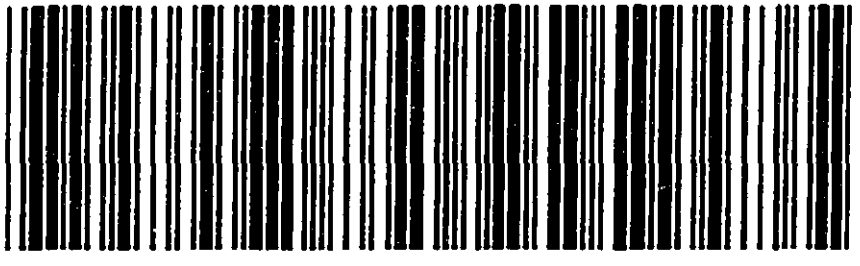
AWM52

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

1/13/3
UK UNITS

AIF UK Adjutant and Quartermaster General Branch

June - August 1940



1/13/3-001$

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

WAR DIARY

or

~~INTELLIGENCE SUMMARY.~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
SALISBURY PLAIN AREA	1940 Jun 20		Movements of units of A.I.F. from Port of disembarkation, GLASGOW, to SALISBURY PLAIN Area completed.	
AMESBURY ABBEY	20		Staff G.O.C. (Maj.Gen. H.D. Wynter C.M.G., D.S.O.) held preliminary/conference and outlined proposed re-organization of Australian Force - 18 Inf Bde to be retained, 25 Inf. Bde to be formed from surplus details, Fd and A.Tk Regts to be reduced to two btys each, other units to be re-organized in conformity therewith. Lt.Col. A.G. Wilson to be G.1, Lt.Col. A.P.O. White to be A.Q., Lt.Col. A.W. Wardell to be Col i/c Adm, Maj. Bierwirth to be D.A.Q.M.G. and Capt. Costello Catering Officer; for the time being no D.A.A.G. to be appointed. G and Q in collaboration prepare details of re-organization and allocation of tps. Maj. Coleman to comd Force A.S.C; in collaboration with him A.Q. and Catering Officer prepare details A.S.C. organization - basic principle one A.S.C. Coy containing the three wings necessary for the maintenance of the Force, one echelon only in Supply Wing. General locations - H.Q., AMESBURY ABBEY. 18 Bde with Fd Amb& LOPCOMBE CORNER. Remainder of tps in TIDWORTH area.	
	21		Preparation of organization details continued. A.& Q.M.G. visit Sn Comd and discuss with A.D.S.T. proposed A.S.C. organization with which he concurred. A.Q. discussed with Col i/c Adm division of responsibility - A.Q. to have normal responsibilities except that in regard to M.S. and legal matters, detail work would be done by Col i/c Adm staff, such matters being passed from A.Q. to Col i/c Adm.; basic principle of organization being that H.Q. would be divided into two echelons, Mobile and Fixed; the former being the field H.Q., the latter the base or fixed machinery H.Q.	
	22		G.O.C., accompanied by A.Q., visit Sn Comd and discussed with M.G.A. possibility of obtaining more covered area for 18 Inf Bde - area suggested CHOLDERTON PARK and AMPORT. M.G.A. agreed provided water and other facilities could be made available - to be discussed with S.P.A. Tpt for A.S.C. received approximating to that of a Divisional Amn Coy.	

(2110) Wt 35942/.764 1000M 12/39 BPL 51/5684 Forms C2118/22

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WAR DIARY

or

~~INTELLIGENCE SUMMARY.~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	June 22		Australforce Administration Instruction No. 1 issued.	Appx 1
	23		A.Q. visited all camps.	
			H.Q. 25 Inf Bde established at HASTINGS HOUSE. Officers of Force H.Q. temporarily located thereat moved to SALISBURY to live. Australforce Circular Q.1 relating to equipment of personnel issued.	Appx 2
	24		G.O.C. held conference of all Comd Officers and outlined proposed organization.	
			A.Q. visited S.P.A. and discussed with A.Q. availability of CHOLDERTON PARK and AMPORT. Water adequate at CHOLDERTON but reticulation required. Quite unsuitable at AMPORT. Force H.Q. Officers in SALISBURY moved to AMESBURY.	
			Circular issued to all units to indent for training equipment.	Appx 3
	25		Maj. Bierwirth selected to Comd 72 Bn; Maj. R.H. Harvey, 3 Fd Regt, to replace him as D.A.Q.M.G.	
			Preparation of details for inter-unit transfers of personnel. Administrative Instruction No. 2 in conjunction with General Staff Instruction No. 3 relating to moves connected with re-organization issued.	Appx 4
			Australforce Administrative Instruction No. 3 issued.	Appx 5
	26		With G.S.O., A.Q. inspected CHOLDERTON HOME FARM with view to utilization as "A" mess accommodation. Maj. Harvey reported as D.A.Q.M.G.	
			Secy of State, Mr. Anthony Eden, accompanied by the D.M.T., Maj.Gen. Malden inspected Australian Force.	
			Provost Unit to be accommodated in MARLBOROUGH BARRACKS.	
			A.Q., S.P.A. visited H.Q. to establish liaison.	

(3110) Wt 35843 1764 1000M 12/39 BPL 51/8664 Forms C2118/22

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

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

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	June 27		D.A.Q.M.G. off duty sick; arranged for Maj. Sandow, M.G. Bn to act for him.	
			A.Q. visited all camps TIDWORTH area and adjusted accommodation, particularly in TIDWORTH PENNINGS area. Established contact with Comd Garrison TIDWORTH and Staff Capt.	
			Readjustment of personnel to conform with new units carried out.	
			In evening conference of all Unit representatives at HASTINGS HOUSE to adjust under and over drawing of rations between units consequent upon transfers of personnel and failure of R.A.S.C. and N.A.A.F.I. to issue rations accordingly.	
	28		G.O.C. accompanied by A.Q. recce CHOLDERTON and AMPORT. In view of water situation at AMPORT, limited space at CHOLDERTON and shortage of good cover at CHOLDERTON, decided that move from LOPCOMBE CORNER was not warranted.	
			A.Q. discussed with Col i/c Adm method of issuing Instructions. Such Instructions as applying to the Mobile Force should be issued by the A.Q. under the title of Australforce Administrative Instructions. Matters of a more permanent nature or widespread interest should be issued by Col i/c Adm in A.I.F. (U.K.) Orders or circular memoranda.	
			Australforce Administrative Instruction No. 1 issued.	Appx 6.
	29		Administrative instructions for the formation of Australian Force School, TILSHEAD LODGE, issued.	Appx 7.
			Australforce Administrative Instruction No. 2 issued.	Appx 8.
	30		A.Q. visited 25 Inf Bde in relation to deficiencies in equipment etc.	
			Australforce Administrative Instruction No. 3 issued together with a grouping of units for administrative purposes.	Appx 9

Appendix 1

AUSTFORCE ADMINISTRATIVE INSTRUCTION No.1

22 June 40

1. MAILS TO AUSTRALIA.

(a) Units will arrange for all letters for Australia to be made up in bundles or bags marked "Australian Imperial Force Mail". These bundles will be delivered direct to Post Offices for despatch pending organization of the postal service within Austforce.

(b) Envelopes will be marked "On Active Service". Letters will be censored and franked in accordance with existing practice. Provided letters or packages do not exceed 4 oz. in weight stamps need not be placed on letters for Australia.

(c) In view of the fact that free postage is not permitted for British soldiers serving in the United Kingdom, it will be necessary that the appropriate value of stamps be placed on every letter sent to any address in the United Kingdom or other country apart from Australia.

2. INDENTS FOR ORDNANCE STORES.

All unit indents for ordnance stores will in future be submitted in duplicate to D.A.D.O.S., Austforce, Amesbury Abbey, Amesbury.

Army Forms (G 997) will be used for this purpose when available, otherwise manuscript indents will be used.

3. STORES BROUGHT FROM AUSTRALIA.

All unit equipment brought from Australia will be delivered to units as soon as it arrives in the area. Units will only unpack essential equipment until such time as the force has been reorganized and unit transport issued.

A.L.Wrixon

Lt.Col
A/Col. i/c Adm.
A.I.F. in U.K.

AUSTRALIAN IMPERIAL FORCE.

Headquarters,
Australforce,
23 June 40.

ALL UNITS.

AUSTRALFORCE CIRCULAR Q.1

RE-ORGANIZATION - PERSONAL EQUIPMENT.

In accordance with the proposals to reorganize the units of the A.I.F. force, all surplus personnel not allotted to technical or administrative units will be re-equipped with personal equipment as infantry.

Units will arrange for the transfer within units of equipment required to complete those portions which are to be retained and will submit indents to D.A.D.O.S., Australforce for the personal equipment required to complete the remainder of the unit as infantry.

All indents for web equipment will be based on '08 pattern equipment.

The equipment for an infantryman is as under:-

Sec. A1.

Belts waist W.E. patt '08	1
Bottles water Mk vi	1
Braces W.E. patt. '08 w/buckle	2
Carriers cartridge W.E. patt. '08 Left	1
Right	1
" waterbottle W.E. Patt '08	1
Covers Mess tin O.P.	1
Frogs Bayonet W.E. Patt. '08	1
Haversacks W.E.Patt. '08	1
Packs	1
Slings, rifle web	1
Straps web supporting	2
Tins mess O.S.	1

Sec. B1.

Bayonets No.1 Mk. 1	1
Bottles oil Mk. IV	1
Pullthroughs single Mk IV B	1
Gauze	1
Rifles No.1 Mk III	1
Scabbards bayonet No.1 Mk II	1

PISTOLS REVOLVER No.1 Mk VI

Separate indents will be submitted by units for Pistols Revolver No.1 Mk.VI and cartridges S.A. Ball .455 in. No replacement issue of .38 Pistols will be made at present.

The basis of calculation for pistols will be one per officer or O.R. authorized in accordance with the British W.E. Table (G 1098) for those personnel remaining in the portion of the unit allotted to its own arm and one per officer and W.O.1 not allotted.

In submitting demands units will take into consideration any weapons already in their possession.

The scale of issue per individual authorized will be:-

Sec. A1.

Cases Pistol w/brass hooks	1
Pouches arm. pistol w/brass hooks	1

Sec. B1.
Pistols Revolver No. 1 Mk VI 1
Rods cleaning pistol 1

Sec. Q1.
Cartridges S.A. Ball Revolver .455" - 12

ANTI-GAS EQUIPMENT.
Separate indents will be submitted for all items of anti-gas equipment not already issued in accordance with the scales authorised in Army Forms G 1098 (British W.E. Tables).
In addition units will indent for:-

Containers Mk VI
Wires binding 11 in
Tape, adhesive ½ in.

sufficient to replace all containers Type E on issue. Containers of this type will be returned to unit store pending instructions.

ANTI-GAS CLOTHING.
Units will submit indents for anti-gas clothing for all ranks on the following basis:-

Capes, anti-gas 2 per man
Eyeshields, anti-gas 6 per man.

Lt.Col.
A/A.A. & Q.M.G.
Australforce.

Appendix

(17)

Australforce
24 June 40.

All Units.

TRAINING EQUIPMENT.

Each unit will prepare indents for the training equipment which it considers is the minimum amount necessary to enable the training of the unit to proceed until the issue of war equipment.

Those units which are in existance at present will submit their indents to D.A.D.O.S. Australforce immediately. Units not yet formed will prepare indents for submission in ample time for the stores to be available when required.

The time of delivery of stores after submission of indents will normally be three (3) days.

Lt.Col.
A/A.A. & Q.M.G.
Australforce.

Distribution;-

1. 5 Fd. Bty.
2. 6 Fd. Bty.
3. Force Sigs.
4. 1 M.G.Bn.
5. Force A.A.S.C.
6. 3 Fd. Amb.
7. 11 Fd. Amb.
8. 2 Rec. Sec
9. 3 Rec Sec.
10. 18 Inf. Bde.
11. " " "
12. " " "
13. " " "
14. 25 Inf. Bde.
15. " " "
16. " " "
17. " " "
18. 1 A.Tk. Bty.
19. 2 A.Tk.Bty.
20. 3 Fd. Coy.
21. 11 Fd. Coy.
22. G.O.C.
23. Col i/c Adm.
24. A.Q.
25. D.A.D.O.S.
26. Camp. Commandant.
27. Force Provost.
28. Force Postal.
29. War Diary.
30. " "
31. File.
32. "
33. Southern Command.
34. 2nd Echelon.
35. " "
36. A.D.M.S.
37. G.S.O.1.

D A Q M G
SL

Appendix 4

SECRET.

Copy No ____

25 June 40.

ADM INSTRUCTION NO. 2 ISSUED IN CONJUNCTION WITH AUSTRALFORCE

GENERAL STAFF INSTRUCTION NO. 3.

1. Units will hand and take over on 27 June 40 camp sites and camp equipment as follows :

Serial No.	Camp.	Old unit handing over.	New unit taking over.
1.	LOPCOMBE CORNER.	Present units remain.	
2.	TIDWORTH PENNINGS.	(a) Fd Pk Coy	(a) A. S. C.
		(b) M. G. Bn	(b) remains present site.
		(c) Reinforcements	(c) Bn 25 Inf Bde
3.	WINDMILL HILL.	(a) 1.A.T.Regt. [illegible] and Sigs.	(a) A.A.O.C. details
		(b) 6 Div Amn Sub Pk.	(b) Bn
4.	HEDGE END.	Army Fd Workshop	Two Fd Coys.
5.	TIDWORTH PARK.	(a) Div Sigs	(a) remain present site.
		(b) Sup Col	(b) Fd Amb and Spec Hosp.
		(c) 6 Div Amn Coy	(c) Bn
6.	ARENA ROAD.	3 Fd Regt	Two Btys, two A.T. Btys and Sigs
7.	HASTINGS HOUSE.		H.Q. 25 Inf Bde and Sig Sec, L.A.D.

2. Personnel will move by march route to new camps except :

(a) Surplus tps LOPCOMBE CORNER
(b) Fd Coy MARLBOROUGH BKS
(c) Fd Amb " " who will move embussed.

Buses will report at 0900 hrs 27 June 40.

3. Units required to move will evacuate their present camps by 1000 hrs 27 June 40. Units will mutually arrange handover and takeover of camp and adjustment of tentage.

4. A.A.S.C. will supply trucks as under to assist in moving unit gear :

3 30cwt trucks	-	18 Inf Bde LOPCOMBE
1 3 ton truck	-	2/3 Fd Regt ARENA
1 3 ton truck	-	A.A.M.C. MARLBOROUGH BKS BULFORD
1 3 ton truck	-	Fd Pk Coy PENNINGS
1 30cwt truck	-	Spec Hosp WINDMILL
1 30 cwt.truck	-	A.Fd.W'shop. HEDGE END
1 3 ton truck	-	3 Fd. Coy. MARLBOROUGH BKS.

5. Units handing over personnel will despatch to the receiving unit unexpended portion of Thursday's ration. Existing indents for ration for consumption Friday 28 June 40 are cancelled and units under new organisation will submit fresh indents immediately for that date.

6. A. A. S. C. will arrange for two trucks to report at 0900 hrs 28 June 40 to each of Bns at WINDMILL HILL and TIDWORTH PARK.

7. Blanket s, palliasses, and bolsters issued to transferred personnel will accompany such personnel to their new unit.

Lt.-Col.
A. A. & Q. M. G.

Appendix 5

AUSTRALFORCE ADMINISTRATIVE INSTRUCTION No. 3.

25 June 40

ALL UNITS

MAILS TO AUSTRALIA.

With reference to Administrative Instruction No.1. dated 22 June 40, the following amendment will be made to para 1 (a). Delete last sentence and substitute the following.

" These bundles will be collected by the Postmaster Salisbury and franked "for delivery without charge"."

Units will arrange for a record to be kept of the number of letters despatched in this way.

-Col.
Col.i/c. Adm.

28 June 40.

AUSTRALFORCE ADMINISTRATIVE INSTRUCTION No.1

1. Issue of Administrative Instructions.

The issue of the series of instructions entitled "Administrative Instructions" has been discontinued. Admin Insts Nos 1 to 3 were issued.

In future Administrative Instructions issued over the signature of the A.A. & Q.M.G. will be entitled "Australforce Administrative Instruction No___ ".

2. ORDNANCE.

(a) Officer's and Sergeant's Mess Equipment.

On receipt of unit war equipment issued in Australia units will take into use the Mess equipment already issued. The Mess equipment, except Officer's and Sergeant's Mess furniture which is on issue from British Ordnance Depots, will be listed, packed and returned to Ordnance Officer, Tidworth.

All cooking utensils similarly on issue to unit cook-houses and other items of camp equipment which are no longer required will be dealt with in the same manner.

Units will advise O.O.Tidworth (Telephone Tidworth 102) when stores are ready for return and will arrange for their transport in unit vehicles.

These instructions will not apply at present to the
(b Camp at Force H.Q.

(b) Packages.

All empty packages such as boxes board cellular, cases wood packing, crates, casks vat, Hoops Birch, linings tin and sacks jute are to be returned to O.O.Tidworth, unit vehicles proceeding to the Ordnance depot being utilized as and when available.

3. ENGINEERING STORES.

(a) In the case of all units under the command of, and attached to Inf.Bdes, requests for engineering stores will, first of all, be investigated by Bde H.Q. After investigation the amended unit requests will be forwarded in triplicate under one covering letter from Bde H.Q. to H.Q. Australforce.

(b) Units not in the above category will forward their requests direct to H.Q. Australforce.

(c) The requests will show clearly the purpose each item is required for, e.g., training or for some particular camp or defence work.

(d) No direct requests will be made on local British Establishments for the supply of these stores.

(e) As there is a severe shortage of material in this country, including timber, hardware, sandbags, screw pickets, etc., requests should be reduced to a minimum, and the strictest economy practiced in their use. When used for training every effort should be made to salvage and re-use such items as sandbags, barbwire, screw pickets, timber etc., When incorporated in semi-permanent camps or defence works, however, items such as sandbags, wire, etc., will be treated as expendable stores. The use of Sandbags for rivetting in slit trenches dug for P.A.D. purposes is forbidden. The maximum use will be made of unit and camp tools.

(f) Items which are approved and available for issue will be issued, under arrangements made by the Ordnance Service, direct to units.

4. LOSS OF ARMS.

The loss of Rifle No.92346 and Pistol .455 No.443366 has been reported. Units will check for these and if located advise Australforce A.A.S.C.

5. PAYMENT OF DUTY.

The following copy of a circular from the Comptroller General of Customs is published for information.

" The question has been raised regarding the admission without payment of duty of presents sent to persons in Australia by members of the Australian Imperial Forces and other services serving abroad.

It has been decided that subject to restrictions hereunder mentioned, presents forwarded from abroad to persons in Australia from -

(a) Members of the Australian Imperial Forces.
(b) Members of the Royal Australian Navy on service outside Australian Waters;
(c) Nurses serving with the Australian Imperial Forces;
(d) Imperial Reservists who have been recalled from Australia by the Imperial Government for military service;
(e) Representatives of the Australian Branch of the British Red Cross serving aboard;
(f) Y.M.C.A. Secretaries serving overseas with the A.I.F.
(g) Detective Officers serving overseas with the A.I.F.
(h) Australians who have left Australia since the outbreak of war and are now serving in the Imperial Forces.

may be admitted without payment of duty. Provision will be made on the Estimates so that the department may be recouped the amount of duty ordinarily payable.

Account is to be kept of the amount which would ordinarily be payable and advice thereof, showing the respective Tariff Divisions affected, forwarded to this office at the end of each quarter.

The conditions covering relief from duty are:-

1. The concession is limited to the admission of dutiable goods of the value of £10 from any one individual in any 12 months, and payment of duty is required in respect of any excess over £12.
2. The term "presents" is to be taken as including articles of adornment, curios, jewellery and other such articles which would ordinarily be sent as presents by travellers aboard. Duty is to be required on any tobacco, cigars, cigarettes, or spirits.

Parcels, per packet post, which on the face of the packet bear evidence of having been sent by any of the persons mentioned in paragraph (2) above may, unless it is apparent that the goods are of the value of £1 or over, be delivered without examination and without a record thereof being kept."

6. ADMINISTRATION INSTRUCTIONS FOR Fd and A Tk Btys.

(a) Unless specially stated admin insts will not be issued to individual Btys but to O.C. Arty units
(b) When it is necessary for individual Btys to have copies additional copies will be forwarded to O.C. Arty units for distribution.

[illegible] -t. Col.
[illegible] A. A. & M. S.

Appendix 7

29th June, 1940

16th Inf. Bde.
25th " "
1 M.G. Bn.
Det. A.F.W.
H.Q. and 1 coc Sigs.
H.Q. and L. Soc Sigs.
70, 71, 72 Bns.
Force A.A.S.C.
Austral School.

AUSTRALFORCE SCHOOL - TILSHEAD LODGE.

1. A school is being organised at Tilshead Lodge as a part of Fixed Echelon of Austral Force H.Q. vide W.E. issued separately.

2. Until the school takes over Tilshead Lodge, School H.Q. will be located at Force H.Q.

3. The following staff have been selected and will be transferred to school. They will be attached to Units for administration as shown hereunder until a date to be notified but will carry out duty at temporary school H.Q.

Detail.	No.	Rank	Name.	Unit.	Date of Transfer.	Unit to which Attached.
Chief Instructor	[illegible]	Major	[illegible]	1/A/Tk Regt.	27 Jun 40	70 Bn
Adjt. & Q.M.	MX11009	Lieut	R.A.Maloney	9 Bn	1 Jul "	9 "
R.S.M.	VX3020	WO 1	K.R.W. Yorke	1 AGW	1 " "	A.A.S.C.
Q.M.S.	QX2529	T/WO 2	W.M.Robinson	6 Div Amm Sub Pk	27 Jun "	H.Q. Australforce.
Cpl Clerk	MX6325	Cpl	Cunningham	6 Div Sup.Col.	28 Jun "	" "
Driver M.T. 1st Class	MX8051	Pte	R.Zoidler	6 Div Sup.Col.	1 Jul "	" "

4. The following have been selected and will be transferred to school on a date to be notified :-

Clerk	MX6339	Pte A. Romero	6 Div Sup. Col.
Cpl. Cl.	MX6077	Sgt R Lumley	1 A.F.W.
Storeman	VX2991	Pte W.E. Deking	"
One Batman)		Lt/Tk Regt	
One Driver)			

5. The undermentioned members of A.A.S.C. details will be posted to school staff and be delivered to school with all kit and baggage on a date to be notified :-

MX6420	Pte.	Cross J.P.	MX3104	Pte	King E.F.
N.X.10004	"	Tandy E.G.	MX8538	"	Middleton L.C.
MX6431	"	Groves J.W.	MX7470	"	Macklin H.W.G.
MX10124	"	Booth W.J.	MX1088	"	McNeill J.W.
MX10023	"	Carey P.L.	MX6251	"	Pocock A.T.
MX6498	"	Layman E.R.	MX3000	"	Petersen C.J.P.
MX8511	"	Goldie A.	MX11140	"	Richards R.W.
MX6367	"	Gifford W.O.	MX11511	"	Riddell H.
MX11269	"	Gollodge C.J.	MX3078	"	Skinner E.L.
MX6432	"	Hartley J.	MX5100	"	Stalder T.A.
MX8515	"	Harrison J.S.	MX4031	"	Stoole R.
MX6514	"	Hilditch C.B.	MX11011	"	Stewart S.M.
MX6501	"	Hulgreen K.C.	MX11390	"	Simpson J.
N.X.8002	"	Hughes H.W.	MX9670	"	Turner G.R.
N.X.7508	"	Woods J.D.	MX9072	"	Williams R.

6. Applications are invited to fill the undermentioned vacancies to reach this office by 1200 hours 1st July 40 :-

Sgt. of Employment Pl.	1.
Technical Storeman	1.
Cooks	2.
Privates (Employment Pl.)	5.
One Batman	1.

7. Courses.

(a) Reference this office memo 54 of 24th June 40 the allotment of candidates to first course is reduced to 12 Officers and 54 O.R.s.

(b) Due to difficulty of arranging accommodation, it will not be possible to commence first course before 5th July, 1940.

Lt. Col.
A. A. & Q. M. G.

29th June, 1940

AUSTRALFORCE ADMINISTRATIVE INSTRUCTION No. 2.

1. Recommendation for Promotion.

When submitting any recommendation for promotion in, or appointment to, commissioned rank, or for promotion to warrant rank, the Commanding Officer will append to his recommendation a certificate :-

"That there is a vacancy within the unit establishment for the rank recommended and that there are no personnel of such or higher rank borne in the unit strength supernumerary to establishment"

2. Recording of Promotions to Warrant Rank.

When approval has been given by the G.O.C. A.I.F. U.K. for a promotion to warrant rank, the unit concerned will be notified by letter and will include the promotion in its Casualty Return, quoting the above referred to letter as authority.

3. Vacancies in A. A. P.C.

Vacancies for all ranks still exist in A.A.P.C. Units will therefore call for applications, and those recommended will be submitted to H.Q. Australforce by 0900 hours on Monday 1/7/40, in order that the Chief Paymaster may interview applicants on Tuesday 2/7/40.

Pay.

The following units have not acquitted for the final payment on H.M.T. K.1:-

1 Anti-Tank Reg.
1 M.G. Bn.
6 Div Supply Col.
3 Field Amb.

Immediate action in this regard will be taken by the units concerned with the Divisional Paymaster, H.Q. Australforce.

4. Prophylactic Outfits.

Units are notified that Prophylactic Outfits are obtainable from R.M.O.s, or, if a unit has no R.M.O., from the nearest C.D.S. or M.I. Room (R.A.P.) R.M.O.'s will replenish supplies by direct requisition on the Dispensary, TIDWORTH Hospital.

It is suggested that every man proceeding on leave over-night be provided with one outfit.

5. Descendants of Theodore George.

A request has been received for any descendants or relations of Theodore George of Adelaide, Australia to communicate with :-

Mrs. H. L. Griffiths (nee George)
Ospringe Place,
Nr FAVERSHAM, KENT .

A. A. & Q. M. G.

Appendix 9

30th June, 1940.

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS No. 3.

1. TRANSPORT FOR DELIVERY OF ORDNANCE STORES.

Force A.A.S.C. will make available for the delivery of Ordnance Stores 3 -- 3 Ton Lorries daily (except Sundays).

Lorries will report to Ordnance W.O. at Ordnance Depot, Tidworth at 0900 hours and will be at his disposal until delivery is complete. Should any or all of these lorries NOT be required on any day D.A.D.O.S. or his representative will notify Force A.A.S.C.

2. CLOTHING.

A second issue of Jackets S.D. and Trousers S.D. will be made to all ranks.

Units will submit indents on A1 Form F20 or pro forma in duplicate showing the quantity required by sizes. Any quantities of these items held by units will be shown by sizes as "On Hand" on the indent. If no stocks are held a note to that effect will be made in the "On Hand" column. The strength of the unit will be shown on the indent.

Owing to limited stocks no working margin can be permitted and to ensure an equitable distribution care must be taken in submitting the sizes required.

3. LANTERNS PETROL.

A return of the number of Lanterns Petrol on issue to each unit from British Ordnance Depots will be submitted to Force H.Q. immediately.

4. AMMUNITION.

Units will submit a return immediately of all ammunition held in accordance with the following pro forma :-

Type Of Ammunition	No of Rifles or V.M.G.s or Pistols	Quantity Held	Quantity Authorised Per Weapon	Surplus or Deficiency.
Cartridge s S.A. Ball 303 (C.C. or Bld.)			50 rds	
Cartridges S.A. Ball 303 (Carton Packed)			750 rds	
Cartridges S.A. Ball 455			12 rds	
Cartridges S.A. Ball 38			12 rds	

5. PAY SERGEANTS.

Each unit will submit to Chief Paymaster, Australforce by 1600 hours 1st June, particulars (Number, Rank, Name) of the Pay Sergeant attached, nil returns to be submitted where applicable.

6. GROUPING OF UNITS FOR ADMINISTRATIVE PURPOSES.

A list showing the grouping of certain units for Administrative purposes is issued separately.

7. O. C. CAMPS TIDWORTH AREA.

Comdr 25 Mxd Bde will take over the duties of O.C. A.I.F. Camps, Tidworth Area from Lt-Col A. J. Hobbs, E.D. as from 1200 hrs 1 Jul 40.

8. DETENTION BARRACKS.

Owing to the shortage of accommodation it will only be possible, for the present, to commit to detention barracks soldiers with long sentences or those whose offences render committal desirable. Applications for accommodation will be made to H.Q. Australforce. Other sentences will be undergone under unit arrangements.

A.A. & Q.M.G.

Appendix 9

SECRET.

AUSTRALIAN IMPERIAL FORCE - UNITED KINGDOM.

GROUPING OF UNITS FOR ADMINISTRATIVE PURPOSES.

ISSUED WITH AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS No. 3 (par 6) of 30/6/40.)

GROUP	UNIT	LOCATION	UNDER
1.	5 Fd Bty 6 Fd Bty 1 A Tk Bty 2 A Tk Bty "H" Sec Sigs 41 L.A.D.	Arena Road	O.C. Arty Units
2.	18 Mxd Bde "K" Sec Sigs 47 L.A.D. 3 Fd Amb	Lopcombe Corner	Commander 18 Mxd Bde
3.	2 Rec Sec 3 Rec Sec 49 L.A.D. Det. Ord Fd Park	Windmill Hill	O.C. Det. A.F. Workshops
4.	3 Fd Coy 13. Fd Coy	Hedge End	O.C. 3 Fd Coy

NOTE:-

1 and 2 A. Tk. Btys. and 3 and 11 Fd Coys. are temporarily detached from Mxd. Bdes. for Training and Administration. When required by Mxd. Bdes. for Training in Co-operation, this will be arranged direct between the Mxd. Bdes. and O.C. Arty. Units and Fd. Coy. Commanders respectively.

AUSTRALFORCE.
30th June, 40.

Lt. Col.
A. A. & Q. M. G.

To 1st Inf Bde Q.C. A.H.Q. Campo
TOWORTH

FROM Air Force

Q2 22

Volunteers required for
Pro Coy consisting 2 offrs
73 ORs. ⊙ Captain Hawkins
will interview applicants
COLCHESTER 10.00 hrs HASTINGS
HOUSE 1500 hrs 23 Jun ⊙
ACK

K Bennett Major 1105 hrs
D.A.A.& Q.M.G.

Army Form C.2123.

MESSAGE FORM

Serial No.

CALL AND INSTRUCTIONS	IN / OUT	No. of Groups. GR.	OFFICE DATE STAMP

TO: A Fd W'kshop

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

FROM	Originator's Number	Date	In Reply to Number
Airforce	Q3	22	

Requires / Guard / your / unit / following / equipment
for / DADOS / staff / One / Aldis / Lamp
Your / clerks / five / Document / Portable / Sergeant
to / report / 25 / Van. / required

This message may be sent AS WRITTEN by any means.

If liable to be intercepted or fall into enemy hands, this message must be sent IN CIPHER.

Originator's instructions Degree of priority

Time of origin.

Signed A F Whitehouse

Signed

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

T.H.I.

System In	Time In	Reader	Sender	System Out	Time Out	Reader	Sender	System Out	Time Out	Reader	Sender
								(4996) Wt. 134	98/38.	210,000 pads.	6/36. B. & S.

T.O.R.

Ltd.. E 51-7852.

Army Form C.2123. (Date of 100.) (Revised Sept., 1956.)

MESSAGE FORM.

Serial No.

CALL AND INSTRUCTIONS.	IN / OUT	No. of Groups GR.	OFFICE DATE STAMP

TO: 15 Int Bde 25 Inf Bde

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

FROM	Originator's Number	Date	In Reply to Number
Airforce	Q5	23	

Post Office / opens / AMESBURY / ABBEY / 26 / Jam
O / office / for / paybills / E / roll
no / one / O / lack

This message may be sent AS WRITTEN by any means.

If liable to be intercepted or fall into Enemy Hands, this message must be sent IN CIPHER.

Originator's instructions Degree of priority

Time of Origin. 0820

Signed A Brennan Major DAAG

Signed

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

T.H.I.

System In	Time In	Reader	Sender	System Out	Time Out	Reader	Sender	System Out	Time Out	Reader	Sender

T.O.R.

D.D.&V.(E.)—G.1088.

ARMY FORM C.2128.

MESSAGE FORM

Serial No.

CALL AND INSTRUCTIONS	IN	No. of Groups. GR.	OFFICE DATE STAMP
	OUT		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO 18th Inf. Bde – O.C. AIF. Camps Tidworth – 25 Inf Bdge. – 3rd Fd Coy. – 3rd Fd Amb.

FROM	Originator's Number	Date	In Reply to Number
Australforce.	Q10.	26.	

Reference	Adm	inst.	2.	25th.	⊙
movement.	personnel	between	units	Commence	1400
hours.	26.	June	not	1000.	hours
specified	⊙	move	kits	and	baggage
should	commence	in	morning	and	A.S.C.
lorries	specified	report	to	units	at

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS.

IF LIABLE TO BE INTERCEPTED OR FALL INTO ENEMY HANDS, THIS MESSAGE MUST BE SENT IN CIPHER.

ORIGINATOR'S INSTRUCTIONS DEGREE OF PRIORITY

TIME OF ORIGIN. 1500

SIGNED

SIGNED

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

SYSTEM IN	TIME IN	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER
							(43m6)	Wt. 134	46/84.	210,000 pads.	6/36. B. & S.

T.H.I.

T.O.R.

Ltd. E 51-7852.

ARMY FORM C.2128.

MESSAGE FORM

Serial No.

CALL AND INSTRUCTIONS	IN	No. of Groups. GR.	OFFICE DATE STAMP
	OUT		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO

FROM	Originator's Number	Date	In Reply to Number
	Q10 (Page 2)		

Hines	mutually	arranged	⊙	O.C.	Camps
Tidworth	please	inform	all	units	that
Amb.					

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS.

IF LIABLE TO BE INTERCEPTED OR FALL INTO ENEMY HANDS, THIS MESSAGE MUST BE SENT IN CIPHER.

ORIGINATOR'S INSTRUCTIONS DEGREE OF PRIORITY

TIME OF ORIGIN. 1500

SIGNED

SIGNED

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

SYSTEM IN	TIME IN	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER
							(43m6)	Wt. 134	46/84.	210,000 pads.	6/36. B. & S.

T.H.I.

T.O.R.

Ltd. E 51-7852.

Lyes disposed as follows

1	Hhf	Bee	Debenture	1525 hhs
06	4	IF Comp Tidworths	DR	1615 "
25	Hhf	Bee	DR	1605 "
3	Tra	Log	DR	1610
3	Tra	Amb	DR	1610

ARMY FORM C.2118.

MESSAGE FORM

Serial No.

CALL AND INSTRUCTIONS	IN	No. of Groups GR.	OFFICE DATE STAMP
	OUT		

TO/ 5 Inf Bde 3 Fd (ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)
25 Inf Bde 11 Fd 3 Sec Fd Hq/4

G. Lamb Tidworth

FROM Australforce | Originator's Number Q 11 | Date 2 June 40 | In Reply to Number

Yeomanry	allotment	medical	officers	Lt	Lee
effected	immediately	A R M O's	O	9 Bn	Mayo
Regt	10 Bn	Capt	Grummett	12 Bn	Capt
Braidwoods	70 Bn	Capt	Wilson	71 Bn	Capt
Lovery	72 Bn	Capt	Comerdales	M. G. Bn	Capt
Stanhope	O	3 Fd	Cmdr	Major	McKean
Major	Four	Capt	Robertson	Capt	Green

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS.

IF LIABLE TO BE INTERCEPTED OR FALL INTO ENEMY HANDS, THIS MESSAGE MUST BE SENT IN CIPHER.

ORIGINATOR'S INSTRUCTIONS Degree of Priority

TIME OF ORIGIN.

SIGNED

SIGNED

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

T.H.I.

SYSTEM IN	TIME IN	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER

T.O.R.

(4396) Wt. 13498/94. 210,000 pads. 6/38. B. & S. Ltd. H 51-7852.

ARMY FORM C.2128.

MESSAGE FORM

CALL AND INSTRUCTIONS	IN	No. of Groups. GR.	Serial No.
	OUT		OFFICE DATE STAMP

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO

FROM | Originator's Number | Date | In Reply to Number

			Q 11		
Capt	Pottinger	O	11 Fd Amb	Major	Krey
Capt	Anderson	Capt	Marks	Capt	Hill
O	Special	Hospital	Lt Col	Houston	Capt attention
Whiffel	Capt	Bde	O	Mystic	
units	not	provided	with	R.M.O.s	by
other	R.M. Os	and	Fd Amb's	as	arranged
by	A.D.M.S.				

THIS MESSAGE MAY BE SENT AS WRITTEN IF LIABLE TO BE INTERCEPTED OR FALL INTO ENEMY HANDS, THIS MESSAGE MUST BE SENT IN CIPHER. ORIGINATOR'S INSTRUCTIONS DEGREE OF PRIORITY. TIME OF ORIGIN

SIGNED A/D A D M S SIGNED

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

T.H.I.

SYSTEM IN	TIME IN	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER

T.O.R.

(4368) Wt. 13406/994. 210,000 pads. 6/38. B. & S. Ltd. E 51-7852.

Army Form C.2128. (Pads of 100.) (Revised Sept., 1936.)

MESSAGE FORM.

CALL AND INSTRUCTIONS.	IN	No. of Groups GR.	Serial No.
	OUT		OFFICE DATE STAMP

TO 25 Mxd Bde

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

FROM Centralforce | Originator's Number Q. 12 | Date 29. | In Reply to Number

Eleven	others	Ranks	arriving	TIDWORTH	X
GLASGOW.	1500 hrs	29	O	Please	detail
one	N.C.O	as	guide	O	Duke's
will	report	your	H.Q.	1430 hrs	

This message may be sent AS WRITTEN to any means.

(sd) Sandon Major

SIGNED A/DA DM G.

If liable to be intercepted or fall into Enemy Hands, this message must be sent IN CIPHER.

SIGNED

Originator's instructions Degree of priority

Time of Origin. 0900

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

T.H.I.

System In.	Time In.	Reader.	Sender.	System Out.	Time Out.	Reader	Sender.	System Out.	Time Out.	Reader.	Sender.

T.O.R.

P.3178/11.37.—C.14000.

Army Form C.2123.
(Pads of 100.)
(Revised Sept., 1936.)

MESSAGE FORM.

CALL AND INSTRUCTIONS.	IN	No. of Groups GR.	Serial No. / Office Date Stamp
	OUT		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO 18 Inf Bde.

FROM Australforce | Originator's Number Q 13 | Date 29 | In Reply to Number

One	Officer	Twelve	otherranks	arriving	Salisbury
X	Glasgow	1233 hrs	29.	O	Please
detail	One	N C C	cars	guide	O
Truck	will	report	you	H Q.	1200 hrs
				Move 18 Bde. 1710.	

This message may be sent AS WRITTEN by any means.

Signed P.C.H. Sandover. Major A/DAAG

If liable to be intercepted or fall into Enemy Hands, this message must be sent IN CIPHER.

Signed

Originator's instructions
Degree of priority

Time of Origin. 0905.

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

T.H.I.

T.O.R.

System In.	Time In.	Reader.	Sender.	System Out.	Time Out.	Reader	Sender.	System Out.	Time Out.	Reader.	Sender.

Army Form C.2123.
(Pads of 100.)
(Revised Sept., 1936.)

