89	970	1113	1341	4300

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Details	(1)	(2)	(3)	(4)	(5)	(6)	(7)
31. Total on Part Time Duty:							
Queensland	144	2823	457	3223	4065	2927	13639
N.S.Wales	320	4804	591	6222	8641	6323	26902
Victoria	231	3752	575	3601	6689	6707	21555
S.Australia	61	1480	188	2073	2740	2444	8986
W.Australia	124	1978	427	2045	3354	2285	10313
Tasmania	65	863	103	1088	1148	972	4239
	945	15700	2341	18253	26637	21758	85634

Personnel who will become 18 during -	Jan 44	Feb 44	Mar 44	Total
Queensland	651	617	624	1892
N.S. Wales	1788	1766	1835	5389
Victoria	1378	1352	1245	3973
S.Australia	410	403	371	1184
W.Australia	352	295	324	971
Tasmania	176	137	153	466
	4753	4570	4552	13875

Conscientious Objectors Applications:	Unconditional Registrations	Conditional Registrations	Non-Combatant Duties	Applications Rejected	Applications Pending	Totals
Queensland	4	164	168	256	3	595
N.S. Wales	15	275	451	202	39	982
Victoria	9	262	226	58	1	556
S.Australia	11	229	125	94	3	455
W.Australia	1	44	91	20	19	175
Tasmania	-	6	15	6	-	27
	40	973	1076	636	65	2790

Conscientious Objectors Allotments:				
Queensland	3	11	23	37
N.S. Wales	20	65	29	114
Victoria	2	30	11	43
S.Australia	-	13	6	19
W.Australia	11	18	10	39
Tasmania	-	4	1	5
	36	141	80	257

DRD/AG10(2)/EC

File No 323.18.39

DEPARTMENT OF THE ARMY

Psychology Service
Victoria Barracks
MELBOURNE

3 Jan 44.

D R D

The fifteenth report of the Psychology Test Construction and Review Staff is forwarded herewith.

Major
AAG (Psychology)

NOT TO BE PUBLISHED

T C & R REPORT NO 15

PREPARATION OF MANPOWER NORMS

I GENERAL CONSIDERATIONS

(1) Purpose

This study was undertaken to provide a set of norms for the Army group tests which could be used for civilian rehabilitation and vocational guidance.

(2) Inadequacy of Army Norms for Manpower Purposes

The norms being used for Army placement work are based on a sample of male recruits tested in October 1942. (See T C & R Report No 2 - issued 12 Jan 43). These norms have proved fairly satisfactory in that the general quality and spread of quality of recruits for allocation, and of men to be reallocated, has not changed much over the period since the norms were established nor have the states shown appreciable variation. There is, however, evidence to suggest that the general intelligence of the sample upon which the present norms were based (and that of all the Army male personnel so far tested) is lower than that of the total male population from which it was drawn.

(a) The mean score for female recruits is about 0,3 standard deviation units above the male mean. The female group may be expected to be affected less by the selective factors which operate than the male group. This evidence suggests that the male mean score for the Army is depressed from the all-Australian male mean score by some value over 0.3 S.D.'s.

(b) Studies using the Otis (Australian standardization) and Raven Progressive Matrices Tests (English standardization) suggest that the mean of the sample used for Army norms is about 0.6 standard deviation units below the all-Australian mean adult

score.* It is expected that fuller evidence on this point will be available when a sufficient number of individual examinations on an unselected sample of army recruits is made.

(c) The quality of RAAF recruits has been estimated (by RAAF Aptitude Testing Section) to be such that 68% (ground staff technical mustering) to 80% (air crew) are above the all-Australian male mean score. These figures denoting very high quality are largely offset by the poor quality of ground staff non-technical musterings (cooks, stewards, guards, etc.) 9% of whom are estimated to be below the mean score of the all male adult group. For the RAAF as a whole, however, 5% are estimated to be above the all male adult mean. This shows some upward selection for the group as a whole and indicates that Army personnel (for the last eighteen months at least) has been drawn from a sub-average population.

(d) Besides the selective factor of high quality personnel being required for the RAAF, there are other similarly operating factors which depress the Army mean from the all-Australian mean score.

(i) University students. For instance the mean score of the male entrants to Melbourne University in 1943 was about + 1.6 S.D.'s above the all-Australian mean adult score. (Report ACER Melb Univ Testing 1943).

(ii) There are many persons who by reason of their [illegible] educational or special skills are employed in essential services, and who are not called up for military service. This group would include many professionals, managerial and administrative workers and a great number of skilled tradesmen. This group may be reasonably assumed to be above average in ability.

(iii) The PAU personnel and the earlier enlisted members of the AIF who were volunteers may be expected to be generally of high quality.

(e) To offset these selective processes is the fact that persons of extreme mental defect are not enlisted. But this group is small enough to be negligible.

There is thus seen to be good reason to assume that the Army norms are different from those which would apply for the total adult population.

(3) General Trends

It is necessary to get some idea of the amount and direction of the difference between the total adult population and the army sample. Most of the evidence already to hand surveys that the mean quality of female recruits to the Army is very close to that of the total -

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* Although it is hard to get direct evidence, it does seem quite likely that nearly all the currently used and well-known intelligence tests used for adults have been standardised slightly too high. Otis (all forms) and AIIP Test B, Raven [illegible] Test, for instance, [illegible] to be pitched about + 0.2 S.D.'s too high. Cyril Burt apparently comes to a somewhat similar conclusion, for he writes "It appears that the average level of the general population is much lower and that individual differences above and below this level are very much greater than is commonly assumed". - "Psychology in Wartime", [illegible] Spectator, 21 Aug 4[illegible], [illegible]

adult community. (1)

For this reason, samples of female recruits were taken and the statistics for the General Classification test scores distributions were computed.

Samples. A) A random sample of 250 female recruits from Victoria tested in April and May 1943.

B) A random sample of 250 female recruits tested in NSW in April and May 1943.

TABLE 1 (2)

	NUMBER	MEAN	STD DEV^n
Victoria	250	+ 0.42	0.90
N S W	250	+ 0.32	0.80
TOTAL	500	+ 0.37	0.85

Table 1, showing mean and standard deviation (in terms of norm standard deviations) of General Classification test scores for two random samples of female recruits.

The mean score of this distribution is seen to have risen but the standard deviation shows considerable restriction. This restriction seems reasonable when we consider that generally women in professional occupations are not enlisted in the Army, also that a fairly rigorous selection procedure eliminates the poorest quality of possible recruit. Therefore the restricted dispersion could be accounted for by sampling, and not due to a natural restriction of ability for females.

This evidence suggests that the mean for the Army norm sample is of the order of 0.4 S.D.'s below the total population mean.

This first experiment makes it clear that the female groups show significant sampling effects and therefore norms derived for the General Classification test scores from the female recruits would not be completely satisfactory for manpower norms. Besides this, the norms for the other tests (Speed and Accuracy and Mechanical) which are known to be affected by sex differences would have to be established indirectly.

---

(1) S/L Naylor, RAAF Aptitude Test Sec, in a verbal communication indicated that in his opinion the average quality of female recruits to the Air Force was very close to that of the population from which they were drawn.

(2) It will be noticed that the NSW sample shows more restriction (2.59 standard errors of difference) than the Victorian sample. Why this should be so is not clear. For the samples observed, Victoria did and NSW did not provide very high calibre females in the over 20 years age range. Whether this is due to a difference in Manpower policy, or just an odd sampling effect, was not determined. The difference between means is not significant.

(4) Problem

The problem is to select from the pool of persons tested a group which can reasonably be assumed to be close in average and dispersion of general intelligence test scores to the total Australian adult population.

An issue that is immediately raised is "What is the total Australian adult population?" - more particularly "What is the age distribution of such a group?" Presumably the total adult population would be all males and females above 15 or 16 years of age. Norms applying to such a group could not be obtained from the data available as there is an insufficient number of cases tested for the older age ranges. As the purpose of the norms is to provide standards for civilian vocational guidance, primarily for ex-Service personnel, a sample selected so as to be somewhat similar in age distribution to the Army population was used. And for this reason the norms so derived are referred to as the "Manpower" norms, and not "Australian Adult" norms.

(5) Male and Female Groups

It was decided to treat male and female groups separately. For the purpose of personnel placement in the Army, it has been convenient to regard a female member as a replacement for a male, and therefore the male norms are used for the rating of females. But in civilian placement, it is probably more accurate to regard males and females as being not in direct competition but employed in different job fields. So for civilian placement, it was decided to use separate norms for males and females.

II DETERMINATION OF MALE MANPOWER NORMS

The male Manpower norms for the Army tests were obtained by coalescing two samples.

Sample 1. 1000 MS/ males tested in March, April and May 1943 aged 18 or 19 years and selected on the basis of educational level on leaving school and weighted by X1

Sample 2. 1000 MS/ males tested in March, April and May 1943 aged 20 years and over and matched on the distribution of the General Classification test with sample 1 and weighted by X4.

(1) Basis of Selection of Male Sample

The problem was to select from the records of males tested, a group which could be regarded as closely approximating a random group drawn from the total male population with respect to the variable being considered, namely general intelligence. Since we have no direct information about the level or distribution of intelligence in the unselected population, it is necessary to recreate the group through some other variable related to intelligence.

(A) There are two possible methods of doing this -

(a) through civilian occupation; and

(b) through level of education.

(B) Use of a sample obtained through civilian occupation has certain limitations.

(a) The occupational 'structure' of the community has shown marked variation in the last three or four years. Hence considerable approximations would probably have to be made in determining the frequencies within occupations for the civilian population.

(b) The selective factors mentioned operate within occupations as well as between occupations. Thus we may expect that there will be relatively fewer persons giving 'university student' as main occupation in the Army group than there will be university students in the total group. But also it seems probable that the quality of those university students who are in the Army will be poorer than those remaining in the community. If we could assume that they were the same, then we could 'correct up' for their low frequency by appropriate weighting. The extent to which sampling has occurred within occupations is unknown. Possibly it is negligible compared with the bias that has occurred between occupations.

(c) The work involved in selecting and weighting for some thousands of occupations would take a long time.

For these reasons it was decided to select the sample on the basis of education or schooling.

(C) It was decided to use a group under 20 years of age for the first sample because -

(a) such a group would show least effect from occupational sampling (though it would show the effect of RAAF selection)

(b) this group could be expected to have most accurate records of educational level reached. (Older men are often vague about the exact educational level they reached).

(D) It was further decided to use "class at which left school" rather than "age at which left school" or "years at school". Although these three would be closely correlated, it was assumed that the first would be most closely related to intelligence. In any case it was the only information of which a full record had been obtained for the sample.

The problem at this stage had now become to obtain a distribution for the 18 and 19 year old total population for "class at which left school".

(E) It was decided for the final norms to make no corrections for age. That is to say an individual will be compared in his performance with the total group and not against the restricted group of those of his own age. This decision was made on two grounds. Firstly, if an individual by virtue of his age had an advantage or handicap in his test performance, then this advantage or handicap will generally apply in his subsequent job performance. This will be particularly applicable if the groups are to be employed in the same job fields. Secondly, it would be difficult from the data available at the

moment, to work out these corrections satisfactorily. (1)

(F) It was decided to use a NSW sample for the study because -

(a) the statistics from the NSW Department of Public Instruction seemed to be the most complete of any state;

(b) the NSW group is the largest sub-sample of the total population; and

(c) there is evidence to show that for children of school age the mean performance on intelligence tests for NSW is very close to the all-Australian mean. (2)

Examination of the statistical reports of the NSW Minister of Public Instruction for the years 1936-9 showed little variation in the numbers leaving school at each class level. Hence these were assumed to be constant. The 1938 report is used as the basis of the following estimates.

(2) Selection of Sample 1

(A) If the assumption that the numbers leaving at each class level are constant from year to year is justified, then it may also be assumed that the proportion of numbers who left at each class level for a particular age group is the same as it is for a group which left in a particular year. This assumption was made.

---

(1) For the sample of 314 males tested in VIC in Jun 43 (T C & R Report No 11) the following mean scores for age groups were found.

	18-19	20-24	25-29	30-34	35-39	40-44	45+
Gen Class	40	44	37	38	36	32	21
Speed & Acc (short)	90	95	93	95	91	89	53
Mech Comp (30 mins)	18	20	17	16	18	14	10
Space Form	26	25	24	24	25	21	16
NUMBER OF CASES	120	48	53	38	40	11	4

Table showing mean scores (in raw score units) in group tests for age groups (Male Vic N = 314).

The general trends of the above table have been confirmed by studies for other months and for other states. The regression of score on age is non-linear showing generally a rise in the 20-24 years age group from the under 20 years group and thereafter a general fall. This seems to be due to the presence of large numbers of 20-24 year old clerical workers in the recruit groups of the last 18 months.

(2) McIntyre, G.A. : "The Standardization of Intelligence Tests in Australia". Melb. Univ. Press (1938). pp. 63-4.

(B) It was now required to establish the distribution of "class at which left school" for those who left school in NSW in 1938. Tables 21, 23, 25, 26 and 27 of the report of the NSW Minister for Public Instruction 1938 give the classes at which children left school from various types of school. The "leavers" are divided into two groups -

(a) those who leave to follow an occupation,

(b) those who leave to continue their education at another type or level of school.

(C) Before the material from these tables could be consolidated, the equivalence of levels had to be established and these had to be classified. The following classification was decided upon :-

GROUP	CLASS LEVEL
1	Primary 4th Std and under
2	Primary 5th
3	Primary 6th
4	Primary 7 Second and Tech 1
5	Primary 8 Second and Tech 2
6	Primary 9 Second and Tech 3
7	Secondary and Technical 4
8	Secondary and Technical 5
9	Post leaving - Tertiary

(D) The frequencies of those who left school to follow an occupation were tallied according to the class at which they left school. For post primary education, tables were given only for those who left -

(a) High and Intermediate High (Table 23)

(b) Junior Technical (Table 25)

(c) Commercial (Table 26); and

(d) Rural Schools (Table 27).

So from each of the above tables and from Table 21 (Primary school leavers) those who left the particular kind of school to go on with their education at another type of school, other than those for which records were available, were distributed in the proportion of numbers found to occur above that level. For instance the 124 cases recorded as leaving Primary School at the 7th class to continue their education in private schools (Table 21) were distributed in proportion to the frequencies found to occur above the 7th class for all other cases. Only frequencies larger than 100 were taken, others were considered negligible.

(E) The tables showed a marked discrepancy between those recorded as going on to High School (7930) and those recorded as leaving High School (5850). It was thought unlikely that this difference

was due to expansion of the size of the High School population. Rather it seemed that some children left primary school who expressed intention of going on to High School, but in fact did not, probably in large part going to an occupation. So 2000 cases were added to the Primary 6 group. This cannot be far in error but may slightly depress the distribution from its true value.

(F) The estimate for tertiary education that could be made from the tables was clearly inadequate. So the estimate for the tertiary group is an independent estimate of the number of males who left University and Teachers' College in 1938.

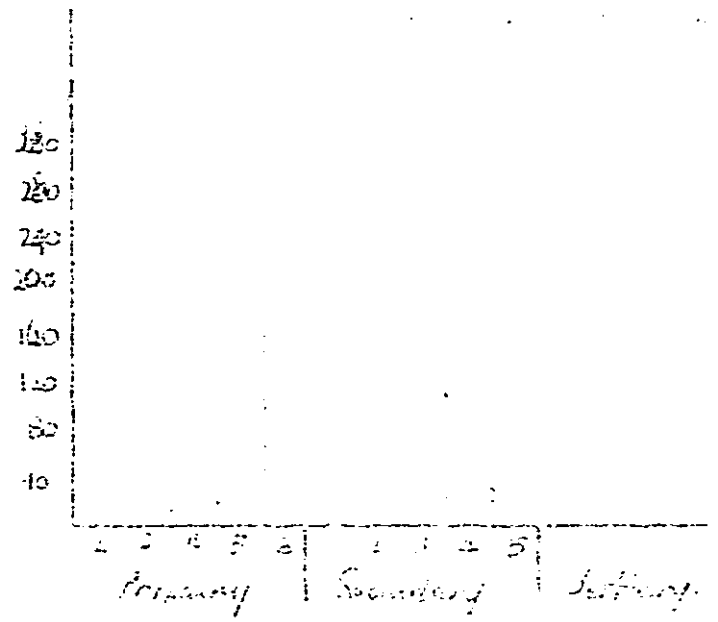
(G) The total number of cases accounted for in these estimates is 25,000 against a probable 27,000 who left school in that year. This is considered to be complete enough. One group that will be missed will be those who left school in 1938 having been educated in private schools completely. These cannot be very many in number and are probably not significantly different in "class at which left school" distribution from the remainder of the population.

(H) The frequency distribution found was reduced to relative frequencies in 1000. The distribution for a random group of NSW males, 18-19 years of age, tested in March-May 1943 was also determined, with the frequencies reduced to proportions of 1000. From Table 11, so prepared, the marked downward displacement of the Army sample is apparent.

TABLE 11

Class at which left School	All Male Pop^{n} NSW 1938 Leaving School	NSW 18-19 yr old Tested Army 1943
Prim 2	-	2
Prim 3	-	6
Prim 4	8	18
Prim 5	16	58
Prim 6	184	322
Sec 1	272	215
Sec 2	228	166
Sec 3	220	133
Sec 4	32	26
Sec 5	20	43
Tertiary	20	11
TOTAL	1000	1000

Table 11, showing the distribution (in 1000) of class at which left school for NSW all male population leaving school in 1938 and for army personnel age 18-19, tested in NSW Mar-May 43.



Histograms showing distribution of class at which left school for NSW all male population leaving school in 1938 and for Army personnel aged 18-19, tested in NSW Mar-May 43.

(J) It will be noted that some cases claim to have left school before the Primary 4th class whereas the education statistics show no children leaving school at lower than this class. The numbers being small, it was considered safe to combine the groups Primary 4th class and under.