MESSAGE FORM.

CALL AND INSTRUCTIONS.	IN	No. of Groups GR.	Serial No. / Office Date Stamp
	OUT		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO T.O.

FROM Australforce | Originator's Number Q. 14. | Date 29 | In Reply to Number

Eleven	otherranks	arriving	Tidworth	1500 hrs	29 C
One	Officer	Twelve	otherranks	arriving	Salisbury
1233 hrs	Please	arrange	Transport	report	25 Bde
1430 hrs	and	18 Bde	1200 hrs	to	pick
up	guides	Hqrs	pick	up	details
above	and	deliver	to	Units.	

This message may be sent WRITTEN by any means.

Signed A/D.A.A.G.

If liable to be intercepted or fall into Enemy Hands, this message must be sent IN CIPHER.

Signed

Originator's instructions
Degree of priority

Time of Origin. 0918.

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

T.H.I.

T.O.R.

System In.	Time In.	Reader.	Sender.	System Out.	Time Out.	Reader	Sender.	System Out.	Time Out.	Reader.	Sender.

Army Form C.2126.
(Scale of 100.)
(Revised Sept., 1936.)

MESSAGE FORM.

CALL AND INSTRUCTIONS.	IN	No. of Groups GR.	Serial No.
	OUT		OFFICE DATE STAMP

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO Force H.H.Q.C.

FROM Austria Force | Originator's Number G. 15. | Date 27. | In Reply to Number

Please	deliver	on	loan	to	Force
Pro.	Unit	at	BUCKFORD	twenty	Motor
Cycles	0	Delivery	30		

This message may be ~~sent~~ WRITTEN by any means.

(GRS) Sec Maj

Signed H.D. Adams

If liable to be intercepted or fall into Enemy Hands, this message must be sent IN CIPHER.

Signed

Originator's instructions
Degree of priority

Time of Origin 1200 hrs.

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

System In.	Time In.	Reader.	Sender.	System Out.	Time Out.	Reader	Sender.	System Out.	Time Out.	Reader.	Sender.

T.H.I.

T.O.R.

[illegible]/11.37.—C.14240.

To.	93th.Inf.Bde.	3rd.Cavalry.	3rd.Fld.Amb.
	23th.Inf.Bde.	11th.Fld.Coy.	Provost.
	Army.Troops.	11th.Fld.Amb.	Postal.
	R.A.F.Stn.	3Spec.Hospital.	Camp
	Sigs.	Det.3D.Ambulance.	

From.	Australforce	C.M.G.	29 June 40.

Please submit by 1900 hrs 30 June state of personnel as at 0800 hrs showing Stop. Establishment Stop. Strength within establishment Stop. Available for reallotment Stop. Not available owing to sickness etc. Stop. Officers and other ranks Separately.

By D.R.L.S.
2115

Lt.Col.
A.A.G.

AUSTRALFORCE.
6th July, 40.

The incompleteness of, and in some cases innaccuracies in, returns submitted in response to Q.16 of 29/6/40, and transactions in personnel that have occurred since the date of the return make it necessary to obtain further information in regard to strengths, etc. of units.

Will you please arrange, therefore, for a representative of your unit to attend at Australforce H.Q. at 0900 hours on 7/7/40 prepared with full details of the W/E, strength, non-effectives, etc. of the unit.

Distribution.

Arty. Units.
3 Fd. Coy.
18 Mxd. Bde.
25 Mxd. Bde.
1 M.G. Coy.
Force A.A.S.C.
11 Fd. Amb.
3 Spec. Hosp.
det. A.P.W.
Force Provost.
Force Sigs.
Force Postal.
Australforce Camp Comdt.

K. H. Cresswell Capt
A/Lt. Col.
A. A. & Q. M. G.

AUSTRALFORCE.
6th July, 40.

The incompleteness of, and in some cases innaccuracies in, returns submitted in response to Q.16 of 29/6/40, and transactions in personnel that have occurred since the date of the return make it necessary to obtain further information in regard to strengths, etc. of units.

Will you plese arrange, therefore, for a representative of your unit to attend at Australforce H.Q. at 0900 hours on 7/7/40 prepared with full details of the W/E, strength, numbers effectives, etc. of the unit.

Distribution.

Arty. Units.
3 Fd. Coy.
18 Mxd. Bde.
25 Mxd. Bde.
1 M.G. Coy.
Force A.A.S.C.
11 Fd. Amb.
3 Spec. Hosp.
det. A.F.W.
Force Provost.
Force Sigs.
Force Postal.
Australforce Camp Comdt.

N. Hamilton Capt
for Lt. Col.
A. A. & Q. M. G.

Army Form C.2123.
(Pads of 100.)
(Revised Sept., 1936)

MESSAGE FORM.

Serial No.

CALL AND INSTRUCTIONS.	IN	No. of Groups GR.	Office Date Stamp
	OUT		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO Office S.A.A.S.C.

FROM Australforce — Originator's Number Q 17 — Date 29. — In Reply to Number

Please	Transport	270 (Appx)	of	Field	Corps
daily	from	HEDGE END	as	0845	deliver
to	BULFORD	and	Return	from	BULFORD
at	1630	Commencing	1 JUL.		

This message may be sent WRITTEN by ~~Commissioned~~ Officer.

Jack Scarce Major

SIGNED A/D.A.Q.M.G.

If liable to be intercepted or fall into Enemy Hands, this message must be sent IN CIPHER.

SIGNED

Originator's instructions Degree of priority DR 2.5. Y11.5

Time of Origin. 1800 h.

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

System In.	Time In.	Reader.	Sender.	System Out.	Time Out.	Reader.	Sender.	System Out.	Time Out.	Reader.	Sender.

T.H.I.

T.O.R.

P.3170/11.37.—C.14240.

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

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

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	July 1		G.O.C. visited War Office and informed of allotment of equipment. Australforce Administrative Instruction No. 4 relating to system of messing issued.	Appx 1
			Australforce Administrative Instruction No. 5 issued.	Appx 2
	2		A.Q. staff concentrating on provision of stationery and equipment.	
			Conference of Comd officers on Royal Visit.	
			Maj. Harvey back from sick; Maj. Sandow to continue as Stationery Officer.	
			Australforce Administrative Instruction No. 6 issued.	Apppx 3
	3		Visit by Q.M.G.; promised supply of denim working suits.	
			A.Q. visited Sn Comd :- A.D.O.S. & Q(B) - re amn (little likelihood of deficiency being overcome); vehicles and weapons (few W.D. vehicles available; must endeavour to overcome shortage by hiring; no carriers; no information re weapons; located letter and allotment 3 carriers, Comd will pursue enquiries).	
			D.D.S.T. & D.A.D.S.T. - re provision of A.S.C. vehicles.	
	4		Visit of H.M. The King.	
			Information from Sn Comd amn now available; arranged to collect. Australforce Administrative Instruction No. 7 issued.	Appx 4
	5		Informed no .55 A.Tk amn available, stopped by War Office.	
			Visit by Col. Frith S.D.3 War Office re weapons - he will follow up the question of carriers as 3 definitely allotted.	

(3110) Wt 35842/1764 1000m 12.39 BPL 51/3664 Forms C2118/22

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

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

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	July 6		Amn, not quite complete, delivered to units. Advice received missing bren carriers located with 3 Div; to be advised as to replacement. 800 rds .55 amn reported to be on way.	
			Information from D.A.D.S.T. issue ordered on way for Fd Amb tpt; issue ordered for Supply Coln tpt expected shortly.	
			Australforce Administrative Instruction No. 8 issued.	Appx 5
	7		Two 2 pr Anti-tank guns arrived but no amn. Six tractors F.A. received.	
			Supplied to Sn Comd detail of minimum tpt requirements for Force H.Q. and Fd Ambs.	
			Visit from O.C. 11 Bus Coy which is made available for operations.	
			Australforce Administrative Instruction No. 9 issued.	Appx 6
	8		A.Q. visited LONDON and saw - M.L.O. re accommodation for Guard, projected arrivals of reinforcements, likely conclusion of leave period S.D.11 re provision of "B" vehicles - approved limited scale being made available as rapidly as possible. 50% establishment of "B" vehicles, issued and hired, not to be exceeded. Obtained advance information re marking of vehicles. Supplied a copy of O.D.B. and discussed details of organization and establishments. S.D.10 - to receive 9 carriers S.D. 8 - for the present to receive three 18 pr guns and three 4.5 hows - may get 25 prs later. S.T. 3 - discussed requirements of vehicles.	
			Australforce Administrative Instruction No. 10 issued.	Appx 7
	9		Sn Comd requested to ensure us placed on Distribution List of all memos etc we should see.	
			Arranged with D.A.D.S.T. Sn Comd and C.A.S.C. to collect available vehicles for Supply Coln Force H.Q. and Ambs so far. Instructed C.A.S.C. to recce possible camp areas in view of increased vehicle strengths.	

(3110) W: 35842/1764 1000m 12/39 HPL 51/5684 Forms C2118/22

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

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	July 9		Circular regarding the decentralization of Movement Control issued (Z/37/Q)	Appx 8
			Australforce Administrative Instruction No. 11 issued.	Appx 9
	10		Visit by Maj. Oldrey - Capt. Cleen S.D.10 re vehicles. Clarified Order of Battle and War Establishments.	
			"B" vehicles to hand allotted in conjunction with D.A.D.O.S.	
			Information from A.S.C. collected previous day :- For H.Q. - 1 6-str car 2 4-str cars 3 2-str cars 1 motor cycle For Fd Amb - 5 2-str cars 1 30-cwt lorry 1 water tank trailer 4 ambs For Supply Coln - 12 2-str cars 3 4-str cars.	
			Arranged with A.S.C. to provide for H.Q. 4 motor cycles for instructional purposes and 2 30-cwt lorries.	
			Administrative Instruction No. 12 issued.	Appx 10
	11		A.Q. visited Sn Comd and saw G.S. re maps, D.D.S.T. & D.A.D.S.T. re system of supply and location petrol, amn and supply depots. D.A.D.M.S. re hospitals available for evacuation. A.Q.M.G. re billetting 42 Nurses due to arrive; location for new A.S.C. camp. Staff Capt Q re requisitioning of vehicles; gave approximate requirements to complete to 50% (100% for A.S.C. vehicles) Informed no further amn available; will be advised when situation changes.	

(8110) Wt 35842 1764 1000m 12-39 BPL 51/5654 Forms C2118/22

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

WAR DIARY

or

~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	July 11		Administrative Instruction No. 13 issued.	Appx 11
	12		Visit of General Birdwood. Administrative Instruction No. 14 issued.	Appx 12
	13		Circular issued (Z/37/Q) requiring daily state of rail and road movement strengths to be submitted to provide Movement Control with information necessary in event of emergency moves.	Appx 13
	14		A.Q. visited H.Q. 18 Bde and discussed primarily requirements of tpt for operational role and disposal of excess kits into Kit Store. D.A.Q.M.G. again sick; Maj. Sandow to act. H.Q. Staff Conference on WILTSHIRE Defence Scheme.	
	15		A.Q. visited S.P.A. and discussed with A.Q. possible location of A.S.C. camp (BULFORD FIELDS available); Provost to remain in occupation of MARLBOROUGH BARRACKS; position re availability of amm; delay in construction ABBEY Camp; availability of Motor Coach Coy. Inspected TIDWORTH PENNINGS area - very wet and crowded. Visited 25 Bde re general administrative matters and disposal of kits. Visited 18 Bde re disposal of kits and transfer of certain unsuitable personnel to 25 Bde. Administrative Instruction No. 15 issued.	Appx 14
	16		G.O.C. with A.Q. inspected TIDWORTH PENNINGS Camp; decided A.S.C. must move. Arrangements made for move to BULFORD FIELDS commencing tomorrow. A.S.C. instructed re vehicles required for operational role of other units. All staff moved into residence in ABBEY. Vehicle and equipment situation as in statement attached.	Appx 15

(3110) Wt 35642 1764 100m 12 39 BPL 51/5654 Forms C2118/22

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

WAR DIARY

or

~~INTELLIGENCE SUMMARY.~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	July 16		Administrative Instruction No. 16 issued.	Appx 16
	17		A.S.C. warned to be prepared to establish amn pt for operational role and to provide 10 3-ton lorries to 18 Bde for movement of personnel.	
			A.S.C. Adv Party moved to BULFORD FIELDS.	
	18		G.O.C. approved of inclusion D.A.A.G in establishment - Capt. Laybourne Smith, 3 Fd Regt. to be appointed.	
			Reference return submitted by No. 2 Rec Sec that 6 days notice would be required to move, instructed Capt. Samuels in presence of Lt.Col. Geyton that all non-essentials must be packed and period of notice necessary reduced to not more than 48 hrs, preferably 24 hrs.	
	19		Visit of Gen. Paget C.G.S. Home Forces.	
			A.Q. visited Sn Comd and saw Staff Capt Q (b) to verify list of vehicles to be requisitioned; also D.D.S.T. and Capt Tait re hiring of vehicles to complete A.S.C. requirements.	
			Capt. Laybourne Smith reported for duty as D.A.A.G.	
			Vehicle and equipment situation as in attached statement (copy supplied to Gen. Paget).	Appx 17
			Administrative Instruction No. 17 issued.	Appx 18
	20		Garage trailers arrived from port of disembarkation.	
			D.A.A.G. commenced check of states.	
	21		G.O.C. accompanied by A.Q. recce routes for possible operational role towards S.M.A.	
			Administrative Instruction No. 18 issued.	Appx 19.
	22		D.A.Q.M.G. reported back from sick.	

(3110) Wt 35942/764 100m 12/39 BPL 31/5884 Forms C2118/22

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

WAR DIARY

or

~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	July 22		War Office rang re Conference re R.A.S.C. Schools of Instruction; arranged C.A.S.C. to attend.	
			A.Q. visited Sn Comd to discuss with Maj. Ackerman, Q (b), amn situation.	
			Later, information received following available for collection:- 144,000 rds S.A.A. .303 Mk VIII 162 cartridges, signal, green 60 shell, 18 pr, H.E. 390 grenades, hand 3,840 fuses, safety 648 rds 4.5 How, H.E. A.S.C. instructed to collect.	
	23		Visit by B.G.S., 5 Corps.	
			Administrative Instruction No. 19 issued.	Appx 20.
	24		G.O.C. attended Conference with G.O.C. in C.; Major points - Role "C" cancelled; when ready for Corps role local striking force role will cease. Two Bus Coys earmarked for Australian Force but details not yet available. Probably receiving one recce unit. Are to receive motor cycles for Motor Cycle Pls H.Q. to be mademobile as soon as possible. 2nd line A.S.C. to be completed as early as possible.	
			Administrative Instruction No. 20 issued.	Appx 21.
	25		A.Q. visited A.Q.M.G., 5 Corps, to discuss maintenance arrangements in event of Australian Force operating with 5 Corps. Essential to have 2 days reserve rations and a reserve of 50 miles of petrol with the Force.	
			Then visited S.T. Sn Comd - discussed vehicle establishments and strengths; arranged procedure for inspection and acceptance of vehicles available for hiring (S.T. to inform us of availability, we to inspect, accept, and notify S.T.); made preliminary arrangements for issue of reserve rations and petrol.	

(3110) Wt 35842/1764 1000m 12/39 BPL 51/5854 Forms C2118/22

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

WAR DIARY

or

~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	July 25		Equipment situation as in attached statement.	Appx 22.
			Instructions (File 800) re policy in regard to acquisition of land for operational requirements issued.	Appx 23.
			Instructions re disposal of enemy air force prisoners of war issued (Z/207/G)	Appx 24.
	26		G.O.C. held Conference re plans of operations - in attendance Comds ~~&~~ Areas and Bdes.	
			12 25-pr guns received for Fd Regt.	
			Scale of anti-gas equipment issued.	Appx 25.
			Instructions for the reduction of kits to mobile basis and placing of surplus in Kit Store issued (Z/327/Q).	Appx 26
	27		Noticeable increase in rate of supply of hired vehicles; standard,however,low.	
			Administrative Instruction No. 21 issued.	Appx 27
	28		18 Inf. Bde reports unfavourably on condition hired vehicles - undoubtedly poor quality but indicative of tpt situation in country; Bde instructed to put in running order all possible and return remainder to H.Q.	
			Advice received re imminent arrival "Strathmore" reinforcements.	
			Conference G.O.C., Col i/c Adm, A.Q. - Depot of Personnel to be established, Maj. Sandow to comd, Lt. Durrant to be temporary Adj. and Q.M. Col i/c Adm and A.Q. jointly issued instructions to D.A.Q.M.G. Maj. Sandow and Capt. Costello re action to be taken; portion of A.S.C. camp BULFORD FIELDS to be used.	
			Administrative Instruction No. 22 issued.	Appx 28
	29		Message from Maj. St. John that reinforcements in "Dominion Monarch" previously overdue due to arrive in evening, 6 Officers, 150 other ranks. "Strathmore" arrival doubtful.	

(3110) Wt 33842/1761 1000m 12/39 BPL 51/3684 Forms C2118/22

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

WAR DIARY

or

~~INTELLIGENCE SUMMARY.~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	July 29		Final arrangements made for move to GODALMING of Special Hospital.	
			Arranged with 18 Inf Bde for technical inspection of hired vehicles.	
			Conference Col i/c Adm, G.1, A.Q. re allotment of reinforcements and variations in O.D.B., including reconstitution of 3 Fd Regt.	
			G.O.C. gave decision re building up of Fd Ambs following representations by A.D.M.S. vide attached.	Appx 29.
			Administrative Instruction No. 23 issued.	Appx 30.
	30		Early morning advice that "Strathmore" reinforcements en route; arrived 0700 hrs.	
			Serious motor accident M.G. Bn. 1 killed, 5 injured. Arranged with S.P.A. and BULFORD Area to take over 5 and 6 camps BULFIELD FIELDS for Depot of Personnel.	
			Visit from Capt. Thompson Sn Comd re impressing hired vehicles.	
			G.O.C. gave decisions re Order of Battle, establishments and allotment of personnel as discussed yesterday, vide attached.	Appx 31.
			Instructions issued for muster check to be held.	Appx 32.
	31		Instructions prepared to give effect to G.O.C's decisions of previous day and issued over signature of Col. i/c Adm.	
			Depot of Personnel instructed that no personnel are to be released without authority of Force H.Q.	
			Force H.Q. Staff Exercise held.	
			G.O.C. Conference - Present: G.1., A.Q., C.R.E. and A.D.M.S. - G.O.C. to be prepared to undertake operational control of NORTH HANTS area. Discussion of tpt situation. Attention to vaccination and pay-book photos of reinforcements.	

(3110) Wt 3542/1744 1000m 12/39 BPL 51/A694 Forms C2118/22

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

WAR DIARY

or

~~INTELLIGENCE SUMMARY.~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	July 31		G.O.C. Conference(cont'd):- G.O.C. considering advising War Office that 25 Inf Bde approaching fitness for operations ; Bde Comd considering it. Re Detention Barracks ; discussion of progress; Lt Trend to comd; Capt Costello to be Camp Comdt; Lt Kroger A.S.C. to come to H.Q. as Catering Officer. A.I.F. School to cease; Lt Maloney to return to Bn; staff, in principle, to go to Depot, excess available for allotment to units; Depot to be properly organised ((Col. i/c Adm to examine.) Carriers, universal, to be made available, 8 for each bn of 18 Bde, 3 for each bn of 25 Bde. Mortars to be provided - 3 for each bde. Arty camp to be dispersed. Signals for Arty regt to be obtained from those with A. Tk btys. Administrative Instruction No. 24 issued.	Appx 33

(3110) Wt 35842/1744 1000m 12/39 BPL 51/5604 Forms C2118/22

Appendix 1

1st July, 1940

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS No. 4.

SYSTEM OF MESSING.

1. Attention is drawn to War Office Urgent Postal Telegram, which refers to W.O. Telegram 16/General/8708 (D.F.A.) of 30/5/40 and copies of which have been issued to all units. The following instructions are issued in amplification thereof :-

2. SUPPLY DEPOTS.

The depots serving the A.I.F. camps in the S.P. area are as set out hereunder :-

CAMPS	LOCATION OF DEPOTS
Amesbury Abbey Bulford Lopcombe Corner Area Tidworth Area :- Hastings House Arena Tidworth Park Tidworth Pennings Windmill Hill Hodge End	Bulford Tidworth

3. BRIGADE SUPPLY OFFICERS

While units are located in their present camping areas, Bde. Sup. O's. will function on an area basis and will carry out, in addition to their duties with Inf. Bdes., similar duties in relation to units in their area in accordance with the following:-

Bde. Sup. O. 18 Inf. Bde.	All units at Lopcombe Corner Camps.
Bde. Sup. O. 25 Inf. Bde.	All units in Tidworth Area.

Any matters affecting supplies will be referred in the first instance to the Bde. Sup. O.
Units encamped at Amesbury Abbey and Bulford will deal direct with the Supply Officer, R.A.S.C., Bulford, and not through the Sup. O.'s.

4. METHOD OF INDENTING

It will be noted that each unit should submit its indent in triplicate 72 hours prior to the date of consumption, two copies being required for the Supply Officer, R.A.S.C. Depot, and one copy for N.A.A.F.I., each of whom is responsible for calculating the respective quantities of food to which the unit is entitled.

The ration is for consumption on the day after the date of delivery, the period covered being from midnight to midnight.

Indents will be submitted by units to the Bde. Sup. O. who will transmit to the respective supply depots and N.A.A.F.I. stores.
As a temporary measure pending the appointment of the Bde. Sup. O., 25 Inf. Bde. units in Tidworth area will deal direct with R.A.S.C. and N.A.A.F.I. as heretofore. The Bde. Sup. O., 25 Inf. Bde. will inform all units concerned when he is ready to receive indents.

Until such time as the new indent form is provided, units will use forms as under :-

(a) Units at Lopcombe Corner Camp receive copies of the new pro-forma;
(b) Units in Tidworth Area either (i) A.B.55 A, leaving the lower nine

lines for use of the Supply Officer; or (ii) as in (a) above.

It should also be noted that , in the pro forma, information as to the number of rations actually consumed on the day prior to the date of the preparatio n of the indent should be shown in column (h), the heading of which should read "Number of rations consumed on....."

5. ACCOUNTING.

(a) Upon receiving the rations, the unit representative will sign the original and duplicate of the indent, and will have the original returned to him. At the end of each messing period, viz, the last Friday in the month, the Supply Officer, R.A.S.C., will render to units an account compiled from the duplicate indents, which will be checked by the unit with the originals in their possession.

(b) Units will submit daily to the Bde. Sup. O., A.F. W3809, (Daily Ration Strength), and each Sunday A.F. W3810, (Ration Summary), showing the rations received as against the authorised entitlements for the week ended the previous day. The Bde. Sup. O., after checking the A.F. W3810 against the weeks A.F. W3809, will forward the A.F. W3810 to H.Q. Australforce by the following Tuesday.

6. OVERDRAWALS

The instruction that overdrawals will not be allowed means that units will not be permitted to exceed the authorised number of rations, (i.e. to draw or use more rations than they are entitled to for the numbers being fed), or to exceed the quantities per head laid down, e.g. a unit which considers that it requires more than 12 ozs. of bread will not be permitted to draw, say, 16 ozs. per head. It is not the intention, however, that a ration will be issued daily in fixed quantities to the last ounce exactly in accordance with the numbers indicated for day by day, as to do so would not permit of the best use of the scales laid down. The system will rather be one whereby staple items in everyday use are issued in quantities corresponding to the normal methods of delivery, e.g.:-

MEAT.	In sufficient quantity to allow of "hanging and defrosting" and in suitable pieces or carcases so that uneconomic cutting is avoided.
BREAD and FRESH PRODUCE.	Daily.
DRY GROCERIES.	e.g. Tea, Flour, Rice, etc., in complete chests, sacks, etc., when the size of the unit permits.
BACON.	In sides or suitable pieces so as to avoid undue cuttings.
MARGARINE.	2 or 3 days' stock.
DRIED FRUITS.	Once or twice a week.
[illegible]MENTS and CULINARY ADJUNCTS.	Once a week or every messing period in the case of small units.

This system will allow units to have a working margin of everyday requirements and will help towards economy in issue and transport and in designing suitable menus over a period. It is not proposed, therefore, to lay down any rules as to what items should be issued in bulk or every few days or over a period, as this must depend on the size of the unit and the period it is likely to remain in a station, and on various other factors which can only be decided upon locally. These decisions can only be arrived at by discussion and close liaison between Supply Officers, Units and N.A.A.F.I. District Managers, with the assistance of catering advisers. It is not the intention, however, to permit

overdrawals of quantities of one item to be off-set by underdrawals of another item except in so far as the items are equivalents, one of the other, for which there are no limits to the number of issues per week laid down in the scale.

7. CONTROL OF VARITIES AND QUALITY.

Units will not have control over (i.e. they will not be able to demand) the varieties, for example, of fresh vegetables, which may be issued by N.A.A.F.I., nor will N.A.A.F.I. issue qualities, brands, etc. of items other than those used for normal average messing purposes in the past. The questions of seasonal items, qualities, brands, etc. of items are being agreed between the War Office and N.A.A.F.I. Units may, however, indicate their particular preference for items in season or standard qualities which N.A.A.F.I. will meet wherever practicable.

8. ALLOWANCES.

(i) Small Unit Allowance.

This extra percentage for small units, which is mentioned in para.2. of the Postal Telegram referred to in para. 1 above, applies to all components of the ration. Such additional issues are also allowed for any detachments of a larger unit which are under 100 or under 50, as the case may be, and which are required to cook as permanent detachments. In this event, however, Commanding Officers are required to certify to the number of the detachments and to the several strengths.

(ii) Supplementary Ration Allowance.

Units are entitled to expend 1½d per man per diem to supplement the daily ration, the time commencing to run from and including the first day in camp. All purchases against this allowance must be made only from N.A.A.F.I. and costed invoices therefore must be obtained at the time of delivery.

Immediately after the close of each messing period, each unit will prepare in accordance with the attached pro-forma and submit to the Chief Paymaster, A.I.F. Australforce, a Supplementary Ration Account in respect of this allowance. Payment will not be made by units, but by the Chief Paymaster direct to N.A.A.F.I. on receipt of the above account with accompanying invoices. A supply of the pro-formas will be issued to units.

(iii) Allowances for Wrappers, Waste Bone and Cutting Up.

When meat is issued by the R.A.S.C. to units, the following allowances are admissible (vide A.C.I 155 of 1940) :-

(a) 2 lbs. to each forequarter, hindquarter or crop for wrappers;

(b) 2 lbs. to each forequarter or hindquarter only for wastage;

(c) For losses incurred in cutting up the meat - one per cent of issues as accounted for by the R.A.S.C. i.e. after (a) and (b) have been taken into consideration.

In cases where the cutting up of meat is done by the unit, the allowance at scale (c) will be shown separately on the reverse side of the indent.

9. EXPENSE STORES.

A scale of issue of expense stores, together with information as to the channel of supply, will be issued in a later instruction.

Lt. Col.
A.A. & Q.M.G.

Appendix 1

URGENT POSTAL TELEGRAM.

INSTRUCTIONS REGARDING THE NEW SYSTEM OF MESSING AT HOME.

Reference War Office Telegram 16/General/8708(D.F.A.) of 30th May, 1940.

1. RATION SCALE.

From inclusive 12th June, 1940 the present system of messing on a cash basis will be replaced by the issue of a fixed scale of rations in kind. In normal circumstances the R.A.S.C. will continue to issue their usual items of supply and the items normally obtained from the N.A.A.F.I. will continue to be issued from that source. The quantities issuable will, however, be regulated by the provisional ration scale shown at Appendix "A". In an emergency the R.A.S.C. will issue the whole of the ration. Special instructions on this point are being issued separately. Units will not be required to indent for commodities or quantities, but will indent for the number of rations required (see par. 2 below.)

A special note is to be made of the fact that the basic scale lays down the number of days per week (which will be regarded as inclusive Saturday to inclusive Friday) on which certain items will be issued. The days on which such items i.e.bacon, cheese and vegetables, and their normal alternatives, will be issue d will not be fixed by units but will be settled by Supply Officers, in conjuction with N.A.A.F.I. District Managers. The types of items, e.g. vegetables, offals, etc., will also be agreed between them.

So far as possible the Supply Officers and N.A.A.F.I. Managers will arrange that the same items are issued to each group of units in a particular locality, which are served by the same Supply Officer. The object of this arrangement is to ensure that the best use is made of the supplies available in a particular district or area and so as to ensure level supplies through N.A.A.F.I.s normal organisation for fresh, etc. produce.

O.C.'s units must, however, keep supply officers and N.A.A.F.I. informed of any preference they may have for normal equivalents, e.g. percentage of marmalade, syrup, etc. required or of the general taste of the unit for, e.g. oatmeal in preference to rice, etc.

In event of unexpected failure of supply or having to cater for unexpected numbers, N.A.A.F.I. Institute,etc Managers will have the power to issue an emergency alternative, in place of the alternative for the day, as shall be agreed upon by Catering Advisers and N.A.A.F.I. Supervisors. Supply Officers and N.A.A.F.I. Local Managers will arrange to keep units informed as far as possible of the days on which the various alternatives can be expected. Units will therefore be able to plan their "bills of fare" ahead or select on of the days bill of fare which are being issued by the War Office for the purpose.

Area and Divisional Catering Advisers will be charged with the special duty of acting as a link between the unit, the Supply Officer and the N.A.A.F.I. District Manager, so that Units individual tastes and requirements can be brought into accord with the issues to be made from day to day so far as the two are compatible.

2. INDENTS.

A new provisional form for indenting for rations (see appendix "B") will be issued. Pending issue, A.B. 55a. will be altered in manuscript. The particulars shown on the form are designed to assist units in making an accurate assessment of their entitlement on the day the indent is prepared and in assessing the probable entitlement for the day on which the rations will be consumed. All units must therefore, maintain a careful manuscript record day by day, showing the numbers of rations drawn and their actual entitlement on the day of consumption so that adjustments in subsequent indents can be made where necessary. In assessing entitlements the normal rules will be followed i.e. rations will be dram for all officers, sergeants and other ranks who are messed collectively. Those entitled not to be rationed in kind, will continue to be entitled to the various rates of ration allowance as appropriate to them. Officers and Sergeants Messes will be issued by their units with both the R.A.S.C. and N.A.A.F.I. portions of the ration, as no cash allowance will be issuable in respect of any part of the ration.

A.T.S. and Other Womens' organisations entitled to rations will draw

four fifths of the ration, i.e. rations for A.T.S., etc will be indented for in terms of numbers of mens' rations less 20%. Small units will be entitled to draw an extra percentage of rations to cater for the difficulty of feeding small numbers. Units of under fifty will draw 19% extra and units of a strength of 50 - 100, 8% extra.

Indents (two copies to the Supply Officer and one to the N.A.A.F.I.) will be rendered 72 hours in advance of the day on which rations are required for consumption. Daily indents will be rendered; indents for weekends, public holidays etc being rendered together. Although daily indents are to be rendered, supply officers and N.A.A.F.I. Managers will co-operate with units, especially Training and other static units, so that full containers of supplies, such as tea, sugar, rice, and potatoes can be drawn. Supply Officers and N.A.A.F.I. Managers will regulate issues accordingly, particularly at the end of messing periods and units will, therefore, maintain a simple stock record, A.B.109 being used for this purpose. Messing periods will continue to be of 4 or 5 weeks and rates of ration allowance will continue to be notified in a War Office Monthly Circular.

3. UNDERDRAWALS. (economy in the use of ration)

Where units find any tendency to accumulate stocks they will indicate on the indent form that the approximate quantities of any items which they wish to underdraw, or, if so many complete rations are not required, reduce the numbers on the indent.

It will be the special duty of Commanding Officers to give the question of economy, underdrawals, and safeguard against dishonesty their personal attention.

OVERDRAWALS WILL NOT BE PERMITTED.

4. ACCOUNTING.

R.A.S.C. SUPPLIES.

Units representatives will sign for daily or other issues on the reverse of the indent form. One copy of the form signed by the issuing officer will be handed to the unit representative as an invoice. At the end of the messing period supply officers will prepare a statement showing the quantities issued during the period and the number of rations issued daily. A.F.s. F.3179 will be issued for this purpose until a new form is issued, the quantity being shown in column 2 and the statement of rations and dates in columns 6 and 7. The O.C. unit will check and certify this summary with the daily invoices and return it to the supply officer without delay.

N.A.A.F.I. SUPPLIES.

N.A.A.F.I. will prepare a delivery note in respect of the issues made daily for each unit and these notes will be signed at the time of issue by the unit representative or other person drawing the supplies. A copy of the note will be handed over to the unit or other representative for handing to the Messing Officer or Quartermaster, etc. on arrival at the unit. The N.A.A.F.I. will maintain a summary of the quantities shown on the daily delivery note as signed for by unit representatives. At the end of the messing period N.A.A.F.I. will price this summary and forward a copy to the Supply Officer concerned. A duplicate copy of the daily unit un priced Delivery Note signed by their representative, etc will be attached to the summary. The units copy of the delivery note will be carefully kept by the unit and will be called for from time to time as may be required by the Supply Officer for comparison with the summary as forwarded to them by the N.A.A.F.I. The supply officer, after checking the units summary will detach the delivery notes and pass the summary to the command paymaster for payment.

NOTE FOR SUPPLY OFFICERS:- The N.A.A.F.I. summary referred to above will act as a bill form and will be utilised in place of A.F.P.1922. To enable the supply officer to check N.A.A.F.I. prices, the N.A.A.F.I. Command Supervisors will arrange to forward all necessary current prices to Command Paymasters and Financial Advisors. The prices of bacon, cheese, butter, jam, syrup and marmalade will continue to be notified in the War Office Monthly Circular Letter.

Signed:-

Major-General
DIRECTOR OF SUPPLIES AND TRANSPORT.

APPENDIX "A"

PROVISIONAL HOME SERVICE RATION SCALE.

BASIC SCALE	QUANTITY PER HEAD	NORMAL ISSUES OF BASIC AND ALTERNATIVE ITEMS	ISSUES WHICH MAY BE MADE IN AN EMERGENCY
R.A.S.C. MEAT: Frozen or Fresh	10 ozs	Beef 5 times Mutton twice NOTE:- Lamb may be issued when provided by the Ministry of Food.	R.A.S.C. Preserved Meat 8 ozs M & V Rations 20 " No potatoes or vegetables will be issued when M & V is issued.
R.A.S.C. BREAD	12 ozs	White or Brown.	R.A.S.C. Service Biscuits 9 ozs
R.A.S.C. FLOUR	2½ ozs		R.A.S.C. Bread 2 ozs under mobile conditions when flour cannot be used.
N.A.A.F.I. RICE	½ ozs	Rice 1 oz = Rolled 1 oz. Oatmeal 1 oz = Spaghetti 1 oz.	
ROLLED OATS	4/7 oz	Limited quantities of spaghetti may be issued when available.	R.A.S.C. Rice and Oatmeal.
N.A.A.F.I. BACON	3 ozs	4 times per week	N.A.A.F.I. Bacon 2 ozs three times a week or Canned Herrings 3½ ozs.
FISH or OFFALS or SAUSAGES	6 ozs) 4 ozs) 4 ozs)	3 times per week NOTE:- Fish = Kippers Fresh White Offals = Livor Ox Heart Kidney Tripe Sausages = Luncheon Sausage Polony The War Office may authorise an occasional issue of 2 eggs when available in place of fish, etc.	R.A.S.C. Tinned Bacon 2½ ozs Tinned Salmon 3 " Tinned Herrings 3½ "

BASIC SCALE	QUANTITY PER HEAD	NORMAL ISSUES OF BASIC AND ALTERNATIVE ITEMS	ISSUES WHICH MAY BE MADE IN AN EMERGENCY
N.A.A.F.I.			**N.A.A.F.I.**
CHEESE	2 ozs.	Twice a week	CHEESE 2 ozs daily or
MEAT or FISH PASTE	1 "	Once a week	CANNED HERRINGS) 3½ " " "
SLAB CAKE	4 "	" "	SARDINES 3 " " "
TINNED SALMON	3 "	" "	CHOCOLATE 4 " " "
GALLANTINE	3 "	" "	
INDIVIDUAL MEAT or FRUIT PIE at 4½ ozs approx.	1 pie	" "	**R.A.S.C.**
		NOTE:- MEAT PIE 1 = CORNISH PASTY 1 = SAUSAGE ROLL 1.	Cheese 2 ozs.
			Tinned Cheese 2 ozs.
		GALLANTINE 3 ozs = MEAT ROLL 3 ozs.	Eating Chocolate) 4 ozs.
			Meat Loaf 3 ozs.
N.A.A.F.I.			**R.A.S.C.**
JAM	1½ ozs	JAM 1½ ozs = MARMALADE 1½ ozs = SYRUP 1½ ozs.	JAM IN TINS MARMALADE IN TINS.
N.A.A.F.I.			
BUTTER	½ oz		
R.A.S.C.			**R.A.S.C.**
MARGARINE	1 oz		TINNED MARGARINE 1½ ozs.
N.A.A.F.I.			**N.A.A.F.I.**
DRIED FRUITS	4/7 oz	PRUNES APPLE RINGS FRUIT SALAD FIGS CURRANTS RAISINS SULTANAS	UNSWEETENED FRUIT IN TINS = 4 ozs. CANNED FRUIT = 4 ozs. FRESH FRUIT) = 4 " IN SEASON.)
			R.A.S.C.
			CANNED FRUIT 4 ozs. DRIED FRUIT 6/7 "
R.A.S.C.			
TEA	½ oz	COCOA ¾ oz	

BASIC SCALE	QUANTITY PER HEAD	NORMAL ISSUES OF BASIC AND ALTERNATIVE ITEMS	ISSUES WHICH MAY BE MADE IN AN EMERGENCY
R.A.S.C.			
SUGAR	2½ ozs		
N.A.A.F.I.			N.A.A.F.I.
MILK, FRESH	6 ozs	CONDENSED UNSWEETENED 2 ozs	CONDENSED MILK 2 ozs
			R.A.S.C.
			CONDENSED MILK 2 ozs
N.A.A.F.I.			N.A.A.F.I.
VEGETABLES:-			CANNED BEANS 4 ozs
FRESH	8 ozs	FIVE TIMES A WEEK	
DRIED	2 "	TWICE A WEEK	R.A.S.C.
		Note:- Fresh Vegetables 8 ozs = Dried Veg 2 ozs. Tinned Tomatoes or Fresh Tomatoes 4 ozs in season may be issued once a week in place of 8 ozs fresh vegetables. To include 1 oz Carrots and 1 oz. Onions when available.	CANNED BEANS 4 ozs
R.A.S.C.			
SALT	¼ oz		
CONDIMENTS and CULINARY ADJUNCTS TO BE ISSUED PERIODICALLY PER 100 MEN PER 4 WEEKS.			
N.A.A.F.I.			R.A.S.C.
MUSTARD	3½ lbs		CURRY POWDER
PEPPER	3½ "		BAKING POWDER
CUSTARD POWDER	8 "		CUSTARD POWDER
BAKING POWDER	1½ "		PEPPER
SPICES, HERBS	1½ "		MUSTARD
MIXED PEEL	3 "		
SAUCE	8 pts		
CURRY POWDER	6 lbs		
VINEGAR	20 pts		
DES. COCONUT	1½ lbs		
PICKLES	28 "	WHEN AVAILABLE	
EXTRA FOR BOYS			
N.A.A.F.I.			
MILK, FRESH	10 ozs		
N.A.A.F.I.			
POTATOES	12 ozs		

APPENDIX "B" PAGE NO. 1.

FORM FOR INDENT FOR RATIONS (PROVISIONAL).

@ UNIT..... STATION.....

(@ Indicates clearly whether the indent is in respect of a complete Unit or detachment. If the latter state Company or Section, etc. No. and Unit to which the Company, etc belongs.)

(a)	(b) Establishment.	(c) Nos. Attached.	(d) Total.	(e) Nos. not in Rations:- (1) In H.P. or detached.	(e) (11) Drawing Ration Allowances.	(f) Net Total (d) (e)	(g)Ø Est.No. of Rations required for Consumption on.....	(h) No. of Rations Required for Consumption on.....
OFFICERS								
[illegible]S & ABOVE								
RANK & FILE								
OTHERS								
A.T.S. x Officers								
SEC. LEADERS								
RANK & FILE								
Add. Rations for small units, viz: 10% for units under 50 [illegible] " " of 50-100								
TOTAL								

Ø Give a short explanation of difference between columns (f) and (g), (e.g. due to probable changes in strength between the date of indent and date of consumption, previous overdrawals of complete Rations, etc.)

x In column (g) the figure of rations required for A.T.S. will be four-fifths of column (f) after allowing for possible variations in strength.

UNDERDRAWALS.

i.e. Items or part of items which are NOT required owing to stocks in hand, etc.

ITEM	QUANTITY	ITEM	QUANTITY

Date on which Indent is prepared.

/ / .

.....O.C. Unit or Detachment.

NOTE:- The unit will render two copies of this form to the Supply Officer and one to N.A.A.F.I., 72 hours in advance of the day on which rations are required for consumption.

ITEMS ISSUED FROM R.A.S.C.

R.A.S.C. INVOICE.

(To be completed by R.A.S.C. Supply Officer)

ITEM	QUANTITY ISSUED	ITEM	QUANTITY ISSUED
MEAT. BEEF			
MUTTON			
P.MEAT			
M. & V.			
BREAD			
BISCUITS			
FLOUR			
[illegible]			
SUGAR			
SALT			
MARGARINE			

Signature of Issuing Supply Officer:-

.....

Signature of Unit Representative:-

.....

Date .....

Appendix 2

AUSTRALFORCE ADMINISTRATIVE INSTRUCTION No. 5

1 Jul 40.

1. MEDICAL

(a) allottment of Medical Officers -

3 Fd Amb - C. O. Major M.L.D.McKeon
Major H. R. Love
Capt A.W.Robertson
Capt A. K. Green
Capt G. Pottinger
Capt J. Flemming (D.O.)
Capt A. Seymour (Q.M.)

11 Fd Amb - C. O. Major Parry
Capt Hill
Capt Marks
Capt Anderson
Capt Heaphy (D.O.).

Spec Hosp - Lt.-Col Louden
Capt Wippell
Capt Cox
Capt Christie (Q.M.)

R.M.O'S. - 2/9 Bn - Major K.Ross (Temporary appointment pending replacement)
2/10 Bn - Capt Brummitt
2/12 Bn - Capt Braithwaite
70 Bn - Capt Wilson (Temporary appointment)
71 Bn - Capt Cherry
72 Bn - Capt Carradus (Temporary appointment)
1 M.G. Bn -Capt Douglas

(b) Medical service for units without R.M.O's will be arranged as follows :-

Units located at	Medical service arranged by
LOPCOMBE CORNER	3 Fd Amb
TIDWORTH PARK) ARENA ROAD)	11 Fd Amb
TIDWORTH PENNINGS	R.M.O. M.G. Bn assisted by R.M.O. 71 Bn
WINDMILL HILL) HEDGE END)	R.M.O. 70 Bn
AMESBURY ABBEY	A.D.M.S.
BULFORD	Camp Reception Station, Bulford.

2. CONVALESCENT LEAVE.

No convalescent leave is to be granted without reference to H.Q. Australforce.

Any recommendations for such leave received from British Military Hospitals will be endorsed with the recommendation or otherwise of the C.O. and R.M.O. of the member concerned before being submitted to H.Q. Australforce.

Lt.-Col.
A.A. & Q.M.G.

Appendix 3

2nd July, 1940.

AUSTRALFORCE ADMINISTRATION INSTRUCTIONS No. 6.

1. BLUFF COOKERS - REPAIRS.

It has come to notice that in certain cases Bluff Cookers have been allowed to fall into a state of disrepair.

All concerned should note that these Cookers must be repaired as and when necessary in Ordnance Workshops.

3. PAY.

So that men proceeding on leave may receive their normal fortnightly pay before Friday morning, units will notify the Divisional Paymaster, Australforce by 0900 hours on 3/7/40 of their pay requirements for the period. Telephonic advise must be confirmed by the usual "Requisition for Cash".

4. CANTEEN FUNDS.

Certain canteen funds were made available on leaving Australia. Part was expended before final disembarkation and the balance was distributed on a pro rata basis. among the various units to establish, or to supplement their Regimental Funds.

With the recent reorganisation of the Force and the consequent transfers of personnel, the re-allocation of these monies becomes necessary. Such monies will therefore now be passed on to the particular units to which the personnel have been transferred, on a pro rata basis, the transactions to be completed by 6/7/40.

5. PAPER CLIPS.

In order to avoid the accidental attaching of extraneous papers to files, PINS and not paper clips will be used to fasten files together.

The paper clips recently issued with stationery will therefore be returned to H.Q. Australforce.

6. SUPPLY AND TRANSPORT.

The demanding of hired transport will be kept to a minimum, unit and A.A.S.C. transport being utilised whenever such is available and suitable.

In order to obviate delay in the satisfaction of demands for transport for routine movements, requisitions for hired transport for such movements will be made to the O. in C. transport, BULFORD (Telephone Bulford 3171 Ext. 258), by the following authorities and by them only :-

(a) for movements of units or parts of units located in the LOPCOMBE area by H.Q. 18 Mxd. Bde. ;
(b) for movement of units or parts of units located in the TIDWORTH area, by H.Q. 25 Mxd. Bde.;
(c) for all other movements, including that of drafts rejoining the force other than from leave, by H.Q. Australforce (Q. Staff).

Lt. Col.
A. A. & Q. M. G.

4th July, 1940.

Appendix 4

AUSTRALFORCE ADMINISTRATION INSTRUCTIONS No. 7.

1. MEDICAL MEMO.

(a) In the event of enemy attack, military and civil casualties will be treated without discrimination at R.A.P.s and Field Ambulance Camp Dressing Stations.

(b) Under similar circumstances First Aid Posts of Civil Authorities have been instructed to treat civil and military casualties without discrimination.

(c) Casualties, both civil and military will be carried without discrimination in military or civil ambulances, should the necessity arise.

(d) Casualties requiring hospital treatment are to be taken, if possible, to Military Hospital TIDWORTH. Other hospitals in the vicinity are :-

Military Hospital BULFORD.
Salisbury General Hospital.

2. TENTAGE

A return of tents in unit areas is required and will be made to this H.Q. H.Q. by Monday 8th July, 40. as follows:-

CAMP.	UNIT.	TENTAGE.					
		HOSPITAL MARQUEE.		STORE.		BELL.	
		No. in Area.	Required.	No. in Area.	Required.	No. in Area.	Required.

Requirements of bell tents will be calculated on the basis of :-
8 O.R.s per tent.
2 Officers per tent.
1 Tent for each field officer.

3. WORKSHOP ORGANISATION. (excluding A. A. S. C. Vehicles.)

(a) General

The division of responsibility between units and the A.A.O.C. for repairs to the various articles of unit's war equipment is laid down in F.S.R. Vol.I as follows :-

(i) Units are responsible for carrying out first line repairs.
(ii) The A.A.O.C. are responsible for all repairs beyond the capacity of units i.e. :- (a) Second line repairs
(b) L. of C. repairs.

(b) FIRST LINE REPAIRS AND RECOVERY.

Units establishments include tradesman or other skilled personnel, and hand tools and a limited quantity of spare assemblies, components and materials required for minor repairs and replacements.

It is important that units should undertake all first line repairs up to the limit of their capacity, except that Force Signals are responsible for carrying out first line repairs to telephones, wireless sets, etc. [illegible] held by all units in their formation.

In order to assist units with their first line repair and recovery work and also to provide expert diagnosis and technical experience, light aid detachments are permanently attached to certain formations and units.

Their functions are :-

(i) To advise units how best to keep their equipment and vehicles in a state of mechanical efficiency; to help them to detect the causes of any failures or breakdowns and to assist them in carrying out first line repairs up to their full capacity.
(ii) To assist units with first line recovery or breakdowns.
(iii) To maintain a close liaison between the unit and the recovery section.

(c) L.A.D's will be treated as an integral part of "B" Echelon of the formation or unit to which they are attached, and the O.M.E. will be directly under the orders of the formation or unit Commander.

The O.M.E. is the accounting officer for the vehicles and stores of the L.A.D. He will exercise technical supervision of unit tradesmen and other skilled personnel and will be responsible for the standard of workmanship performed by them.

L.A.D's are provided vide "Order of Battle", Revised 26th June 40.

A list showing the attachment of L.A.D's is issued separately.

(d) SECOND LINE REPAIR AND RECOVERY.

Mobile workshop units, in the form of recovery sections are organised to carry out second line repairs and to undertake recovery. They will undertake all second line repairs to the limit of their capacity.

Second line repairs are those beyond the capacity of the unit, but capable of being dealt with by recovery sections.

To augment this service, recovery sections will avail themselves of R.A.O.C. workshop facilities in the locality. Arrangements have already been made in this regard with R.A.O.C. Workshops, TIDWORTH. O.C's recovery sections will communicate direct with O i/c Workshops, TIDWORTH, when requiring TIDWORTH Workshop services.

(e) Recovery sections are provided vide "ORDER OF BATTLE", Revised 26th June, 40. They will be administered normally by the O.M.E. Division. Where such appointment does not exist, the D.A.D.O.S. of the division will exercise control.

4. CASUALTY RETURNS.

It is noted that two copies of forms W 3010, W 3011 and W 3012 are frequently received from units O i/c Records, 2nd Echelon. Only one copy is required by that branch and units will render future returns accordingly.

Copy of form W 3012 (for attached personnel) will be sent to parent unit in addition to copy for 2nd Echelon.

5. MEDICAL EXPENSE STORES.

Regimental Medical Officers will draw Medical Expense Stores from the nearest Field Ambulance, in accordance with the table below :-

9 Bn	Lopcombe Corner		from	3 Fd Amb,	Lopcombe	Corner
10 Bn	"	"	"	"	"	"	"
12 Bn	"	"	"	"	"	"	"
70 Bn	Windmill Hill		"	11 Fd Amb,	Tidworth	Park
71 Bn	Tidworth Pennings		"	"	"	"	"
72 Bn	Tidworth Park		"	"	"	"	"
M.G. Bn	Tidworth Park		"	"	"	"	"

6. MEDICAL.

Dental treatment, including the supply of artificial dentures can now be carried out [illegible] Fd [illegible]

6. MEDICAL (continued)

Units at :-	Force H.Q. Force Provost Australforce School Tidworth Park Arena Rd. Tidworth Pennings Windmill Hill Hodge End	Dental Officer 11 Fd. Amb. Tidworth Park.

8. PETTY CASH.

The Sub-Imprest Holder of each formation or unit will retain an amount as set out below for petty cash purposes when adjusting the next pay advance:-

H.Q. 18 Mxd. Bde.	£5 0 0
H.Q. 25 " "	£5 0 0
Other Sub-Imprest Holders	£2 0 0

9. PAY MATTERS.

(i) Vacancies :

Units will not accept any further applications for transfer to the A.A.P.C. as all vacancies have been filled.

(ii) Amounts paid to credit of pay book :

Receipt books will be issued to pay sergeants attached to units so that receipts may be given to personnel paying money to the credit of their pay books. Units will instruct personnel to ensure that a receipt is obtained in respect of each such transaction.

10. PERSONNEL OUT OF CAMP AREAS.

It was noted, during a tour of the area on 4 Jul 40, that there were numbers of A.I.F. personnel on roads and in towns adjoining the camp areas during parade hours apparently not on duty.

No soldier should be outside the camp area except on duly authorised duty or leave. When an individual soldier is sent outside camp on duty, he will be given a written authority showing the area he is authorised to visit and the approximate time of his return.

Units will take positive action to ensure that personnel do not leave camp unless authorised and that the return of personnel so authorised is checked.

Lt.-Col.
A. A. & Q. M. G.

SECRET

AUSTRALIAN IMPERIAL FORCE - UNITED KINGDOM.

ATTACHMENT OF L.A.D's.

Issued with Australforce Administrative Instruction No. 7 (para 3) of 5 Jul 40.

(a) Whilst the force is in its present location.

L.A.D. NO.	LOCATION.	UNIT TO WHICH ATTACHED.	REMARKS.
41.	Arena Rd	6 Fd Bty	Serves Fd Btys and A.T. Btys
44.	Hastings House	25 Mxd Bde	Serves Bde H.Q. Bns and Force Pro
47.	Lopcombe Corner	18 Mxd Bde	Serves Bde H.Q. and Bns
48.	Tidworth Pennings	1 M.G. Bn	
49.	Windmill Hill	A.A.O.C.	Serves Fd Coys

(b) When the Force is operating.

L.A.D. NO.	UNIT TO WHICH ATTACHED.	REMARKS.
41.	25 Mxd Bde	Serves 2 A.TK. Bty, 11 Fd Coy and such Force troops as may be operating with or attached to 25 Mxd Bde
48.	1 M.G. Bn	Serves M.G. Bn and Force troops not elsewhere provided for
49.	18 Mxd Bde	Serves 1 A.Tk Bty, 3 Fd Coy and such Force troops as may be operating with or attached to 18 Mxd Bde
44.	25 Mxd Bde)	Serve Bde H.Q. and Bns
47.	18 Mxd Bde)	

This allotment is subject to variation as and when required.

Appendix 5

6th July, 1940

AUSTRALFORCE ADMINISTRATION INSTRUCTIONS No.2.

1. ESCORTS.

Escorts detailed to bring back prisoners after their arrest by civil or military police will ensure that they receive :-

(a) Particulars of charges against the prisoners.

(b) Evidence in the form of a written and signed statement by witnesses.

2. ARMBANDS "M.P."

Black armbands with the letters M.P. in red are the distinguishing badges of the Australforce Provost Company. The wearing of these armbands by other personnel is prohibited.

3. AIR MAIL SERVICES TO AUSTRALIA.

Details of the air mail services to Australia and of the corresponding charges are as follows :-

	Route	Post Cards	Letters ½ oz.
(a)	Surface route to South Africa, thence air mail to Australia. No special endorsement necessary other than the "Blue Air Mail Sticker".	7d.	1/3.
(b)	Air mail via North Atlantic and Transpacific Air Service. Superscription :- "North Atlantic and Transpacific Air Service".	2/3.	4/6.

RATION ENTITLEMENTS.

In order that units indenting for rations may check with facility the quantities of the various components of the ration to which they are entitled, ready reckoners, showing separately therein the commodities issued by R.A.S.C. and N.A.A.F.I., have been issued to units.

5. UNIT ROUTINE ORDERS and PAPER WASTAGE.

It is noted that, in certain instances, there is a considerable waste of stationery and labour in the preparation and publication of Unit R.O.s.

In order that this wastage may be eliminated, small units will use improvised Company Order Books until stocks thereof are made available, and larger units, which have their R.O.'s typed or cyclostyled, will use both sides of the paper.

Lt. Col.
A.A.& Q.M.G.

Blank A.S.1

EMERGENCY RATIONS - READY RECKONER FOR RATION COMPONENTS.

6th July, 1940

COMMODITIES	QUANTITY PER HEAD	1	2	3	4	5	6	7	8	9	10	20	30	40	50	80	100
BACON (N)	.2	.2	.4	.6	.8	.10	.12	.14	1.	1.2	1.4	2.8	3.12	5.	6.4	7.8	12.8
BACON TIN. (N)	.2½	.2½	.5	.7½	.10	.12½	.15	1.1½	1.4	1.8½	1.9	3.2	4.11	6.4	7.13	9.6	15.10
BREAD (R)	.2	.2	.4	.6	.8	.10	.12	.14	1.	1.2	1.4	2.8	3.12	5.	6.4	7.8	12.8
BEANS CAN.(N&R)	.4	.4	.8	.12	1.	1.4	1.8	1.12	2.	2.4	2.8	5.	7.8	10.	12.8	15.	25.
BISCUIT) (R) SERVICE)	.9	.9	1.2	1.11	2.4	2.13	3.6	3.15	4.8	5.1	5.10	11.4	16.14	22.8	28.2	33.12	56.4
CHOCOLATE (R)	.4	.4	.8	.12	1.	1.4	1.8	1.12	2.	2.4	2.8	5.	7.8	10.	12.8	15.	25.
* FRUIT DRIED (R) FRUIT FRESH)	.6/7	.6/7	.12	.18	.24	.30	.36	.42	.48	.54	.60	.120	.180	.240	.300	.360	.600
		(Calculated in 1/7ths oz.)															
UNSWEETENED) (N) CANNED)	.4	.4	.8	.12	1.	1.4	1.8	1.12	2.	2.4	2.8	5.	7.8	10.	12.8	15.	25.
HERRINGS CAN.(N)	.3½	.3½	.7	.10½	.14	1.1½	1.5	1.8½	1.12	1.15½	2.3	4.6	6.9	8.12	10.15	13.2	21.14
M.&V.RATIONS (R)	1.4	1.4	2.8	3.12	5.	6.4	7.8	8.12	10.	11.4	12.8	25.	37.8	50.	62.8	75.	125.
MEAT PRES. (R)	.8	.8	1.	1.8	2.	2.8	3.	3.8	4.	4.8	5.	10.	15.	20.	25.	30.	50.
MEAT LOAF (R)	.3	.3	.6	.9	.12	.15	1.2	1.5	1.8	1.11	1.14	3.12	5.10	7.8	9.6	11.4	18.12
MARGARINE) (R) TINNED)	.1½	.1½	.3	.4½	.6	.7½	.9	.10½	.12	.13½	.15	1.14	2.13	3.12	4.11	5.10	9.6
MILK CAN. (N&R)	.2	.2	.4	.6	.8	.10	.12	.14	1.	1.2	1.4	2.8	3.12	5.	6.4	7.8	12.8
SARDINES (N)	.3	.3	.6	.9	.12	.15	1.2	1.5	1.8	1.11	1.14	3.12	5.10	7.8	9.6	11.4	18.12

NOTE

1. The "point" before a figure signifies that the following figure or figures are the quantity in ounces.

2. The "point" after a figure signifies that the preceding figure or figures are the quantity in pounds.

3. Cerial and Dried Fruits quantities are calculated in 1/7ths of an ounce, thus :-
.8 = 8/7th oz. .12 = 12/7th oz., etc.

READY RECKONER FOR RATION COMPONENTS.

COMMODITIES N.A.A.F.I.	QUANTITY PER HEAD.	NUMBER OF RATIONS 1	2	3	4	5	6	7	8	9	10	20	30	40	50	60	100
BACON	3 ozs	.3	.6	.9	.12	.15	1.2	1.5	1.8	1.11	1.14	3.12	5.10	7.8	9.6	11.4	18.12
BUTTER	½ "	.½	.1	.1½	.2	.2½	.3	.3½	.4	.4½	.5	.10	.15	1.4	1.9	1.14	3.2
CAKE SLAB	4 "	.4	.8	.12	1.	1.4	1.8	1.12	2.	2.4	2.8	5.	7.8	10.	12.8	15.	25.
CHEESE	2 "	.2	.4	.6	.8	.10	.12	.14	1.	1.2	1.4	2.8	3.12	5.	6.4	8.12	12.8
CERIAL	4/7 "	.4	.8	.12	.16	.20	.24	.28	.32	.36 (40)	.40	.80	.120	.160	.200	.240	.400
(calculated in 1/7ths of oz.)																	
FISH	6 ozs	.6	.12	1.2	1.8	1.14	2.4	2.10	3.	3.6	3.12	7.8	11.4	15.	18.12	22.8	37.8
FRUITS DRIED	4/7 "	.4	.8	.12	.16	.20	.24	.28	.32	.36	.40	.80	.120	.160	.200	.240	.400
(calculated in 1/7ths of oz.)																	
GALANTINE	3 ozs	.3	.6	.9	.12	.15	1.2	1.5	1.8	1.11	1.14	3.12	5.10	7.8	9.6	11.4	18.12
JAM MARMALADE	½ "	.1½	.3	.4½	.6	.7½	.9	.10½	.12	.13½	.15	1.14	2.13	3.12	4.11	5.10	9.6
MEAT OR FISH)																	
PASTE	1 "	.1	.2	.3	.4	.5	.6	.7	.8	.9	.10	1.4	1.14	2.8	3.2	3.12	6.4
MILK	6 "	.6	.12	1.2	1.8	1.14	2.4	2.10	3.	3.6	3.12	7.8	11.4	15.	18.12	22.8	37.8
POTATOES	12 "	.12	1.8	2.	3.	3.12	4.8	5.4	6.	6.12	7.8	15.	22.8	30.	37.8	45.	75.
SALMON TINNED	3 "	.3	.6	.9	.12	.15	1.2	1.5	1.8	1.11	1.14	3.12	5.10	7.8	9.6	11.4	18.12
SAUSAGES	¼ "	.¼	.8	.12	1.	1.4	1.8	1.12	2.	2.4	2.8	5.	7.8	10.	12.8	15.	25.
RICE	½ "	.½	.1	.1½	.2	.2½	.3	.3½	.4	.4½	.5	.10	.15	1.4	1.9	1.14	3.2
VEG. DRIED	2 "	.2	.4	.6	.8	.10	.12	.14	1.	1.2	1.4	2.8	3.12	5.	6.4	7.8	12.8
VEG. FRESH	8 "	.8	1.	1.8	2.	2.8	3.	3.8	4.	4.8	5.	10.	15.	20.	25.	30.	50.
R.A.S.C.																	
BREAD	12 ozs	.12	1.8	2.4	3.	3.12	4.8	5.4	6.	6.12	7.8	15.	22.8	30.	37.8	45.	75.
BEEF	10 "	.10	1.4	1.14	2.8	3.2	3.12	4.6	5.	5.10	6.4	12.8	18.12	25.	31.4	37.8	62.8
FLOUR	2½ "	.2½	.5	.7½	.10	.12½	.15	1.1½	1.4	1.6½	1.9	3.2	4.11	6.4	7.13	9.6	15.10
MARGARINE	1 "	.1	.2	.3	.4	.5	.6	.7	.8	.9	.10	1.4	1.14	2.8	3.2	3.12	6.4
SUGAR	2½ "	.2½	.5	.7½	.10	.12½	.15	1.1½	1.4	1.6½	1.9	3.2	4.11	6.4	7.13	9.6	15.10
SALT	¼ "	.¼	.½	.¾	.1	.1¼	.1½	.1¾	.2	.2¼	.2½	.5	.7½	.10	.12½	.15	1.9
TEA	½ "	.½	.1	.1½	.2	.2½	.3	.3½	.4	.4½	.5	.10	.15	1.4	1.9	1.14	3.2

Appendix 6

7th July, 1940.

AUSTRALFORCE ADMINISTRATION INSTRUCTIONS No. 9.

1. TRANSPORT WORK TICKETS A.F. G.3518.

(a) Every driver driving a vehicle on military duty will be issued with a Transport Work Ticket G.3518.
(b) This Transport Work Ticket will be carried by the driver, and not in the glove box and will not be left in the vehicle.
(c) The driver will produce the work ticket on demand, but will not allow a current work ticket out of his possession.
(d) Where a relief driver is employed on a vehicle, the names of both the driver and the relief driver will be shown in Col. 17 on the ticket.

2. PREPARATION OF THE WORK TICKET.

Col. No. 1. C.O. 72 Inf. Bn. A.I.F.

" " 2. May be entered as "General Duties.....Area", for use in the general area, e.g. Tidworth or Lopcombe.
3.) Need only be specified for a particular journey of say
4.) 50 miles or over.
5.)
6. The rubber unit stamp should be used and signed by an officer or N.C.O. over the rank of sergeant.
7.)
8.) Need not normally be completed.
9.)
10-15. Filled in on completion of work.
16. Not required.
17. DRIVER MUST SIGN BEFORE SETTING OUT.
18. Usually signed by the Transport Officer, but any officer may sign for the authority stated in (1).

NOTE. (a) For general routine running, only one Work Ticket need be made out for a week.
(b) Units will keep a record showing the vehicle for which each Work Ticket is issued.
(c) The loss of a Work Ticket by a driver will be reported immediately.

3. No. VX 4809 Pte. Armstrong T.

Pte. Armstrong T. is asked to communicate with his mother Mrs. A. Armstrong, 12c Steamer Street, BARROW in FURNESS.

4. MEDICAL.

R.M.O.s of 70, 71, 72 Bns. will arrange to obtain Medical War Equipment for their units as below :-

70 Bn. Med. War Equip. of 1 A. Tk. Reg.
71 Bn. " " " " 2/3 Fd. Reg.
72 Bn. " " " from Adv. Depot of Med. Stores.

Emergency Medical Aid in the event of an attack :-

(a) A.R.P. First Aid Posts are situated at :-

1. AMESBURY Telephone Ams. 229.
2. ANDOVER Andover 660.
3. STOCKBRIDGE Stockbridge 28.

(b) Ambulance vehicles and rescue squads are available at each of these First Aid Posts and may be requested in case of emergency.

[signature]
Lt. Col.
A. A. & Q. M. G.

Appendix 7

8th July, 1940

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS No. 10.

1. RATIONS ISSUED IN SUBSTITUTION.

The attention of units is drawn to the fact that the phrase "Emergency Rations" as used in the Ready Reckoner issued with A. A. I. No. 8 of 6/7/40 does not mean rations distributed in a time of emergency, but refers to commodities which may be issued by R. A. S. C. or N. A. A. F. I. in lieu of certain standard ration components of which the supply has been temporarily or otherwise exhausted. To avoid confusion, therefore, units will amend the heading of the first page of the Ready Reckoner to read - "Rations in Substitution"- Ready Reckoner for Ration Components.

2. VACANCIES for DRAUGHTSMEN.

Two vacancies for qualified draughtsmen exist on G. Staff, H. Q. Australforce, one for general and the other for intelligence duties. Units will therefore furnish immediately full details of any suitable draughtsman on their strengths, including particulars of military service prior to enlistment in the A. I. F.

3. BUTCHERY COURSE.

As arrangements can be made for personnel to attend a Butchery Training Course of not more than 12 days duration, units will advise whether they have any personnel whom they desire to be so trained, and if so, will forward the necessary particulars (name, number, etc.) to H.Q. Australforce.

Personnel selected will be rationed and quatered for the duration of the course by Southern Command.

4. LOSS OF CENSOR STAMP.

The loss of Censor Stamp No. 39 at or about the time of disembarkation has been reported by 2/9 Bn. If found, the stamp should be forwarded to the unit concerned.

LOSS OF ARMS.

The loss of Rifle No. 92060 has been reported.
Units will check for this and if located advise H.Q. Australforce.

Lt. Col.
A. A. & Q. M. G.

War Diary

2/37/9 Appendix 8

SECRET.

9th July, 1940

SUBJECT : MOVEMENT OF PERSONNEL & STORES.

To ALL UNITS (Bn. copies through Brigades).

From AUSTRALFORCE.

Movements of Personnel and Stores by Rail under active service conditions. Decentralisation of Movement Control.

Secret communication SC2/6413/Q(M) 4 Jul. 40, together with appx. A, is forwarded herewith.

Special attention is drawn to paras 4 and 12 of appx. A.

All units will take immediate action in compliance with para. 12.

Please acknowledge on attached A.16.

Lt.Col.
A.A.& Q.M.G.

Distribution List A.

Less Serials 24 and 25

Plus Adv. Depot Med. Stores
Ord. Fd. Pk.
Chief Paymaster

SUBJECT :— Movements of Personnel and Stores by rail under active service conditions. Decentralisation of Movement Control.

SECRET.

S.C.Z. / 6413 / Q(M)
4 Jul 40.

To : V Corps
H.Q. A.I.F.
1 Armd. Div.
2 Armd. Div.
1 Can. Div.
48 Div.
23 Div.
5 A.A. Div.
S. Mid. Area.
S.P. Area.
S. Area.
P. Area.
S.W. Area.
B.G.S.
M.G.A.
M.C. Oxford District.
M.C. Exeter District.
M.C. Salisbury District.
All R.T.Os.

From : Movement Control,
Southern Command.

1. Reference this office letter number S.C.Z. / 6413 / Q(M) dated 26 June 1940.

2. District Movement Control Offices are ready and will operate as from 0900 hours Thursday 4th July 1940.

3. Demands for train space and notifications of road moves will be made as laid down in the attached General Instructions, (Appendix A)., which will be circulated to every Unit or Establishment in the Command, and will remain in their possession so long as they are in the Command. When a Unit leaves the Command these Instructions will be handed over to their successor, or in the absence of a direct successor, to the appropriate Area Headquarters for re-issue.

(Signed) J. T. GODFREY.

Lieut. Colonel,
A.Q.M.G.(M).

Salisbury.

SECRET.

Appendix A to S.O.Z./6413/Q(M) of 4 July 1940

GENERAL INSTRUCTIONS ON MOVEMENTS OF PERSONNEL BY RAIL AND ROAD IN SOUTHERN COMMAND UNDER ACTIVE SERVICE CONDITIONS.

1. RAIL MOVES.

Orders to formations, units or parties to move are issued by the 'G' Branches of the Staffs of G.H.Q. Home Forces, Commands or of Areas and formations themselves.

2. For all moves by rail the link between the troops moving and the actual Railway Companies is the Movement Control Staff, and all demands for trains from units or formations must be sent in as follows to that Staff, who are responsible that the best possible use is made of the rolling stock available to cover all demands. The 'G' order for the move must always be quoted as authority.

3. Units (not allotted to a Corps or Formations,) when ordered to move by rail, will apply direct for the necessary trains to their appropriate Movement Control District H.Q. according to the Military Area in which they are located (see para. 6) and will be given instructions as to time and place of entrainment.

4. Units forming part of a Corps, Division, or Independent Bde. will submit their demands for train space to M.C. District H.Q. through 'Q' of their own Corps Division or Bde. H.Q., who will thus be informed of the exact time of their move and of the circumstances of it. The train timings will be notified back through the same channel.

5. All demands on Movement Control Districts for train timings must provide the following essential information :—

Entraining station required.

Numbers of officers and other ranks.

Tonnages of baggage and stores.

X Numbers and particulars (i.e. description number and mark) of any vehicles and guns etc. to be taken on rail.

Date move is required according to the 'G' 'A' or 'Q' Order.

Detraining Station, and unit or formation to whom the personnel moving are to report at destination if kown.

X NOTE. Normally only guns or very slow-moving road vehicles may be moved by rail, or tracked vehicles where the journey is over 100 miles.

6. The addresses and telephone numbers of Movement Control District H.Qs and the areas they cover, are as follow:—

Area Covered.	Name of M.C. District.	Address.	Tel. No.	Telegraphic Address.
S.M.A.	OXFORD M.C. DISTRICT H.Q.	Exeter ~~Hall~~ House, 16 Turl St Oxford.	Oxford 48025 Ex. 10	M.C. District OXFORD.
S.P.A.) S.A.) P.A.)	SALISBURY M.C. DISTRICT H.Q.	Radnor House, Salisbury.	Salisbury 2241 Ex. 321	M.C. District SALISBURY.
S.W.A.	EXETER M.C. DISTRICT H.Q.	15 Bedford Circus, Exeter.	Exeter 54971	M.C. District EXETER.

Direct application will NOT be made to M.C. H.Q. Southern Command, except where moves of a complete Brigade or Division are involved.

7. ROAD MOVES.

Road moves within a battle zone will be controlled by fighting formations themselves and any arrangements with military and civil police for clearing roads etc. will be under the entire control of the formation ordering the move.

8. Proposals for road moves of complete formations outside a battle zone will be notified direct to Movement Control H.Q. Southern Command, Salisbury by 'G' before the inception of the move. Movement Control will agree the main routes and starting times, and will lay down staging places as required.

9. In the case of road moves of any units or parties ~~in rear of~~ Corps or Div. H.Q. (~~not in a battle zone~~) NOT ALLOTTED TO the originating unit or establishment will inform H.Q. Movement Control District in which the move starts, and also the nearest Military Liaison Officer, of the proposed routes and timings whenever over 50 vehicles are involved, well in advance of the move ; this will enable Movement Control to give warning of possible clashes.

Where overnight staging is required, H.Q. Movement Control District will lay down the most suitable staging camp after consulting H.Q. Area concerned.

10. Combined road and rail moves outside the operational area.

In many cases, especially where heavy guns or tanks are involved, a move is effected both by road and rail. In these cases the formation or unit will carry out the above instructions for rail movement for the rail portion, and will be given instructions as regards the corresponding road moves by Movement Control, in order to 'marry up' the two.

11. The addresses and telephone numbers of Military Liaison Officers affecting Southern Command are as follow:

East of a line roughly CHIPPING CAMPDEN—CHRISTCHURCH	No. 6 Region, Marlborough House, Park Side Road, Reading.	Tel: Reading 5095 Ext. 9.
West of the above line	No. 7 Region, 19 Woodland Road, Bristol 8.	Tel: Bristol 23346 Ext. 30. 22001 Ext. 39.
	No. 3 Region, Mapperley Hall, Nottingham.	Tel: Nottingham 45664.

for road moves from Nottinghamshire.

12. Road and Rail Movement Strengths.

During the present state of emergency, when moves may have to be arranged at the shortest possible notice, every unit and formation will maintain an accurate statement of its rail and road strength 'up to the minute', ready to telegraph or send it by D.R. at a moment's notice whenever called upon for a move.

This will be a vital necessity for speed in the arrangement of moves.

Appendix 9

9th July, 1940.

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS No. 11.

1. ARTICLES LOST.

A greatcoat left in the Strand Theatre Office, London on 6/7/40 by VX 6689 Pte. Webb W. H. of the 1 Aus. M. G. Bn. has not been recovered.

Points of Identification.

(a) One broken Australia title on right shoulder.
(b) Name and number on tag inside.
(c) Machine Gun Bn. colour patches on sleeve.

Units will check for this and if located advise H. Q. Australforce.

2. REGIMENTAL FUNDS.

In accordance with the requirements of Accountancy Instructions Part IV Section 7, all Regimental Trust Funds will be handed into the Paymaster, Australforce H. Q. not later than 1200 hours on Friday, 12th July, 1940.

Receipts will be obtained for these amounts pending the issue of Unit Trust Account Book (W.F. 145.)

Withdrawals from or payments into Regimental Trust Accounts will thereafter be effected through the Paymaster Australforce.

3. VEHICLES OF AUSTRALIAN ORIGIN (Fd. & C.V.T.)

(a)(-) Approval is given for choke washers, where fitted to the above mentioned vehicles, to be removed, and "Octane" Settings to be altered, as considered necessary, to suit local fuel.

These adjustments will be effected :-

In the case of B vehicles , the supervision of the O. M. E. serving the unit.

In the case of A. A. S. C. vehicles, by Australforce A. A. S. C.

(b) Units will submit to this H. Q. by 2000 hours 11th July, 1940, list of chassis and engine numbers of the above mentioned vehicles on issue.

4. OFFICERS OF A. F. WORKSHOPS.

Officers and personnel of L.A.D.s are in some instances, being detailed as Orderly Officers and for similar duties.

Such Officers and personnel have definite technical duties to perform as set out in A. I. No.7, para. 3, and are not available for routine camp duties, other than in exceptional circumstances.

5. Trucks 8 cwt. 5 seater, 4 wheeled Ford, N. C. (G.S. & Wireless)
Trucks 15 cwt.4 wheeled G.S. Fordson.
" 30 cwt.4 wheeled G.S. Fordson.

In some instances lists :- "A" (Vehicle Fitments), "B" (Tools supplied by maker) and "C" (Tools supplied by W.D.) which should accompany each vehicle, have not been supplied.

Unit requirements to complete should be submitted to this H. Q. by 2000 hours 11th July, 1940.

Lt. Col.
A. A. & Q. M. G.

Appendix 10

10th July, 1940.

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS No. 12.

1. REMITTANCES FROM AUSTRALIA.

Enquires from personnel expecting remittances from Australia, whether through the various D. F. O's. or the Commonwealth or other bank, should be directed to the Paymaster, H. Q. Australforce.

2. CASES FOR MEDICAL BOARD.

When personnel are considered by the R. M. O. to be unfit for further service and are recommended for reboarding, Parts 1 and 2 of A. M. Form D2 will be filled in by the R. M. O. concerned.

Arrangements for the completion of Part 3 of the form will be made on application to H. Q. Auatralforce.

Supplies of A. M. Form D2 are available through the normal channel.

3. RATIONS FOR TRANSFERRED PERSONNEL.

It is again emphasised that, where a soldier is transferred from one unit to another, he must take with him the unconsumed portion of the days ration.
The same principle applies in the case of a soldier admitted to hospital.

4. RECOVERED RIFLE.

Rifle No. A79251,which was left in the guard room of H.M.T. X5 is being brought from Liverpool by Ordnance Personnel.

The unit to which this rifle was issued will arrange to collect it from A.D.O.S., Australforce.

Lt. Col.
A. A. & Q. M. G.

War Diary

Appendix 11

11th July, 1940.

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS NO. 13.

1. RETURN OF BLANKETS.

(a) The approved scale of issue of blankets under the present conditions is three per man. This issue will consist of one (1) Australian and two (2) English blankets.

(b) The Australian blanket so issued will accompany the soldier in the field.

(c) The second Australian blanket now held by units for each man will be returned to A.I.F. Clothing Store, No. 1 Ordnance Sub-Depot, BULFORD. The time of return will be notified direct to units by O. i/c Clothing Store.

(d) Unbaled blankets will be rolled in bundles of twenty (20), those that have not been used being clearly labelled "CLEAN" and those that have been used labelled "SOILED".

(e) Surplus English blankets, after providing for the issue of two (2) per man, and a reasonable reserve to meet eventualities, will be returned immediately to R.A.O.C. Depot, TIDWORTH, rolled in twenties and labelled "CLEAN" or "SOILED"

2. CLOTHING.

Units will arrange to draw the second issue of clothing, vide Adm Instn. No. 3, para 2, from A.I.F. Clothing Store, BULFORD, at the same time as they return blankets in accordance with para/(c) above.

Lt.-Col.
A. A. & Q. M. G.

Distribution List "A".

AUSTRALFORCE ADMINISTRATIVE INSTRUCTION NO. 14.

12 Jul 40.

1. Units will examine packing cases received by them, containing war equipment and stores and report immediately any of the following belonging to 13 Fd Coy and 3 Fd Coy :

Unit Code Number.	Mark.	Serial Number	Description of contents.
173	Red / Green / Red	12	Medical stores
173	"	13	Tools
173	"	24	Shovels and picks
173	"	27	Tools
173	"	28	Tools
173	"	29	Tools
173	"	43	Engineer stores
173	"	45	Ground sheets
173	"	47	Shovels and picks
173	"	50	Engineer stores
173	"	51	Tools
173	"	62	Cordage
173	"	63	Cordage
173	"	67	Tools
173	"	68	Camp equipment
173	"	70	Camp equipment
173	"	71	Camp equipment
173	"	107	Tools
177	Red / Red / Red	145	Bundle of mild steel rods

2. A NIL return will be rendered.

3. Two kit bags marked as follows are missing :

A. E. Larkin 2/3 Fd Coy
177 Spr C. E. Phelan

4. MEDICAL STORES.

(a) Advanced Depot Medical Stores is located at County School, Lugershall Road, and will be responsible for replenishing medical stores of Field Ambulances and Special Hospital, which will requisition direct to Advance Depot Medical Stores.