(3) Statistics of Sample 1

From the pool of males (1871) who -

(a) were tested in NSW in March-May 1943

(b) left school in NSW

(c) did all four group tests*

(d) were aged 18 or 19 at the time of testing

1000 cards were drawn such that the frequencies falling in the classes at which left school matched the frequencies (in 1000) for the NSW school leavers of 1938. From this 1000 selected cases the statistics of the distributions of scores on the group tests were computed.

---

* To avoid the bias that would result from using only cases who did all group tests, the sample was first drawn from all cards (including those with incomplete test records). Cases drawn who had incomplete test records were then replaced by complete cases from the same "school leaving class" category, who had the same intelligence rating as the case with an incomplete record. In this way, the bias introduced by the system of not giving some tests to some low grade cases was avoided.

TABLE 111

TEST	MEAN	STD DEV^{n}
Gen Class^{n}	+ 0.41	0.94
Speed & Acc (full)	+ 0.11	0.89
Mech Comp (40 min)	+ 0.07	0.92
Space-Form	+ 0.28	0.98

Table 111, showing the statistics of group test score distributions for the selected sample (under 20 years).

It will be seen that the mean score for each test is higher than those for the Army norm sample, though the Speed and Accuracy (full form) and Mechanical Comprehension (40 mins) have not risen very much. The General Classification Test mean score has risen to a value about that which the other evidence suggests. It was accepted as the value to be taken for the Manpower norms.

(4) Selection of Sample 2

Since there is likely to be a differential age effect on scores for the different tests, a sample of male subjects 20 years and over was taken. From a pool of males who -

(a) were tested in NSW in March-May 1943

(b) " did all four group tests

(c) were aged 20 or over at the time of testing

1000 cases were taken to match the distribution of the 1000 cases of Sample 1 on the General Classification Test.

The statistics of the score distributions for this group were then computed.

TABLE 1V

TEST	MEAN	STD DEV^{n}
Gen Class	+ 0.41	0.94
Speed & Acc (full)	+ 0.31	0.95
Mech Comp (40 min)	+ 0.34	1.09
Space-Form	+ 0.29	0.98

Table 1V, showing the statistics of the group test score distributions for the selected sample (20 years and over).

It will be seen that the mean scores for the Mechanical Comprehension and Speed and Accuracy Tests are considerably higher than for the under 20 group. For the Mechanical Test it is likely that a 'knowledge' factor plays a part and so one could expect a

rise in score with increasing age at this level. It is unlikely to be a sampling error and is probably due to the sampling factor related to age that is mentioned on page 6 (footnote 1) of this report.

The mean values of Table 1V are very much closer to those which might be expected on the assumption that the sampling was due to the 'intelligence' bias in sampling for the Army group.*

The age distribution of the 20 years and over group was found.

TABLE V

AGE GROUP	FREQUENCY
20 - 24	259
25 - 29	252
30 - 34	206
35 - 39	205
40 - 44	46
45 +	32
TOTAL	1000

Table showing the age distribution of the selected sample (20 years and over).

(5) Combination of Samples 1 and 2

It was decided to combine the results from the two samples by using a ratio of one case under twenty to four cases from the twenty and over group. This is equivalent to adding 250 cases in the age group 18-19 in Table V. This somewhat overweights the lower age group in relation to the apparent trend of Table V, but the group has a high frequency in the Army and it is probable that this group will produce a large proportion requiring civilian guidance as it members are least likely to have had adequate vocational training or to have set jobs to which to return.

---

* On the assumption of linearity of the regressions of each of the other main group tests on the General Classification test, and using the correlations of T C & R Report No 11 Table 11, the mean scores for the other tests would be :-

TEST	MEAN
Gen Class	+ 0.41
Speed & Acc (Full form)	+ 0.32
Mech Comp (40 min)	+ 0.27
Space-Form	+ 0.25

(6) Statistics of the Combined Sample

The statistics for the combined sample were calculated.

TABLE V1

TEST	MEAN	STD DEV^{n}
Gen Class	+ 0.41	0.94
Speed & Acc (Full)	+ 0.27	0.94
Mech Comp (40 min)	+ 0.28	1.07
Space-Form	+ 0.29	0.98

Putting Table V1 in terms of the more familiar raw score and xx scale forms, the mean and standard deviation of score for the main group tests for the finally assumed Manpower population are :-

TABLE V11

TEST	MEAN (Raw Score)	MEAN IN xx SCALE (Army Norms)	STD DEV^{n} (Raw Score)
Gen Class	41.5	12 or 13	16.2
Speed & Acc (Full)	127.2	12	45.9
Mech Comp (40 min)	20.1	12	8.2
Space-Form	28.1	12	8.7

Table V11, showing means (in raw scores and xx scale) and standard deviation (in raw scores) of test score distributions for combined sample.

From the score distributions on the main group tests for the combined sample, cumulative frequency distributions were prepared and from these an xx scale using the same fractional components of the total distribution as the Army norm xx scale (see T C & R Report No 2), was prepared.

Scales for the Speed and Accuracy (Shortened Form) and Mechanical Comprehension (30 mins) were read from the lines of equivalents prepared for the establishment of Army norms for these forms of the tests.

The difficulty mentioned in page 5 of this report with regard to the sampling within groups which may be assumed to occur for the occupational groups, must also be assumed to have probably occurred in the "class at which left school" groups. That is to say that the downward bias shown to exist for the Army group as a whole probably affects the single "educational class" groups - the bias would operate to send to the Army a poor group of those who left school in particular, say, at the 4th class of the secondary school. Although no direct evidence can be brought forward, it seems likely that the bias effect between educational

classes is much greater than within classes. Nevertheless it must be pointed out that the present norms are, due to this effect, probably set a little lower than the figures which would have been obtained from a random sample drawn from all NSW, males with the same age, and "class at which left school" distributions, as the group used for this study.

III DETERMINATION OF FEMALE MANPOWER NORMS

(1) Selection of Female Sample

1000 cases were taken to match the distribution of the 1000 under 20 years (male) cases on the General Classification Test. These were drawn from a pool of female recruits who -

(i) were tested in NSW in Dec 42 - May 43. (A few cases from other states had to be taken to make up the frequencies at the ends of the scale - 32 from Vic, 8 from Q'ld, 1 from W A).

(ii) had done all four group tests.

The age distribution of this group was as follows :-

TABLE VIII

AGE GROUP	FREQUENCY
18 - 19	936
20 - 24	38
25 - 29	15
30 - 34	6
35 - 39	2
40 - 44	3
TOTAL	1000

Table VIII, showing the age distribution of the female sample.

It will be seen that the sample is preponderantly under 20 years old, but it was not thought worth while to pursue elaborate procedures for correcting it.*

---

* The sample of 500 female recruits from NSW and Victoria (see page 3 of this report) showed no significant differences of mean General Classification test scores for age.

	Number	Mean	Std Dev^{n}
Under 20	219	+ 0.44	0.82
20 and over	281	+ 0.31	0.87
TOTAL	500	+ 0.37	0.85

Table showing means and standard deviations (in terms of norm standard deviations) of General Classification for age groups of female recruits.

The distribution for the "class at which left school" for this female sample was -

CLASS AT WHICH LEFT SCHOOL	FREQUENCY FOR FEMALE SAMPLE
Prim 2	1
Prim 3	1
Prim 4	8
Prim 5	19
Prim 6	185
Sec 1	197
Sec 2	220
Sec 3	271
Sec 4	40
Sec 5	51
Tertiary	6
TOTAL	1000

It was not thought worth while to establish a "theoretical" distribution of "class at which left school" for this group as they were not wholly drawn from NSW, and the education statistics for the females were less complete and showed greater inaccuracy than those for the male group.

(2) Statistics of the Female Sample

The statistics for the distributions of the group tests score for this group were calculated.

TABLE IX

TEST	MEAN	STD DEV^n
Gen-Class	+ 0.41	0.94
Speed & Acc (Full)	+ 0.67	1.04
Mech Comp (40 min)	- 0.79	0.63
Space-Form	+-0.43	0.92

Table IX, showing the statistics of the group test score distributions for the female sample.

Putting Table IX in terms of raw score and xx scale

TABLE X

TEST	MEAN (Raw Score)	MEAN IN xx scale (Army Norms)	STD DEV^{n} (Raw Score)
Gen Class	41.5	12 or 13	16.2
Speed & Acc (Full)	146.9	14	50.6
Mech Comp (40 min)	11.9	7	4.9
Space-Form	29.3	12	8.2

Table X, showing means (in raw score and xx scale) and standard deviation (in raw scores) of test score distributions for female sample.

From these distributions, norm scales were derived as for males.

Scales for Speed and Accuracy (Shortened form) and Mechanical Comprehension (30 mins) were derived from the male line of equivalents for obtaining test scores on these forms from their original forms. This procedure may not be fully justified as the line of equivalents for females may be different from that for males particularly on the former test. It was decided however to leave the derived norms as they stood and on some convenient subsequent occasion undertake a more thoroughgoing research on the female "manpower" norms.