(b) In future, R.M.O's will requisition for replenishment of medical stores only from the Field Ambulance of their area.

5. ACCOMMODATION OF SICK.

All patients requiring hospital treatment are to be referred by R.M.O's to the Field Ambulance of their area.

Field Ambulance concerned will arrange necessary transport and medical accommodation.

6. [illegible]

6. DENTAL TREATMENT.

Commencing on Tuesday 16 Jul responsibility for dental treatment of units of 25 Bde area will be re-adjusted as follows :

UNITS AT	LOCATION OF DENTAL CENTRE RESPONSIBLE FOR TREATMENT.
Tidworth Park) Arena Road) Hastings House)	Tidworth Park.
Tidworth Pennings) Windmill Hill) Hedge End)	Tidworth Pennings

Units will contact Dental Officer concerned in regard to any treatment required.

7. POSTING OF MEDICAL OFFICERS.

Additional Medical Officers will be posted temporarily as follows :

UNIT TO WHICH POSTED	MEDICAL OFFICER	TO TAKE UP DUTY ON
3 Fd Amb	Capt P.J.Kenny	Friday, 12 Jul
11 Fd Amb	Capt J.F.Lipscombe	Sunday, 14 Jul
	Capt W.H.Morgan	Friday, 12 Jul
9 Bn	Capt J. Yeates	Friday, 12 Jul

8. RESPIRATORS, G.S.

Units will submit by 1100 hrs on 23 Jul 40 a return showing the number of personnel not in possession of Respirators, G.S. on 22 Jul 40.

Prompt lodgment of the return is essential.

9. VENEREAL DISEASE.

(a) All ranks are warned of the danger of contracting V.D. when on leave.

(b) In addition to prophylactic outfits, protective rubber sheaths are now available on request at Field Ambulances and all M.I. Rooms.

(c) It is suggested that all men be provided with prophylactic outfits and rubber protective . . . sheaths if proceeding on overnight leave. Prophylactic (Blue Light) centres are situated at Field Ambulance, Lopcombe Corner; Field Ambulance, Tidworth Park and at M.I. Rooms, Tidworth Pennings and Windmill Hill.

(d) A prophylactic (Blue Light) centre is available for Australian troops on leave in London at the following address :

14 Burleigh Street,
off Strand, beside Strand Palace Hotel.
Notice outside - A.I.F., R.A.P.

10. LOST UNIT CENSOR STAMP NO. 39.

Australforce Administrative Instruction No. 10 para 4 is cancelled.

11. CASES FOR MEDICAL BOARD.

Further to Australforce Administrative Instruction No. 12 para 2 of 10 Jul the following officers are appointed to constitute a Medical Board for the purpose of examining cases recommended by R.M.O's as unfit for further service :

President	-	Major K.R.Love	3 Fd Amb
1st Member	-	Capt A.H.Green	3 " "
2nd Member	-	Capt G.W.Pottinger	3 " "

On completion of form D2 parts 1 and 2 the R.M.O. concerned will communicate direct with the President of the Board, who will make necessary arrangements for completion of part 3 of the form and for subsequent forwarding to A.D.M.S., Australforce.

12. POSTAL ARRANGEMENTS.

(a) F. P. O.

A Field Post Office has been established at Australforce, H.Q., Amesbury, as from 12 Jul 40.

(b) POSTING OF MAIL.

F.P.O. will accept only letters, etc. of less than 4 oz in weight for free postage to Australia.

Registered letters, parcels, or any other Postal matter over 4 oz in weight must be handed in to a Civil Post Office and full postage paid.

Units will arrange for the delivery of outward mail at H.Q., F.P.O. until an additional F.P.O. is opened at each Mxd Bde H.Q.

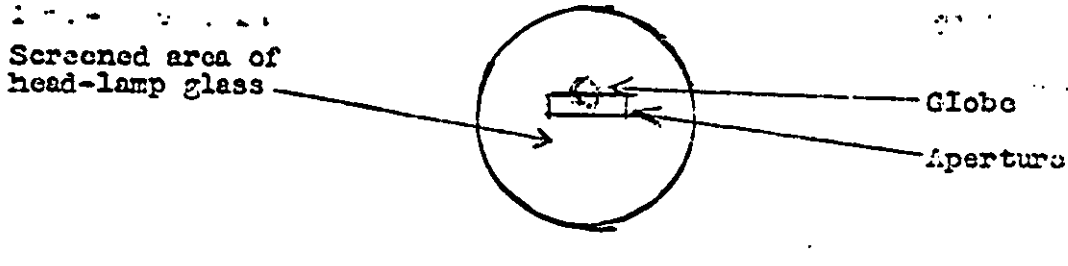
(c) INSTRUCTIONS TO UNIT MAIL ORDERLIES.

These instructions are issued herewith.

13. MOTOR VEHICLE LIGHTS FD AND CHV (ex AUSTRALIA).

Immediate action is to be taken by units to restrict lights on the above-mentioned vehicles in accordance with the following :

(a) By paint (matt surface) or otherwise (e.g. insertion of thick black paper behind head-lamp glass) screen off the head-lamp glass with the exception of a rectangular aperture two inches wide by half inch deep, located as shown in the following diagram :



(b) Completely black out the white part of any rear light. by paint or otherwise.
(c) Dim the red of rear lights by one or two thicknesses of paper inserted behind the rear lamp glass.

Units will advise H.Q., Australforce when the above action is completed.

14. PERSONNEL ADMITTED TO HOSPITAL.

Units will ensure that personnel admitted to hospital are accompanied by their complete uniform, including steel helmets and respirators, and their small kits comprising personal necessaries.

In special cases, where this procedure is not possible, arrangements will be made for the kits to be forwarded to the hospital after the patients' admission.

15. ARTICLES LOST.

A small attache case, the property of Signalman P.H.Salter, O.N.O./7296, New Zealand Division, Royal Navy has been lost from E.M.T. X 4.

It is possible that this case may have been carried to camp with army equipment.

Description : Attache case, small brown, service pattern.
Name on case.

Contents : Wallet containing £2 Australian and 10/- English currency.
Name on wallet.
Shaving gear, etc.
Photographs.

Units will check for this and, if located, advise H. Q., Australforce.

Lt.-Col.
A. A. & Q. M. G.

POSTAL INSTRUCTIONS FOR UNIT POSTAL ORDERLIES

1. RESPONSIBILITY FOR THE DELIVERY OF MAILS.

The responsibility for the distribution of all letters, newspapers and parcels addressed to a Unit is transferred from the Australforce Postal Unit to the Unit concerned upon delivery to the accredited Unit Postal Orderly.

2. CREDENTIALS OF POSTAL ORDERLIES.

Postal Orderlies of Units who should be carefully selected N.C.O.'s or men, must be furnished with written authority, signed by their Commanding Officer, to obtain mails from the Australforce Postal Unit. Fresh credentials must be provided on a change of Postal Orderly.

3. REDIRECTION OF LETTERS, ETC.

A careful record should be kept by the Postal Orderly at the Headquarters of the Unit of all requests from Officers and men for the redirection of their letters and parcels, and such correspondence should be redirected accordingly.

4. UNDELIVERED CORRESPONDENCE.

Letters and parcels which cannot be delivered owing to the absence of the addressee will :-

(i) If the addressee's address is known, be clearly re-addressed accordingly.
(ii) If the addressee's address is not known, be endorsed "Address not Known".
(iii) If the addressee is in hospital and no definite notice of redirection is received, be endorsed "Address not Known". (The endorsements "Hospital", "Wounded" are forbidden).
(iv) If the addressee is actually known to be deceased or missing, be endorsed "Deceased" or "Missing" as the case may be, in the top left-hand corner of the address, the endorsement being signed by an Officer giving his rank.
(v) If the addressee is not known to belong to the Unit to which the letter, etc., is addressed, be endorsed "Unknown with ....." (Unit).

On a fresh redirection all earlier endorsements must be struck out.

All undelivered correspondence should be redirected or endorsed as described above and handed back without delay to the Australforce Postal Unit.

The Australforce Postal Unit have orders not to accept returned correspondence which is not so endorsed.

5. SEALED MAIL BAGS.

Postal Orderlies will sign in the Australforce Postal Unit records for all sealed mail bags containing letters or parcels handed over to them.

6. REGISTERED CORRESPONDENCE - DISPOSAL OF.

(i) Postal Orderlies will be called upon to sign for all registered letters handed to them by the Australforce Postal Unit.

(ii) The Postal Orderly must enter in Army Book 426 particulars of all registered letters received by him for delivery, and he must obtain a signature in this book for each item before parting with it. Where possible each registered letter should be delivered by Postal Orderly direct to the addressee and the latter's signature obtained in Army Book 426.

(iii) In all cases where a recipient is unknown to him, the Postal Orderly should hand over a registered packet only in the presence of one of the Unit staff of not lower rank than Sergeant, who should affix his signature as a witness.

Registered Correspondence, Disposal of (Contd.)

(iv) A recipient of a registered postal packet should satisfy himself that it is intact when signing for it, as any loss which is not detected then cannot be subsequently recognised as a ground for compensation.

(v) Responsibility for registered articles received from the Australforce Postal Unit rests with the Postal Orderly who signs for them until he, in turn, obtains a valid receipt for them.

(vi) Registered correspondence which cannot be delivered will be endorsed as directed in section 4. dealing with undelivered correspondence and handed back without delay to the Australforce Postal Unit, where a signature will be obtained for each item.

(vii) Commanding officers are responsible for seeing that Army Book 426 is correctly maintained by Postal Orderlies. Where a Postal Orderly is changed, steps should be taken to ensure that he hands over the Army Book 426 in use, together with any registered item not signed for therein, to his successor.

7. OUTWARD MAILS.

Commanding officers will arrange for the safe custody of all letters and parcels handed in to be posted. Such letters, etc., before being handed over by the Unit Postal Orderly to the Australforce Postal Unit must comply with the following censorship regulations, viz., that all letters and parcels are franked by an Officer, and if there is a censor stamp for the unit, that all bear the censor stamp impression.

Separate instructions are being issued dealing in full with censorship requirements.

The transmission by post of matches or of shells, grenades, cartriges, fuses and detonators, or portion of the same, containing explosives or other matter likely to injure the mails or personnelof the Post Office is strictly prohibited.

Parcels which are inadequately packed run great risk of damage or loss of contents and a higher standard of packing is necessary than in the Inland Post. No perishable articles may be sent, and anything likely to become soft and sticky, such as sweets or chocolate, should be packed in tins well fastened down. Bottles are prohibited and will not be accepted for transmission.

8. MAIL BAGS.

Officers Commanding Units are responsible for ensuring that all mail bags are returned to the Australforce Postal Unit with the least possible delay and that they are on no account used for purposes other than that of carrying mail.

[redacted] Capt.
D.A.D.P.S.

Appendix 13 Z/37/Q.

SECRET.

13th July, 1940.

SUBJECT : DAILY STATE OF RAIL & ROAD MOVEMENT STRENGTHS.

To : All Units (Bn. copies through Brigades).

From : Australforce.

Reference Appx. A to Secret Communication SCZ/6413/Q(M) of 4th July,1940.

To enable an accurate statement of the Force, vide para. 12 of the above, to be maintained, a daily state of rail and road movement strengths as at 0800 hours will be forwarded by the first available run of D.R.L.S. thereafter. This will be set out as per pro-forma below.

PRO-FORMA. SECRET.

"RAIL STRENGTH" means the personnel, equipment and stores which cannot be carried in unit vehicles, and for which rail or other transport will be necessary.

"ROAD STRENGTH". The personnel shown under this heading will be those which will be carried in unit vehicles.

UNIT.....DAILY STATE RAIL & ROAD MOVEMENT.

Date.....

RAIL STRENGTH.	OFFICERS.	O.Rs.	BICYCLES.	TONNAGE - All Stores & Equip. not carried on the Man. or in Unit Vehicles.
ROAD STRENGTH.	OFFICERS	O.Rs.		

M.Cs.
CARS 2 Str.
CARS - OTHER.
TRUCKS :-
8 cwt.
12 "
15 "

LORRIES :-
1 (one) Ton.
30cwt.
3 (three) Ton.

GUNS (Arty.).

TRAILERS.

TRACTORS.

CARRIERS.

DISTRIBUTION "A".

Lt. Col.
A. & Q. M. G.

War Diary

Appendix 14

AUSTRALFORCE ADMINISTRATIVE INSTRUCTION NO. 15

15 Jul 40.

1. DISCIPLINARY POWERS - ARTY UNITS.

So long as Arty units remain grouped for adminsitration, only the C.C., Arty units will excercise the disciplinary powers of a C.O. in respect of the personnel of such units. The powers of Bty Comds are limited to those of Coy Comds.

2. MESSING.

The following is published for information of all Supply Officers and Unit Messing Officers, whose attention, however, is drawn to Australforce Administrative Instruction No. 4 para 7.

Vegetables and Fresh Fruit - Items available ex-N.A.A.F.I. June/July 1940.

POTATOES - The old (1939) crop is rapidly being used up. Supplies of any variety are unlikely to be available in England and Wales after 22nd June. In the north of Scotland supplies can probably be arranged up to the middle of July.

- New crop Potatoes are now fairly plentiful in the southern and midland counties and it is anticipated that after 22nd June, digging in those areas will be general.

CABBAGE - Now available and no difficulties expected in regard to supplies. Not available locally in north of Scotland but can be railed from other districts. Indents for days that necessitate cutting and keeping over the week-end should be avoided.

ONIONS - Dry good supplies at the moment, chief descriptions being Egyptian.

ROOTS - It is expected that new Carrots and Turnips will be sold by weight early in this month.

LETTUCE - Now in good supply and very suitable for messing with cold meat, etc.

OTHER SALADS - Tomatoes, Cucumbers, Radishes, Green Onions, Watercress, etc. are available.

RHUBARB - Getting less plentiful in the South but plenty still available in the Midlands and North.

GOOSE-BERRIES - Green, cooking, in full season until early July; later still in the North.

3. RUM ISSUE.

Several applications have recently been made for the issue of rum. Such an issue can only be approved in the most exceptional circumstances when it is essential for the preservation of health, and this only after approval is obtained from H.Q. Sn Comd through M.L., Australforce.

Should it be considered that circumstances necessitate the issue, application will be made to M.L., Australforce through the normal channels, the application being supported by medical recommendation.

Verbal applications will be confirmed as soon as possible in writing.

It is to be noted that rum issues are only of value if supplied on occasions when men will not again be exposed to wet and cold for some time after the issue. The issue of cocoa, tea or coffee is usually more appropriate.

Attention is drawn to A.M.R. & O. 320.

4. EXPENSE STORES.

The following items at the scale, for the period, and through the channel laid down are available for issue to units.

Indents, showing the strengths of the units so that exact entitlements may be determined, will be submitted in manuscript (single copy) to D.A.D.O.S., H.Q., Australforce through Bde Sup O's by 0900 hrs on the Saturday of each week and the stores will be issued on the following Monday.

ORDNANCE.

	Item.	Scale of issue.
XX	Bathbrick	3 cakes per 100 all ranks to units requiring it in lieu of sandsoap.
XX	Calico, unbleached	3 yards per 100 all ranks.
XX	Cloth, muslin	5 yards per 100 all ranks.
XX	Cloths, pudding	1 cloth per 30 all ranks.
XX	Cloths, sponge	5 cloths per 100 all ranks.
X	Cotton waste	1 lb per 100 all ranks.
XXX	Dubbin	½ lb per M.G.
XXX	Flannelette	11 yards per rifle or M.G.
XXX	Gauze	1 piece per rifle or M.G.
	Grease	As required, with authority of Bde. etc. Comd.
XXX	Mineral Jelly	10 lbs per 666 rifles.
XX	Nails, wire	½ lb per unit.
XXX	Oil, M 80	32 pints per 133 rifles.
	Paint, Black Marking, 7 lbs	As required, with authority of Bde, etc. Comd.
	Paint, Prepared for use, Whitelead, G.S., 7 lbs	As required, with authority of Bde, etc. Comd.
X	Paper, toilet	1 - 10 oz roll per 100 ranks.
XX	Polish, knife	1 tin per 200 all ranks.
XX	Polish, metal	1 tin per 200 all ranks.
	Skewers, sets	For A.A.S.C. use as authorised by [illegible] H.Q. and to be made available to units as required.
XX	Soap, common	5 lbs per 100 all ranks.
	Soda, caustic	As required when authorised by Bde, etc. Comd.
X	Soda, washing	1½ lbs per 100 all ranks.
XX	Twine, binder	1 ball to be issued as required by A.A.S.C.
XX	Twine, sewing	1 hank per unit.

As with items supplied by Ordnance, the following expense stores will be obtained upon requisition through Bde Sup O's on AB55 separate from ration indents.

R.A.S.C.

Item.	Scale of issue.
Soap, sand	2 cakes per 100 all ranks
Straw, palliasse	9 lbs per man per 32 days.

O/C BARRACKS.

Candles	1 per tent in actual occupation.
Disinfectant (Cresoli-deodorant)	As required, on authority of Unit Comds. and recommendation of M.O's.
Kerosene	As required, on authority of Unit Comds.

X = Daily scale, XX = Weekly scale. XXX = Yearly scale.

5. MISSING EQUIPMENT.

Units will examine cases and packages received by them, containing war equipment and stores and report immediately any of the following belonging to Force Sigs and 10 Bn :

Unit Code Number.	Mark.	Serial Number.	Description of contents.
145	Green / Grey / Green	111	D.R. Gloves, Waterproof outfits.
174	Red / Lt Green / Red	155	War equipment.
174	"	156	" "
174	"	157	" "
174	"	158	" "
174	"	159	" "
174	"	160	" "
174	"	130	" "
174	"	193	" "
174	"	191	" "
174	"	25	Tools.
174	"	27	"
174	"	31	"
174	"	68	"
174	"	176	"
174	"	177	"
174	"	178	"
174	"	179	"
174	"	450	"

FIRST AID OUTFITS.

(a) Special First Aid Outfits are now available for sub-units as detailed below. These outfits are for emergency use only, and will not be used when a Medical Officer is immediately available. They will always be carried with a unit on detached duty.

(b) O's C. sub-units concerned will contact A.D.M.S., Australforce for specific instructions regarding the use of the outfits, which will be obtained by direct requisition on O.C. Advance Depot of Medical Stores, County School, Ludgershall Road. Replenishments, however, will be procured from the nearest Field Ambulance.

Unit.	Sub-unit entitled to one First Aid Outfit.
Anti-Tank Battery	H. Q. Each troop
Field Battery	H. Q. Each troop
Field Coy.	H.Q. Bridging Section Each Section.
Field Park Coy.	Field Park Coy.

64 Base Sdlo (Capt. & Lt.Col.) A.A. & Q.M.G.

Appendix 15

REPORT ON EQUIPMENT A.I.F. 16 Jul 40

PERSONAL EQUIPMENT.

Web equipment - Pat '08	95% complete except Arty and Sigs which are in process of conversion from Bandolier to web.
Anti-gas equipment -	100% complete with respirators but only 10% Mk VI containers issued. 75% Anti-gas Capes issued.
Helmets, Steel -	Complete.
Rifles -	150 required to complete, except A.A.M.C. Spare parts, viz. springs, extractor and springs bolt locking urgently required for repair of rifles.

WEAPONS.

18 pr -	3 received - now 30% complete.
4.5" How -	Not received.
Arty Instruments -	Being delivered.
A. Tk guns -	2 received.
M.M.G. (Vickers) -	Complete (ex Australia)
L.M.G. (Brens) -	71 received - 18 Inf Bde 33% equipped Remainder - Trg only.
L.M.G. (Lewis) -	8 received - Token issue to technical units only.
.55 A. Tk. -	53 received - 18 Inf Bde - 13 each Bn 25 " " - 3 " " Remainder - 1 per comp
Tommy Guns -	3 received - 1 per Bn
Mortars 3" -	3 received - 1 per Bn 18 Inf Bde
2" -	9 " - 2 " " " " "
	1 " " 25 " "
Pistols -	Approx 250 in force - An additional 100 are required to equip officers and W.O's 1 only. All O.R's and gun numbers are equipped with rifles.

AMMUNITION. Complete to 1st and 2nd line for weapons held except .55 A.Tk - 14,000 required.

VEHICLES. Initial authorisation by War Office has been completed in light load carrying vehicles, viz. :

3 cwt Trucks
15 " "
Cars - 2 seater
Only 4 lorries - 30 cwt
4 " 3 ton received in heavier type vehicles.

Bren (Universal Carriers) - 12 received
Tractors Arty - 6 "

REPORT ON EQUIPMENT A.I.F.

TECHNICAL STORES.

Portion of equipment for 1 Fd Coy delivered including :
- Pumping sets
- Folding boats
- Reece boats

Portion of signalling equipment for :
- Div Sigs)
- Fd Bty) Training scale only
- 5 Inf Bns)

URGENT REQUIREMENTS.

Containers Mk V1 - 7,000

Binnoculars - 300 prs

Other items of optical and section V 1 and V 2 stores.

4.5" Hows

Transport - Statement attached.

	War Establishment	50% War Establishment	No. authorised for issue by L. O.	Australian pattern with force	TOTAL authorised for issue + Australian	Required to complete 50% W. E.	Vehicles actually received
Motor cycles, solo	340	170	126	-	126	44	126
Cars, 2 seater, 4 wh	20	10	10	-	10	-	10
" 4 " 4 wh	10	10	12	-	12	10	
Trucks, 8 cwt, G. S.	106	53	23	-	23	30	23
" 8 " Wireless	42	(a) 21	20	-	20	22	109
" 15 " G. S.	373	186	78	30	109	77	(c)
" 15 " Wireless	4	(a) 2	2	-	2	2	
" 15 " Air Compressor	6	3	2	-	2	1	
" 15 " A. Tk.	24	12	12	-	12	-	
" 15 " Watertank	24	12	-	-	-		
" 15 " Office	4	2	-	-	-	-	2
Lorries 30 cwt, 4 wh, G. S.	140	70	4	-	4	66	4
" 30 " 6 wh, Breakdown	3	2	5	-	5	2	
" 30 " 6 wh, Office							
" 30 " 6 wh, Winch							
" 30 " 6 wh, G. S.	55	17	-	-	-	17	
" 3 ton, 4 wh, G. S.	12	6	10	-	10	5	4
" 3 ton, 6 wh, Breakdown	6	3	2	-	2	3	
" 3 ton, 4 wh, Tipping							
" 3 ton, 6 wh, G. S.							
" 3 ton, 6 wh, P. M. L.	10	(a) 10	-	-	-	5	
" 3 ton, Derrick	2	(a) 2	-	-	-	1	
" 3 ton, Cwh, Machinery	2	(a) 2	-	-	-	1	
Trailer, 4 wh, P. M. L.	6	(a) 6	-	-	-	3	
" 4 wh, Res.	6	3	-	-	-	3	
Tractors, S. P.	24	(a) 12	8	-	8	(a) 6	6
Van light for Tank Handling Pls	18	—				18	—

VEHICLES - GENERAL DISTRIBUTION.

UNITS OF 13 BDE.

50% of Light Platoon Vehicles
50% Motor Cycles
No 30cwt Company Vehicles

H. Q. Bn.

25% Light Platoon Vehicles
30% Motor Cycles
No 30cwt, Company Vehicles.

OTHER UNITS

Only sufficent Light Vehicles and Motor Cycles for skeleton training.

STATEMENT OF A. A. S. C. VEHICLES.

16 July 40

Type.	Establishment. Force H.Q.	Two Inf Bdes.	Two Fd Ambs.	Force A.A.S.C.	Total	Received
Motor Cycles	1	2	8	38	49	39
Cars, 2 str	3	-	8	10	21	25
" 4 str) 6 str)	7	2	4	11	24	10
Trucks, 8 cwt	3	-	-	1	4	-
Vans, 12 cwt	7	-	2	-	9	-
Trucks, 15 cwt G.S.	-	-	-	20	20	-
Trucks, 1 ton	-	-	-	15	15	5
Lorries, 30 cwt - 4/W	10	-	22	45	77	20
6/W	-	-	-	-	-	1
6/W Office	2	-	-	-	2	-
Lorries, 3 ton - 4/Wgs	-	-	-	74	74	52
Workshop	-	-	-	5	5	1
Breakdown	-	-	-	3	3	1
Tech. stores & stores	-	-	-	12	12	11
Dressing station	-	-	2	X	2	-
Ambulances	-	-	16	-	16	4
Trailers, water tank	1	-	4	7	12	3

16 July 40

STATEMENT OF A. A. S. C. VEHICLES. 16 Jul 40 Received

Type.	Establishment. Force H.Q.	Two Inf Bdes.	Two Fd Ambs.	Force A.A.S.C.	Total	
Motor Cycles	1	2	8	38	49	39
Cars, 2 str	3	-	8	10	21	23
" 4 str) 6 str)	7	2	4	11	24	10
Trucks, 8 cwt	3	-	-	1	4	-
Vans, 12 cwt	7	-	2	-	9	-
Trucks, 15 cwt G.S.	-	-	-	20	20	-
Trucks, 1 ton	-	-	-	15	15	5
Lorries, 30 cwt - 4/W	10	-	22	45	77	20
6/W	-	-	-	-	-	1
6/W Office	2	-	-	-	2	-
Lorries, 3 ton - 4/Wgs	-	-	-	74	74	52
Workshop	-	-	-	5	5	1
Breakdown	-	-	-	3	3	1
Tech. stores & stores	-	-	-	12	12	11
Dressing station	-	-	2	2	2	-
Ambulances	-	-	16	-	16	4
Trailers, water tank	1	-	4	7	12	3

Appendix 16

13th July, 1940

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS No. 16.

1. MEDICAL.

Capt. J. F. Lipscombe, 11 Fd. Amb. will be attached temporarily to Australforce A.A.S.C. as R.M.O. as from 18th July, 1940.

2. PAY.

(a) Allocation of Pay Sergeants.

The following is the allocation of Pay Sergeants to units and groups of units :-

Unit, etc.	Pay Sergeant.		
Force H.Q., Sigs., Provost, Instructional Schools, and Nurses.	TX795	Hodgman	D.H.
Field Coys.	TX730	Mattews	F.B.
H.Q. 18 Inf. Bde. Sigs., L.A.D., & 3 Field Amb.	QX4012	Lewis	J.E.
9 Bn.	QX25	Burnheim	T.T.
10 Bn.	NX13642	King	R.P.
12 Bn.	TX700	Gaffney	D.
Artillery H.Q. 25 Inf. Bde. Sigs.	QX6534	Kingston	W.S.
70 Bn. & Det. A. Fd. Wkshops.	QX6530	Town	D.R.
71 Bn.	VX16614	Kingsley	W.
72 Bn.	SX176	Nitschke	A.J.
1 M.G. Bn.	QX6512	Taylor	C.
A.A.S.C.	SX1540	Mackay	T.K.
Sigs. 11 Fld. Amp. & 3 Spec. Hos.	NX8636	Morrison	L.

(b) Requisitions for Cash for Pay.

Each unit will advise the Pay Sergeant allocated to it of its requirements sufficiently early to enable the latter to lodge a consolidated requisition for cash with the Divisional Paymaster, H.Q., Australforce, not later than 1200 hrs. on the Tuesday preceding the end of the pay period.

(c) Collection of Cash.

Cash will be available for Collection at H.Q., Australforce, from 1400 hrs. on pay Thursday and from 0800 hrs. on the following Friday.

Lt.-Col.
A.A. & Q.M.G.

Appendix 17

A. I. F. in U. K.

A & B VEHICLES - SITUATION AS AT 19 JUL 40.

	War Establishment	50% War Establishment	Vehicles actually received	Required to complete 50% W.E.	
Motor cycles, solo	340	170	126	44	✓
Cars, 2 seater, 4 wh	20	10	10	-	✓
" 4 " 4 wh	19	10	-	10	✓
Trucks, 8 cwt, G.S.	106	53	23	30	✓
" 8 " Wireless	42	(a)21	-	21	✓
" 15 " G.S.	373	186	(c)109	77	✓
" 15 " Wireless	4	(a) 2	-	(a)2	✓
" 15 " Air Compressor	6	3	-	3	✓
" 15 " A. Tk.	24	(d)12	-	(d)12	✓
" 15 " Water Tank	24	12	-	12	✓
" 15 " Office	2	(b) 2	2	-	
Lorries, 30 cwt, 4 wh, G.S.	140	70	4	66	✓
" 30 " 6 wh, Breakdown	3	2	-	2	✓
" 30 " 6 wh, G.S.	35	17	-	17	✓
" 3 ton, 4 wh, G.S.	18	9	4	5	✓
" 3 " 6 wh, Breakdown	6	3	-	3	✓
" 3 " 6 wh, F.B.E.	10	(a) 5	-	(a) 5	✓
" 3 " Derrick	2	(a) 1	-	(a) 1	✓
" 3 " 6 wh, Machinery	2	(a) 1	-	(a) 1	✓
Trailer, 4 wh, F.B.E.	6	(a) 3	-	(a) 3	✓
" 4 wh, Rec.	6	3	-	3	✓
Tractors, F.A.	24	(d)12	6	(d) 6	✓
Vans, light for Tank Hunting Pls	18	-	-	18	✓

(a) May be required on 100% basis.
(b) Required on 100% basis.
(c) Includes 30 Australian pattern.
(d) Dependent on number of guns.

Appendix 17

A.I.F. in U.K.

TRAINING EQUIPMENT - SITUATION AS AT 19 JUL 40.

Article	Total authorised for Training	Received	Remain to be provided to complete Trg scale	
Guns Q.F. 18 pdr	3	3	-	
Hows Q.F. 4.5 in	3	3	3	) Advice received of arrange-
Guns Q.F. 2 Pdr A/TK.	6	2	4	) ments for
Sights, Dial	6	6	-	) issue
Clinometers, Sight	6	-	6	)
Clinometers, Field	3	-	3	
Directors No. 7	4)	16	-	
Directors No. 9 (M.G.)	6)	-	-	
Arty Boards No. 2	-	-	-	
Arty Boards No. 3	4	16	-	
Rangefinders No. 2	3)	8	-	
Rangefinders No. 13	2)	-	-	
Rangefinders No. 12	6	9	-	
Dial, Sights M.G.	12	-	12	Require 36 additional (48 in all) for guns held ex Aust.
L.M.G's.	129	71 Brens 8 Lewis		46 Brens and 4 Lewis advised in transit
M.M.G's	12	Not required		
A/Tk. Rifles	75	58	17	
Pistols, .380	142	154		Does not include pistols for Officers
Binoculars Prismatic No. 2	203	-	203	Does not include Binoculars for Officers
Compasses Prismatic	68	104	-	Does not include compasses for Officers
Cookers, Portable, Sets				
No. 1	28	-	28	
No. 2	1	-	1	
No. 3	3	-	3	
Wireless Sets, No. 8	14	-	-	
Stretchers, Ambulance	72	-		
Stretchers, Ambulance Bars, Suspension	20	-		
Carriage Stretchers Collapsible	6	-		

A.I.F. in U.K.

TRAINING EQUIPMENT - SITUATION AS AT 19 Jul 40.

Article	Total authorised for Training	Received	Remain to be provided to complete Trg scale	
Signal Pistols	42	60	-	18 surplus
Mortars, 3 in	6	3	3	
Mortars, 2 in	18	9	9	
Carriers, Universal	12	12	-	
Camouflet Sets, Night	2	3	-	1 surplus
Pumping Sets, No. 4	2	4	-	2 surplus
Compressor Tools, Sets	2	4	-	2 surplus
Exploders, Dynamo	6	10	-	4 surplus
Boxes T & T.	6	-	6	
Chests, Tool, Filled Various	18	-	9	9 on hand ex Australia
Screw Cutting Sets Various	4	-	4	

In addition to the above stores authorised as a training scale for units, the following have been received :

(1) A proportion of signalling stores including wireless for Divisional Signals and an Artillery Brigade.

(11) A proportion of the signalling equipment less wireless for Battalions.

(111) A proportion od assault bridging and reconnaissance boats.

Appendix 17

	War Establishment	50% War Establishment	No authorised for issue by W.O.	Australian pattern with force.	TOTAL - authorised for issue + Aust.	Required to complete 50% W. E.
Motor cycles, solo	340	170	126	-	126	44
Cars, 2 seater 4 wh	20	10	10	-	10	-
" 4 " "	19	10	12	-	12	
Trucks, 8 cwt G.S.	106	53	23	-	23	30
" " wireless	~~82~~ 42	~~82~~ 42	20	-	20	22
" 15 " G.S.	~~672~~ 3/3	186	79	30	109	77
" 15 " wireless	~~12~~ 4	~~12~~ 4	2	-	2	2
" 15 " air compressor	6	6	2	-	2	1
" 15 cwt A.Tk.	24	12	12	-	12	-
" 15 " Water tank	24	24	-	-	-	
" 15 cwt Office	2	2	-	-	-	
Lorries 30 cwt 4 wh G.S.	140	70	4	-	4	66
" 30 cwt 6 wh Breakdown	3		5	-	5	+ 2
" 30 cwt 6 wh Office						
" 30 cwt 6wh Winch						
" 30 cwt 6 wh G. S.	35	17	-	-	-	17
" 3 ton 4 wh G. S.	18	9	10	-	10	+ 1
" 3 ton 6 wh Breakdown	6	3	2	-	2	- 1
" 3 ton 4 wh Tipping						
" 3 ton 6 wh G. S.						
" 3 ton 6 wh F. B. E.	10	10	-	-	-	10
" 3 ton Derrick	2	2	-	-	-	1
" 3 ton 6 wh Machinery	2	2	-	-	-	1
Trailer 4 wh F.B.E.	6	6	-	-	-	6
" 4 wh Rec.	6	3	-	-	-	3
Tractors F.A.	24	-	8			

Vane light for Tank Hunting Pns. 15 15

19 June 40

AUSTRALFORCE ADMINISTRATIVE INSTRUCTION No.I7

I. REPAIRS TO CIVILIAN VEHICLES HIRED WITHOUT DRIVERS.

(a) Officers commanding Units will adopt the following procedure to ensure that in cases of necessity, and when the Services of the War Department Workshops cannot be utilised, repairs to broken down vehicles will be carried out in the most expeditious manner.

Vehicles affected by this order are in two categories:-

(I) Vehicles hired without drivers for Ist Line Transport in place of ordnance provision.
(2) Vehicles hired without drivers for Ist Line Transport in place of A.S.C. provision.

(b) When the repair is a minor case, not likely to take more than a day, nor to cost more than £5, including cost of spare parts, the Officer Commanding Unit is authorised to have the work carried out by the nearest civilian garage. A full report of the breakdown, stating whether the cause was due to a mechanical defect, which is the contractor's responsibility, together with a detailed estimate from the repairer, will be forwarded direct to Australforce H.Q.

(c) When extensive repairs are required, the vehicle may be left temporarily at a civilian garage or kept in Unit charge. Officer Commanding Unit will then advise Australforce Head-quarters. A report stating whether the cause was a mechanical defect, which is the contractor's responsibility will be forwarded to Australforce H.Q. within 48 hours.

(d) The above reports are required in all cases of traffic accid-ents in addition to the normal procedure now in force of reporting these accidents.

(e) When reports are submitted concerning hired civilian vehicles, the Registered number of the vehicle will be quoted, and also the name and address of the contractor, if known.

2. MISSING EQUIPMENT.

Units will examine packing cases received by them , containing war equipment and stores and report whether the following case belonging to Ist Advanced Depot Med. Stores.is in their possession.

Unit Code Number.	Mark.	Serial No.	Description of contents
I88	Green	35	Medical Stores.
	Green		
	Green		

3. MATERIAL FOR BOOT REPAIRS.

(a) Indents for boot repairing materials will be based on the following scale, which is sufficient for the repair of 200 pairs of boots.

Leather.	Soles & Heels	Prs. 200.
Sprigs	⅜ "	Lbs 2
"	½ "	" 2
"	½ "	" 2
Nails Flathead	1 "	" 22
Heel Plates.		Prs 200
Patching leather for uppers.		Lbs 5

White Hemp	Large Balls		3
Bristles Sewing		Pkts	I
Wax Black		Balls	I2
Bees Wax		Lbs	¼
Needles Sewing	(Blue point No 2)	Pkts	I

(b) In future all boots repaired by Units will be fitted with Hob Nails.

4. WITHDRAWAL OF 2 GALLON PETROL CANS.

No furthur deliveries of petrol will be made in 2 gallon cans. Units will therefore return all such containers forthwith to the Supply Depot from which they have been drawn, and will obtain future petrol supplies from the nearest W.D.Pump.

5. SIGNING OF LEAVE PASSES.

Leave Passes will be filled in in ink or indelible pencil. The use of black lead pencils must be discontinued as this may lead to falsification of Passes.

DISTRIBUTION "A"

Lt.Col.
A.A.&.Q.M.G.

Appendix 19
21 Jul 40

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS No. I8.

1. Telephone Number H.Q. Australforce.

Units will note that at I330Hrs on Monday 22 Jul 40, the Telephone number of H.Q. Australforce will be changed from Amesbury 378 to Amesbury 2194, 2195, 2196.

2. A.I.F.SCHOOLS- MESSING CLAIM.

Members of the A.I.F. attending British Schools will arrange for a claim for cost of messing to be submitted by the British Authorities direct to the C.P.M., Australia House, London, duly certified to by the senior A.I.F. Officer present.

for Lt.Col.
A.A.&.Q.M.G.

AUSTRALFORCE ADMINISTRATIVE INSTRUCTION No. 19.

1. DANGEROUS DRIVING.

Numerous instances, have been noted, of dangerous driving by members of the A.I.F., including excessive speed, failing to stop before entering a Major Road, not allowing overtaking vehicles to pass, etc.

All drivers are to be instructed that they must observe the rules of the road and the principles of road courtesy.

2. FIRST FIELD DRESSING.

The First Field Dressing will be carried at all times by all Ranks. In the Service Dress Jacket it will be carried in the pocket provided, inside the Right Skirt. In the case of Officers Jackets when provision has not been made it will be carried in the lower right hand pocket.

3. RUBBER STAMPS.

All Rubber Stamps used by Units of Australforce will have the letters A.I.F. after Unit designation.

Rubber Stamps chargeable to Public Funds will be obtained by Requisition on Head-Quarters Australforce.

4. RECOVERED RIFLE.

Rifle No. A 93507 has been found. The Unit to which this Rifle is on charge will report to Head-Quarters Australforce accordingly and arrange to collect the Rifle from D.A.P.M.

5. KIT BAGS.

The following Kit Bags containing personal clothing etc, have been received at the A.I.F. Clothing Store at Bulford:-

V.X.	II625	Pte. Buckley	2/6 Bn.
V.X.	6857	Cpl. Jordan R.J.	2/5 Bn. Reinf.
V.X.	4202	Pte. Edgar G.	2/8 Bn. Reinf.
V.X.	13358	Pte. Franks G.	2/8 Bn. Reinf.
V.X.	5436	Pte. Stewart F.L.	2/5 Bn. Reinf.
V.X.	16646	Pte. Eaton	2/5 Bn. Reinf.
V.X.	17333	Pte. Pardoe W.J.	2/8 Bn.

Units will arrange to collect any of these Kits belonging to to their personnel, or will advise if it is desired to hold them in store.

6. CAMOUFLAGING OF TENTS.

(a) It has been observed that some Units have not carried out previous orders regarding Camouflaging of Tents and that in some cases tents have been improperly camouflaged. This matter is to receive immediate attention.

(b) The use of the 'cutch and solignum' method will be discontinued; a colouring agent known as "Prosotin", which also acts as a preservative will, in future, be used for this purpose.

"Prosotin" is obtainable in two colours, brown and green, and may be sprayed or brushed on to tentage, although spraying is the more economical. Paint sprays, fruit tree sprays, or the "Disinfectous Spray, M.L.II" are suitable for the purpose.

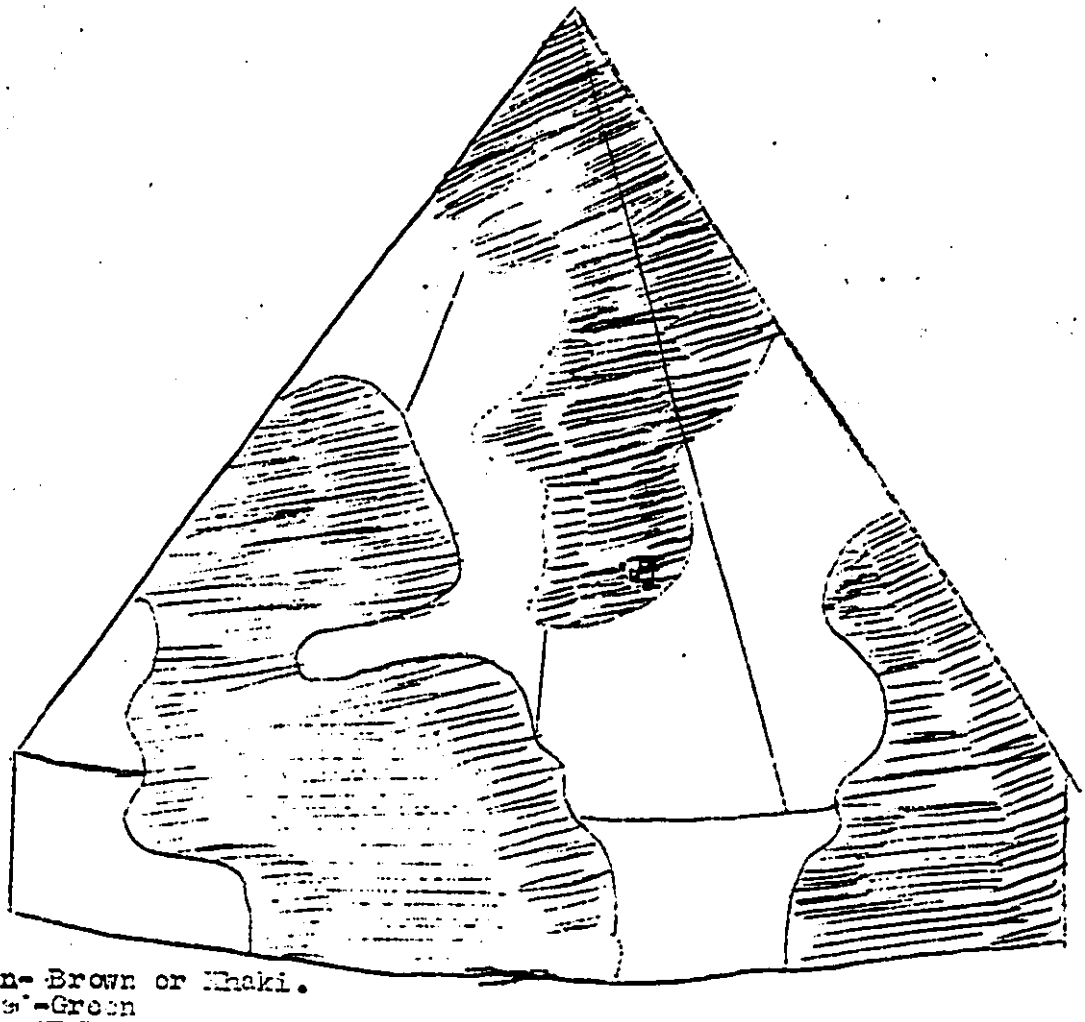
(over)

CAMOUFLAGING OF TENTS. (cont.)

When spraying the jet should be held close to the surface of the tent and it is better to work with the tent struck, the operator keeping to windward; the Prosotim should be periodically agitated during the spraying process as the fluid is liable to settle if left undisturbed for some time. One gallon of either coloured solution will stain 40 Sq. Yds. of canvas.

(c) The sketch, , indicates the type of patterning that should be applied; it is essential that the camouflage composition should be applied in bold patterns. White tentage requires both green and brown composition for patterning, and in the case of khaki dyed or cutched tentage, the addition of a bold green pattern only is necessary.

(d) Units not possessing the necessary materials and equipment will submit indents to this H.Q. immediately.



Plain- Brown or Khaki.
Shade -Green

7. INDENTS FOR ORDNANCE STORES.

Army form G 994 "Indent for Ordnance Stores" will be used by Units and not Form G 997. A.Fs.G.994 are available from Australforce H.Q. in Pads of 150 forms.

Lt.Col.
A.A. & Q.M.G.

DISTRIBUTION "A".

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS NO. 20.

24 Jul 40.

1. LUBRICATION OF VEHICLES ex AUSTRALIA (FD AND CVT)

The following instructions will govern the lubrication of vehicles of Australian origin (Fd and Cvt). One extra copy of such instructions is issued herewith to each unit.

Particular attention is drawn to the instructions regarding Hypoid lubricants. Unless these are adhered to meticulously, serious damage will result.

As Hypoid lubricants are not available from army sources, C.O. Force A.A.S.C. is authorised to purchase requirements locally.

INSTRUCTIONS TO GOVERN THE LUBRICATION OF VEHICLES OF AUSTRALIAN ORIGIN (FD & CVT)

(i) Table of Lubricants to be used :

Make and Model	Shell lubricants			Vacuum lubricants			Service Oils		
	Engine	Gear Box	Final drive	Engine	Gear Box	Final Drive	Engine	Gear Box	Final drive
Ch[illegible] 1937 & after with Synchromesh	S.30	Sp 90 Sp 90	Hy 90	A 30	C140 CW90	GXH140	M160	C600	Nil
Ford V8 Lorries 1937 and after	Db 40	Sp 90	Hy 90	A.F.40	C140	GXH140	M220	C600	Nil
All synchro box types (cars, etc.)	Db 40	Sp 90	Hy 90	A.F.40	CW90	GXH140	M220	C600	Nil

Abbreviations - Shell - "S" = single, Db = Double, Sp - Spirax, Hy - Shell Hypoid

Note :- Where it is considered desirable to depart from this table, Australforce H.Q. authority to do so will be requested, stating reasons.

(ii) Synchromesh gear box lubricant :

If Vacuum lubricant is used, the lubricant must be S.A.E. 90.

Shell Spirax may be used in either plain or synchromesh gear boxes

Vacuum "C" 140 may be used in plain gear boxes.

"EP" lubricants will not be used anywhere.

(iii) Hypoid lubricants.

Hypoid lubricants will not be used in any gear box. They will be used in rear axles only.

Markings on gear boxes and axle housings will be removed from vehicles.

Shell and Vacuum Hypoid lubricants must not be mixed together nor with any other lubricant. Should such mixing accidentally occur in a rear axle, the housing must be drained and flushed at once, and refilled with an approved lubricant.

(iv) Draining and flushing of Hypoid lubricants.

Hypoid lubricants must be drained out and the housing flushed regularly. 6000 miles is the maximum interval (for mileage), but regardless of mileage, hypoid lubricant should be drained, flushed and changed every six months.

Draining should always be carried out immediately after a run long enough to warm and churn the lubricant thoroughly. Always drain the housing thoroughly. The last few drops usually contains the material which it is most important to remove.

(iv) Draining and flushing of Hypoid lubricants. (contd)

If flushing equipment is available, flush the housing thoroughly with fresh clean light mineral flushing oil. Allow flushing oil to drain out completely.

In the absence of the correct flushing oil, SAE 20, engine oil (Vacuum "Arctic" oil) may be used as a flushing medium.

If flushing equipment is not available, fill housing with flushing oil. Jack up one wheel, keeping the housing as nearly level as possible, and chock the front wheels to make the vehicle secure. Start up the engine, and slip into top gear, running the rear axle gears at a moderate speed without any load and with hand brake off. Continue for ten minutes, then stop engine and drain out all the flushing oil completely.

(v) Oil change intervals.

Lubricants will be changed as follows :

Mileage	Part	Flush	Refil with
250	Engine	Yes	"Running in" oil.
1000	Engine	If possible	Normal oil plus "oil Dag".
	Gear box	Yes	Normal lubricant.
	Rear axle	Yes	" "
2000	Engine	-	" " only.
4000	Engine	-	" " "
6000	Engine	-	" "
	Gear box	Yes	" "
	Rear axle	Yes	" "
Every Extra			
2000	Engine	-	" "
6000	Gear box	Yes	" "
	Rear axle	Yes	" "

Changes of lubricant in engine, gear box and final drive (rear axle) must be made to coincide so that normally there will be three engine oil changes for every change in gear box and final drive after the first 6000 miles. In this way a vehicle can have engine oil changed at the same time as gear box and final drive, and proper flushing equipment can be used. If it becomes necessary to change engine oil for any cause, the changes of other lubricants should be kept in step with this, so that the vehicle can receive the maximum service at the workshops with the minimum of visits.

2. TELEPHONE CALLS.

Numerous instances are occurring of personnel originating telephone calls and not being available when the call becomes effective. This not only wastes the time of the person called, of signals and of the individual who has to endeavour to locate the caller, but also adds an additional strain on an already fully loaded service.

Any individual therefore who originates a telephone call, but, before the call is connected, becomes unavailable to take it, will either cancel the call or arrange for some other individual to take it.

3. TRANSFERS TO R.A.F. or R.A.A.F.

Several applications for transfer to the R.A.F. or R.A.A.F. have been sent direct to Air Force authorities by personnel of the A.I.F. This practice must cease and all troops should be informed that such transfers will only be approved in special circumstances where the Air Force Authorities request a transfer as a special case.

These applications show the necessity for personnel to receive instruction in the correct channels through which any application should be made.

4. CAMOUFLAGING OF TENTS.

Administrative Instruction No. 19, para 6 is cancelled and the following revised instructions are published for information and action:

(a) It is observed that some units have not carried out previous orders regarding camouflaging of tents and that in some cases tents have been improperly camouflaged. This matter is to receive immediate attention.

(b) The use of the "Cutch and Solignum" and "Presotim" methods will be discontinued, and an oil distemper used in lieu. This colouring agent will be supplied in two colours - dark brown and dark green - and may be sprayed or brushed on to the tentage, although spraying will be necessary for the large marquee and store tents. When spraying, the jet should be held close to the surface of the tent, and it is better to work with the tent struck, the operator keeping to windward, although it is possible to spray bell tents without them being struck.

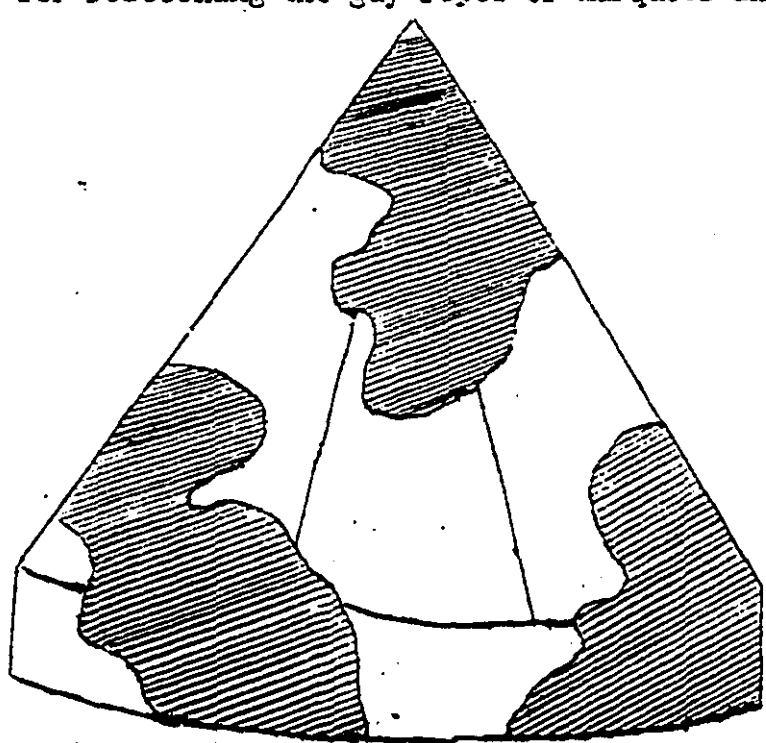
(c) The sketch hereundor, indicates the type of patterning that should be applied; it is essential that the camouflage composition be applied in bold patterns. White tentage requires both dark brown and dark green composition for patterning, but in the case of khaki-dyed tents or cutcheed the addition of a bold dark green pattern only is necessary. If possible, periods of good weather should be chosen for the operation.

(d) Units have already been issued with distemper brushes and arrangements are being made for the supply of the oil distempers and a proportion of sprays.

A white bell tent requires 3 lbs of each colour
A white marquee " 7 " " " "
A white store tent " 10 " " " "

(e) Where units have constructed slit trenches round their tents they should take immediate steps to try and make the white chalk bottoms and sides as inconspicuous as possible; further instructions will be issued in this regard.

(f) Arrangements are also being made for the supply of coloured "scrim" for festooning the guy ropes of marquees and store tents.



Plain - Dark Brown or Khaki.
Shaded - Dark Green.

5. IDENTIFICATION CARD FOR MECHANICAL TRANSPORT DRIVERS.

"Identification Card for Mechanical Transport Drivers" (Army Form A2033) will be carried by all ranks when driving a Motor Vehicle.

Forms will be supplied on requisition and will be stamped on the reverse side with the unit stamp.

6. MESSING.

(a) ACCOUNTING - Corrigendum to Australforce Administrative Instructions No. 4, para 5 (b) :-

(i) Daily Ration Strength Returns, A.F.W. 3809.

These returns will be compiled, signed by the C.O's or Adjts of the units, and forwarded daily to the Bde Sup O. The Bde Sup O. will extract therefrom such information as will, in conjunction with the indents, enable him to maintain a continual check on overdrawals by units, and will then forward them to H.Q., Australforce.

(ii) Comparison of Daily Ration Strength with Rations Drawn, A.F.W. 3810

A.F.W. 3810, Comparison of Daily Ration Strength with Rations Drawn, will in future NOT be rendered weekly. In its place will be rendered a similar return on the attached pro-forma covering the whole messing period, 4 or 5 weeks as the case may be.

(iii) Issue Voucher, A.F. 3179.

This voucher is forwarded to each unit at the end of the accounting period by the Officer i/c Supplies. It has hitherto shown the quantities of ration components for the period and the number of rations for each day in respect of R.A.S.C. issues only. For the current and future periods, however, the A.F. 3179 will include both R.A.S.C. and N.A.A.F.I. issues, and will be submitted in duplicate to each unit. After both copies have been checked and signed by the C.O., the original will be returned to the Officer i/c Supplies and the duplicate submitted, together with the " Comparison of Daily Ration Strength with Rations Drawn", to H.Q., Australforce.

(b) UNDER- AND OVERDRAWALS OF COMMODITIES.

At present, both R.A.S.C. and N.A.A.F.I. are preparing issues as near as practicable to the weight of each commodity corresponding to the number of rations demanded. In each delivery there are, however, small discrepancies due to nature of pack. For example, the ration scale provides ½ oz. of BUTTER per man per diem, but the N.A.A.F.I. issues this commodity to the ½lb. only. Each unit should, therefore, keep a progressive record of such discrepancies, frequently adjusting overissues and underissues and ensuring in particular that, at the conclusion of the messing period, the full entitlement for the period has been drawn.

If the unit overdraws in accordance with Australforce Administrative Instructions, No. 4, para 6, that is, in semi-bulk, an accurate progressive record as mentioned above is essential.

(c) SUPPLIES.

The following is an extract from a recent R.A.S.C. circular, from which it is evident that certain units have not been complying with the procedure laid down:-

"Indents in duplicate are required to be lodged 72 hours before the date of the consumption of rations.

Vehicles drawing rations must be in a clean condition and provided with suitable floor coverings. If vehicles are open, outside coverings for rations must also be provided.

White meat wrappers should be returned in a clean condition the day after issue".

6. MESSING (Contd).

(d) ALLOWANCES.

Supplementary Ration Accounts.

Attention is drawn to Australforce Administrative Instructions No. 4, para 8 (ii) of 1 Jul 40. It is again stressed that the accounting period for N.A.A.F.I. closes on the last Friday in each month. The Supplementary Ration Account made up to that day, together with the N.A.A.F.I. account and supporting invoices, must be submitted to H.Q., Australforce promptly, so that the unit may receive the benefit of the 10% discount allowed by the N.A.A.F.I. for payment of the account within ten days of its being rendered. The net amount of the N.A.A.F.I. account, that is, with discount deducted, will be entered by the unit in the Supplementary Ration Account.

It is not essential that a unit draw to the full extent of its entitlement for the period, as any unexpended balance is carried forward to the next periodical statement.

A number of units have not yet submitted statements and vouchers for period ending 28 Jun 40. These are to be submitted immediately to enable settlement to be made.

7. BLANKETS.

With reference to Australforce Administrative Instructions No. 13, para 1 (e) all surplus English blankets will now be returned to Ordnance Officer, A.I.F. Clothing Store, Bulford Ordnance Sub-Depot.

8. FIELD POST OFFICES.

Field Post Offices will be established at H.Q., 18 Mxd Bde and H.Q., 25 Mxd Bde at 0900 hrs on Friday, 26 Jul 40.

Unit Postal Orderlies will work direct with F.P.O's as follows :

F. P. O.	Units.
H.Q., Australforce	Force H.Q. Units at Bulford. Force A.A.S.C.
H.Q. 18 Mxd Bde - Lopcombe Corner.	Units at Lopcombe Corner Camp.
H.Q. 25 Mxd Bde - Hastings House.	Units at - Tidworth Park Arena Road Tidworth Pennings Windmill Hill Hedge End.

9. MEDICAL.

Convalescent Leave.

Until a Convalescent Depot is established for A.I.F. in U.K. or some other suitable arrangement is made, no convalescent leave will be granted to O.R's.

Men from Hospital, on reporting back to their units, are to be examined by their R.M.O's who will advise when they are to resume full duty.

If R.M.O's consider that any such men are not fit to remain in their lines, they will obtain directions as to disposal from S.M.O. Area.

Vaccinations, inoculations, etc.

The following information will be submitted by units to H.Q., Australforce by 31 Jul 40 :

The number of men who have not yet -

(a) been vaccinated
(b) completed typhoid inoculations
(c) completed tetanus prophylactic injections.
(d) been blood-typed
(e) been X-rayed (chest)

COMPARISON OF DAILY RATION STRENGTH WITH RATIONS DRAWN.

W 3810
(PRO FORMA)

Formation.....Unit.....Period Ending Friday....19..

"A" Total rationed as per Daily Ration Strength Return (A.F.W.3809)

DAY.	Officers and men					
	1st Wk.	2nd Wk.	3rd Wk.	4th Wk.	5th Wk.	Total
SATURDAY						
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
TOTALS "A"						

	R.A.S.C.	N.A.A.F.I.
Rations received in excess of strength, i.e. excesses of Totals "B" over Totals "A", to be carried fwd to next period's summary.		

"B" Rations received as per A.B. 55 and F. 3179

	Officers and men	
	R.A.S.C.	N.A.A.F.I.
Total for period		
ADD - (i) Rations received in excess of strength (from last period's summary). (ii) Rations received with Drafts in excess of the unconsumed portion of the day's ration.		
TOTALS		
DEDUCT - Rations taken by Drafts in excess of the unconsumed portion of the day's ration (details to be given on the back of each form).		
TOTALS "B"		
Rations received for less than strength, i.e. excesses of Totals "A" over Totals "B", not to be carried fwd to next period's summary.		

Noted :-

.....
Bde Sup Officer.

Certified Correct :-

.....
Commanding Officer

NOTE - After being certified correct by the Commanding Officer, this form, with A.F. 3179 attached, will be forwarded on or before the Tuesday following the end of the period to the Bde Sup Officer who, after notation, will forward it to H.Q., Australforce.

TRAINING EQUIPMENT - SITUATION AS AT 25 JUL 40.

Article	Total authorised for Training	Received	Remain to be provided to complete Trg scale	
Guns Q.F. 18 Pdr	5	3	-	
Howz Q.F. 4.5 in	3	3	-	
Guns Q.F. 2 Pdr A/Tk.	6	2	4	
Sights,Dial	6	6	-	
Clinometers,Sight	6	3	3	
Clinometers,Field	3	1	2	
Directors No.7	4)	16	-	
Directors No.9 (M.C.)	6)	-	-	
Arty Boards No.2	-	2	-	
Arty Board No.3	4	18	-	
Rangefinders No.2	3)	9	-	
Rangefinders No.13	2)	-	-	
Rangefinders No.12	6	9	-	
Dial, Sights,M.C.	12	-	12	Require 36 additional (48 in all) for guns held ex Australia.
L.M.Gs	120	117 Bren 12 & Lewis		46 Bren and 4 Lewis advised transit.
M.M.Gs	12	Not required		
A/Tk Rifles	75	90		18 over Trng scale
Pistols, .380	142	154		Does not include pistols for Officers
Binoculars (Prismatic) No.2	203		203	Does not include binoculars for Offs
Compasses,Prismatic	66	104		Does not include compasses for Offs
Cookers,Portable, sets				
No.1	28		28	
No.2	1		1	
No.3	3		3	
Wireless sets,No.8	14			Wireless sets received No.9- 2)full train- No.11-15)ing scale
Stretchers,Amb	72			
Stretchers,Amb } Bars,suspension }	20			
Carriage Stretchers, Collapsible	6			
Signal Pistols	42	60	-	18 surplus
Mortars,3"	6	3	3	
Mortars,2"	18	9	9	
Carriers,Universal	12	12		
Camouflot sets,Night	2	3		1 Surplus
Compressor tools, sets	2	4		2 "
Pumping sets,No.4	2	4		2 "
Exploders, Dynamo	6	10		4 "
Boxes,T.& T.	6		6	
Chests,Tool,Filled (Various)	18		9	9 on hand ex Aust.
Screw cutting sets (Various)	4		4	

In addition to the above stores authorised as a training scale for units, the following have been received :-

(i) Proportion of signalling stores including wireless for Div Sigs and an Arty Bde.

(ii) Proportion of the signalling equipment less wireless for Inf.

(iii) A proportion of assault bridging and reconnaissance boats

A & B VEHICLES - SITUATION AS AT 25 JUL 40.

	War Establishment	50% War Establishment	Vehicles actually received	Required to complete to 50% W.E.
Motor cycles, solo	340	170	136	34
Cars, 2 seater, 4 wh	20	10	10	
Cars, 4 seater, 4 wh	19	10		10
Trucks, 8 cwt, G.S.	106	53	23	30
" 8 " Wireless	42	(a)21		21
" 15 " G.S.	373	186	(c)109	77
" 15 " Wireless	4	(a) 2		(a) 2
" 15 " Air Compressor	6	3		3
" 15 " A/Tk	24	(d)12		(d)12
" 15 " Water Tank	24	12		12
" 15 " Office	2	(b) 2	2	
Lorries, 30 cwt, 4 wh, G.S.	140	70	4	66
" " 6 wh, breakdown	3	2		2
" " 6 wh, G.S.	35	17		17
" 3 ton, 4 wh, G.S.	18	9	4	5
" " 6 wh, breakdown	6	3		3
" " 6 wh, P.B.E.	10	(a) 5		(a) 5
" " Derrick	2	(a) 1		(a) 1
" " 6 wh, Machinery	2	(a) 1		(a) 1
Trailer, 4 wh, P.B.E.	6	(a) 3		(a) 3
" 4 wh, Rec.	6	3		3
Tractors, F.A.	24	(d)12	6	(d) 6
Vans, light for tank hunting Pls	18			18

(a) May be required on 100% basis.
(b) Required on 100% basis.
(c) Includes 30 Australian pattern.
(d) Dependent on number of guns.

Appendix 23

Ref. No. 800.

25 Jul 40.

Subject - Acquisition of land for operational requirements.

To - All units.
From - Australforce.

The following copy of a communication from Sn Comd is forwarded for information and attention to the points included therein:

"1. Recent experience has shown that operational requirements in respect of the use of land are interfering unnecessarily with agricultural economy.

It is obvious that, in existing circumstances, a measure of interference to farming activities is unavoidable. At the same time, however, damage and disturbance can only be kept within the bounds of necessity if Commanders constantly bear in mind the vital importance of agriculture when selecting sites for defence works, camps, bivouacs, etc.

2. It is not a matter of loss or damage to individual farmers but one of National importance whereby the necessity of preserving every acre of potential food producing land must be borne in mind.

3. Cases recently brought to notice and in which interference with agricultural interests might have been reduced include :-

(a) Wide expansion of camp areas involving, in one instance, the suspension of work on three farms.

(b) Cutting gaps in hedges without notice thus allowing the straying of cattle.

(c) Occupation of pastures without warning the farmer to enable him to remove his stock. It should also be borne in mind that grass is a farm crop and a very valuable one.

(d) Cutting of communications between farm buildings and outlying fields.

4. It is appreciated that in some cases the urgency of the situation allows of little time for consultation with the agricultural interests concerned, but military requirements can usually be met without prejudice to the National Food Campaign if such liaison is effected beforehand.

5. The Civil Authorities concerned are the Land Commissioners whose Headquarters are established on a County basis throughout the Country. These officials are always willing and usually quickly available to visit any area to assist in adjusting Military and Agricultural requirements. S.A.Q.C's are in possession of name and address of all Land Commissioners and communication can be quickly established by telephone or wire. A list of these addresses is attached as Appendix "A" to this letter.

6. Formation and Unit Commanders in preparing schemes of defence should therefore make a point of consulting the Land Commissioner concerned before agricultural land is requisitioned or occupied and in no circumstances will land be entered upon without previous warning to the occupier."

2 I am directed to say that the above restrictions cannot, of course, apply during actual active operations when the requirements of the particular tactical situation must be paramount.

A. W. Bailey
Lt.-Col.
A. A. & Q. M. G.

The above referred to Appendix is not attached.

Distribution - List "A" less serials 30 & 31.

Appendix 24

Z/207/G. SECRET

Subject - Disposal of Enemy Air Force Prisoners of War. 25 Jul 40.

To - All Units.
From - Australforce.

Until such time as active land operations in this country begin, the following procedure will be adopted in order to accelerate the disposal of German Air Force prisoners of War.

1. On capture the prisoner will be handed over to the nearest military unit. If it has not already been done, the prisoner will be segregated and searched thoroughly. Each man's effects will be taken from him and kept separately.

2. The Officer Commanding the unit will immediately advise the number of P/W by telephone to the nearest aerodrome, requesting that the information be passed to the nearest R.A.F. Interrogating Officer. If the nearest R.A.F. Interrogating Officer is known, this message can be passed to him direct.

3. It is of the utmost importance that this be carried out as quickly as possible, so that the R.A.F. Interrogating Officer may have an opportunity of seeing the P/W while they are still shaken, and also obtain information about intending raids.

4. The P/W will, as far as possible, be held at the Military Unit nearest the place of capture, until the R.A.F. Interrogating Officer has seen him, or has given permission for him to be moved.

5. Any papers, maps etc. from the aircraft should be held at the same place as the prisoner, and remain in charge of a responsible officer until disposed of by the R.A.F. Interrogating Officer. Souvenir hunting will be prevented. No-one will be allowed to talk or interrogate P/W except R.A.F. Interrogating Officer, who will show an Air Ministry (A.I.I.(k)) Identity Card.

6. The R.A.F. Interrogator will inform the officer commanding the military unit whether the prisoner is or is not required at No. 10 Camp, BARNET.

7. If the prisoner is required at No. 10 Camp the O/C Military Unit will send him there forthwith under escort and at the same time will telegraph to War Office (Pristern London) and repeat the telegram to Headquarters London Area (Telegraphic address Indok London), stating London terminus at which he will arrive and the time of arrival.

8. If the prisoner is not required at No. 10 Camp the O/C Military Unit will telegraph the War Office (P.W.1.) asking for instructions as to his disposal. (Pristern)

9. In the event of communications being interrupted by hostilities the prisoner will be despatched forthwith to the nearest Command Cage.

10. Every effort must be made to ensure complete segregation of German Air Force P/W, one from another, until such time as they are handed over to No. 10 Camp, or until notification has been received that they will not be required for further interrogation.

11. Instructions as to the disposal of wounded prisoners will be asked for by telegram from War Office (Pristern London).

12. The above instructions do not apply to parties of 25 or more prisoners. Instruction for the move of such parties of prisoners will invariably be obtained by telegram from War Office (Pristern).

13. On reception of any prisoners units will notify Australforce, H.Q. immediately by telephone stating action that has been taken.

Lt.-Col.
A. A. & Q. M. G.

DISTRIBUTION "A"

A.F. Office

Appendix 25

2/2●●/G SECURITY.

Subject - Anti-Gas Equipment. 23 Jul 40.

To - All units
From - Australforce.

The scale of items of Anti-Gas equipment for decontamination purposes shown in A.F's G 1093 as unit equipment has been superseded by the scale issued herewith.

The new scale in no way alters the items or quantities required for permanent personal issue to members of the unit.

Instructions for the return of equipment, surplus to the new scale, which is already on issue to units, will be issued later.

Indents have already been prepared by D.A.D.O.S. for equipment to the new scale, so no further indents will be required from units.

Lt.-Col.
A. A. & Q. M. G.

Distribution List "A"

Z/240a/G Scale of anti-gas equipment to be indented for by units to complete war equipment.

	A 2				A 2	N. I. V.			CH.				
			Bleaching powder in						Light clothing (b)				
	Bottles trench Mk. 11	Signs warning, gas Mk 11 or Mk 1.	2 lb tins	7 lb or 28 lb tins	Detector paper type A, Mk1 packets 25	Detectors, gas spray with 2 pads detector paper	Pathway, anti-gas	Sirens general alarm	Gloves, anti-gas	Hoods anti-gas	Jackets anti-gas, light, No. 1	Overboots, anti-gas	Trousers, anti-gas, light No. 1
			lbs.	lbs.	pkts	(a)	yds.		prs.			prs.	prs.
H.Q. of a Division	2	50	-	168	160	50	-	2	36	12	12	12	12
H.Q. base sub-area	2	200	-	168	320	100	-	2	36	12	12	12	12
A R.H.A. field and medium battery	(g)(j)	120	-	168	640	200	-	(a)	72	24	24	24	24
An anti-tank and 3.7 in light (horsed) bty	(g)(j)	60	-	168	320	100	-	(a)	36	12	12	12	12
A field company	(g)(j)	200	-	(m)	320	100	200	(g)(h)	240(n)	80	80	80(n)	80
A field park coy	(g (j)	200	-	672	640	200	600	(g)(h)	150	50	50	50	50
Divisional signals (H. & No. 1 coy)	1	120	-	168	640	200	-	(u)(h)	72	24	24	24	24
Signal troop or section (all types)	1	20	-	56	64	20	-	-	18	6	6	6	6
H.Q. Infantry brigade	2	20	-	168	64	20	-	2	18	6	6	6	6
An infantry battalion	(e)(g)(v)	200	-	168	640	200	100	(e)(g)(h)	72	24	24	48(w)	24
A machine gun bn	(e)(g) (v)(j)	200	-	(f)	640	200	-	(e)(g) (h)	72	24	24	24	24
Divisional amm coy	-	200	(o)	-	640	200	-	3	72	24	24	24	24
Divisional sup col	-	200	(o)	-	640	200	-	4	144	48	48	48	48
Field Amb (all types)	(u)(k)	50	-	672	128	40	-	(u)(k)	72	24	24	24	24
General Hosp (200 beds)	2	100	-	672	320	100	1	1	36	12	12	12	12
Provost company	(g)(j)	150	-	168	320	100	-	(u)(j)	(p)	(r)	(r)	(r)	(r)
L.A.A.D. (all types)	-	-	-	84	128	40	-	-	18	6	6	6	6
A.F.V. (excluding L.A.D)	1	200	-	168	640	200	200	4	126	42	42	42	42

(e) 1 per Regt or Bn H.Q. (f) 168 per sqn or coy. ( ) 1 per sqn, coy or bty H.Q. (h) 1 for 1st line transport
(j) 1 per tp/sec pl. (k) 1 per bty or coy. (m) 168 per sec or tp. (n) plus 2 each officer, 5 per H.Q. & each section or tp.
(o) 2 per vehicle (p) 3 each all ranks (r) 1 each all ranks (u) 1 for H.Q. (v) 1 per pl H.Q. (w) includes 24 pairs for use by personnel decontaminating contaminated areas.

Z/327/Q.

SECRET

Subject - Withdrawal of Kits. 26 Jul 40.

To - All Units
From - Australforce

Units and personnel have at present in their possession such quantities of personal effects and baggage as might cause serious delay should the force be ordered to move quickly. Action is therefore to be taken in accordance with the following to reduce kits and therefore make for greater mobility.

1. KIT STORE.

An A.I.F. Kit Store has been established in Haig Street, Bulford Barracks for the receipt and holding of kits of officers and other ranks.

2. BASIS OF REDUCTION.

The reduction will be made in accordance with the following general principles :-

(a) Officers' baggage will be reduced to the authorised field scale, namely, Commanding Officers - 50 pounds, other Officers - 35 pounds. (These weights include valises and other actual containers).

(b) Kits of other ranks will be reduced to that normally carried on the man in the field plus other articles essential for comfort in camp. To hold the latter, which is to be reduced to the absolute minimum, each man may retain his universal kit bag while in camp.

(c) Personal luggage, in excess of the above, will be handed into the Kit Store.

(d) Officers' mess equipment, camp equipment and orderly room equipment will be reduced to essentials.

(e) When a unit is ordered to move all baggage which will not be taken into the field and which has not already been returned will be handed into the Kit Store.

3. PREPARATION OF BAGGAGE FOR STORAGE.

Each item of personal baggage (sea kit bag, universal kit bag, trunks, etc. will be clearly labelled to show the owner's Army No., rank, name and unit, preferably painted on the article.

Universal kit bags and sea kit bags will be securely tied or, if desired, fastened with a locking device. Trunks, suit cases and the like should be locked and the keys removed.

Articles of an inflammable nature, such as matches and petrol lighters, are not to be included. All clothing must be thoroughly dried before packing.

4. DEPOSITING OF PERSONAL KITS IN STORE.

Kits will be handed into the store in unit bulk in accordance with the following time table :-

H.Q. 18 Inf Bde Bde Sigs 3 Fd Amb 47 L.A.D.	0900 hrs Monday 29 Jul 40.
9 Bn	1100 hrs " " " "
10 Bn 12 Bn	1400 hrs " " " "

5 & 6 Fd Btys 1 & 2 A/Tk Btys	1000 hrs Tuesday 30 Jul 40.
Force Sigs 3 Fd Coy	1400 hrs " " " "
1 M.G. Bn	1000 hrs Wednesday 31 Jul 40.
Force A.A.S.C.	1300 hrs " " " "
2 & 3 Rec Secs 40, 48 & 49 L.A.D's	1400 hrs " " " "
H.Q., A.I.F. in U.K. 11 Fd Amb 3 Spec Hospital	1000 hrs Friday 2 Aug 40.
Force Provost Unit Force Postal Unit	1400 hrs " " " "
H.Q. 25 Inf Bde Bde Sigs 44 L.A.D. 13 Fd Coy	0900 hrs Monday 5 Aug 40.
70 Bn	1030 hrs " " " "
71 Bn 72 Bn	1400 hrs " " " "

Units will send with each load a list, in duplicate, of the packages being deposited, showing the names of owners and the numbers and description of packages belonging to each. One copy of the list will be receipted by Officer i/c Kit Store and handed to the unit representative. Later a baggage check (vide below) for each package deposited will be forwarded by the Officer i/c Kit Store to units concerned for issue to personnel.

5. BAGGAGE CHECKS.

It is intended to establish a system of "tear off" baggage checks, one half of which will be tied to the package, the other half becoming the individual's personal receipt. These labels are not yet available.

6. SECURITY.

In view of the security given by the Kit Store, personnel should be advised to include in their luggage first deposited any articles which they desire to be held more securely than in camp. Similarly, any individual, if he wishes, may elect also to deposit his universal kit bag and only retain the articles he will take with him on service.

7. OTHER MEASURES.

(a) Orderly Room equipment and Stationery.

The stock of Army Forms and Stationery to be taken into the field vide A.F.L. 1398 series will be kept packed in stationery boxes and not used in camp. Regulations, books, office machinery and working stock of forms and stationery will be reduced to the essential minimum above the quantities laid down in L 1398 series to be taken into the field.

(b) All surplus camp equipment will, if not already done, be returned to Ordnance Depot, Tidworth. Surplus unit mess equipment of Australian origin packed in cases or panniers will be deposited in the Kit Store. Packages containing mess equipment will be clearly marked with the name of the unit and each package will be numbered. Instructions in regard to blankets were issued in Australforce Administrative Instructions No. 13 para 1.

8. SUBSEQUENT ACTION WHEN A MOVE IS ORDERED.

Arrangements will be made under which, on a move being ordered, units will stack the balance of kits in a suitable place for return by rear parties to the Kit Store, the same procedure as in para 5 in regard

8. SUBSEQUENT ACTION WHEN MOVE IS ORDERED. (Contd)

to lists, etc. being followed. The necessary transport will be provided on application to H.Q. Australforce (Fixed Echelon, if Mobile Echelon also moving).

In order that the delay involved may be reduced to a minimum, it should be ensured that personnel keep their kit separately packed, that to be taken into the field, in the pack, that to be left behind, in the kit bag. When any individual leaves the camp or is placed on duty, e.g. on guard, his kit should be properly packed ready to be moved.

9. Please report completion of action required by paras 4, 5, 7 & 8.

Lt.-Col.
A. A. & Q. M. G.

Distribution List "A"
Less serials 30 & 31.

Appendix 27

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS NO. 21.

27 Jul 40.

1. INSTRUCTIONS FOR DRAWING PETROL.

PETROL POINT	UNITS DRAWING FROM	POINTS OPEN.	
		From.	To.
Aliwal Barracks, Tidworth.	All Units in 25 Bde. Area.	0700 1330	1300 1900
Lopcombe Corner.	All Units in 18 Bde. Area.	0700	1900
Beacon Barracks, Bulford.	All Units in Bulford and Amesbury Area.	0700	1900

Vehicles draw petrol from Petrol Points as Shown above.
The Driver must be in possession of a work ticket G. 3518.
The amount of petrol drawn is signed for by Driver on A.F.G. 825 in duplicate.
The Petrol Issuer enters the amount drawn on the Drivers Work Ticket G. 3518.
The duplicate copy of A.F.G. 825 is forwarded to Units consolidated on Form G.1033 weekly.
This form should agree with entries made for petrol drawn on back of work tickets.
This weekly summary will enable Units to check M.P.G. of all vehicles, especially if they ensure that vehicles start each week with a full tank i.e. on Monday morning.
If the average M.P.G. is much below the average for the make of vehicle driven, the matter requires immediate investigation, as, in the absence of a definite cause, e.g. much low gear running, high consumption indicates either some defect or, alternatively, misappropriation of Petrol.