IV SUMMARY AND COMMENTARY

Male Manpower Norms were taken from a sample of NSW male recruits tested in March, April and May 1943. The selection of this sample was such that its distribution of general intelligence and the distribution of general intelligence of the total adult population were as close as it is possible to get with the available data. The sample was selected on the basis of educational level on leaving school. 1000 males aged 18 or 19 at the time of testing were distributed on educational level on leaving school proportionally to the distribution of educational level of the total adult population. A further 1000 male recruits aged 20 years and over was matched on the distribution of the General Classification test with the 18-19 year old group, weighted by x4 and added to the 18-19 year old group. This total was used as a sample population for the computation of norms.

The Female Manpower Norms were taken from a sample of 1000 cases matched on the distribution of General Classification test scores with the 18-19 year old male sample. This assumes that there is no difference between sexes of the General Classification test scores. The results of many investigators suggest that this assumption is not invalid.

It must be noted that it is unlikely that these norms will correspond to the norms which would be derived from a truly random adult population :

1. The 18-19 year old group is overweighted by about x2 when the

proportion of age groups in the total population is considered. Thus a bias is given to any test which may interact with age. It is possible that some of the tests may show some effect of age other than sampling although this has not been completely demonstrated with the Army battery.

2. No account has been taken of internal sampling errors of the method of selection. It is likely that within each educational level group there is a downward sampling of the Army population in respect of the general intelligence when compared with the total adult population.

3. The sample has been drawn from one State only, and from those coming into the Army during a limited period of time. Although there is some evidence to suggest that the effect of this discrimination is not great, it is a factor which may cause significant sampling errors.

Nevertheless, it is considered that the Manpower norms are closer to the parameters of the total adult population than are the Army norms, and will be found adequate for the purpose of civil placement.

V TABLES OF NORMS

Appended are the final tables of norms derived.

J. Chornsby Lord
Staff Captain
Test Construction and Review Staff.

MALES

APPENDIX I

Army

Norms of basic battery tests for rehabilitation and vocational guidance cases (male).

x score	%ile	Gen Class	Sp & Acc. (full form)	Sp & Acc. (short form)	Mech Comp (40 min.)	Mech Comp (30 min.)	Sp Form
20	99+	78+	230+	170+	38+	34+	46+
19	97-98	73-77	218-229	164-169	36-37	32-33	44-45
18	95-96	69-72	209-217	158-163	34-35	30-31	42-43
17	93-94	66-68	197-208	149-157	32-33	29	41
16	87-92	61-65	176-196	133-148	30-31	27-28	38-40
15	81-86	56-60	163-175	122-132	28-29	25-26	36-37
14	75-80	52-55	154-162	116-121	26-27	24	34-35
13	69-74	49-51	146-153	111-115	24-25	22-23	33
12	60-68	45-48	135-145	104-110	22-23	20-21	31-32
11	51-59	41-44	125-134	97-103	20-21	19	29-30
10	42-50	39-40	116-124	90- 96	18-19	17-18	26-28
9	33-41	34-38	106-115	83- 89	16-17	15-16	24-25
8	27-32	31-33	98-105	78- 82	15	14	23
7	21-26	29-30	90- 97	73- 77	13-14	12-13	21-22
6	15-20	24-28	82- 89	67- 72	12	11	19-20
5	9-14	20-23	68- 81	56- 66	10-11	9-10	17-18
4	7- 8	18-19	62- 67	51- 55	9	8	15-16
3	5- 6	16-17	54- 61	45- 50	7- 8	6- 7	13-14
2	3- 4	12-15	38- 53	33- 44	4- 6	4- 5	11-12
1	0- 2	0-11	0- 37	0- 32	0- 3	0- 3	0-10

Table showing norms for basic Army battery for rehabilitation and vocational guidance cases (males).

APPENDIX II

FEMALES

Army

Norms of basic battery test for rehabilitation and vicational guidance cases (females)

x score	%ile	Gen Class	Sp & Acc (full form)	Sp & Acc (short form)	Mech Comp (40 min)	Mech Comp (30 min)	Space Form
20	99+	78+	250+	183+	25+	23+	46+
19	97-98	73-77	239-249	176-182	23-24	21-22	44-45
18	93-96	69-72	232-238	171-175	21-22	19-20	43
17	93-94	66-68	223-231	166-170	20	18	42
16	87-92	61-65	204-222	154-165	18-19	16-17	39-41
15	81-86	56-60	189-203	141-153	16-17	14-15	37-38
14	75-80	52-55	178-188	133-140	15	13	35-36
13	69-74	49-51	168-177	126-132	14	12	34
12	60-68	45-48	157-167	119-125	13	11	32-33
11	51-59	41-44	146-156	111-118	12	10	30-31
10	42-50	39-40	136-145	105-110	11	9	28-29
9	33-41	34-38	123-135	95-104	10	8	26-27
8	27-32	31-33	114-122	88- 94	9	7	25
7	21-26	29-30	106-113	83- 87	8	6	23-24
6	15-20	24-28	96-105	76- 82	7	5	21-22
5	9-14	20-23	79- 95	65- 75	6	-	18-20
4	7- 8	18-19	74- 78	60- 64	5	4	17
3	5- 6	16-17	65- 73	54- 59	-	-	15-16
2	3- 4	12-15	54- 64	44- 53	4	3	12-14
1	0- 2	0-11	0- 53	0- 43	0- 3	0- 2	0-11

Table showing norms for basic Army battery for rehabilitation and vocational guidance cases (female).

MANPOWER [illegible]

Rating	[illegible]	Space Form
20	[illegible]	46+
19	[illegible]	44-45
18	[illegible]	42-43
17	[illegible]	41
16	[illegible]	38-40
15	[illegible]	36-37
14	[illegible]	34-35
13	[illegible]	33
12	[illegible]	31-32
11	[illegible]	29-30
10	39-40	26-28
9	34-38	24-25
8	31-33	23
7	29-30	21-22
6	24-28	19-20
5	20-23	17-18
4	18-19	15-16
3	16-17	[illegible]
2	12-15	[illegible]
1	0-11	[illegible]
Rating	[illegible]	[illegible]

MANPOWER [illegible]

MANPOWER NORMS

Rating		Speed & Accy (short form)		Gen Mech (30 mins)
20		170 +		34 +
19		164 - 169		32 - 33
18		158 - 163		30 - 31
17		149 - 157		29
16		13[illegible] - 148		[illegible] - [illegible]
15		122 - 1[illegible]		25 - 26
14		116 - 121		24
13		111 - 115		22 - 23
12		104 - 110		20 - 21
11		97 - 103		19
10		90 - 96		17 - 18
9		83 - 89		15 - 16
8		78 - 82		14
7		73 - 77		[illegible] - [illegible]
6		67 - 72		[illegible]
5		56 - 66		9 - 10
4		51 - 55		8
3		45 - 50		6 - [illegible]
2		33 - 44		4 - 5
1		0 - 32		0 - 3
Rating		Speed & Accy (short form)		Gen Mech (30 mins)

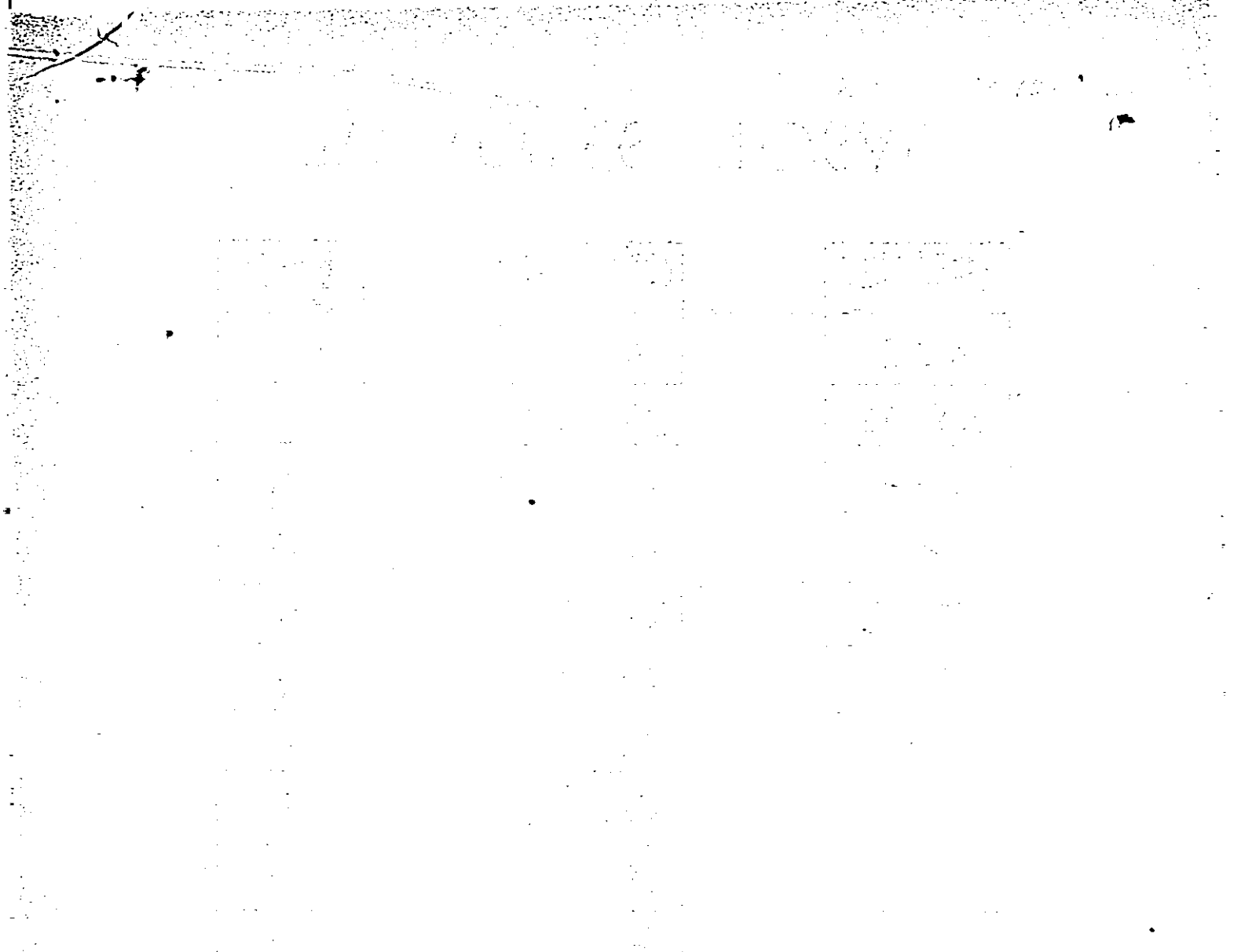
MANPOWER [illegible]

D.R.D. / A.G.10 / G.S.

MANPOWER NORMS

Ratings		Speed & Accy (full form)		Gen. Mech. (40 mins)
20		230+		38+
19		218-229		36-37
18		209-217		34-35
17		197-203		32-33
16		176-196		30-31
15		163-175		28-29
14		154-162		26-27
13		146-153		24-25
12		135-145		22-23
11		125-134		20-21
10		116-124		18-19
9		106-115		16-17
8		98-105		15
7		90-97		13-14
6		82-89		12
5		68-81		10-11
4		62-67		9
3		54-61		7-8
2		38-53		4-6
1		0-37		0-3
Ratings		Speed & Accy (full form)		Gen. Mech. (40 mins)

MANPOWER NORMS.



DRD/AG9(3)/BL. E,187/1/63

AUSTRALIAN MILITARY FORCES

(Adjutant-General)

Victoria Barracks,
Melbourne S.C.1
2 January 1944.

11337

HQ Qld L of C Area (6)
HQ NSW " " (8)
HQ Vic " " (6)
HQ S A " " (4)
HQ W A " " (4)
HQ Tas " " (4)

Copies to QMG (4), HQ Aust Kit Store, D of O (2).

CIVILIAN EFFECTS OF RECRUITS

With reference to para 6 (d) (iv) of GRO A595/1943, it has been represented that difficulty is sometimes experienced by recruits in making arrangements for the safe custody of their civilian clothing and personal effects. This particularly applies to recruits who have no next of kin.

2. To meet this problem authority is given to Aust. Kit Stores to accept and store the civilian clothing and personal effects of recruits who cannot make other arrangements.

3. R.R.Ds. should be informed accordingly, and that in appropriate cases the necessary arrangements should be made by their Drafting Sections.

4. It is to be emphasised that this concession should only be availed of when absolutely necessary.

Major-General,
ADJUTANT-GENERAL.

DRD/AG10/EC File No 323.16.82

DESCRIPTION OF AUSTRALIAN ARMY PSYCHOLOGY SERVICE

A. GENERAL

1. The Australian Army Psychology Service was established in September 1942. It forms part of the organization of the Branch of the Adjutant-General. The Assistant Adjutant-General (Psychology) administers the Service subject to the general control of the Director of Recruiting and Demobilization.

2. Functions

The functions of the Australian Army Psychology Service are -

(a) to advise on the most effective use of personnel, considered as individuals, and having regard to the ability temperament personality background and preference of the individual, and to the needs of the Army,

(b) to assist in the rehabilitation of personnel being returned to civil life,

(c) to carry out such other work of a psychological nature as may be ordered.

Detail

These functions involve;

the psychological examination of,

- all recruits,
- personnel who are to be reallocated because of medical reclassification or for any other reason,
- psychiatric cases, on request of medical authorities,
- convalescents who will need to be reallocated,
- soldiers in prison or in detention, on request of Director of Military Prisons and Detention Barracks,
- personnel referred by Army Education Service (illiterates, personnel for rehabilitation, etc),
- soldiers attending certain schools,
- soldiers selected for certain duties,
- problem cases referred by C.O.'s of units through appropriate formation commanders;

participation in boards set up for pre-selection of officer candidates.

3. Units

(a) The units of the Australian Army Psychology Service are the Psychology Testing Sections. In addition there are Psychology Service personnel included in Mobile Aptitude Testing Sections.

(i) The Psychology Testing Section (Higher Establishment) consists of -

4 Officers (psychologists)
12 Interviewing and Testing Sergeants
13 administrative and clerical personnel

(ii) The Psychology Testing Section (Lower Establishment) consists of -

2 Officers (psychologists)
7 Interviewing and Testing Sergeants
7 administrative and clerical personnel

(iii) The Mobile Aptitude Testing Section consists of -

1 Officer (QC, non-psychologist)
1 Officer (psychologist)
3 Interviewing and Testing Sergeants
6 administrative and clerical personnel

(b) The number of personnel actually dealt with by a unit depends upon the purposes for which examination is being undertaken. It has been found that a Higher Establishment Section usually handles from 2000-3000 per month for all purposes, and that a Lower Establishment Section deals with approximately half this number. It is estimated that, testing for selection purposes only, a Mobile Aptitude Testing Section can examine a maximum of about 200 per week.

4. Headquarters

The headquarters of the Australian Army Psychology Service is the Psychology Section of the Directorate of Recruiting and Demobilization at Allied Land Headquarters.

It consists of -

Assistant Adjutant-General (Psychology)

Staff Captain (Administration)

Staff Captain (Test Construction and Review)

Lieutenant (Research : control of tests)

Lieutenant (Research : placement of personnel)

The Assistant Adjutant-General (Psychology) is responsible for control of Army Psychology Service and for advice to Allied Land Headquarters on matters arising out of the functions of the Service. He is a member of the Advisory Committee on Psychology Testing. This committee was appointed to advise the Army on the use of Psychology Tests, and includes several leading civilian psychologists.

The Staff Captain (Administration) deals with the administrative matters within the Service, maintenance of the

Allied Land Headquarters file of Personal Cards and psychological reports, and issue of technical equipment and instructions to units.

The Staff Captain (Test Construction and Review) is responsible for the co-ordination of all research within the Psychology Service, and for all technical psychological matters. He is assisted in the former by the Research Lieutenants, and in the latter by a committee, of which he is chairman, comprising certain of the Officers Commanding Psychology Testing Sections. This committee is assembled from time to time as required.

5. Personnel.

Officers Commissioned rank in units of the Australian Army Psychology Service is restricted to three classes of personnel -

(a) University graduates who have completed a three-year course in Psychology

(b) University graduates who have completed a two-year course in Psychology and who have carried out post-graduate work in Psychology for at least one year.

(c) Personnel who, having been Testing and Interviewing Sergeants in the Psychology Service, have proved themselves capable of undertaking routine psychological work of the necessary standard.

Captaincy is restricted to personnel in classes (a) and (b) above who have completed at least one additional year of post graduate work, who have had a certain minimum of experience within the army, and are competent to carry out all phases of the work in a Psychology Unit. Not more than 20% of the officers in the Service may be of class (c) above.

Testing and Interviewing Sergeants The basic requirements for personnel for Testing and Interviewing Sergeants are -

(a) superior mental ability

(b) good personality and address

(c) education to at least university matriculation standard. Some formal training in Psychology is desirable, but not essential.

(d) wide experience of men, preferably including active service in the present war.

Administrative and Clerical Staff These include Warrant Officer (Supervisor), records sergeant and clerks, stenographers, typists, test room assistants, marking and coding assistants. With the exception of personnel for mobile sections, all may be members of the Australian Women's Army Service.

6. Examination Procedures

Each person examined by the Psychology Service may pass through some or all of the following procedures -

Group Testing

Psychological Interview

Special Testing

Psychological Assessment

The actual procedures used in each case depend upon the nature of the detachment of the Psychology Service carrying out the examination, the purpose of the examination, and the qualifications of the individual who is being examined. All procedures are usually directed towards completion of a Personal Card (AAF A 240) for the individual examined. Copies of this card and instructions for completion are appended.

(a) Group Testing to 15 Nov 43. From September 42 until 15 November 43, the basic test battery used consisted of -

Aust Army General Classification Test

ACER Speed and Accuracy Test

ACER Mechanical Comprehension Tests

Space Form Test.

Details of these tests are to be found in Section C of this report. This battery of tests was given to all recruits, except those mentioned in 6 c (ii) below, and as fully as possible, or necessary, to all other personnel examined. It took three hours to give, and was administered by a Testing Sergeant of the Army Psychology Service.