2. SUPPLIES.

Margarine Containers.

All cases in which Margarine is issued, whether of wood or fiberite, will be returned to the Grocery Store, Supply Depot, Tidworth or Bulford as the case may be. The cases will be kept as clean as possible, and unbroken, in order that as many as possible may be used again.

3. TRUST MONEYS.

Reference Australforce Administrative Instructions No. 6 para 4, units which have not paid moneys to the Paymaster, Australforce, will do so immediately.

4. FIRST LINE TRANSPORT.

It has come to notice that units and bdes have been making direct contact with Transport Office, S.P.A., Bulford to obtain hired vehicles to form part of first line transport.

This practice has led to confusion both in records and in determining transport available at any time. In addition, the number of authorities with whom the Transport Office has to deal becomes unworkable.

Every effort is being made by Force H.Q. to obtain requirements of units in this regard, and representations, if necessary, should be submitted to Force H.Q.

The above does not affect the authority given in Australforce Administrative Instructions No. 6 para 6 for H.Q's of mixed bdes to requisition special transport for individual routine movements as required from time to time.

Lt.-Col.
A. A. & Q. M. G.

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS NO. 22.

28 Jul 40.

1. TOOL REPLACING SPRING RECOIL, THOMSON SUB-MACHINE GUN.

Tools of the above mentioned description have been issued, on the scale of one per L.A.D. & one per Unit in possession of Thomson M.Gs.

The tool is for use in assembly of the gun, to facilitate replacement of the recoil spring and to prevent damage to the spring in the process thereof

Method of Use;-

(i) Place one end of the spring against the inside face of the large jaw of the tool.

(ii) By hand, compress the spring, a few coils at a time, until it is held between the jaws of the tool, with approximately one inch of spring protruding beyond the small jaw.

(iii) Insert tool and spring into the gun.

(iv) Withdraw tool, at the same time preventing spring from being withdrawn by slight pressure of thumb or finger.

2. TRUCKS 30 CWT., 4 -WHEELED G.S. FORDSON (W.O.T.3) TYRE PRESSURE.

Where 9.00 X 16 tyres are fitted to vehicles of the abovementioned description, Units are advised that the pressure of 65 Lbs per square inch recommended in the Instruction Book, page 5, should be modified to read 24 Lbs per square inch.

3. VENEREAL DISEASE.

A number of patients recently admitted to 3 Spec. Hospital stated that they had no knowledge that an A.I.F. Prophylactic Depot was available in London.

If this is so,it is apparent that the information contained in Adm Inst No 14 para 9 (d) was not promulgated to troops. Any information of a general nature published in these instructions must be properly promulgated.

4. HIRED VEHICLES - REPAIRS.

A number of hired vehicles have been or are being issued to Units. Some of these vehicles require minor repairs and servicing to make them serviceable. The services of L.A.D's, Rec Secs, and in the case of A.A.S.C. or A.A.S.C. affiliated Units, the A.A.S.C./Workshop Section should be fully utilised for this purpose. Necessary small spares will be obtained as for W.D. vehicles.

5. SUMP OIL.

Under War Office instructions any oil removed from vehicles should be conserved in suitable containers.

A report will be rendered to this H.Q. when the accumulation of such oil demands removal, stating amount.

This does not debar the use of this oil by Units for useful purposes.

6. VEHICLE CENSUS. - "A" & "B" VEHICLES.

(i) "A" and "B" vehicles are those vehicles which are an Ordnance Service Supply and are classified as under:-

"A" Vehicles. - Tracked and semi-tracked,
(e.g. Carriers universal)
also Armoured Cars.

"B" Vehicles. - Towing and load carrying pneumatic tyred vehicles.
(e.g. Artillery Quads, Wireless Lorries, Lorries G.S.).

(A.S.C. vehicles, i.e. those on the strength of A.S.C. units or driven by A.S.C. personnel, are not an Ordnance Service Supply and are cover by separate census).

(over)

(ii) In order to ensure the automatic supply of spare parts, changes of equipment etc, it is essential that a record of all "A" and "B" vehicles held by each Unit should be supplied to the Central Census.

(iii) To enable this information to be submitted without delay Units will forward the following information to H.Qrs. Australforce by 0900 hrs 30 Jul 40. The information supplied must be accurate in every detail and the return will then form the basis for the Units own "Record of Vehicles" which should be maintained.

The census will include all vehicles on hand at 2400 hrs on 28 Jul 1940.

W.D.VEHICLES.

TYPE.	MAKE.	Quantity	W.D.Registered Numbers.	Engine Numbers	Chassis Numbers.	Number of Instruction Books on hand.
Motor Cycles.						
Motor Cycles,Combination						
Cars 2 Seater.						
Cars 4 Seater.						
Cars 4 Seater(Australian)						
Trucks 10 H.P.						
Trucks 8 Cwt 30 H.P.						
Trucks 15 Cwt 30 H.P.						
Vans 12 Cwt(Australian)						
Vans 15 Cwt (Australian)						
Trucks Office 15 Cwt						
Lorries 30 Cwt G.S.						
Lorries 3 Ton 4 wh. G.S.						
Tractors Fd. Artv.						
Carriers Universal (Bren)						

HIRED VEHICLES.

TYPE.	MAKE.	REG. NO.

(iv) Instructions regarding the procedure to be observed to advise any changes of vehicle strength within a Unit will be issued later.

Distribution "A".

Lt.Col.
A.A. & Q.M.G.

A.Q.

No additions have been made to A.A.M.C. personnel since arrival in U.K.

Four A.A.M.C.Units are at present in existence. 3 Special General Hospital, which has already been reduced in numbers since arrival (in order to help fill the two ambulance establishments) is in process of forming the nucleus of an Aust.Gen.Hosp. No establishment has yet been made for this new hospital.

The numbers of the rank and file of the Special Hospitalhowever, are totally inadequate for the task to which they are being allotted.

In addition, the two Field Ambulances are under strength to the extent noted in memo. of 26 July.

It is desired to record this deficiency in personnel at this stage before the A.A.M.C.Units are confronted with a task which their present numerical weakness may well render impossible.

Any help in the direction of improving the present undesirable state of affairs will be welcomed.

H. Evans
Col.,
A.D.M.S.

28.7.40

AQ

2/3 F.A. Amb to be completed
Establishment for unit now there are
no vehicle
11 F. Amb. A.S.C personnel to be
provided
Hospital
Aviation Requirements for Hospitals
to be examined one week after it commences
Aviation training a new Establishment to be
V.A. Do
Scale

[redacted]

Appendix 30

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS NO. 23

29 Jul 40.

1. LAUNDRY SERVICE.

(a) The Hants & Wilts Laundry, Shipton Bellinger, North Tidworth have a contract with R.A.O.C., Tidworth for Hospital laundry service as follows :-

Articles	Contract rate per dozen.
Washing and Repairing as Necessary -	
Blankets, single	2. 2.
Blankets, Hospital	2. 2.
Cases - Paillasse; Mattress Cases	1. 5.
Sheets - Cotton; Shirts - Cotton; Drawers - Cotton	1. 2½.
Pillow cases; Towels - roller, bath and operating	1. 2½.
Caps - operating, N.S.; Aprons & Sleeves - dispensers'	1. 2.
Aprons - operating; Overalls, nursing orderlies	7½.
Towels - hand, hospital	1. 8.
Flannel drawers and shirts; Pyjama jackets; Pyjama Trousers	2. 0.
Gowns - cotton or serge; Gowns - flannel sleeping; kit bags	

The above rates are subject to an increase of 10%

This contract is to be availed of by units concerned for the washing, etc. of Government property

Following are the general conditions of contract :-

The Barrack and Hospital Bedding shall be kept separate from other articles whilst being washed and repaired, and the work shall be performed to the satisfaction of the Commanding Officer and all articles that may be complained of, shall be rewashed or repaired, as the case may be, by the Contractor without any extra charge to the Public.

The Contractor shall return the washing of each Hospital or Store (where there is more than one at a station) in separate parcels. Articles marked "V" or "I" must be kept distinct from other articles.

The Contractor or his authorised representative shall give a receipt, on the prescribed form, for all Government property issued to him under this contract and shall be responsible for the accuracy of such receipt. The Contractor guarantees the due return of all Government property issued to him and should any article be lost or damaged (or, in the case of blankets, unduly shrunk) from whatever cause whilst in his possession, he shall pay for the same. The Contractor does not undertake cartage.

All orders given in connection with this contract shall be issued in writing.

(b) The cost of laundering a soldier's personal clothing, whether obtained by issue or privately purchased, cannot be accepted as a charge against the public.

2. FLOORBOARDS-BELL TENTS

A statement is required from all units of the number of sets of floorboards required to complete for each bell tent.

C H Constello Capt
for Lt.Col.
A.A.&.Q.M.G.

Appendix 31

NOTES ON RE-ALLOCATION OF PERSONNEL FROM NEW REINFORCEMENTS

Conference between Col.i/c Adm, G.1 and A.A.&Q.M.G.

29th July, 1940.

Suggested points for decision.

1. (a) That 3 Fd Rgt be reconstituted, organised as Rgtl H.Q., one Bty less one Tp, and one Bty

(b) Coy to return to M.G. Bn.

(c) Div Workshop unit to be formed

(d) Motor Cycle platoons to be raised in each bn of 18 Inf Bde

(e) 1 Fd Pk Coy not to be raised for present

(f) Ordnance Fd Park to be constituted at a lower strength

(g) Fixed Echelon Provost to be raised attached to Force Provost unit

2. Requirements of Personnel

(a) Arty H.Q. 3/37
One Tp 3/59
6/96

A proportion from A.T. Bty, proportion from Arty now with 25 Inf Bde.

(A.T.Btys to be organised on the basis of each Bty H.Q. and 2 Tps)

(b) Div Workshop Unit 26 O.Rs.

(Possibly obtainable from Ord Fd Pk)

(c) Motor Cycle platoons 18 Inf Bde, required 3/93. Can be found from present strength; allowing for non-effectives Bde will be approximately 20 under strength.

(d) None wanted for A.I.F. School at present

(e) Personnel:-
For Fixed Echelon 2/32
For Mobile Unit -/ 6

(f) Hospital should require none at present

(g) A.S.C. want 23 O.Rs for itself.

(h) Field Ambulances-suggest building the 3 Fd Amb. to full strength, i.e.

A.M.C. additional 25
A.S.C. " 14

11 Fd Amb. to be built to A.M.C. strength, A.S.C. strength to remain as at present. Requirements A.M.C. 26.

(i) Postal Unit - figure required cannot be stated at present.

(j) 13 Fd Coy want 23.

3. Summary of Requirements.

Artillery requirements		42
Provost	4	38
A.S.C. - for self	2	23
for Fd Amb		14
A.M.C. - for Fd Ambs		51
Field Company		23
	6	191

(2 and 54 for Arty to be obtained from deletion of 1 Tp from each A.T. Bty)

1. (a) appl: also A/Tk Bty to be H.Q. and Two Pls. Provision of personnel from A/Tk Regt and selection of remaining requirements from units serving with 25-Inf Bde to be communicated forthwith.
Lt-Col Hobbs to amend. Fd Regt

(b) Yes. but I think this has been done

(c) appl: Local Centres to select personnel required from amongst those previously transferred from A.A.O.C units to other units.

(d) Yes.

(e) appl: as

(f) Yes

(g) Yes.

2. (g) C. A.A.S.C to select both for his own added strength and for A.A.M.C from A.A.S.C personnel transferred to other units.

(h) appl: both as regards 3-11 Fd amb. Extra A.A.M.C personnel to be found from one Fd Pk and ours in all other units of Territorial Force who are considered by C.O. to be more suitable for A.A.M.C than for combatant units. A.D.M.S or his representative to have access to conduct sheets of men before acceptance.

(i) men for 13 Fd Coy to be selected from units in following order - One Fd Pk (exact number to be taken from this unit for 13 Fd Coy A.A.M.C to be determined) — Fd workshop personnel and units of 25 Inf Bde.

3. Other points by A.A. & Q.M.G to be raised on this subject forthwith. Selections for transfers to be

made at once. Reinforcements to be given London leave as soon as possible. Actual transfers to be made on day fixed after completion of London leave. On this date reinforcements to be posted from depot to units to replace those transferred if required to complete establ.

Officers making selections must submit details of their selections without delay and units from which the men are drawn must act similarly as regards demands for personnel from reinforcements in order that transactions may be completed as soon as possible. This demand will be special and not by ordinary means of Casualty returns.

H DLV

30 Jan. 43.

(4) Personnel for Provost to be selected from all units ~~specified in Dep Bde~~ and from reinforcements

-9-

I. I take it this means the provision of another R.M.O. for reconstituted Fd Regt.

II. At present Fd Bdes are under strength to the following extent:—

3 Fd Bde: AAMC. 25.
AASC (attchd) 14. total 39.

11 Fd Bde AAMC. 26.
AASC (attchd) 7. Total 43.

It is impossible for these ambulances to carry out their job when up to their full establishment: it is urgently requested that this deficiency of personnel be rectified as far as possible without delay.

Your comments please.

D.M.S. Will you please see A.G. and get him to arrange for obtaining personnel to meet deficiency. 26/7

Appendix 31

SECRET.

PROPOSALS FOR RE-ORGANIZATION

ON RECEIPT OF RE-INFORCEMENTS.

1. Additions and adjustments to Order of Battle, A.I.F. (U.E.)

(a) ADJUSTMENTS.

Re-constitution of 3 Fd.Regt.
Re-constitution of 1 M.G.Bn.
Div.wkshop unit - instead of two Rec.Secs.
M.C.pl. to be added to W.E. Inf.Bn. but raised for 18 Inf.Bdes.only.

(b) ADDITIONS.

Australforce H.Q. Sec. Intell.Corps
A.I.F.School.
1 Fd.Pk.Coy.
1 Ord.Fd.Pk.
1 Spec.Dental unit
6 Spec.Dental unit
1 Adv.Depot Med.Stores.
1 Ord.Cloth. and Kit Store
Fixed Echelon Provost unit.

NOTES. i. On an emergency occuring A.I.F. school will immediately close down and students will be returned to units Units will be required to provide transport for this purpose. The employment platoon will be transferred to H.Q. A.I.F. (U.K.) for attachment to Fixed Echelon. The question of the re-allotment of school staff in such circumstances is still under consideration.

ii. No W.E. is available for Ord.Fd.Pk.Coy. The necessity for its formation, however, exists, and it is therefore suggested that the present personnel (2 Offrs. 56 O.Rs.) be retained as a nucleus. The W.E. has been taken as this number.

2. PERSONNEL.
(approx. only)

(a)	Total personnel requirements including adjustments shown in para 1 above		8343
	Disembarkation strength		7973
	Number deficient		370
(b)	REINFORCEMENTS.		
	i. Early date		
	From Forestry and Railway Coys.		102
	Ex. No.1.ship		149
	Ex. No.2.ship		316
	Total A		567

This would give a balance of 197 to be retained in re-inforcement Depot. It is essential that posted strength of units corresponds - to revelant War Establishments and that all additional personnel be transferred to the re-inforcement depot.

ii. Later.

Arty		258
Engrs.		72
Base postal unit ...		10
Total B		340

3. PROPOSALS.
(a) Additions and adjustments to be effected in accordance with para 1 above.
(b) Re-inforcement depot to be formed. Organisation of depot

D.A.&M.S.

and allotment of personnel to arms to be based on :-

i. Operational requirements i.e. first priority to units of Sn.Comd. striking force and M.C. Bn.

ii. Estimated percentage of wastage by arms due to casualties.

Lt.-Col.
G.I. Australforce.

25 Jul.40.

A.D.M.S.

For your comments please.

MS Q Clerk

Appendix 32

Ref. 1026

30 Jul 40.

Subject:- Posted Strength and Muster Check.

To. All Units.

From. Australforce.

1. A Muster Check will be held by all Units at 0900 Hrs Thursday, 1st August, 1940.

2. Nominal Rolls are to be sent to Officer i/c 2nd Echelon, H.Q., Amesbury by 1200 Hrs 2/8/40, showing:-

(a) Personnel of Posted Strength present.
(b) Personnel who are on Posted Strength but not present, sub-divided to show:-.

(1) Detached. (stating where in each case)
(2) In Hospital (not to include sick in lines)
(3) A.W.L.
(4) Unable to be accounted for.

(c) Personnel attached. (by Units)
(d) Any personnel present who are not included under a- or c .

3. In every case note will be made showing previous Unit of each Officer or O.R. where transfer has been effected since disembarkation.

Lt.-Col.
A.A. & Q.M.G.

Distribution List A less Serials 30 and 31.

Comparison by units of personnel requirements and actual strength.

Serial No.	Unit	Establishment Offs	Establishment O.Rs	Posted strength as at (f) 20/7/40 Offs	Posted strength as at (f) 20/7/40 O.Rs	Balance Offs	Balance O.Rs
1.	H.Q. Mob Ech	17	112	17	112		
2.	H.Q. Fixed Ech	26	109	23	153	-3	44
3.	H.Q. Arty Group	2	7	2	7		
4.	5 Fd Bty	11	199	10	200	-1	1
5.	6 Fd Bty	11	199	10	197	-1	-2
6.	H.Q. Sigs	13	262	12	264	-1	2
7.	H.Q. Engrs	3	9	3	5		-4
8.	1 M.G.Bn	30	665	31	664	1	-1
9.	A.A.S.C.	23	527	22	553	-1	26
10.	3 Fd Amb ø	9	145	8	132	-1	-13
11.	11 Fd Amb ø	9	145	9	127	-	-18
12.	41 L.A.D.	1	12	1	12	-	-
13.	44 L.A.D.	1	12	1	12	-	-
14.	47 L.A.D.	1	12	1	12	-	-
15.	48 L.A.D.	1	12	1	12	-	-
16.	49 L.A.D.	1	12	1	12	-	-
17.	Div Wkshop A.A.O.C.	5	162	5	136	-	-26
18.	3 Spec Hosp	5	35	6	45	1	10
19.	Force Pro Unit	2	73	2	67	-	-6
20.	Force Post Unit	1	16	1	15	-	-1
21.	H.Q. 18 Mxd Bde	12	60	12	62	-	2
22.	9 Bn (a)	33	684	28	752	-5	68
23.	10 Bn (a)	33	684	31	741	-2	57
24.	12 Bn (a)	33	684	25	735	-8	51
25.	1 A/Tk Bty	6	122	5	118	-1	-4
26.	3 Fd Coy R.A.E. (e)	6	206	4	207	-2	1
27.	H.Q. 25 Mxd Bde	12	60	6	52	-6	-8
28.	70 BN	28	578	19	567	-9	-11
29.	71Bn	28	578	22	580	-6	2
30.	72 Bn	28	578	25	582	-3	4
31.	2 A/Tk Bty	6	122	6	118	-	-4
32.	13 Fd Coy R.A.E. (e)	6	206	4	183	-2	-23
33.	Employment Pl (b)		34				-34
		403	7321	353	7434	-50	113
	Additional Units.						
34.	1 Spec Dental Unit	1	4	1	4	-	-
35.	6 Spec Dental Unit	1	4	1	4	-	-
36.	1 Ord Fd Pk	2	56	2	56	-	-
37.	A.I.F. School (c)	2	52	2	52	-	-
38.	1 Adv Depot Med Stores	1	8	1	8	-	-
39.	Ord Kit& Cloth Store	1	20	-	14	-1	-6
40.	H.Q. Int Sec	2	10	1	8	-1	-2
41.	M/Cycle Pl (d)	3	93	-	-	-3	-93
42.	1 Fd Pk Coy R.A.E. (e)	1	52	-	-	-1	-52
		14	299	8	146	-6	-153
		403	7321	352	7434	-50	113
		417	7620	360	7580	-56	-40

(a) Includes R.M.O. and Sgt A.A.P.C.
(b) To be attached to H.Q. Mobile Echelon.
(c) Includes Employment pl for Fixed Echelon.
(d) 1 pl each for 9, 10 & 12 Bns.
(e) Requirements to be drawn from Railway Construction Coy & Forestry Coy. No remaining in companies 18 Offs 616 O.Rs.
(f) Posted strength includes personnel :-
(i) Actually with unit.
(ii) Sick in hospital.
(iii) Absent for any other reason.
(ø) Includes A.A.S.C. attached.

AUSTRALFORCE ADMINISTRATIVE INSTRUCTIONS NO.24.

31 Jul 40

1. DISPOSAL OF SULLAGE WATER IN CAMPS.

Arrangements are being made for the construction of permanent sullage disposal systems. This, however, will take time, and where sullage disposal arrangements are defective and are breaking down, units will take immediate steps to carry out the following works themselves:-

(a) Additional pits 10 ft by 8 ft by 6 ft deep will be dug and covered. Drains from grease traps will be dug to these pits and covered, and the sullage water from the grease traps diverted from the old pits into the new drains. An overflow drain will be dug from the new pit and led to low-lying ground where a system of 'herring-bone' drains will be dug.
(b) Grease traps will be inspected regularly to ensure that they are cleaned, and that the straw or bracken is periodically renewed. If necessary increased quantities of straw or bracken will be used, and additional grease traps installed in series with the old ones.
(c) The old sullage pit will be left to drain, or if it will not drain, emptied by other means, and about 12 inches of chalk sliced off from the sides and bottom.
(d) When the new pit is about to overflow, the sullage water will be diverted back into the cleaned old pit.

Technical advice will be provided by Unit M.Os and by the R.A.E. if required.

2. DANGEROUS DRIVING.

Notwithstanding the issue of Administrative Instruction No.18, para 1, instances are continually occurring of dangerous driving by members of the A.I.F.

The most prevalent infringement is failing to stop before entering a Major Road. "Danger" and "Stop" or "Halt" signs are prominently displayed and must be obeyed.

This infringement, besides being an offence, is a most prolific cause of serious accidents.

All drivers must bring their vehicle to a dead stop before entering a Major Road where traffic control is not operating. Any failure to do so is to be dealt with as disobedience of orders.

Drivers must also realise that driving in convoy does not relieve them of the necessity of obeying traffic laws.

It is, however, usual to provide motor cyclists for, inter alia, traffic control, and O.C. Convoys must therefore take steps to post motor cyclist traffic control at all crossings where necessary.

[illegible]
Lt.Col.
A.A. & Q.M.G.

Army Form C.2123.
(Pads of 100.)
(Revised Sept., 1936)

MESSAGE FORM.

CALL AND INSTRUCTIONS.	IN	No. of Groups GR.	Serial No. / Office Date Stamp
	OUT		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO 18 Inf. Bde

FROM Centralforce | Originator's Number Q 20 | Date 1 | In Reply to Number

Please	make	Spare	Send	Speaker	Set
available	to	1 MGBn	Hay	will	arrange
delivery	after	2	Jul		

This message may be sent AS WRITTEN by any means.

SIGNED Jack Sandeman Major A.D.C. GHQ

If liable to be intercepted or fall into Enemy Hands, this message must be sent IN CIPHER.

SIGNED

Originator's instructions
Degree of priority D R L S. 7115 hrs 1/7

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

Time of Origin. 1300.

T.H.I.

T.O.R.

System In.	Time In.	Reader.	Sender.	System Out.	Time Out.	Reader	Sender.	System Out.	Time Out.	Reader.	Sender.

D.2170/11.37.—C.14240.

Army Form C.2123.
(Pads of 100.)
(Revised Sept., 1936)

MESSAGE FORM.

CALL AND INSTRUCTIONS.	IN	No. of Groups GR.	Serial No. / Office Date Stamp
	OUT		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO 1 M G Bn.

FROM Centralforce | Originator's Number Q 21 | Date 1/7 | In Reply to Number

One	Lewis	Speaker	Set	available	1 Gun
Gun	Gun	take	delivery	from	18
Mxd Bde	after	2	Jul.		

This message may be sent AS WRITTEN by any means.

SIGNED Jack Sandeman Maj

If liable to be intercepted or fall into Enemy Hands, this message must be sent IN CIPHER.

SIGNED

Originator's instructions
Degree of priority By D.R.L.S. 7115 hrs 1/7

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

Time of Origin. 1300

T.H.I.

T.O.R.

System In.	Time In.	Reader.	Sender.	System Out.	Time Out.	Reader	Sender.	System Out.	Time Out.	Reader.	Sender.

D.2170/11.37.—C.14240.

Army Form C.2123.

MESSAGE FORM

Serial No.

CALL AND INSTRUCTIONS	No. of Groups.	Office Date Stamp
IN	GR.	
OUT BY TELEPRINTER		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO GENERAL CARR WAR OFFICE

FROM	Originator's Number	Date	In Reply to Number
WYNTER A.I.P.	Q.25	5	

REFERENCE	ISSUE	AMMUNITION	ANTI-TANK	RIFLE	DISCUSSED
TODAY	WITH	COLONEL	FRITH	STOP	SOUTHERN
COMMAND	UNABLE	ISSUE	STOP	REQUEST	URGENT
PROVISION	TEN	ROUNDS	PER	WEAPON	AT
LEAST	PENDING	COMPLETE	ISSUE		

This message may be sent AS WRITTEN by any means.

If liable to be intercepted or fall into enemy hands this message must be sent in CIPHER

Originator's Instructions
Degree of Priority: Immediate

Time of origin: 1710

Signed: Lt.Col.A.A.&.Q.M.G.
A.I.P. WYNTER

T.H.I.

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

System In	Time In	Reader	Sender	System Out	Time Out	Reader	Sender
							(4396)

System Out	Time Out	Reader	Sender
Wt. 134	96/94.	210,000 pads.	6/36. B. & S.

T.O.R.

Ltr. E 51-7852.

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

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

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	Aug 1		A.Q. visited Arena Rd and S.P.A. re spread of arty camp to relieve congestion.	
			Visited A.S.C. and arranged for release of Lt. Kroger.	
			Informed Col. i/c Adm on return from LONDON of decisions made previous day by G.O.C.	
			Circular re laxity in submission of returns issued.	Appx 1
	2		Arranged with Depot of Personnel for Lt. Durrant to continue as Q.M. until Sunday then to be relieved by reinforcement officer.	
			Arranged for Class 1 hired vehicles to be conditioned by L.A.D., Class 2 to be attended to by Recovery Sections, Class 3, where at all useable, to be continued in use until replaced by better vehicles.	
			Lt. Kroger reported for duty as Catering Officer.	
			Verbal report from D.A.P.M. re alleged offences by Lt. Waters, Provost Unit.	
			Administrative Instruction No. 25 issued.	Appx 2
	3		Conference on H.Q. Staff Exercise of 31 Jul.	
			Conducted preliminary investigation into allegations against Lt. Waters and suspended him.	
			Instructed D.A.P.M. to submit full report.	
			Fd Regt advises TIDWORTH AREA has approved of extension of camping area.	
			With D.A.Q.M.G. and D.A.D.O.S. allotted newly available vehicles, 20 W.D., 10 hired, 20 motor cycles.	
	4		Discussed legal aspect of Lt. Waters' case with Col. i/c Adm and Legal Staff Officer; further investigation 1830 hrs; adjourned until 2045 hrs to allow him to produce documents; on further investigation removed suspension, ordered him not to resume his	

(3110) Wt 25842/1784 1000m 12.39 BPL 51/8684 Forms C2118/22

WAR DIARY

or

~~INTELLIGENCE SUMMARY.~~

(Erase heading not required).

Army Form C. 2118.

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

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	Aug 4		comd but to report to Depot of Personnel at 0900 hrs tomorrow as an unposted officer; informed Depot accordingly.	
	5		Visit from Supply Officer, BULFORD to arrange for requisitioning of petrol pump for H.Q.	
			G.O.C. and G.I. to LONDON for inspection of S.E. Coast Defences.	
			Telephone request from S.T.3 to visit War Office re vehicle requirements on Saturday.	
			Visited Tpt Officer, BULFORD re requirements of hired vehicles; informed him following are approximate requirements, excluding technical vehicles:- 38 motor cycles plus 84 for motor cycle pls. 2 cars 28 8-cwt trucks (large cars will do in lieu of proportion) 126 15-cwt trucks 8 1-ton trucks 130 30-cwt lorries 3 3-ton lorries Tpt Officer advises probably 20 motor cycles and 12 cars available tomorrow; hopes to get some lorries from LONDON by 7th Aug. Arranged that we will collect.	
			Tpt Officer also informed of our proposals re Classes 1, 2 and 3 and unserviceable vehicles.	
			Instructions issued re inspection of hired vehicles relating to impressment and their subsequent repair.	Appx 3
			Further instructions issued re daily state of rail and road movement (2/37/Q)	Appx 4
	6		A.Q. visited Sn Comd S.T. - D.D.S.T. and D.A.D.S.T. re provision of A.S.C. vehicles; D.A.D.S. re making available reserve supplies; Capt. Tait re progress in hiring vehicles.	
			Conference with Senior Supply Officer, Catering Officer, Officer in Charge Supplies, BULFORD, N.A.A.F.I. representative re A.S.C. drawing supplies in bulk - to commence with supplies to be issued on 12 Aug.	
			Administrative Instruction No. 26 issued.	Appx 5.

(21110) Wt 35842 1784 1000m 12 39 BPL 31/5684 Forms C2118/22

WAR DIARY

or

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Army Form C. 2118.

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	Aug 7		Tpt Officer, BULFORD, visited to advise that 30 vehicles available for hiring in LONDON and 12 big cars in lieu of 8-cwts at SOUTHAMPTON - possibly 10 vehicles per day will subsequently be available in LONDON. Arranged party to proceed, inspect and collect.	
			20 Motor Cycles available at BULFORD this afternoon.	
	8		A.Q. proceeded to LONDON for inspection of S.E. Coast Defences.	
			Administrative Instruction No. 27 issued.	Appx 6.
	9		Of 30 lorries in LONDON and 12 cars in SOUTHAMPTON available for hiring only 2 and 8 respectively found fit.	
			A.Q. absent on Defences Inspection.	
	10		A.Q. visited War Office - S.D.11 & S.D.6 (with D.A.D.O.S) re provision of "B" vehicles, particularly wireless vans and motor cycles for motor cycle pls. S.T. 3 (b) re A.S.C. vehicles; gave total requirements and holdings; discussed in detail the schedule of requirements and reasons for A.S.C. organization adopted in lieu of, as suggested by Col. Simpson S.T.3, two independent bde coys. S.D.1 re possibility of making available some proportion of ry coy personnel for 11 Fd Coy - little likelihood; stressed desirability of extra vehicles for M.G. Bn in view completeness of equipment.	
	12		Force H.Q. Staff and Signal Exercise.	
			A.S.C. commenced drawing in bulk and issuing to units in lieu of detailed issue from Supply Depots to units.	
	13		Reserve petrol drawn by A.S.C.	
	14		G.O.C. visited Forestry and Railway Construction Units and 3 A.G.H., GODALMING; A.Q. to LONDON in evening to join him.	

(3110) Wt 35842/1784 1000M 12/39 BPL 51/5684 Forms C2118/22

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WAR DIARY

or

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(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	Aug 14		Conference on Staff and Signal Exercise.	
			Equipment situation as in attached statement (prepared for tomorrow's Conference)	Appx 7
			Administrative Instruction No. 28 ~~issued~~ issued.	Appx 8
	15		G.O.C. accompanied by A.Q. made following visits:-	
			Australia House - M.L.O., C.P.M. away.	
			D.Q.M.G. - Question of duty free tobacco for sale to tps - to be submitted; state of equipment and vehicles; question of winter accommodation, SHORNCLIFFE and DOVER suggested, G.O.C. does not favour unless the Force required to undertake at ~~same~~ time Beach Defences Role.	
			A.C.I.G.S. - Discussion of priority for issue of equipment; present state of training 25 Inf Bde does not warrant more than training scale; general discussion on progress of issues of equipment and vehicles; discussion of operational role in S.P.A.	
			M.O. (2) - Departure of first flight for MIDDLE EAST ~~and~~ not before the last week in September.	
			A.G. - Discussion on question of leave; G.O.C. would like to grant free travelif possible, if not, some additional concession above 50%; a matter for decision by us. Most desirable avoid leave travel during week-end. Discussion on desirability of grant of local rank; not necessary in view of Visiting Forces Act.	
			C.G.S. Home Forces (with B.G.S. S.D.) - Discussion of equipment priorities and issues; proposed if possible equip 18 Bde to 100%, 25 Bde to 50%. In certain items, viz, mortars, brens, 25 pr guns and tractors, F.A. present issue is not up to approved scale.	
			Discussed question of winter accommodation; G.O.C. re-iterated non-favouring of SHORNCLIFFE and DOVER, COLCHESTER a possibility.	
			C.G.S. agreed to 15% being absent on leave at the same time, leave to be for 6 days.	
			C.G.S. desires schedule of vehicles required.	

(3110) Wt 35862/704 1000m 12 39 BPL 51/5664 Forms C2118/22

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

WAR DIARY

or

~~INTELLIGENCE SUMMARY.~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	Aug 15		A.Q. visited :- Q.M.G. 1 (c) re report on voyage H.M.T. X.5 D.S.T. and S.T. 3 - Question of use of petrol for cars privately owned by Chaplain and Y.M.C.A. for official duties - not practicable; vehicle requirements particularly Office Lorries and additional vehicles for 2nd line amn carriage to compensate for shortage of 1st line tpt. S.D.11 re vehicles, particularly trucks, water tank and extra tractors F.A. On return to H.Q. prepared schedule required by C.G.S. and arranged for despatch by S.D.R. at dawn tomorrow.	
	16		G.O.C. held Conference with G.1, A.Q. and Col i/c Adm regarding the representations to be made to MELBOURNE regarding the disposal of the Force in view probable move to MIDDLE EAST.	
	17		Rang Maj. Keller O.S. 6 re motor cycles; requirement of 168 machines given by D.A.D.O.S. represents 6 motor cycle pls, whereas 3 only being raised. These machines now coming to hand will enable us to complete to 50% all units and leave a balance of 37. O.S.6 agreeable that we should retain this surplus. Information received 15 more Thompson guns to be issued. Discussion with Maj. Swiney, A.D.O.S. (E)m Sn Comd re hiring and requisitioning of hired vehicles; made it clear we will not accept unserviceable or unsuitable vehicles. Instructed C.O.M.E. to press on with inspection of hired vehicles with view to impressment. Administrative Instruction No. 29 issued.	Appx 9
	19		Instructions issued clarifying situation in regard to sustenance and rations for personnel on leave.	Appx 10
			Administrative Instruction No. 30 issued.	Appx 11

(3110) Wt 35842/1704 100m 12.39 BPL 31/5664 Forms C2118.22

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

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	Aug 20		G.O.C. accompanied by A.Q. and Col i/c Adm attended memorial service at WESTMINISTER ABBEY for Ministers of State, Officers and others killed in CANBERRA air disaster.	
			A.Q. informed Maj. Purches S.T. 3 (b) of variations in A.S.C. requirements of vehicles.	
	21		G.O.C. made following decisions in conference with G.1 and A.Q.:- M.C. Pls 25 Bde to be formed at a later date Inf A. Tk Coys not to be formed. Lt. Maloney now at Depot of Personnel to be posted to 71 Bn. Maj. Sandow to be D.A.Q.M.G. Fixed Echelon. Maj. Klose to be O.C., Depot of Personnel. A.I.F. Depot of Personnel to be organised as H.Q. and two coys; permanent staff to consist of Class 2 officers, W.Os and N.C.O's if possible. If Capt. Pont posted to Ord Fd Park, to be replaced by Capt. Eastwood.	
	22		A.Q. informed Col i/c Adm of previous day's decisions of G.O.C.	
	23		Telephone from Maj. Whitty, S.T.6, asking whether ration is satisfactory; informed him, in general, yes, although meat issue was much below Australian scale and if national rationing would permit increase would be very acceptable; requested to make unofficial representations in writing.	
			G.O.C. discussed with G.1, A.Q. and Col i/c Adm agenda for tomorrow's Sn Comd Conference; instructed Col i/c Adm to be prepared to provide personnel for two additional fd arty tps.	
			Visit by O.C., 27 Motor Coach Coy, now available for A.I.F., in regard to method of control - in principle through comd A.A.S.C.	
			Administrative Instruction No. 31.	Appx 12
	24		G.O.C. attended Conference Sn Comd and subsequently informed staff of result of Conference.	
			Office Lorries, water tank trailers and certain other vehicles received for H.Q.	
	26		Visit of inspection to DORSET Beach Defences.	

(3110) Wt 35642 3744 1000m 12/30 BPL 51/5464 Forms C2118/22

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

WAR DIARY

or

~~INTELLIGENCE SUMMARY.~~

(Erase heading not required).

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	Aug 27		Visit by Col. Mokler-Ferryman, G.S.M.I.	
			Administrative Instruction No. 32 issued.	Appx 13
	28		Cable from Army, MELBOURNE, regarding disposal of Force including decision to retain 25 Inf Bde, 13 Fd Coy and 11 Fd Amb. G.O.C. held Staff Conference with Col i/c Adm, G.1 and A.Q. then proceeded to Sn Comd. Further Conference. Then despatched letter to War Office advising instructions received. Later held conference of comds, informed them of instructions received and decisions made and instructed them to take all preparatory action for the necessary re-organization of the Force. Documents attached.	Appx 14
			Prepared vehicle and equipment situation for tomorrow's War Office visit. Vide attached	Appx 15
	29		G.O.C., accompanied by A.Q. visited War Office in relation to re-organization and move to MIDDLE EAST	
			Q.M.G. re leave - percentage will need to be increased, Home Forces must agree; large numbers expected to travel, particularly to SCOTLAND. Question of winter accommodation; G.O.C. does not favour SHORNCLIFFE, DOVER and suggests advantages of an area nearer to possible port of embarkation. When prepared to go operational role must cease, but if on S.E. Coast would still be required to fight if necessary, although bulk of equipment despatched. After Force goes will be left behind an Administrative H.Q., Pay, Records and hospital; mainly concerned in clearing up. Q.M.G. will want to know what accommodation will be required. Possibility of billets in S.P. area will be examined. Whatever happens Force will be staying in Sn Comd.	
			D.D.M.O. - Informed date of sailing of first priority about 25th Sept. D.M.O. wants to know our desire in regard to priority of units. After discussion of leave, operational role, equipment situation and re-organization necessary, following priority tentatively fixed:-	
			2/3 Fd Regt 1 A. Tk. Regt 2/1 M.G. Bn Army Field Workshops (possible) 18 Inf Bde	

(3110) Wt 35844/1784 1000m 12 39 BPL 51/5684 Forms C2118/22

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

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

Army Form C. 2118.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
AMESBURY ABBEY	Aug 29		Fd Coy and Fd Amb to complete the Bde gp.	
			A.C.I.G.S. - General discussion on grouping and despatch of the Force on above lines.	
			Australia House (M.L.O. and C.P.M.) re sustenance allowance for Australia House Guard. G.O.C. interviewed High Commissioner.	
			On return to War Office at 1700 hrs G.O.C. informed by D.D.M.O. that priority of despatch had been fixed as follows:- 18 Inf Bde and Sig Sec with Fd Coy and Fd Amb and L.A.D. and, possibly M.G. Bn depending on accommodation. Impossible to mobilise A. Tk. Regt and Fd Wkshop by date of embarkation. Equipment for Inf Bde A.Tk. Coys not available therefore ~~therefore~~ these are not to be formed before despatch.	
			On return to H.Q. G.O.C. held staff conference attended by Col i/c Adm, A.Q., G.2, A.D.M.S. and A.D.O.S. and informed them of result of visit.	
			Administrative Instruction No. 33 issued.	Appx 16
	30		Staff Conference in regard to implementing above decisions and preparatory action commenced. In evening telephone from S.D.2 confirming priority decision given previous day, and notifying us of mobilization order for units concerned.	
	31		A.Q. visited D.D.O.S. Sn Comd re equipment situation for units being mobilized; arranged procedure for submission of deficiency lists.	
			Afternoon G.O.C. held Conference attended by Col i/c Adm, G.1, A.Q. and Officer in Charge Records regarding procedure to be followed for re-establishment of Fd and A.Tk. Regts and Army Field Wkshop and for the transfer of personnel.	Appx 17

(2110) Wt 43862 1744 1000m 12/39 BPL 51/5664 Forms C2118/22

A 9

Appendix 1

1 Aug 40.

Subject - Late submission of returns

To - All Units
From - Australian Force

Considerable laxity is being shown by the majority of units of Australian Force in the submission of returns called for from time to time. In no one instance has a return called for in Administrative Instructions been rendered by all units by due date.

Returns are asked for for a specific purpose and often there is little interval between the time information is received at this H.Q. until it is required to be forwarded to higher authorities.

Non-submission of returns by due date is not only non-compliance with instructions but involves considerable extra work in obtaining the complete information.

The G.O.C. therefore directs that Commanding Officers give this matter their personal attention with a view to evolving a system by which this failure can be obviated.

SEEN!
A.A. & Q.M.G.
D.A.A.G.
D.A.Q.M.G.
CATERING O.

Distribution List
Less 30 & 31.

Lt.-Col.
A. A. & Q. M. G.

D.A.G. Office

Appendix 2

AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS NO. 25.

2 Aug 40.

1. VEHICLE CENSUS - "A" & "B" VEHICLES.

In continuation of Administrative Instructions No. 22, para 6 of 28 Jul 40, it is essential that every movement of an "A" or "B" vehicle, involving a striking off or a taking on charge, will be reported immediately by all separate and self accounting units to Headquarters, Australian Force. Every movement will be reported on A.F. G871 in duplicate and posted within 24 hours.

This return is a secret document. In the event of A.F. G871 not being available, the pro forma to be used is given below.

A complete census will be called for from time to time under separate instructions.

MOVEMENT OF "A" AND "B" VEHICLES.

Unit	Type of Vehicle	W.D. No.	X Received from :- Transferred to :-	Date	Authority

X Delete words inapplicable.

Station _____

Date _____

_____

Officer Commanding.

2. ENGINEER STORES.

The following instructions will take the place of Australian Force Administrative Instructions No. 1 para 3 and General Staff Instructions No. 33 para 3 which are cancelled.

(A) Engineer Stores for training and for P.A.D. measures in unit camps.

(i) Units under command or placed under command for local administration of Mxd Bdes will forward requests to H.Q. Mxd Bdes. Each request will show clearly the purpose each item is required for and no requests will be made direct on local British authorities.

(ii) After investigation by H.Q. Mxd Bdes, the requests will be forwarded to H.Q. Australian Force under a covering letter. The possibility of each unit using training stores in rotation should be borne in mind.

(iii). Units not in category (i) above will forward their requests direct to H.Q. Australian Force.

(iv) Owing to shortage of engineering stores in this country and the heavy requirements under para (B) below requests should be reduced to a minimum and strictest economy observed in their use; items should be salvaged and re-used wherever possible.

(B) Engineer Stores for operations.

(i). Barbed wire, Dannert wire, screw and angle iron pickets, cement sandbags, A/Tk mines and explosives will be obtained as follows :-

(a) 25 Mxd Bde informs Comd, Mil Dist of MARLBOROUGH (O.C. Tps, TIDWORTH) of requirements, who in turn informs C.R.E. (Ops) S.P.A.

(b) 18 Mxd Bde and other A.I.F. units not under command of 25 or 18 Mxd Bdes informs C.R.E. Australian Force of requirements, who in turn informs C.R.E. (Ops) S.P.A.

(c) As stores come to hand they are allocated by C.R.E. (Ops), S.P.A. to Comd, Mil Dist of MARLBOROUGH (O.C. Tps, TIDWORTH) and to C.R.E. Australian Force, who are responsible for their distribution to formations and units in accordance with (a) and (b) above.

(B) Engineer Stores for Operations. (Contd)

(ii) General engineer stores other than in (B)(i) above will be obtained as follows :-

(a) 25 Mxd Bde applies direct to C.R.E., SALISBURY PLAIN District (at present, Major Cole, LARKHILL - Telephone DURRINGTON WALLS 321, Extension 116).

(b) 18 Mxd Bde and other A.I.F. units not under command of 18 or 25 Mxd Bdes informs C.R.E., Australian Force of requirements, who in turn demands on C.R.E., HUTTED CAMPS District (Lt.-Col Rivers Moore, SALISBURY - Telephone SALISBURY 3203).

5. EXECUTION OF HOME DEFENCE WORKS.

(a) Under instructions issued by C.R.E. (Ops), S.P.A., C's R.E. (assisted by D.C's R.E., A.C's R.E. and Garrison Engineers) are responsible for placing of contracts and execution and supervision of all work done in connection with Home Defence, other than work carried out by Military or L.D.V. Labour, as under :-

C.R.E., SALISBURY District - Military Districts of CHIPPENHAM and SWINDON.

C.R.E., SALISBURY PLAIN District - Military Districts of TROWBRIDGE and MARLBOROUGH (includes TIDWORTH CAMP area).

C.R.E., HUTTED CAMPS - Military Districts of WARMINSTER and AMESBURY (includes LOPCOMBE CORNER C T area).

(b) For work carried out by A.I.F. Tps, the C.R.E., Australian Force is responsible for general supervision.

4. QUARTERING.

(a) Quartering includes works services in camps, billets, etc. as well as the allotment of areas and accommodation.

(b) Requests for works services will be made by 18 and 25 Mxd Bdes for camps in their areas, and by H.Q., Australian Force for other unit camps, direct to the C.R.E. concerned; the C.R.E., SALISBURY PLAIN District deals with TIDWORTH camps, and the C.R.E., HUTTED CAMPS District deals with camps in the vicinity of AMESBURY and LOPCOMBE CORNER. For minor services, these C's R.E. are assisted by D.C's R.E. and Garrison Engineers alloted to the various camp areas.

(c) As regards Quartering purely, S.P.A. is divided into two sub-areas as under :-

(i) The Military Districts of CHIPPENHAM, SWINDON AND MARLBOROUGH (this latter includes TIDWORTH).

(ii) The Military Districts of TROWBRIDGE, WARMINSTER AND AMESBURY (this latter includes BULFORD, AMESBURY, LARKHILL and LOPCOMBE CORNER).

Each sub-area as above is controlled by an assistant S.A.Q.C. (with a Garrison Engineer alloted by the C.R.E. concerned for minor services in billets, quarters, etc.) under a S.A.Q.C. working under the Staff Captain Quartering at S.P.A. The S.A.Q.C. for S.P.A. is Major N.F.Jeans, Telephone BULFORD 3731 - ALBANY VILLA, HINDON, Telephone HINDON 207.

(d) For all major questions concerning the purely quartering aspect as apart from works services, proposals will be submitted by 18 and 25 Mxd Bdes to H.Q. Australian Force who in turn will submit their proposals to the A.A. & Q.M.G., S.P.A.; major questions include acquisition of land and compensation paid for land in civilian ownership.

Minor proposals will be submitted by 18 and 25 Mxd Bdes and H.Q. Australian Force for other units, direct to the Assistant S.A.Q.C. concerned or to the S.A.Q.C., S.P.A.

The S.A.Q.C. or Assistant S.A.Q.C's will co-operate with the C.R.E. concerned regarding any works or engineer services required.

5. MEDICAL OFFICERS.

The following postings and changes in postings of Medical Officers are made, with effect from 3 Aug 40, except where shown :-

Capt K.H.Tepper to M.O., 3 Fd Amb
Capt J.F.Lipscombe from R.M.O., A.A.S.C., to M.O., 11 Fd Amb
Capt A.L.Carrodus from R.M.O., 72 Bn, to M.O. 11 Fd Amb
Capt J.P.Kenny from M.O.,3 Fd Amb, to R.M.O., 70 Bn
Capt W.H.Campbell to R.M.O., 71 Bn (to take effect from 6 Aug 40.)
Capt N.H.Morgan from M.O., 11 Fd Amb, to R.M.O., 72 Bn
Capt E.P.Cherry from R.M.O., 71 Bn, to R.M.O., 2/3 Fd Regt (to take effect from 6 Aug 40.)
Capt I.L.Kelf to R.M.O., A.A.S.C., Actg R.M.O., Training Depot
Lt.-Col D.B.Loudon from C.O., 3 Aust Spec Hospital to C.O., General Hospital.
Major K.C.Ross to Actg Senior Surgeon, General Hospital
Major N.L.Eadie to Actg E.N.T. Surgeon, General Hospital
Capt M.T.Cockburn to Actg Physician, General Hospital
Capt W.P.Wippell from M.O., 3 Aust Spec Hospital, to Actg V.D. Specialist, General Hospital
Capt C.B.Cox from Pathologist, 3 Aust Spec Hospital to Actg Pathologist General Hospital
Capt A.H.Wilson from R.M.O., 70 Bn, to Actg M.O., General Hospital
Capt E.W.Kyle to Actg M.O., General Hospital
Capt A.H.Lendon to Actg M.O., General Hospital
Major Maughan to Actg Quartermaster, General Hospital
Capt C.M.Christie to Actg Asst Quartermaster and Quartermaster V.D. Wing, General Hospital
Lieut B.G.Fegent to Pharmacist, General Hospital
Major J.M.Dwyer to Actg Registrar, General Hospital

6. MOTOR VEHICLE LIGHTS FD AMD CVT (ex AUSTRALIA)

Reports on the masking of lights on the above mentioned vehicles, details of action in connection with which were contained in Australian Force Administrative Instructions No. 14 para 13, have been received from only a few units.

The action required by the above quoted Administrative Instructions is to be completed urgently and reports of completion submitted without delay.

7. RECOVERED VIOLIN.

One violin in a black wooden case without any identifying marks has been received at A.I.F. Clothing Store ex Troopships. The owner should apply through his unit to this H.Q.

Lt.-Col.
A. A. & Q. M. G.

Ref/1157

Appendix 3

5 Aug 40.

Subject - Inspection of Hired Vehicles relevant to Impressment Purchase Subsequent repair of same.
To - All units
From. - Australian Force

The hiring of civilian vehicles is being gradually discontinued and "impressed purchase" substituted in lieu. Australian Force is responsible for the inspection of all hired vehicles on issue to them, and has been called upon by Sn Comd to advise which vehicles are suitable for retention and which are unsuitable. C.O.M.E. will arrange this.

The General Classification is as under :-

CLASS 1 - Vehicles which are "fit for mobilisation" and vehicles which can be made "fit" in less than six working hours by unit personnel (including L.A.D's). Such vehicles may have minor faults to be kept under observation.

CLASS 11 -Vehicles which can be made "fit for mobilisation" by workshop or unit attention and be at duty with unit in three days.

CLASS 111- Vehicles which can be made "fit for mobilisation" by workshop attention and returned to unit in ten days.

Vehicles which fall within the above three classifications will be considered suitable for retention, provided the type of vehicle also is suitable for army purposes.

They can be divided into two groups :-

(1) Vehicles already on issue
(11) Vehicles still to be issued from R.A.S.C., Bulford.
Repair action will be as under.

GROUP 1 -

Units will retain Class 1 and Class 111 vehicles. Inspection reports for Class 1 vehicles will be forwarded to O.C's L.A.D's concerned, as a guide to repair requirements.

Class 11 vehicles will be passed to Rec Secs A.A.O.C. for action. Relative inspection reports for both Class 11 & 111 vehicles will be forwarded to Rec Secs.

When repairs to Class 11 vehicles have been effected these vehicles will be returned to the respective units and Class 111 vehicles withdrawn for repair.

Rec Secs will undertake this work to their maximum capacity but to prevent undue accumulation of vehicles at workshop site withdrawal of vehicles for repair will be by direct arrangement between Rec Secs and units.

GROUP 11 -

As and when advice is received at Australian Force H.Q. from Bulford, that further vehicles are available for issue, Rec Secs will be advised to send inspection party to Bulford issuing depot.

This party will inspect all vehicles concerned and will reject those which do not attain the necessary minimum classification (i.e. Class 111). Inspection reports (A.F. C857B) will be completed for those vehicles which are accepted and the vehicles will be taken by the inspection party to Australian Force H.Q., Amesbury Abbey. The inspection reports should show clearly the type of body and capacity e.g. 10 cwt Panel van, 1 ton truck (with or without hood). A list of vehicles will be passed direct to the D.A.Q.M.G., and the inspection reports will be passed direct to the C.O.M.E.

It may be necessary to carry out inspection after arrival at H.Q. not at Bulford issuing depot.

GROUP 11 (Contd)

Units to whom the vehicles are alloted will collect Class 1 vehicles and repair under unit arrangement, the respective inspection forms being passed direct to the L.A.D's concerned.

Class 11 and 111 vehicles will be repaired by Rec Secs prior to issue, the respective inspection forms being passed to Rec Secs. Withdrawal of vehicles for repair will be by direct arrangement between Rec Secs and D.A.Q.M.G.

On completion of work by unit, L.A.D's and Rec Secs, inspection reports will be endorsed "work completed", signed by the O.C. L.A.D. or Rec Sec concerned and returned to C.O.M.E.

Lt.-Col.
A.A. & Q.M.G.

Distribution List "A"
less 30, 31, 38 & 42.

Z/37/Q **Appendix 4**
SECRET

5 Aug 40.

Subject - Daily State Rail and Road Movement

To - All units
From - Australian Force

Reference Z/37/Q dated 13 Jul 40 it has been found advisable to amend the form of the Daily road and Rail Movement State.

The attached pro forma shows the form to be used, and the method of filling in the State in accordance with the above.

This daily return is required to enable an accurate march table to be prepared at short notice, and, therefore, every detail asked for is wanted accurately.

An initial supply of pro forma slips is being forwarded.

Where there is no change in the detail as forwarded the previous day, a memo to that effect will suffice.

"RAIL STRENGTH" means the personnel, equipment and stores which cannot be carried in unit vehicles, and for which Rail or other transport will be necessary.

"ROAD STRENGTH". The personnel shown under this heading will be those which will be carried in unit vehicles.

Lt.Col.
A.A.&Q.M.G.

2/37/9 SECRET

DAILY STATE RAIL AND ROAD MOVEMENT

Unit 4 BN Date 6.8.40

	Officers	Other Ranks	Bicycles	Tonnage and Stores not carried on man or in Unit transpt
RAIL STRENGTH	20	543	20	10 Tons
ROAD STRENGTH	5	95		

				TRUCKS			LORRIES			
	M/Cs	Cars 2 str	Cars 4 str	8 cwt	15 cwt.	Aust	1 ton	30 cwt.	3 ton	Carriers
VEHICLES W.D.	10	2		1		2				3
VEHICLES - HIRED	1			1		4		1		
VEHICLES A.A.S.C. On Loan.								2	1	
VEHICLES A.A.S.C. att as per W. E.										

Appendix 5

AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS NO. 26.

6 Aug 40.

1. AMMETERS W/T - PALIC MAKE.

Ammeters of the above type are of Australian manufacture and cannot be obtained in U.K.

A suitable substitute, obtainable from R.A.O.C. is -"AMMETER M.F. 0-300 M.A. No. 1". (Ferranti).

When Ammeters W/T Palic make become defective units should return them to D.A.D.O.S., Australian Force and submit demand for "AMMETER M.F. 0-300 M.A. No. 1" in lieu.

2. ALLOTMENT OF L.A.D's.

The list showing allotment of L.A.D's issued with Australian Force Administrative Instructions No. 7 para 3 (c) is cancelled and is replaced by the "Attachment of L.A.D's" herewith.

3. "X" LIST.

It is understood that, since the issue on 31 Jul 40 of "Advance Copy A.I.F. Order 28" with circular showing "Variations to Order of Battle and Re-allotment of Personnel", personnel who would have been on the "X" List have been accepted back by their units direct.

A return showing all such personnel will be submitted to this H.Q. by 1200 hrs on 7 Aug 40.

In future the provisions of A.I.F. Order 28 para (g) will be strictly adhered to in regard to all personnel who are or should be on the "X" List in accordance with para (a) of the above order.

4. LOSS OF ARMS.

The loss of Rifle No. 95250 has been reported. Units will check for this and if located advise H.Q., Australian Force.

5. PROMULGATION OF INFORMATION TO L.A.D's.

Units which have L.A.D's attached are reminded of the necessity for passing on to those L.A.D's information contained in Administrative Instructions.

6. CHARGES.

Numerous cases are occuring of Commanding Officers dealing with charges contrary to A.M.R. & O. 409 1(a).

Commanding Officers are accordingly reminded that A.M.R. & O. 409 forbids them (without reference to superior authority) to dispose summarily of a charge under the Army Act except under one or more of the following sections :-

Sections 10 (except sub-sec 1), 11, 14, 15, 18 (1 & 3), 19, 20 (except when act is wilful), 21, 22, 24 and 40.

Although a breach of A.M.R. & O. 409 does not invalidate the award of the C.O. he incurs disciplinary responsibility in making such an award.

The superior authority, to whom a case is to be referred, is, in the case of troops forming a portion of a Hqd Bde, the Hqd Bde Comd and, in the case of other troops, the G.O.C., A.I.F. in U.K.

Lt.-Col.
A. A. & Q. M.G.

SECRET

AUSTRALIAN IMPERIAL FORCE - UNITED KINGDOM.

ATTACHMENT OF L.A.D's.

Issued with Australian Force Administrative Instructions No. 26 (para 2) of 4 Aug 40.

(a) Whilst the force is in its present location.

L.A.D. NO.	LOCATION	UNIT TO WHICH ATTACHED.	REMARKS
41.	Arena Road	5 Fd Bty	Serves 5 Fd Bty and 1 A/Tk Bty
44.	Hastings House	25 Mxd Bde	Serves Bde H.Q., Bns and Force Pro
47.	Lopcombe Corner	18 Mxd Bde	Serves Bde H.Q. and Bns
48	Tidworth Pennings	1 M.G. Bn	
49.	Arena Road	6 Fd Bty	Serves 6 Fd Bty and 2 A/Tk Bty

(b) When the Force is operating

L.A.D. NO.	UNIT TO WHICH ATTACHED	REMARKS
49.	25 Mxd Bde	Serves 2 A/Tk Bty, 13 Fd Coy and such force troops as may be operating with or attached to 25 Mxd Bde.
48.	1 M.G. Bn	Serves M.G. Bn and force troops not elsewhere provided for.
41	18 Mxd Bde	Serves 1 A/Tk Bty, 3 Fd Coy and such force troops as may be operating with or attached to 18 Mxd Bde.
44. 47.	25 Mxd Bde) 18 Mxd Bde)	Serve Bde H.Q. and Bns.

This allotment is subject to variation as and when required.

File

AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS NO. 27.

8 Aug 40.

1. ANKLETS, WEB.

Approval is given for the issue of one pair of Anklets, Web, per officer and other rank. The Anklets are available for issue from the A.I.F. Clothing Store, Bulford. Unit indents should be submitted for the following percentages of sizes :-

Size	2	3	4
Measurement at top of anklet	14½ ins	15½ ins	16½ ins
Percentage to be demanded	25	65	10

2. ACCIDENTS AND INJURIES.

Instances have been noted of serious accidents occurring, and no notification being received at Headquarters until a considerable time later.

The prescribed form for the reporting of injuries to personnel is A.A.F. D11 and of accidents in which vehicles are involved A.F. A3676 with inner sheets A & B. These are required in all cases.

Completion of these forms however takes time. In order therefore that appropriate action may be taken early, units will, in addition to submission of such forms, report to H.Q. at once any accident in which they are involved, unless the damage or injury is of a very minor nature. Such report will be submitted by memorandum and in serious cases by the quickest available means.

3. NOTES ON OPERATION AND MAINTENANCE OF VEHICLES.

Certain notes as above in respect of the following vehicles are issued herewith :-

Fordson 15 cwt Infantry Truck (W.O.T. 2)
Fordson 30 cwt General Purpose Carrier (W.O.T. 3)
Fordson 8 cwt Personnel Carrier (W.O.C. 1)

4. WEB EQUIPMENT - PN '08.

Those units which have received the issue of 1937 pattern web equipment will return all 1908 pattern articles and/or bandolier equipment to A.I.F. Clothing Store, Bulford. Before equipment is returned, the unit will communicate with the O. O. (Telephone, Bulford Military Extension 272) to ascertain a suitable time for the stores to be received.

The stores will be returned on A.F. 108 or other suitable voucher and receipts will be obtained from the O. O. The duplicate copy of the receipt will be forwarded to D.A.D.O.S. by the O. O. A.I.F. Clothing Store.

Equipment will be returned to the depot tied in bundles of individual items by 10's and will be packed in sacks or other suitable containers showing unit's name article and quantity in each package.

Units will provide their own transport.

When the remaining units are issued with their 1937 pa. equipment, such units will return '08 and bandolier equipment in accordance with the above procedure.

5. PURCHASE AND REMOVAL OF BY PRODUCTS.

By-Products are now being removed from A.I.F. camps by National By-Products Ltd, Savoy Chambers, Andover, Hants, (Tel. Andover 111). For the information of units, certain contract conditions and rates of purchase of By-Products are outlined hereunder:

(i). The term By-Products shall include all swill, bones, fat, crackling, but not including any By-Products arising from Officers' or Sergeants' Messes.

(ii) By-Products shall be removed daily, the contractor being responsible for the provision of sufficient sanitary receptacles at each men's cook-house according to the number of men in the unit.

(iii) Rates. New Prices as from 1st Aug.

Edible Fat	- 20/-	per cwt.
White Melted Fat	- 10/-	" "
Brown " "	- 10/-	" "
Cracklings	- 5/-	" "
Marrow Bones	- 4/-	" "
Other "	- 3/-	" "
Swill	- 25/-	Per 100 men per month.

Old Prices, operative up to 1 Aug.

Burnt Fat & Dripping	- 3/-	per cwt.
Butchers Fat	- 6/6	" "
Cracklings	- 1/6	" "
Marrow Bones	- 4/-	" "
Other "	- 2/-	" "

(iv) Method of Accounting and Payment.

(a) On collection of By-Products by the contractor, the unit will receive a detailed receipt showing both commodity and quantity collected (with the exception of Swill)

At the end of the month, National By-Products Ltd will submit to units a monthly credit sheet showing the daily details and a monthly summary.

These details should be checked against the daily receipts.

On the reverse side of the statement the unit will furnish a certified summary of Rations drawn (as per A.F.55).

The credit sheet on completion will be returned to National By-Products Ltd.

(b) Payment will be made direct to units within 30 days of the expiration of the month of collection.

(c) Cheques so received by units will be paid into Regimental Funds Trust A/cs through Paymaster Amesbury Abbey.

6. SUPPLIES.

(a) Commencing from Monday 12 Aug. supplies will be drawn from R.A.S.C. and N.A.A.F.I. and delivered to all units by Supply Wing Force A.A.S.C.

The present system of units drawing direct from the above sources will cease after drawing on Sunday 11 Aug., that is, to satisfy indents submitted on 9th for consumption on 12th.

(b)(i) Those units who are at present submitting indents to Bde Sup O's will continue to do so, such indents to reach the Bde Sup. O. by 0830hrs. After abstracting information for his own records, the Bde Sup.O. will forward indents to S. Sup. O. Force A.A.S.C. Bulford Fields by 0930 hrs.

(ii) The following Units will submit indents direct to S. Sup. O.

Force H.Q., Force A.A.S.C., Force Provost, A.I.F. Detention Barracks, A.I.F. Depot of Personnel, A.I.F. School.

(iii) Force A.A.S.C. will collect indents mentioned in para (b)(ii) above, such indents to be ready for collection by 0830 hours.

6. SUPPLIES (Contd)

b (iv) The S Sup O will consolidate indents received from Bde Sup O's and other units and submit A.F. W3316 to O i/c Supplies, Bulford for whole of R.A.S.C. rations and to N.A.A.F.I. Manager, Bulford for the whole of the N.A.A.F.I. supplies.

All R.A.S.C. supplies will be drawn from the R.A.S.C. Depot, Bulford.

The N.A.A.F.I. Manager will inform S Sup O of the proportion of N.A.A.F.I. supplies to be drawn from Bulford and Tidworth Depots.

c Milk will still be delivered direct to units by the Contractor.

d Change in Indents.

(i) Units may, if the circumstances are exceptional, change indents up to 24 hours before the time of delivery by notifying Bde Sup O who will in turn notify S Sup O.

(ii) Should the number of rations issued not agree with the number indented for, the S Sup O will notify Bde Sup O of deficiencies.

e Expense Stores.

Coal, wood, kerosene, disinfectants, etc. will be indented for direct through Bde Sup O as under existing conditions and drawn under unit arrangements.

f Supplementary Rations.

Units will continue dealing direct with N.A.A.F.I. in regard to this matter. The Supplementary Ration A/c and all necessary supporting Vouchers will be forwarded through Bde Sup O's to S Sup O or to S Sup O direct as the case may be, for transmission to Force H.Q.

g A.F's W3309, W3310 and A.F. 3179.

Daily Ration Strength Return (A.F. W3309), Comparison of Daily Ration Strength with Rations Drawn (A.F. W3310) and Issue Voucher (A.F. 3179) will also be forwarded to Bde Sup O or S Sup O as the case may be, through the channels mentioned above.

7. ABBREVIATIONS.

The abbreviated title of Advanced Depot of Medical Stores is - Adv Depot Med Stores. A.D.M.S. is the abbreviation for Assistant Director of Medical Services.

Lt.-Col.
A. A. & Q. M. G.

File

ISSUED WITH AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS NO. 27.

NOTES ON OPERATION AND MAINTENANCE OF CERTAIN VEHICLES.

A. FORDSON GENERAL PURPOSE 30 CWT LOAD CARRIERS (W.O.T. 3).

(i) Solid Type Tyre Retainer Rims.

A number of the abovementioned vehicles have been fitted with solid type tyre retainer rims.

Where these are used, removal of the rims to release the tyre is effected as follows :-

Insert the tyre lever in the slot provided in the ring and lever this portion over the wheel rim until a cut-away portion in the ring, adjacent to the lever slot, rises over the wheel rim. Continue to lever the remainder of this half of the ring over the wheel rim until the opposite cut-away portion in the ring is free from the rim. The ring can then be removed.

NOTE : This is similar to the solid type tyre retainer rims fitted to 30 cwt and 2 ton Ford vehicles in Australia.

Difficulty may be experienced in using the rim tool supplied, due to difficulty in entering the head in the slot provided in the retaining rim. Should this occur, the surplus metal on the width of the tool may be removed by grinding.

(ii) Hand Brake Application.

It is found that in an emergency, drivers sometimes use both the hand and foot brakes in conjunction and with considerable force. This may result, in the case of the abovementioned vehicles, in the hand brake lever being sprung back on the ratchet, causing it to be difficult to release.

To release the hand brake without damage to the pawl and ratchet apply full pressure to the foot pedal and pull back the lever until the ratchet may be released.

B. FORDSON 15 CWT INFANTRY TRUCK (W.O.T. 2).
FORDSON 30 CWT GENERAL PURPOSE CARRIER (W.O.T. 3).

(i) Easy Starting Control.

Should the movement of the cable become restricted, the easy starting control will not operate to its fullest extent, or the control may be prevented from returning to its fully closed position. This will result in very poor performance, an abnormally high fuel consumption, and danger of excess cylinder bore wear, due to the washing away of the lubricant from the surface by liquid petrol.

If the easy starting control feels stiff to operate, or cannot be pulled out in the normal manner to its fullest extent, the operating wire and fixing should be examined.

Inspect the short stiff brass conduit that will be found protruding from the rear of the dash. This should be straight, and free from any sharp bend or "kink".

The wire must also be free from corrosion and be able to move easily within the short brass conduit and the longer flexible conduit, one end of which is attached to the carburettor easy starting device.

Should the wire and conduit be found to be corroded, they must be dismantled and thoroughly cleaned and inspected, replacing if necessary, with a new wire or conduit.

A bent or "kinked" wire should be removed, as it is not found possible to satisfactorily straighten out these parts, or to correct any "kink" in the wire.

To prevent corrosion and to facilitate ease of operation, it is advisable to grease the cable and inside of the conduit when re-assembling.

B. FORDSON 15 CWT INFANTRY TRUCK (W.O.T. 2).
FORDSON 30 CWT GENERAL PURPOSE CARRIER (W.O.T. 3). (contd).

(ii) Wire to Carburettor Attachment.

The operating wire is held to the starting lever arm by means of a pinch bolt.

When the wire is inserted into the hole in the bolt, and the nut is tightened, clamping the head of the bolt against the flange of the sleeve, the bolt should still be free to rotate, allowing relative movement between the wire and the arm.

Should it be found that the bolt becomes fixed, when the nut is tightened, the bolt must be replaced.

(iii) Batteries and Filler Caps.

Batteries now being fitted to the abovementioned vehicles are of 140 ampere hour capacity (10 hours rating) with some difference to the filler cap.

The general maintenance of batteries is dealt with in the 30 cwt General Purpose Load Carrier and 15 cwt Infantry Truck Instruction Book, and similar attention should be given to these units now fitted.

No automatic levelling valve is incorporated, as in the previous batteries, to prevent over-filling and care should therefore be taken when topping up these batteries that the level of the electrolyte is not allowed to become too high.

When the filler caps are removed, which may be done after one quarter turn, the battery electrolyte should be visible. When topping up the battery, as required, with distilled water, the level of the electrolyte should be brought up to the level of the lower end of the filler tube, but no further, or the battery may become over-filled, resulting in splash and consequent loss of electrolyte. A slot is provided on each side of the tube for ventilation purposes and to allow the gases generated, due to charging, to escape through the vent hole in the filler cap.

As is indicated in the Instruction Book for these vehicles, the specific gravity of the electrolyte when the battery is fully charged should be between 1.270 and 1.290.

C. FORDSON 8 CWT PERSONNEL CARRIER (W.O.C. 1).

(i) Shock Absorber Maintenance.

The shock absorbers fitted to the abovementioned vehicles contain a special shock absorber fluid when they leave the factory.

When first inspected for topping up, on no account must engine oil or any other fluid be added to that which is already present; considerable damage will be caused if these fluids are mixed, i.e. failure or breakage of the shock absorbers, due to a chemical action causing considerable thickening of the fluid with consequent increased stresses to the moving parts.

Should it be necessary to use a light engine oil, this may only be added after the shock absorbers have been drained and all traces of the original fluid removed.

For this purpose the absorbers must be detached from the chassis and the fluid drained via the filler plug orifice, after which they must be thoroughly flushed out with benzine.

To ensure thorough washing up of the internal parts, some benzine should be added, the filler plug replaced and the absorber vigorously shaken. Vigorous movement of the shock absorber arm will also help to ensure that the benzine reaches and cleans all internal parts, after which the benzine may be drained out and the process repeated several times until it appears that the assembly has been thoroughly cleaned.

C. FORDSON 8 CWT PERSONNEL CARRIER (W.O.C. 1).

(i) Shock Absorber Maintenance (contd)

The absorbers may now be replaced on the vehicle and filled in the normal manner, to the level of the filler plug, with the engine oil provided for this purpose, and kept topped up every six months, as dealtt with on page 22 of the 8 Cwt Personnel Carrier Instruction Book supplied for these vehicles.

(ii) Distribution Timing.

The distributor timing on the abovementioned vehicles when leaving the factory has been modified to improve running conditions and prevent "pinking".

It will be found that the red mark on the index scale plate does not now coincide with the mark on the distributor body, but is retarded by one division.

Should it be found that with an earlier vehicle of this type, having the former distribution setting, that "pinking" is occuring, the timing may be retarded one division.

First loosen the three fixing screws that secure the distributor in position, then turn the body in an anti-clockwise direction, when facing the engine, as dealt with on page 57 of the Instruction Book. Turn the body until the red timing marks are not more than one division apart and tighten the securing screws.

Lt.-Col.
A. A. & Q. M. G.

REPORT ON WAR EQUIPMENT - AUSTRALIAN FORCE. Appendix 7 14 Aug 40

1. Personal Equipment.

Web Equipment-Approx. an additional 1,200 sets of 1937 pn web equipment are required to complete the whole force.

Rifles- 400 additional rifles are required for issue to those personnel normally armed with pistols until the supply of the latter is completed.

Pistols- Approx. 850 pistols are required for the force. Of this number 415 are on hand.

2. Anti-Gas Equipment.

Personal Clothing-An additional 800 sets are now required for reinforcements.

Unit Equipment-With the exception of some small items this is complete to scales laid down in G1098-1000.

3. Weapons.

3in Mortars- Three (3) only have been received. At least an additional 3 are required for training the bns of 25 Inf Bde.

2in Mortars- Twenty-seven (27) have been received. This represents 50% W.E. for bns of 18 Inf Bde and 25% W.E. for bns of 25 Inf Bde.

L.M.Gs.- 157 Brens and 12 Lewis have been received. This approximates to :
50% W.E. for 18 Inf Bde plus 1st Priority Technical and service units.
25% W.E. for 25 Inf Bde.

Boys Rifles- 100 have been received. This represents approx. the same scale as that on which L.M.Gs.have been issued.

4. Field Artillery.

Guns- 5 Fd Bty is complete with 25 pr guns and trailers.
6 Fd Bty has 3 18-prs and 3 4.5in Hows and Trailers.

Tractors- A total of 18 F.A. Tractors (Quads) has been supplied.

4-Field Artillery Contd.)

Tractors Contd.

After providing for the towing of weapons there is no means of towing the remaining trailers. An additional 9 Tractors or alternately 9 30-cwt 4-wheel G.S. lorries with towing attachments are needed.

A. Tk. Arty.- Only two guns 2 pr A. Tk. and towing vehicles have been provided.

5. Engineer Equipment.-Lower training scale for Div. Engrs. only has been provided. Boxes Testing and Jointing have not been supplied. Without these the engineers are incapable of preparing demolitions by electric firing. Provision is urgent. No Folding Boat, or Box Girder equipment has yet been received.

6. Signal Equipment.-Lower training scale only for Div. Sigs. and five (5) Bns. Australian Pn 101 and 109 W.T. set are at present in use.

7. Div. Workshops.-The necessity arises for the provision of vehicles and equipment for this unit. With the amount of M.T. and the increased number of weapons with the force facilities for recovery and 2nd line repair should be provided.
This will include the provision of store lorries completely equipped with spares in addition to machinery and recovery vehicles.

8. L.A.Ds.- The Provision of spares for stocking L.A.Ds. requir to be taken up. Four store lorries are on issue.

9. Div. Ord. Fd. Pk.-The issue of the vehicles and stores for a Div Ord Fd Pk on a reduced establishment of 2/3 of the British establishment is now necessary to carry the requisite spares for the force should it assume its mobile role at any time.

The spares are not always available from local Ordnance Depots and unless they are handy vehicles may be laid up for considerable periods. This with the present shortage of M.T. becomes a matter of importance.

The main vehicles required are :-

Lorries, 3 ton	- 4 wheeled	-	Binned	4
"	"	"	Special Binned	1
"	"	"	Unbinned	4
"	"		Battery storage	1
"	"		Battery charging	1

Appendix 8

AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS NO. 20.

14 Aug 40.

1. MOLOTOV COCKTAILS AND A W BOMBS must ON NO ACCOUNT be stored in ammunition stores or with ammunition, or carried with ammunition in vehicles.

2. REPAIRS TO "A & B" VEHICLES.

Entries in Vehicle Log Books (A B 412)
(A B 413)

All repairs effected to "A & B" Vehicles must be entered up in the section of Vehicle Log Book allotted for repairs.

Entries of work carried out in the unit lines by unit personnel will be brief. Log Books will be viewed and checked weekly by the O.C. L.A.D. concerned.

Where vehicles are passed to L.A.D's or Recovery Sections for repairs, the Log Book will accompany the vehicle, and short summaries of the work done will be entered and initialled by the O.C. L.A.D. or Recovery Section.

3. TRAFFIC ACCIDENTS - PROCEDURE FOR DEALING WITH.

(a) The liability of the War Department for settling claims is in no way altered by the war and it is still essential that the fullest information should be furnished in reports of Traffic Accidents.

(b) The preparation and early submission of accurate and detailed reports regarding traffic accidents is of paramount importance to ensure the early settlement of claims and the avoidance of heavy damages which may arise if a clear statement of facts is not quickly and readily available.

(c) O's C. Units will therefore ensure that the following instructions are complied with in future and higher formations will take steps to issue any detailed instructions which may be deemed necessary to give effect to these instructions.

(d) All units must maintain an adequate supply of Army Forms A 3676 (Road Accident Report), and IT IS IMPERATIVE THAT ALL DRIVERS WITHOUT EXCEPTION SHOULD BE IN POSSESSION OF INNER SHEET "A" OF ARMY FORM A 3676 OR ITS EQUIVALENT. It is also imperative that every driver should know that in the event of an accident it is his immediate duty to make the report required by this Inner Sheet "A" in every detail.

O's C Units will satisfy themselves by actual tests that drivers study the instructions printed on Army Form A 3676 and are conversant with them and know their duty; and particularly appreciate how important it is to obtain statements by witnesses, or, if these cannot be obtained, the names and addresses of the witnesses. Drivers should also be frequently warned not to make any admission of liability for an accident, or to express any opinion which might be interpreted by other interested parties as an admission of responsibility. This does not, however, mean that they should withhold particulars of the accident which may be required by the police authorities.

It should be noted that these instructions will equally apply when impressed vehicles or hired vehicles are driven by military personnel.

On completion of the driver's report the O.C. will satisfy himself that the driver has given a full and accurate account of the accident.

In cases where there is any lack of lucidity in the report, the driver will be questioned in order to bring out any salient points necessary to a clear understanding of the circumstances giving rise to the accident and the liability of the various persons involved.

If there is in the unit an officer who has a thorough knowledge of civil law (e.g. a practising barrister or solicitor, or an experienced solicitor's managing clerk or an accident insurance office

If there is in the unit an officer who has a thorough knowledge of civil law (e.g. a practising barrister or solicitor, or an experienced solicitor's managing clerk or an accident insurance office official) his services in questioning the driver and in the collection and presentation of material facts together with his views on the case would be of considerable assistance.

With reference to para 4 of the notes on the Outer Sheet of Army Form A 3676 it is realised that it will not always be possible to obtain an estimate from a technical officer as to the damage done to a civilian vehicle; in such cases a brief description of the damage done will suffice.

As regards damage to property adjacent to the road see Note to para 4. In cases of serious accidents, it is, however, essential that technical estimates should as far as possible be obtained, the only exceptions being cases covered by para 4 below.