(b) Group Testing, Since 15 Nov 43. On 15 Nov 43, a revised testing procedure was introduced to take advantage of experience gained over the previous twelve months and of the improvements in technique made possible by a change in the administrative handling of recruits. There are now four main batteries of tests.

The S (Screen) Battery is given to all personnel tested, and contains -

(i) An Intelligence Test in a Number and Verbal medium designed to give maximum discrimination at the Army median.

(ii) A Space Form Test, given here for convenience, as it is given to all personnel tested.

The R (Restricted Screen) Battery is given to those personnel who fall below the median when tested by the S Battery. It consists of -

(i) A non-language intelligence test (Raven's Progressive Matrices)

(ii) A test of literacy (Aust Army Literacy Test)

This battery is used to separate off the illiterates and others requiring individual examination, from the remainder of the sub-median group.

The L (Lower) Battery is given to those personnel of the sub-median group who are not selected by the R Battery for individual testing. It consists of -

(i) A Mechanical Comprehension Test

(ii) Dexterity Tests

(iii) Visual Judgment Tests.

The U (Upper) Battery is given to all those who fall above the median when tested by the S Battery. It consists of -

(i) A Speed and Accuracy Test

(ii) A Mechanical Comprehension Test

(iii) An intelligence test in a number medium

(iv) An intelligence test in a verbal medium

(v) A Dictation Test.

O's C of Psychology Units are at liberty to add to the L or U Batteries in the cases of specific individuals or groups.

(c) Interview

On completion of the group tests, or at least of the S and R batteries, each examinee is interviewed by an Interviewing Sergeant. During the interview, the sergeant collects from the examinee information on the educational and occupational history, interests, military experience, and preference, all of which he enters on the Personal Card together with other relevant information. Any information of an intimate nature or of less obvious importance is entered on the reverse of the copies of Personal Card retained within the Psychology Service (AAF A 240A). Routine interviews of recruits etc usually take about fifteen minutes.

(d) Special Testing

(i) Non-language Testing - Prior to 15 Nov 43, subjects who because of foreign birth, lack of schooling or mental dullness were unable to do the basic test battery were sent for testing with non-language group tests. Since that date, such personnel are isolated by the R Battery.

(ii) Individual Testing - Subjects are referred for Individual Testing if they cannot or will not do the basic group tests for any reason, if they obtained less than a certain score on the tests, or if at any stage of the psychological examination they appeared to be mentally subnormal or abnormal. One officer of each Psychology Section, designated the Individual Testing Officer, is personally responsible for the examination and assessment of all such personnel. He is at liberty to use whatever method of examination he desires to suit each particular case.

(iii) Trades Testing - After Group Tests and Interview personnel for allocation who claim or are found to have been employed or trained in certain trades or occupations are sent to the Trades Testing Centre for examination. Trades Testing is not carried out by the Army Psychology Service. The Trades Testing Officer enters his assessment in the Personal Card.

(iv) Special Aptitude Testing - Subjects who appear to have sufficient ability or background for training as tradesmen or specialists are in some cases given additional tests to determine whether they are acceptable for such training Results are entered in

the Personal Card.

(v) Psychiatric Examination - A psychiatric officer has been appointed by the Army Medical authorities in each L of C Area to consider all cases referred for psychiatric opinion by the Psychology Service, and to make recommendations for medical treatment, reclassification or discharge where necessary. All cases liable to be seen by a Psychiatric Officer will have been previously examined by an Individual Testing Officer, who makes the results of his examination available to the Psychiatric Officer.

Personnel found to be mentally deficient but without other mental abnormality may in certain instances (recruits, delinquents, etc) be rejected or discharged on psychological recommendation without psychiatric advice.

(e) Psychological Assessment. This is the final stage to psychological examination, and may be carried out only by an officer of the Army Psychology Service. The Psychological Assessor interviews each subject, with the Personal Card before him showing medical and trades assessments, results of tests, and information gathered at interview. He enters in the Personal Card a general statement of the subject's suitability for service, with specific recommendations as to Arm and Posting within Arm.

E. DETAIL OF WORK

7. Male Recruits

The procedures outlined in paragraph 6 above were designed to fit within the framework of the administrative handling of recruits, being modified as required for other classes of personnel.

(a) Prior to 15 Nov 43, recruits spent their first four days in a Recruit Reception Depot. During this period they were medically boarded, allocated to an arm, and when uniform pay and and papers had been attended to were drafted to the Training Depot of the arm to which they had been allocated. At each Recruit Reception Depot there is an Allocation Officer, a combatant officer of wide experience. He was responsible for the placement of every recruit enlisted at that Recruit Reception Depot. To enable him to place recruits, he was provided with tables issued by the Directorate of Personnel Maintenance, Allied Land Headquarters, showing the reinforcement requirements from his Depot, and it was his duty to allocate each recruit to a posting in an arm, having regard to the needs of the Army and to the ability training and preference of the recruit. Whilst placing each individual to the best advantage, the Allocation Officer at the same time ensured that each arm received a proportionate share of the available manpower.

The Allocation Officer had to make his decision concerning the recruit within the four days. It was the duty of the Psychology Section to examine each recruit and advise the Allocation Officer as to the best manner in which he could be employed. In actual practice recruits were usually available to the Psychology Testing Section for one day only - their second day in the Army. They were first tested - in batches of about sixty - and then interviewed individually. After any necessary special tests or trades tests each recruit came individually before the Psychological Assessor and Allocation Officer. These officers, who generally worked together, weighed considerations of ability make-up

experience preference and requirements, and the Allocation Officer assigned each recruit to a posting within an arm.

(b) Since 15 Nov 43

The methods outlined in para 7 (a) above are still in force in Western Australia. From other States, recruits are all sent to a central Recruit Training Depot, and are not allocated to an arm or posting until they have completed their basic recruit training. The Psychological Examination of male recruits now involves three phases -

(i) Screening at Recruit Reception Depots. Recruits are given the S (Screen) Battery, and, if necessary, the R (Restricted Screen) Battery, and all recruits are interviewed by Interviewing Sergeants of the Army Psychology Service. This enables all illiterate and subnormal recruits and as many as possible of those who appear to be subnormal or unstable, to be referred to an Individual Testing Officer for an opinion as to whether they are psychologically fit for service. Those considered by the local Allocation Officer, on the advice of either a psychologist or a psychiatrist or both, to be unfit for service are returned to civil life.

(ii) In the first week in the Recruit Training Centre, the U and L test batteries are given to appropriate groups supplemented when deemed necessary, and a provisional assessment is made.

(iii) At the conclusion of the period of recruit training, each recruit is seen again, his psychological record and training record are examined, and if necessary further testing is carried out. Specific recommendations are then made to the Allocation Officer, who allocates recruits in certain fixed percentages to each arm.

8. Female Recruits

Female recruits are examined at Recruit Reception Depots with the same procedures as are used for males. They are allocated, as males were previously, to an arm and posting before entering training depot.

9. Reallocation and Other Examinees

Other personnel besides recruits are examined by the Psychology Testing Section at Recruit Reception Depots. These comprise medically down-graded or up-graded soldiers for reallocation, rehabilitation cases, soldiers referred for special examination etc. Such personnel are held at, or sent through, a General Details Depot, and no examinations are carried out unless specifically required by the proper administrative authorities. The routine of examination is generally the same as for recruits.

10. Examinations away from Recruit Reception Depot

Detachments are sent out from Psychology Testing Sections as necessary to examine personnel in hospitals, convalescent depots, military prisons, schools, training units and formed units. The examination is modified to suit the requirements of the cases and the facilities for testing, but whenever possible a Personal Card is created under standard conditions. Psychiatric cases are

[illegible] the request of psychiatrists of hospitals, the psychological reports being made direct to psychiatrists. Examination of personnel in prison or detention is undertaken as required by the Director of Military Prisons and Detention Barracks and reported directly to him.

11. Rehabilitation.

The rehabilitation of soldiers to civil life is controlled by a section of the Directorate of Recruiting and Demobilization and is therefore closely linked with the Psychology Service when necessary. The Army Psychology Service is required to examine, and give vocational guidance to, all personnel referred by Army Rehabilitation Officers, and all service personnel (RAAF or RAN) referred by the Manpower Directorate of the Department of Labour and National Service. Arrangements are in force for these examinations to be carried out, where possible, for soldiers who are in hospital in order that education for their future employment be arranged.

Planning for demobilization in Australia includes a sub-committee of Psychologists working under the Department of Post War Reconstruction. It is the duty of this sub-committee to make plans for testing to be carried out in the case of all personnel who will need to be placed in a vocation. This sub-committee consists of psychologists from the Manpower Directorate of Department of Labour and National Service, Royal Australian Navy, Australian Military Forces, and the Royal Australian Air Force.

12. Officer Selection

(a) Male Officers

Male officer pre-selection is proceeding by a modification of the British Army system.

(i) Personnel are nominated as candidates by their Commanding Officers, or they may themselves apply for consideration. All candidates are reviewed by a local board, and those thought to be promising are referred to the LHQ Officer Pre-Selection Board.

(ii) The LHQ Officer Pre-Selection Board consists of combatant officers representing Allied Land Headquarters, the formation, and each arm concerned, assisted by a Psychologist and a Psychiatrist.

Candidates spend three days with the Board, and are put through indoor and outdoor tests. The indoor tests comprise tests of intelligence and specific abilities, supplemented by inter-individual ratings, self-appraisals, personality questionnaire, fluency tests, and the group Rorschach test. Each candidate is interviewed by a psychologist and a psychiatrist. The outdoor tests resemble military situations, assault courses, etc, and are designed to throw up the characteristics of personality and temperament of the individual candidates. On the last day, the Board jointly decides as to whether each man is acceptable.

(iii) As with the British Army War Office Selection Boards, the Army Psychology Service was concerned in the development of the whole procedure. The Psychologist member of the Board is assisted in his technical work by a Mobile Aptitude Testing Section, comprising one officer

(Psychologist), three testing and interviewing sergeants, and necessary clerical personnel.

As the Pre-Selection Boards have been in operation for several months only, no follow-up work has yet been possible.

(b) Women's Services' Officers

Candidates for Officers' School in the Aust Women's Army Service and AAFWS are examined by an officer of the Army Psychology Service, who is a member of the Pre-Selection Board. The candidates appear before the board on one day only, not over a period of days as in the case of male officer candidates. They are interviewed by the board members, to whom the commanding officers' reports and the psychologists findings are available.

(c) Candidates, Royal Military College

Applicants for entry to the Royal Military College are examined by an Army Psychologist, and the information and assessment obtained are made available to the Selection Board.

13. Research

All research within the Psychology Service is co-ordinated and controlled by the Staff Captain (Test Construction and Review). Much of the work undertaken is incidental to the normal activities of the Psychology Testing Sections.

(a) Job Studies and Job Analyses. The conduct of complete job studies is not well advanced. No special teams or units are available for these purposes, and such researches have therefore to be fitted in by Psychology Testing Sections along with their other duties. This policy has one advantage; it ensures that officers doing personnel selection work are familiar with conditions in units and training units.

(b) Follow-Up. Follow-up work is also carried out by Psychology Testing Sections. This ensures that they improve their work by constant reference to officers of the Training Units to which they are sending drafts. Regular visits are made to units, and in many cases regular reports are received from units.

(c) Analyses of Allocations. To keep check of work done, units analyse the drafts sent to each arm each month, taking note of mental ability, medical class and numbers allocated. These analyses are forwarded to Allied Land Headquarters and form the basis of consolidated reports, and specific action as required. Job studies, job analyses, follow-up and allocation analyses are all within the sphere of the Lieutenant (Research : placement of personnel).

(d) Test Control and Test Construction. Research into and control of all methods of examination is a function of Headquarters Army Psychology Service. The officer responsible is Lieutenant (Tests), working under the direction of the Staff Captain (Test Construction and Review).

(e) Rehabilitation Problems. To enable the Army Psychology Service to assist in the placing of discharged personnel and to prepare for demobilization, certain researches are being undertaken by the Test Construction and Review Staff. Tentative norms to enable Army Tests to be used in civilian placement have been established, and a study on the equivalence of Army and Air Force tests is being undertaken

in conjunction with the Air Force and the Department of Post War Reconstruction. Research is also proceeding into the problems of personnel placement in rural industries, and it is hoped, if staff becomes available, to extend this research to placement in other industries.

14. Records

The Personal Card (A 240) completed for each person examined moves forward with his personal documents to Training Depot and thence forward to his first unit. After the Commanding Officer has obtained necessary extracts the card is returned to District Records Office in the soldier's Area of enlistment.

A copy of the Personal Card (A 240A) is retained at the Psychology Testing Section in which the soldier was examined. Should a soldier for any reason be examined in a region other than his Area of enlistment, a further copy of the card is forwarded to the Psychology Testing Section in the area of enlistment. In this way a further copy of the Personal Card is kept available to the District Records Office which contains the soldier's papers, and can therefore be used for reference or rehabilitation purposes.

Copies of all Personal Cards are forwarded to Headquarters Army Psychology Service, where they are used for research purposes. In addition, they form a valuable file from which it is possible to submit lists of personnel with special qualifications or suitable for special duties as required.

C. DESCRIPTION OF TESTS

1. Australian Army General Classification Test. Group. Main Battery (see note 1 below). Spiral Omnibus - verbal, number and spatial. 40 minutes. 100 items. Two parallel forms. 25 minutes practice. Selective answers from 4 or 5. Answer cards used. Marked with stencil. Rating based on raw score. Norms based directly on Army "standard" population. (See note 2 below). Mean Army males score - 35. Std Devn (Army) - 17. Reliability (Split half) for Army group +0.95 (for each form). Estimated civilian adult mean score 43.

(Test made by Australian Council for Educational Research for Army).

Note 1 This test was used in the Main Battery before Nov 43. At present it is included in the U battery but it is to be replaced shortly by two shorter tests -

(i) An intelligence test in a verbal medium (verbal analogies and verbal classification).

(ii) An intelligence test in a number medium (series and problems).

The test will be retained however for selection work on high grade personnel (e.g. officer pre-selection etc.).

Note 2 The "norms" for the Army tests are based on an arbitrary group - the first 1500 males tested. The distribution of ability in the Army as a whole is unknown as it was largely mobilized before testing began. The first 100,000 tested however show no great divergence from the first 1500. This first group is known as the standard group and as far as possible all norms are based directly on this group or on groups selected to be equivalent to this group.

2. ACER Speed and Accuracy Test. Group. Main Battery (see note 3 below). Three sub-tests. Number checking - 6 mins. Name checking - 6 mins. Classification - 2½ mins. (See note 4 below). Short practice for each. Answer card. Stencil marked. Errors and omissions penalised. Mean Army males - 115. Std Devn - 48. Norms based directly on army standard population. (See note 2 above).

Note 3 This test was used in the Main Battery before Nov 43. At present it is included in the U Battery. It is also included in the L Battery for Women's Services' personnel for selecting semi skilled clerical or stores workers.

Note 4 The "classification" sub-test has been omitted from the test (from Jun 43).

Army male mean (short form of test) - 84. Std Devn - 31.

3. ACER Mechanical Comprehension Test. Group. Main Battery (see note 5 below). Selective (from 4) answers for mechanical problems presented as diagrams in booklets. 40 minutes. (See note 6 below). 45 items. Short practice and explanation of terms. Answer cards. Stencil marked. Rating based on raw score. Norms based directly on standard army group (see note 2 above). Mean Army males - 18. Std Devn - 8.

Note 5 This test was included in the Main Battery before Nov 43. At present it is included in the U and L batteries. It is being considerably modified -

(i) wording is being substantially reduced

(ii) diagrams are being made three-dimensional presentations where possible

(iii) the questions will have 6 (instead of 4) answers to be chosen from

(iv) the range of difficulty of items will be reduced

(v) the time for the test will be reduced

(vi) the test will be prepared in parallel forms.

Note 6 After 1 Jun 1943 the time for this test was reduced to 30 minutes. Mean score for Army males - 16. Std Devn - 7.

4. Space Form Test. Group. Main Battery (see note 7 below). Modification of the Likert and Quasha revision of the Minnesota Paper Form Board Test somewhat like Schultz's Industrial revision. Items arranged linearly. Answer card. Stencil marked. Short practice. 15 minutes. 64 items. Rating based on raw score. Norms based directly on standard army group (see note 2 above). Mean Army males - 25. Std Devn - 9.

Note 7. This test was included in the main test battery before Nov 43. It is now included in the S battery and is thus given to all persons tested.

It is to be replaced by Form Test Series DA and DB which are slight modifications of the Likert and Quasha revision Series AA and BB. The modification is the use of a separate answer sheet to bring the test in line with the other group tests used. This has made desirable a relettering of the answers. The instruction's wording has been changed to a simpler form.

5. Australian Army Classification Test I. Individual. An experimental modification of Terman and Merrill's 1937 revision of the Binet test. Form L only has been changed. The modifications made are -

(i) making the range Year IV - 6 to Average Adult into a point scale

(ii) this point scale is arranged in order of difficulty for Australian subnormal male adults

(iii) the number of items has been reduced

(iv) the wording has been changed slightly generally along the lines proposed by the Scottish Council for Educational Research.

This test is used as the main tool in determining whether low grade cases selected out by the R battery should be admitted to the Army or not.

The time for administration of this form is generally not more than 30 minutes.

6. Raven's Progressive Matrices Test

A. As a group test. This test is administered using the instructions received from the British Army in India. Time - 20 minutes. Answer cards. Stencil marked. Norms based indirectly on army standard population (see note 2 above). Army mean score - 34 (approx). Std Devn - 9. The test is used in the R battery.

B. As an individual test. Time - 45 minutes. Instructions, answer cards, etc, as above. Norms based indirectly on standard army group. Army mean score - 35 (approx). Std Devn - 10. Used for illiterates, psychiatric N.Y.D. etc.