(e) In all cases of personal injury or damage to property where it can be foreseen that legal proceedings against the driver are likely to arise, i.e. where he is possibly to blame, or where claims are likely to exceed the sum of £50, O/C Units will :-

(i) Obtain a Retainer by the War Department driver in the following terms :-

Traffic Accident at _____

Date of Accident _____

Telephone No. of Unit Headquarters _____

I _____, do hereby request and authorise (if they so desire, to instruct the Treasury Solicitor to act on my behalf in any proceedings which may be instituted against me, arising out of the above traffic accident. Further, I authorise the War Department and the Treasury Solicitor to take such action as may be considered proper, and generally to do what may be considered necessary in my interests by the Treasury Solicitor in his capacity as my Solicitor and legal advisor, including authority to admit liability if deemed advisable.

The War Department

Signature _____

Full Name _____

Unit _____

Regimental Number _____

Private Address _____

Date _____

and forward this to Headquarters, Australian Force with the preliminary accident report.

(f) Where civilians are injured in a traffic accident, the Officers Commanding Unit or Formation will take steps to ensure that a medical examination is carried out by a military medical officer or a civilian medical practicioner in War Department employ, and that the report to be rendered by him on Inner Sheet "B" of Army Form A 3676 is forwarded.

(g) FATAL INJURIES. Where civilians, or military personnel not on duty, receive injuries which prove fatal as a result of a traffic accident in which War Department drivers of any sort, on duty are concerned, FULL PARTICULARS WILL BE SENT IMMEDIATELY TO AUSTRALIAN FORCE, in quadruplicate, in addition to the normal report on Army Form A 3676.

The particulars will contain full details of the occurrence, together with a sketch plan, and will specify the names and addresses of any witnesses.

The War Department will normally desire to be represented at any inquest to be held in respect of the death of any person, other than an officer or soldier on duty, as the result of a traffic accident in which an [illegible] Force driver on duty is concerned. Where it is known that an inquest is to be held, a further report will be forwarded to this H.Q. giving details as to the time and place of the inquest and any further information not previously furnished which may have come to light since the original report.

(h) Correspondence from Insurance Companies, solicitors and civilians received by Officers Commanding will be acknowledged and forwarded to Headquarters, Australian Force for action.

(i) In cases where a civilian person, vehicle, animal or property is involved, if A.F. A 3676 cannot be disposed of within 7 days, Commanding Officers will render a preliminary report of the accident to Australian Force Headquarters, giving details in the form shown below; such preliminary reports are not required if W.D. Vehicles or W.D. property ONLY are involved :-

(i) Date of accident.
(ii) Place of accident.
(iii) W.D. vehicle involved.
(iv) Unit holding vehicle at time.
(v) Other vehicle/s or property.
(vi) Nature of accident (in brief)
(vii) Name and address of :-

(a) Owner and/or driver of civilian vehicle.
(b) Owner of civilian property.

(viii) Name and address of Insurance Company concerned.
(ix) Particulars of injured persons :-

(a) Army personnel or civilians employed by the War
(b) Civilians. Department.

(x) Whether W.D. vehicle was on authorised route; if not on authorised route state :-

(a) Whether the W.D. driver deviated from his authorised route or
(b) Whether the vehicle was taken out without authority.

NOTE : In cases where damage has been done to property on or adjacent to a public road, e.g. Bridges, Walls, Houses, Railings, Hedges, Gates, Culverts, Lamp Posts, Poles, etc., the Area Compensation Officer will be notified with the full particulars, and a copy of the notification attached when forwarding either the preliminary report or the A.F. A 3676 to Headquarters, Australian Force. Any claims submitted in connection with the above will be transmitted by the unit concerned to the Area Compensation Officer, upon whom the responsibility for further action towards effecting a settlement for such damage will rest.

(j) In the event of an accident happening immediately prior to the departure of a unit for overseas, completed Inner Sheet "A" of A.F. A 3676 will be forwarded to [illegible] Headquarters, prior to embarkation, even if no details of damage are available, but the best steps possible should be taken, either by communication with the D.A.D.O.S. or otherwise, to ensure that a technical estimate is rendered after the departure of the unit.

(k) Except as regards cases to be dealt with by Area Compensation Officers (see Note to para i) Officers Commanding Units may continue to dispose of cases where War Department Vehicles only are involved and the damage is less than £4. (exclusive of overhead charges); quarterly schedules of such cases will be rendered to this H.Q.

In all other cases, after any necessary disciplinary action has been taken, A.F. A 3676 will be forwarded direct to Headquarters, Australian Force, for necessary action.

(l) Any necessary disciplinary action should always be taken by the Officer Commanding but where it is desired to try a soldier by court martial the circumstances, etc., will be reported to Australian Force Headquarters and the normal procedure followed.

The rendition of A.F. A 3676 will not, however, be delayed on this account, but the fact that a court martial will probably be held will be recorded at Note (d)(i) of the Commanding Officer's report on the penultimate page of A.F. A 3676.

(m) If War Department vehicles belonging to different units are involved in a traffic accident the Officers Commanding the units will consult each other as to which driver (or both) is to blame before taking any disciplinary action.

In the unlikely event that agreement cannot be reached the case should be submitted by both Officers Commanding to Headquarters, Australian Force.

(n) In all interviews (e.g. in hospital) or correspondence with the claimants, their relations, friends and representatives or advisers, all concerned must bear in mind the great importance of avoiding any statement that may be construed as an admission of any liability, on the part of the War Department or the driver or other person concerned in the accident. Care should be taken that no impression is conveyed that any compensation will be paid as the result of the occurrence.
(o) All previous Command Orders on this subject are hereby cancelled.
(p) Reports on accidents in which civilians, or civilian property is involved will be made in DUPLICATE.

4. TENTAGE LAY-OUT AND CAMOUFLAGE.

(a) No excuse will be accepted for uncamouflaged tents. If tents are white and no paint is available, mud must be applied and re-applied.

(b) Camouflage patterns will be large and boldly disruptive.

(c) Local cover of trees, copses and proximity to hedges will be used to hide, not only tents but their shadows.

(d) If tentage has to be sited in the open, it will be staggered and symetrical grouping avoided.

(e) Protection of personnel from H.E. Bombs will be by narrow slit trenches of which no straight length will exceed 10 yards (see FSPB Pamph No. 4, fig 13, page 29).

Trenches must be camouflaged by such means as turf or branches.

(f) All Commanding Officers will see that these orders are carried out immediately.

for Lt.Col.
A.A.&.Q.M.G.

DISTRIBUTION "A"

AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS NO. 29.

18 Aug 40.

1. SUPPLIES - TEA.

Units should note that as from Aug 4 the daily ration of tea has been reduced from 1/2 oz to 3/8 oz.

This reduction of 1/8 oz tea has been replaced in the daily scale by 3/16 oz cocoa.

When cocoa is issued in lieu of tea, the basic equivalent will be 9/16 oz cocoa equals 3/8 oz tea.

2. REPAIR OF EQUIPMENT BY AUSTRALIAN FORCE ORD WORKSHOP.

It has come to notice that delays are occurring in the repair of equipment, etc. by Australian Force Ord Workshop due to insufficient information being submitted by units concerned.

Procedure, as set out below, will be adopted by all units when forwarding equipment or components to Australian Force Ord Workshop for repair.

Equipment (or component) will be labelled or accompanied by a note giving the following information :-

(a) Unit to whom article is on issue.
(b) L.A.D. through whom article is forwarded.
(c) Nature of article with registered number, and mark, where applicable. If an M.T. vehicle is concerned then the W.D. No., Make, Type, Engine No., Model, will be quoted.

Vehicles will always be accompanied by an O.M.E. inspection report on A.F.G. 857/A or B.

All vehicles components etc for repair will normally be forwarded with the relevant particulars to H.Q. Aus Force Ord. Workshop.

In exceptional circumstances articles may be forwarded direct to the place of repair if this is not located at Workshop H.Q. but in such instances Workshop H.Q. will be advised immediately of action taken and copy of relevant information forwarded thereto.

Temporary receipts will be given for equipment etc. brought in for repair, AB 108 being used for the purpose.

Vehicle Log Book AB 412 or AB 413 must accompany its respective vehicles to Workshop.

Units should remove all tools, except starting handle and wheel wrench, from vehicles before delivery to Workshop.

On completion of work, units or L.A.Ds. will be advised to arrange for collection.

Aus Force Ord Workshop will attend to all items brought to notice on A.F.Gs 857/A or B and carry out any additional work considered necessary. On completion of work A.F.Gs 857/A or B will be endorsed accordingly and returned with the vehicle. If, for any reason, vehicles are returned to unit or L.A.D. with work incomplete, the A.F.Gs 857 will clearly show the nature of the work outstanding. Only in exceptional circumstances will vehicles etc be returned to L.A.Ds or units with work outstanding which is beyond the capabilities of the L.A.Ds or units to perform.

On return, after completion of work, A.F.Gs 857/A or B will be retained by units and kept with vehicle log book.

3. PAY-BRITISH SCHOOLS

Personnel of the A.I.F. attending British Schools will in future be paid by the school. The amount will be enteredin their pay books in stirling and exchange will be adjusted later by debit note. Claims for reimbursement of monies so disbursed will be made,by the various schools,tothe Chief Paymaster at Australia House direct,the claim being certified to by the senior A.I.F. Officer present.

Lt.Col.
C.M.G.,O.M.G.

4. RUBBER STAMPS.

It has been noticed that in some units facsimile rubber stamp signatures are being used. The use of such stamps must cease and any held will be destroyed forthwith.

Subject - Ration Indents and Subsistence Allowance

Appendix 10

To - All units
From - Australian Force

Reference Memo No. 1398 of 17 Aug 40 on Leave :

As personnel proceeding on Leave will be in Camp for breakfast on the first day of their leave period and will appear on Daily Ration Strength Return (W 3809) for that day, units will be entitled to draw the full day's rations for that day for personnel so concerned. The Subsistence Allowance of 6 days does not include Subsistence for this day, but is made up of the five succeeding days and the full day men were absent from camp during their 36 hour leave period.

Lt-Col.
A. A. & Q. M. G.

Appendix 11

AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS NO. 30.

19 Aug 40.

1. DETECTORS, ANTI-GAS - INDIVIDUAL.

Owing to the supply position only one pair of Detectors, Individual per man will be issued pending further instructions being given. Detectors will not be withdrawn from personnel already in possession of two pairs.

2. "B" and "A.S.C." VEHICLES. (All load carrying vehicles).

Illumination of rear axles.

Provision is to be made for the illumination of rear axles of all load carrying vehicles so that they can be seen from behind without any light being visible from the air.

An ordinary standard rear lamp will be fitted on the underside of the body or chassis in such a position that the light is directed forwards and downwards on to the centre of the rear axle.

A two-way switch, without an off position, is to be wired in the rear light circuit so that either the existing red or new white rear light may be illuminated.

Necessary stores will be issued to units, when available, without further demand.

Work will be carried out as under :-

"B" Vehicles

Locally, by units, with the assistance of, and under the supervision of, O's C.L.A.D's, to whom full particulars have been forwarded.

"A.S.C." Vehicles

Under A.S.C. arrangements. Full particulars have been forwarded to C.O. A.S.C.

Units will advise H.Q. Australian Force through the normal channels when all vehicles on issue to them have been fitted in accordance with the above.

Distribution - List "A"

Lt-Col.
A. & Q. H. G.

War Diary

Appendix 12

AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS No. 31.

23 Aug 40.

1. BLOOD TYPING OF PERSONNEL.

Blood typing of all personnel not yet grouped will be done in accordance with the time-table below. Capt. Cox 5 A.G.H. will attend at the time and place mentioned, and it is particularly requested that Units arrange for all personnel concerned to attend:

Unit.	No. of Men.	Place.	Time.
H.Q., A.I.F. (U.K.).	38	R.A.P.,	Monday 26/8/40
G.H.Q. Staff	2	Amesbury Abbey.	at 1000hrs.
9 Bn.	4	R.A.P., 10 Bn.	" 1130hrs.
10 Bn.	25	" "	" "
12 Bn.	2	3 Fd. Amb.	" 1215hrs.
3 Fd. Amb.	17	" "	" "
H.Q., 25 Lxd. Bde.	33	25 Bde. H.Q.	" 1400hrs.
11 Fd. Amb.	3	R.A.P., 72 Bn.	" 1515hrs.
Force Sigs.	7	" "	" "
72 Bn.	33	" "	" "
3 Fd. Coy.	3	R.A.P. 70 Bn.	" 1630hrs.
15 Fd. Coy	3	" "	" "
70 Bn.	19	" "	" "
Adv. Dep. Md. Stores	6	" "	" "
1 Ord.Fd. Wk. Coy.	1	" "	" "
			Tuesday 27/8/40
71 Bn.	26	R.A.P. 71 Bn.	at 0900hrs.
1 M.G. Bn.	53	R.A.P. 1 M.G. Bn.	" 0945hrs.
Force A.A.S.C.	15	R.A.P., A.A.S.C.	" 1130hrs.
Force Provost Coy.	7		

2. RIFLES & EQUIPMENT - PERSONNEL EVACUATED TO HOSPITAL OR TO CAMP DRESSING STATION.

(a) Owing to the conditions applying at the present time, under which men evacuated behind the R.A.P. are not transferred to the X List, unless or until they have been away from the unit for 14 days, special arrangements are necessary for the handling of arms and equipment on issue to men so evacuated.

Arms, ammunition and equipment will be withdrawn by the unit when the soldier is evacuated to Camp Dressing Station or Hospital.

If, and when the soldier is placed on the X List, such arms and equipment will be transferred by the unit to the A.I.F. Depot of Personnel for issue to reinforcement drafts. Ammunition will be retained by the unit.

It will be realised that adherence to this procedure is essential in order that reinforcements may be fully equipped, when drafted to units.

Where the soldier is in hospital for less than 14 days and is, therefore, not transferred to the X List, his arms and equipment will be re-issued to him from unit store on his return to duty.

Please turn over.

(b) The soldiers Kit Bag containing his spare clothing, necessaries, and private effects, will accompany him to Camp Dressing Station or Hospital.

3. LOSS OF ARMS.

The loss of Rifle No. 95630 has been reported. The letters K. R.N. are carved on the stock. Units will check for this and if located advise H.Q. Australian Force.

Lt.-Col.
A. A. & Q. M. G.

AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS No. 32.

27 Aug 40.

1. PROTECTION OF FOOD AND WATER AGAINST THE EFFECTS OF GAS.

Units should ensure that all personnel concerned with the handling of food and water are familiar with information contained in the following pamphlets :-

Protection against Gas and Air Raids

Pamphlet No. 1 page 64, sec 33
" " 3 " 70 " 43

In this regard use should be made of Anti-Gas Training period (vide General Staff Instruction No. 31) for personnel concerned to practice both protection and decontamination of food.

2. SECURITY OF WEAPONS.

An instance has been reported of a service weapon and ammunition being left in a public place in an unattended car.

Such action not only shows a lack of appreciation of the individual's responsibility for Government property with which he is issued, but also is capable of providing assistance to the enemy.

Its seriousness is therefore to be strongly impressed on all ranks.

3. STORES AND EQUIPMENT - SUPPLY AND ISSUE.

In order to reduce the delays in the issue of A.F. G1098 equipment and other urgent ordnance stores, a large proportion, especially small consignments, have been sent by road during the past two months, either direct to units, in transit through the D.A.D.O.S. of the formation, or through a Command Ordnance Depot.

A number of cases have occurred of delay in unloading the lorries on arrival, owing to failure on the part of the consignee to provide an off-loading party at short notice after normal working hours. Apart from the waste of time and money involved, there is an acute shortage of road transport in the country, and consignees must assist in the quick turn round of all vehicles to enable them to be used to the best advantage, and thus assist in the speed up of the issue of equipment. Arrangements must be made accordingly to deal promptly with all consignments as soon as they arrive, whatever the hour may be. There should be no difficulty in finding the necessary labour in units, and all depots now have a military staff which must be available at call to deal with problems of this nature.

Messages will be sent in all cases by consignors advising the despatch of stores and probable time of arrival, but the latter cannot be guaranteed in view of changes of location of units, removal of signposts, etc.

4. 3 FD. REGT. PERSONNEL WITH OTHER UNITS.

A limited number of personnel are required in order to complete the W.E. of the 3 Fd. Regt.

Personnel who previously served with this Regt . and are now members of other units may submit applications through their C.Os for re-transfer to the Fd. Regt.

Applications so received will be endorsed with the recommendation or otherwise of the C.O. of the applicant's present unit and forwarded to 3 Fd. Regt.

5. LOSS OF ARMS.

The loss of rifle No. 93234 has been reported. Units will check for this and if located advise H.Q. Australian Force.

Lt.-Col.
A. A. & Q. M. G.

Appendix 14

SECRET

NOTES ON CONFERENCE

H.Q. Australian Force.

28 August 40.

PRESENT:-

Comd 25 Mxd Bde
B.M. 25 Mxd Bde
B.M. 18 Mxd Bde
Comd 3 Fd Regt.
Comd Force Sigs
Comd Rifle Bns
Comd 1 M.G. Bn
Comd A.A.S.C.
Col i/c Adm.
G.1
G.2
A.Q.
D.A.Q.M.G.
C.R.E.
A.D.M.S.
A.D.O.S.
D.A.D.O.S.
A.A.G.

1. G.O.C. read out telegram from Australia dealing with re-organization of Australian Force.

2. Owing to the amount of work involved in the re-organization of the force, and also to the possible necessity for holding an election, the Force exercise for 2/3 Sep 40 has been cancelled.

3. The 18 Mxd Bde exercise in co-operation with 5 Corps on 5/6 Sep 40 is to proceed (Note - Exercise subsequently cancelled on recommendation of Comd 18 Mxd Bde after conference with his Bn Comds. Decision based on the lack of tps on the dates concerned).

4. Australian Force is to be relieved of its operational role except in case of desperate situation. 18 Mxd Bde will therefore keep available 2 Bns, Fd Regt, one bty and M.G. bn, one coy and one pl. As far as these units are concerned it will be necessary for personnel to proceed on leave by units.

5. The latest date for the commencement of leave will be 14 Sep 40.

6. Basis of re-organization will be as follows:-
   18 Mxd Bde to remain at full strength
   3 Fd Regt to be reconstituted as a complete regt on present War Establishment, except that Regtl Survey party will be added.
   A. Tk Regt to be reconstituted, additional personnel being obtained from 25 Mxd Bde (except personnel with carrier pls) and from reinforcements.
   25 Mxd Bde to form four rifle coys and M.C. pls in nucleus.
   Div Ord Wkshop to be formed.
   Fd Coys, Fd Amb and A.A.S.C. to remain as at present.

The question of forming an inf A. Tk Coy with 18 Mxd Bde was discussed, and that Bde requested to submit its recommendations to H.Q. Australian Force.

A.Q. : for return.

SECRET

N O T E S.

(In explanation of attached table of personnel and vehicles - A.I.F. (U.K.).)

1. Adjustments in Establishments.

(a) Adjustments in establishments necessitated by changes in organization are taking place from time to time e.g.
   i. it is understood that the organization of fd regts is at present under review and that radical changes are likely to be effected in the near future.
   ii. the forming of M.G. pls for bns of 25 Bde has been approved and preparatory action is being taken. The establishing of the pls is however being delayed so that in the event of casualties occurring in the near future sufficient re-inforcements from infantry replacements will be available in the A.I.F. Depot of Personnel.

(b) If it is decided to move the A.I.F. (U.K.) to the Middle East :-
   i. personnel in the A.I.F. Depot of Personnel will be posted to units to complete to full establishment (e.g. each bn of 25 Bde to receive nucleus, at least, of fourth rifle coy)
   or as re-inforcements.
   ii. a small number of personnel will be left in England to finalize administration

2. Re-inforcements due to arrive.

Re-inforcements due to arrive in U.K. in the near future have NOT been included in the above figures.

3. Total strength.

(a) the total strength of the personnel shown is the number actually dis-embarked and especially enlisted in U.K. At any one time there are a number absent without leave or sick in hospital.

(b) A.I.F. Railway and Forestry units have NOT been included

4. Vehicle strength.

(a) The vehicle strength does NOT include hired vehicles and ~~lorries~~ from day to day in accordance with deliveries.

(b) A complete statement showing the War establishments and strength of vehicles by types as at 15 Aug.40 was forwarded to B.G.S. (S.D.) Home Forces on 16 Aug.40

A.Q. [illegible]

SECRET.
23 Aug 40.

AUSTRALIAN FORCE.

TABLE OF PERSONNEL AND VEHICLES.

(For explanation see attached notes)

Serial No.	UNIT.	PERSONNEL		VEHICLES				REMARKS
				Establishment		Strength as at 21 Aug		
		Offrs.	O.R.	M.C.	other Vehicles.	M.C.	other vehicles	
	Aus.Force H.Q.							
1.	Mobile Ech.	18	116	1	31	1	12	
2.	Fixed Ech.	26	62	1	5	1	-	
	Aus.Force Tps.							
3.	H.Q.Aus.Force Engrs.	3	9	3	3	2	-	
	3 Aus.Fd.Regt							
4.	H.Q.	7	55)					
5.	5 Aus.Fd.Bty	14	256)	27	106	14	45	
6.	6 Aus.Fd.Bty (less 1 tp)	11	194)					
7.	41 Aus.LAD	1	12	2	3	1	3	
8.	Aus.Force Sigs	14	259	56	66	29	27	
9.	1 Aus.M.G. Bn	30	665	40	122	20	35	
10.	46 Aus. L.A.D.	1	12	2	4	1	2	
11.	Force A.A.S.C.	23	576	38	219	38	141	
12.	3 Aus.Fd.Amb	9	167	5	32	5	19	
13.	11 Aus.Fd Amb.	9	167	5	32	5	14	
14.	Aus.Fce.Ord.Wksp.	5	152	5	35	2	5	
15.	48 Aus. L.A.D.	1	12	2	3	1	2	
16.	Aus.Fce.Ord.Fd.Pk.	4	43	2	10	1	-	
17.	Aus.Fce.Fd.Cash Office	1	12	-	-	-	-	
18.	Aus.Fce.Pro.Unit	2	76	62	8	31	2	
19.	Aus.Fce.Post.Unit	1	16	-	4	-	-	
20.	Aus.Fce.Emp. Pl.	-	34	-	3	-	-	
21.	Aus.Fce.Sec.Int. Corps	2	10	1	-	1	-	
	18 Aus.Mxd.Bde.							
22.	H.Q.	12	80	5	20	3	7	
23.	9 Aus. Bn.	34	715	46	68	39	31	
24.	10 Aus. Bn.	34	715	46	68	39	31	
25.	12 Aus.Bn.	34	715	46	68	39	31	
26.	1 Aus.A.tk.Bty (less 1 tp)	5	95	7	24	4	6	
27.	3 Aus.Fd Coy.	6	206	15	46	8	12	
28.	47 Aus. LAD	1	12	2	4	1	3	
29								
	25 Mxd.Bde.							
29.	H.Q.	12	80	5	20	3	8	
30	70 Aus.Bn. ✠	28	578	46	63	12	11	✠/Less 1 rifl coy.& A.C.pl. Vehicular est includes provision for M. pl.in each br
31	71 Aus.Bn ✠	28	578	46	63	19	12	
32	72 Aus.Bn ✠	28	578	46	63	19	11	
33.	2 Aus.A.Tk.Bty (less 1 tp)	5	95	7	24	4	1	
34.	13 Aus.Fd.Coy.	6	206	15	46	8	7	
35.	44 Aus. L.A.D.	1	12	2	4	1	1	

	Aus.Fixed Ech. Units & Estab's						
36.	3 Aus.Gen.Hosp.	18	89	-	-	-	-
37.	1 Aus.Spec.Dental unit	1	5	-	-	-	-
38.	6 Aus.SpecDental unit	1	5	-	-	-	-
39.	1 Aus.Adv.Depot Med Stores	1	8	-	1	-	-
40.	1 Aus.Ord.Clothg. & Kit Store unit	1	20	-	-	-	1
41.	Aus.Fixed Ech. Pro.unit	1	18	15	2	8	-
42.	Aus.Fixed Ech. Post unit	-	12	-	1	-	-
43.	Aus.Fixed Ech. Emplmt. pl.	-	34	-	3	-	-
44.	A.I.F.Dept. of Personnel(staff)	5	33	-	2	-	1
45.	A.I.F. Detention camp	1	16	-	1	-	-
46.	TOTAL	445	7770	601	1283	367	479
47.	Unposted personnel		205	-			
48.	GRAND TOTAL	445	7975	601	1283	367	479

SECRET

AGO CMY, Wilts
25 May 40.

Sir,

The following telegram has been received from Army H.Q. Melbourne :-

"0230 27/5 Your A.27 17/5 and my C.272 23/5 29 Inf Bde 18 Fd Coy and 11 Fd Amb will be retained and move Middle East as such. Essential following be reconstituted as complete units before moving. 2/3 Fd Regt 1 A/Tk Regt 2/1 M.G. Bn and 2/1 A.F.H. Also essential all units arrive Middle East fully equipped. Any shortages in personnel particularly in the case of Infantry can be made good from reinforcements in Middle East. Present policy does not envisage formation of new Div but these formations will be employed as independent Bdes on duty for which 6 Div is at present required to provide detachments. Instructions regarding the future location of Admin H.Q. will be advised later. Reinforcements in shipping diverted to Middle East."

In conformity with the above and having regard to the composition of the Australian Force which originally arrived in this country the organization shown in the attached schedule is that which will re-embark for Middle East.

This information is forwarded in connection with the arrangements for the equipment and embarkation of the Force. Details of strengths of each unit to be embarked will be submitted when the arrangements for re-organising the force have been worked out.

I have the honour to be,

Sir,

Your obedient Servant,

Maj-Gen.
Comd. A.I.F. in U.K.

The Under Secretary of State,
War Office,
LONDON.

SECRET.

28 Aug 40.

ORGANIZATION FOR EMBARKATION.

H.Q. Australian Force.

Force Troops.

2/3 Fd Regt
1 A/Tk Regt.
Aus Force Sigs (less "K" and "L" Secs)
2/1 M.G. Bn
2/1 A. Fd Wkshop (Div. Wkshop)
41, 48, 49 L.A.Ds.
2/3 Fd Amb.
11 Fd Amb.
Ord Fd Pk.

18 Aus Mxd Bde.

H.Q.
"K" Sec Sigs
2/9 Aus Bn. ? Bde A.Tk Coy.
2/10 Aus Bn.
2/12 Aus Bn.
2/3 Fd Coy.
47 L.A.D.

25 Mxd Bde.

H.Q.
"L" Sec Sigs
70 Aus Bn ? Bde A.Tk Coy.
71 Aus Bn
72 Aus Bn
13 Fd Coy
44 L.A.D.

L. of C. units.

Det - 3 Aus Gen Hosp.
1 Aus Spec Dental Unit
6 Aus Spec Dental Unit
1 Adv Dept Med Stores.

Units to remain temporarily.

H.Q. Australian Force - Fixed Echelon (part)
3 Aus Gen Hosp (less det)
Provost unit and detention camp
Postal unit.

Fd Pk Coy
Ord Workshop
special
MMD - V/1924/175/1 - 250
and W
157
480

Telegrams. Highly confidential

Date move. Still uncertain

Re-organization. H.Q. concentrate on that. Election - Cancellation Exercise. Leave. Retention of 18 Bde Gp with V. Corps. Incl. 2 allotment pleas to 18 Gp/Bde later or begin move on Bn roster. Operational roles. Can leave be arranged so that 2 Bns able to fight.

2/3. Fd. Regt. Re-organization postponed to 3 Btys each 2 Trs Later after arrival - reinforcements directed. Filling 2 establ. One Tr. required. Can leave be arranged to keep one Bty complete?

A/Tk Regt. Present - 2 Btys each less one Tr.
Required - 4 " ea three Trs.
Reinforcements coming.
Solution - other than those in Corps Pls. of 25 Bde to return - replace by rifle - Bty to remain under strength if necessary until arrival.

Fd. Corps
Fd. Amb } Nil increase - fill after arrival.

25 Gp/Bde. [illegible] Form from Corps in mobilization? No
Field Pk. to on arrival
Motor cycle Pl. accept equipment but defer formation

R.A.S.C.
~~Loads to Div~~
Fd. Workshops. Withdraw men to enable to fill establ. Div Workshops.

Rec. 4/7th Corps

Units to disembark.

Leave for Ca[illegible] Stella

C.299
28 AUG 40

To : AUSTADMIN

From : ARMY, MELBOURNE

0299 27/8 YOUR C.23 17/8 AND MY C.272 23/8 25 INF BDE 13 FD CO AND 11 FD AMB WILL BE RETAINED AND MOVE MIDDLE EAST AS SUCH (.) ESSENTIAL FOLLOWING BE RECONSTITUTED AS COMPLETE UNITS BEFORE MOVING (.) 2/3 FD REGT 1 A/T REGT 2/1 M.G. BN AND 2/1 A.F.W. (.) ALSO ESSENTIAL ALL UNITS ARRIVE MIDDLE EAST FULLY EQUIPPED (.) ANY SHORTAGES IN PERSONNEL PARTICULARLY IN THE CASE OF INFANTRY CAN BE MADE GOOD FROM REINFORCEMENTS IN MIDDLE EAST (.) PRESENT POLICY DOES NOT ENVISAGE FORMATION OF NEW DIV BUT THESE FORMATIONS WILL BE EMPLOYED AS INDEPENDENT BDES ON DUTY FOR WHICH 6 DIV IS AT PRESENT REQUIRED TO PROVIDE DETACHMENTS (.) INSTRUCTIONS REGARDING THE FUTURE LOCATION OF ADMIN H.Q. WILL BE ADVISED LATER (.) REINFORCEMENTS IN STRATHALLAN DIVERTED TO MIDDLE EAST

SECRET

Appendix 15

REPORT ON EQUIPMENT A.I.F. AT 28 AUG 40.

PERSONAL EQUIPMENT :

Web Equipment - Pn 37 :	90% complete - War Office have authorised remainder to complete units & 2nd line reserve.
Anti-Gas Equipment :	Personal equipment complete. Unit equipment 60% complete. Remainder is being delivered now. 2nd line reserve being delivered.
	MK VI CONTAINERS : Only 10% issued. Will requir completion with this type container under new conditions.
Helmets - Steel :	Complete
Rifles :	Complete
Pistols :	70% complete

UNIT WEAPONS :

Field Artillery :	1 Bty 25 pr complete with accessories.
	1 Bty :- 3 - 18 prs. Complete.
	3 - 4.5 Hows. "
	Bty staff equipment approximately 75% complete.
	Maintenance tools and spare parts approximately 50% only.
A/Tk :	2 guns complete.

AUTOMATIC WEAPONS :

M.M.G. (Vickers) :	72 held (ex Australia)
	Require : Sights dial Brackets Directors No. 9 Rangefinders
L.M.G's (Bren) :	164 received Only 12 sights fixed line Bren Gun received.
L.M.G's (Lewis) :	20 received. 12 A.A. Mountings only held.
.55 A/Tk :	100 received
Tommy Guns :	6 received
Mortars 2" :	27 received - 37%
Mortars 3" :	3 received - 25%
SIGNAL EQUIPMENT :	25% War Equipment 6 Inf Bns MIL - 1 M.G. Bn 25% Div Sigs with further W.T. sets coming to hand.
	Wire : approximately 30% No No. 18 Wireless Sets
ENGINEER EQUIPMENT :	Technical equipment approximately 30% Tradesmens' Tools approximately 60%

SECRET.

REPORT ON WAR EQUIPMENT AT 28 AUG 40.

OPTICAL STORES AND INSTRUMENTS :	Binoculars 200 Rangefinders - Arty 40% Inf Nil M.G. 30% Other instruments less than 25%
TOOLS - HAND :	18 Inf Bde 80% complete 25 Inf Bde 25%
AMMUNITION & EXPLOSIVES :	.55 A/Tk 30% lower scale only .303 Tracer 30% only All remainder complete
VEHICLES :	See separate statement
VEHICLE FIRST AID OUTFITS :	NIL.
L.V. SEC. TOOLS ETC. :	NIL.
SPARE PARTS FOR VEHICLES :	NIL.
CAMP EQUIPMENT :	
Cookers, portable :	NIL.

C.D. Simpson

Lt.-Col.
D. A. D. O. S.

19/8

Australian Force

Vehicle State as at 25 Aug 40.

Type of Vehicle	Ordnance W.E.	Ordnance Issue	A.S.C. W.E.	A.S.C. Issue	Remarks
Motor cycles	475	300	52	55	(1 MS) Australian:
M/C. Combinations	24	12	-	-	52 - 12 cwts.
Cars - 6 str.	-	-	1	1	6 - 4 str. cars
4 str.	18	-	25	15	1 - Breakdown
2 str.	14	10	23	25	2 - Limbers
Lorries - 3 ton 4 w. G.S.	20	10	77	77	Recovery
3 - 6 w. G.S.	-	-	11	10	
30 cwt. 4 w. G.S.	148	4	92	38	
30 cwt. 6 w. G.S.	35	-	-	1	
30 cwt. 6 w. Breakdown	3	-	-	-	
3 ton 6 w. Breakdown	2	3	3	3	
Ambulances	-	-	16	16	
3 ton 6 w. Workshop	-	-	5	2	
3 ton 6 w. Store	2	4	5	2	
30 cwt. 6 w. Store	6	-	-	-	
15 cwt. 6 Office	11	2	*1	-	* ? 1 for G Staff. HQ.
30 cwt. Office	-	-	2	2	
3 ton 6 w. Machinery	-	-	-	-	
3 ton 4 w. Recovery	-	-	-	-	[illegible]
3 ton 6 w. Dressing Stn.	-	-	2	-	[illegible]
Trucks 8 cwt. G.S. 5 str. etc.	120	25	4	-	[illegible]
8 cwt. Wireless	40	20	-	-	
15 cwt. G.S.	352	79	22	10	
15 cwt. Wireless	4	-	-	-	
15 cwt. A/T.K.	48	2	-	-	
15 cwt. Water Cart	27	-	-	-	
15 cwt. Air Compressor	6	2	-	-	
Vans 12 cwt.	-	-	10	-	
Trucks 1 ton G.S.	-	-	15	5	
Tractors F.A.	36	15	-	-	
Carriers (includes 2 O.P.)	62	35	-	-	
Trailers Water Cart	1	-	14	12	
Lorries 3 ton Tech. Store	-	-	5	2	
Vans Tank-Heating	-	27	-	-	

AUSTRALIAN FORCE ADMINISTRATIVE INSTRUCTIONS NO. 33.

29 Aug 40.

1. TRAFFIC ACCIDENTS.

Australian Force Administrative Instructions No. 23 para 3 expressly states that accidents involving civilians, civilian vehicles or civilian property, shall be rendered in DUPLICATE.

Many cases are still occurring where reports on A.F. A3676 are received without a duplicate copy, and units are reminded that these are required.

2. TRANSFERS TO R.A.F. or R.A.A.F.

Notwithstanding the instructions issued in Australforce Administrative Instructions No. 20 para 3 of 24 Jul 40, applications are still being received by the Air Liaison Officer direct from individuals for transfer to the Air Force.

It is again pointed out that no such applications will be considered and that any such transfers will not be approved except in very exceptional circumstances where the Air Force authorities apply.. specifically for an individual and when the transfer is in the interests of the service.

The submission of applications by individuals is to cease. The attention of all ranks is to be drawn to this instruction and any infringement thereof is in future to be treated as disobedience of orders.

3. TREATMENT OF PHOSPHOROUS BURNS.

Attention is drawn to the necessity for early treatment of phosphorous burns, along the following lines :-

(a) Any man suffering from phosphorous burns is to wash the affected area immediately with water, if this is available.

(b) On no account is he to apply any oily preparation.

(c) He is to seek medical aid without delay.

(d) In absence of medical aid he is to apply TANNAFAX if available. (Tannafax is not an oily preparation and is contained in the first aid outfits issued to Engineer Units and detached Arty Units).

4. D.A.D.O.S. DUMP.

The practice of unit representatives calling at the D.A.D.O.S. dump for the purpose of ascertaining delivery prospects, etc. must cease.

The system of delivery of ordnance stores by the A.A.S.C. supply lorries is now in complete operation and articles in fulfilment of unit indents are delivered the day following receipt by D.A.D.O.S.

The attendance of unit personnel at the dump hinders the work of the ordnance storemen and will only result in delaying deliveries instead of expediting them.

When a unit is required to attend the dump for the purpose of bulk deliveries special instructions to that effect will be issued.

Lt.Col.
A.A.&.Q.M.G.

Appendix 17

31st August, 1940.

Colonel i/c Administration.

Suggestion for Discussion.

Embarkation.	Decisions.
1. Divide programme by allotting Personnel now-	
(a) Remaining in U.K. as a H.Q. (Rear Party)	H.Q. 4 - 12
(b) Embarking as H.Q.	
(c) Now posted as H.Q. but will be surplus to paras (a) and (b).	
(d) Post surplus to Units by nominal roll but retain personnel para (c) as an attachment to H.Q. being detached from posted Unit.	
(e) Question of transfers between Units.	
(f) Question of posting reinforcements from Depot of Personnel. Should posting out of Depot be stopped.	
(g) Reinforcements en route. Should they be posted direct to Unit on arrival.	Through Depot ,quickly.
(h) Embarkation nominal roll to be fixed "zero" 7 days prior to embarkation.	Yes.
(i) A copy of inter unit transfers to be given to 2nd Echelon if approved by A.Q.	Yes.

Conference G.O.C., Col i/c., G., A.Q., Records.
1430 hrs 31 Aug 40.

Additional Decisions.

Army Fd Workshop to be organized as such.

Special instructions that all transferred/be retransferred who are drawing specialist pay unless absorbed or promoted remainder go back if wish.
Detached for work as long as necessary.
Keep Corps H.Q. and oddments intact.

ARMY FORM C.2123.

MESSAGE FORM

Serial No.

CALL AND INSTRUCTIONS	IN	No. of Groups. GR.	OFFICE DATE STAMP
	OUT		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO D.A.P.M., A.A.S.C., 2nd Nch
13 Wrd Bde, 25 Wrd Bde, 3 Fd Regt, 15 Fd Coy R.E., 3rd Fd Park, [illegible]

FROM AUST FORCE H.Q. G 55 7 Aug

TRANSFER	OF	[illegible]	[illegible]	[illegible]	[illegible]
BETWEEN	UNITS	VIDE	Para	3	of
Circular	issued.	31 July	[illegible]	[illegible]	[illegible]
MIDDAY	MEAL	3	[illegible]	(.)	[illegible]
PORTION	OF	[illegible]	[illegible]	[illegible]	ACCOMPANY
PERSONNEL	(.)	[illegible]	[illegible]	[illegible]	O.
NUMBERS	TRANSFERRED	[illegible]	[illegible]	[illegible]	[illegible]

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS.

Signed G. Ray Raymond Smith Capt. D.A.A.G. A.I.F. (U.K.)

IF LIABLE TO BE INTERCEPTED OR FALL INTO ENEMY HANDS, THIS MESSAGE MUST BE SENT IN CIPHER.

Signed

ORIGINATOR'S INSTRUCTIONS DEGREE OF PRIORITY

TIME OF ORIGIN 0655

T.H.I.

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

SYSTEM IN	TIME IN	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER
		[illegible]									

T.O.R.

(4396) Wt. 134/98/94. 210,000 pads. 6/36. B. & S. Ltd. 2 51-7852.