7. Australian Army Literacy Test. Group. R Battery. Two parallel forms. Two parts - Reading Comprehension and Dictation. Score is combination of scores from parts. Rating is made into -

(i) Illiterate (Poorer performance than normal child aged 7 (approx))

(ii) Near Illiterate (Performance of normal child 7-9 years (approx))

(iii) Educationally Backward (Performance of normal child 9 to 10½ years (approx))

(iv) Pass (Better than performance of normal child of 10½ years (approx))

Given as a group test. But failures (i.e. other than those passing as defined above) are usually given the parallel form of the test individually.

8. AIIP Accuracy Test. (for experimental purposes only).

9. Aust Army Word Association Test. (Military-Civilian Connotations). Group. "Personality Pointer". Used for male officer pre-selection. Words are homonyms having both civilian and military connotations e.g. Tank, pill, etc. Presentation is by means of film strip. Time - 5 seconds per response. Single word responses only are asked for. (Not yet standardised).

10. Aust Army Word Association Test. (Clinical). Group. "Personality Pointer". Used for male officer pre-selection. Words are those likely to be strongly emotionally charged and relate to home, peace, leading men, sex, injury, etc. Presented as for list above. Used clinically to give leads for psychological and psychiatric interviews.

11. Cattell Fluency Test. Group. Used for male officer pre-selection.

(i) Pictures presented on film strip.

(ii) Inkblots presented on film strip.

(iii) Completing Forms.

(iv) Word Series presented on film strip.

(v) Topics, presented orally.

No correction is made for "g". Experiments are proceeding to see the usefulness of the test for this purpose.

12. AIIP Tapping Test. Group. Tapping in regular spaces. 30 seconds. Short practice. Norms based indirectly on standard Army population. Mean (Army male) - 90. Std Devn - 17. Being used experimentally for selection of "process-worker" type groups.

13. AIIP Concentration Test. Group. Dots and dashes irregularly arranged. Time - 60 seconds. (Experimental).

14. ACER Non Verbal Test. Group. Four sub-tests - picture classification, form board, picture analogies, picture time series. 33 minutes approx. 56 items. Norms based indirectly on standard army population. Used as a non-language test for low grade or illiterate personnel.

15. Kohs Block Design Test. Used as an individual test either in the original form or using Hutt's revision.

16. Alexander's Passalong Test. Used as an individual test.

17. Bellevue-Wechsler Scale. Individual. Used with "Efficiency Quotients". Requires Australian standardisation.

18. Ferguson's Form Boards. Individual Test.

19. AIIP Shorter H Test. Group. Six sub-tests - oral directions, arithmetic, vocabulary, number series, verbal analogies, sentence completion. Score derived by weighting sub-scores. 152 items. Time about 24 minutes. Test based on US Army Alpha. Test used as alternative group general classification test.

20. Otis Self Administering Tests. (ACER Australian revision). Otis Intermediate Test with 20 minute time limit is used at present in the S battery to split the group into 'Upper' and 'Lower' sub-groups. Other forms of the test are used as alternative general classification tests.

21. Porteus Maze Tests. Used as an alternative group non-language test (small groups of 3 or 4) for very low grade or illiterate persons.

22. ACER Silent Reading Tests. Group. Three parts are used. Used for diagnostic work with illiterates.

23. RAF Tests G, V and K. These are being tried out experimentally.

24. AIIP Tests of Space and Form Relations. Group. Five sub-tests - blocks, cube analysis, geometric division, transposed drawings, form analysis. Being used experimentally.

25. Personal Inventory. 42 items from Thurstone Personality Inventory. Used as "personality pointer" where desirable (e.g. officer pre-selection, military criminals, psychiatric N.Y.D. etc).

26. Thurstone Personality Schedule. Used as above.

27. Gibb Personal Reaction Inventory. Group. Give yields for "Confidence" and "Sociability". Used for male officer pre-selection.

28. Rorschach Psychodiagnostik. Used as group test. Film projection of plates. Used as "personality pointer" for male officer pre-selection.

29. NIIP Figure Construction Test. Group. Being tried out experimentally.

30. Doll's Cube Construction. Used as individual test.

31. Jorgensen Cube Series. Used as individual test.

32. Circle Centering Test. Group. Used as a "visual judgement" test in the L battery. Not yet fully standardised.

33. Line Extension Test. As for Circle Centering.

34. H Arithmetic Test. Group. From AIIP Test H. Used as a special test where proficiency in arithmetic is required.

35. Jorgensen AOS. Group. Three sub-tests - arithmetic, opposites and spaces. Used as an alternative general classification test.

36. Cox Mechanical Tests. Series M and D. Used as alternative Mechanical Tests.

37. Aust Army Dictation Test. Group. Two forms -

(i) simple passage, no repetition, 20 words per minute

(ii) harder spelling, twice dictated, slow speed.

Second form used in U battery. First form used for special selection.

38. Downey Slow E. (for experimental use only).

TESTS BEING MADE

A. Screen Test. To replace Otis Intermediate 20 minutes as the "Screen" test. Test will be of "Otis" type in content but designed to give maximum discrimination at the Army median.

B. Intelligence Test in a Verbal Medium. (See note 1 above).

C. Intelligence Test in a Number Medium. (See note 2 above).

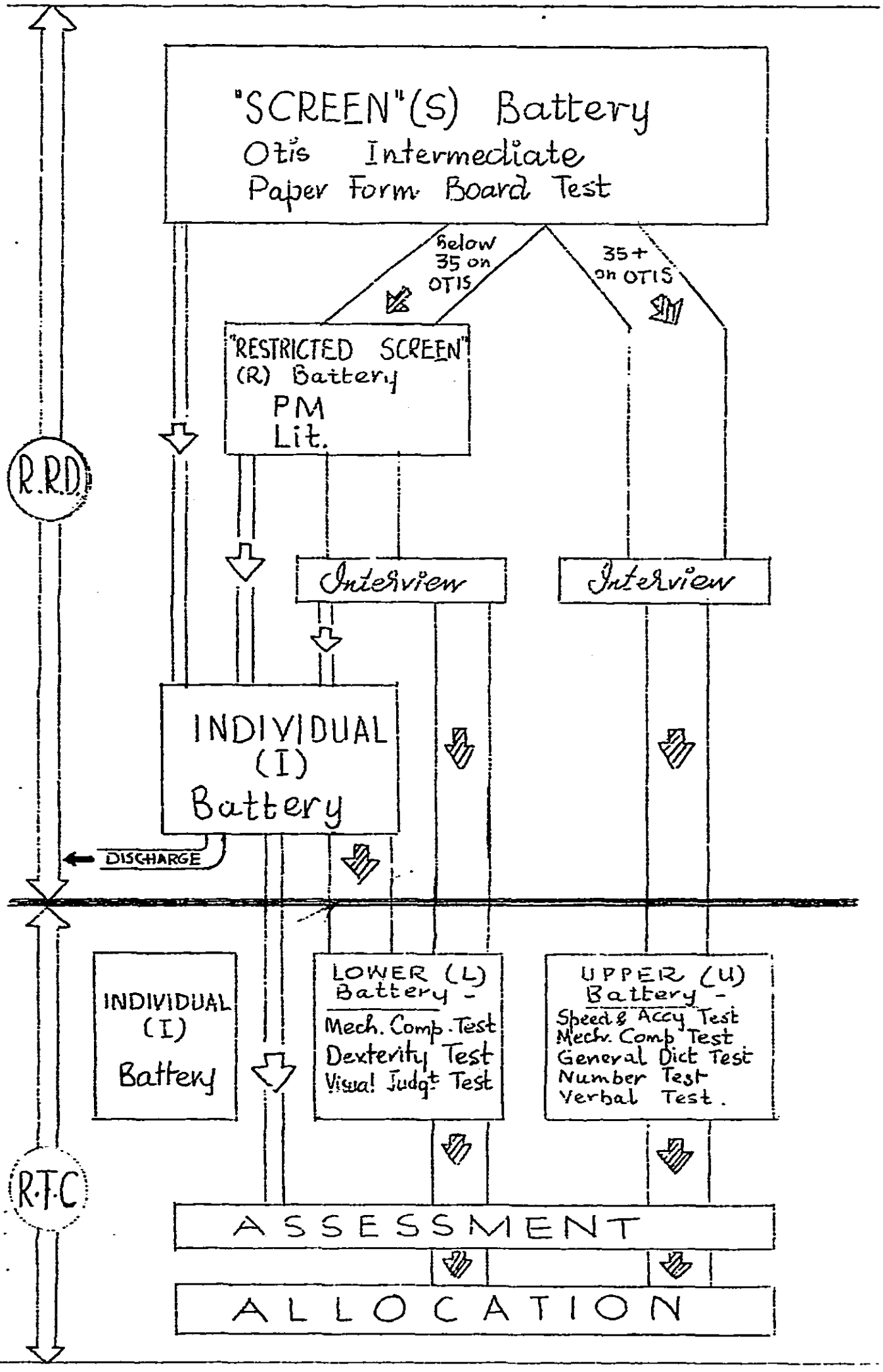
D. Block Series Test. A non-language test suitable for low grade and illiterate personnel.

E. Mechanical Test. (See note 5 above).

F. Army Non-language Test. An item type trial is being prepared.

[D.R.D / A.G.10 / G.S.]

Diagram of new procedure for Male Recruits.



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