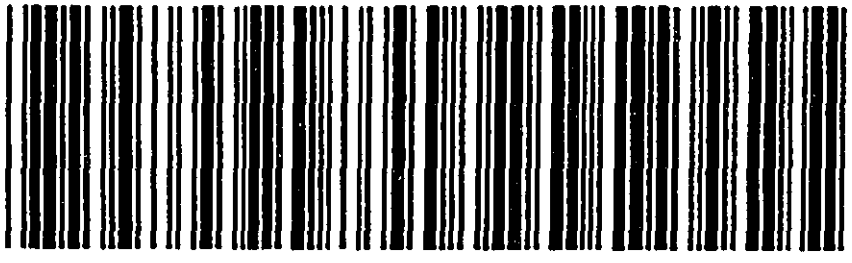
AWM52
Australian Military Forces, Army headquarters, formation and unit diaries, 1939-1945

1/15/5
RECORDS

2nd Echelon Malaya

January - December 1941



1/15/5-0010

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

Unit 2nd ECHELON....(ELBOW)..... *Date and Time.—From* 3rd January 1941 *To* 28th February, 1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
MELBOURNE	3.1.41	-	Advised verbally by O.i.c. 2nd Echelon A.H.Q. of proposal to send a detail of 2nd Echelon abroad with Elbow Force.	
"	6.1.41 to	-	In consultation with O.i.c. 2.Ech.A.H.Q. considered the organisation and formation of the Section. Formulated and compiled lists of equipment,stationery &c.which it was considered would be necessary.	
	17.1.41.		Arranging for staff,interviewing suitable personnel,medical examinations,innoculations,blood grouping &c.	
"	"		Captain E.A.Terry taken on strength of A.I.F. and appointed	
	to		Officer in charge 2nd Echelon,Elbow Force.	
	31.1.1941		Considerable difficulty was experienced in securing the early release from Home Service Units of personnel selected for transfer to A.I.F. This resulted in Pre-embarkation leave being very restricted,and staff had little or no opportunity of	

D.3453/5.39.—C.4788.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2nd ECHELON (ELBOW) *Date and Time.—From* 3.1.1941 *To* 28.2.1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
MELBOURNE			receiving full and complete instructions from 2nd Ech.A.H.Q.	
			prior to departure. Due to the close co-operation and assistance	
			given by the O.i.c. and staff of 2nd Echelon A.H.Q. the organisation	
			of the Unit together with certain supplies of equipment,stationery,	
"	31.1.1941		&c was completed on 31.1.1941. The staff on that date	
			was 1 officer,1 Warrant Officer and 4 Sergeants. List marked	"A" attached.
" R.R.D.	1. 2.41.	0930	Personnel reported at R.R.D.Royal Park.	
ROYAL PARK.	"	1330	Entrained at Royal Park Station and transferred to another	
			train at Spencer Street Station and left for Sydney	
SYDNEY	2.2.41	0934	Arrived SYDNEY (PRYMONT) and embarked on H.T.QX1.	
	4.2.41	0930	Troops on board QX1 inspected by H.E.The Governor-General.	
"	"	1330	Left Sydney.	
At Sea	6.2.41	-	After great difficulty in securing office accommodation	
			arrangements were made with the Ship's Adjutant (Captain R.H.	

WAR DIARY, or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2nd Echelon (Elbow) *Date and Time.—From* 3.1.1941 *To* 28.2.1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			Brown,2/10 Field Regiment) to take over the documents enumerated	
At Sea	7.2.41		in Chapter V of S.O.A.I.F. A start was made to check these	
			documents whilst the troops concerned were readily available.	
			It is considered that much unnecessary correspondence was	
	to		thereby avoided by carrying out the check on board. Unit	
			Clerks were given every opportunity to acquaint themselves	
			with Records procedure and it is hoped that as a result the	
			work will benefit	
Fremantle	10.2.41		Fremantle was reached at 0800 hours and the disembarkation	
			of certain personnel on medical grounds was effected. All	
			documents held for such personnel were handed over to O.i.c.	
			D.R.O.,WESTERN COMMAND. Certain personnel were embarked at	
"	12.2.41	1700	Fremantle. Left Fremantle. The 2nd Echelon Staff worked	
			very well during to voyage under most trying conditions.	

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2nd Echelon (Elbow) *Date and Time.—From* 3.1.1941 *To* 28.2.41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			The heat and general conditions in the office accommodation	
			were at times unbearable ~~and~~ but I am of the opinion that considerable	
At Sea.			advantage was gained by taking over the documents prior to	
			disembarkation.	
SINGAPORE	18.2.41	1200	Arrived Singapore and disembarkation of troops commenced at	
			1700 hours.	
"	19.2.41	0410	Disembarked Naval Dockyards and entrained 0510 hours	
KUALA LUMPUR	19.2.41	1700	Arrived at Kuala Lumpur	
"	2o.2.41	0800	Established office but owing to the non-arrival of the heavy	
			baggage, office and other equipment little progress could be	
			made in actual work.	
"	22.2.41	0900	Advised D.A.A.G. H.Q.A.I.F.MALAYA that the position of 2nd	
			Echelon in regard to returns &c was most unsatisfactory due	
			to the non-arrival of stores - all Units were in the same	

D.3455/5.39.—C.4788.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

Unit 2nd Echelon (Elbow) *Date and Time.—From* 3.1.41 *To* 28.2.41.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			position - lack of communication between H.Q. and Units.	
KUALA LUMPUR	24. 2.41	-	Position of returns still unsatisfactory -in only few cases were returns coming forward. D.A.A.G.issued instructions to all concerned.	
"	"	2200	Stores and equipment arrived.	
	25.2.41	-	Unpacking and storing equipment &c. Still endeavouring to secure necessary returns and information from Units as to strength,casualties &c. Owing to the widely spread area, small detachments of Units, considerably difficulty being experienced. Every effort being made to stabilise figures and to secure a basis on which to work.	

Captain
Officer-in-Charge
2nd Echelon.

D.3453/5,39.—C.4788.

2ND ECHELON A.I.F.

(ELBOW FORCE)

OFFICE INSTRUCTION No.1.

AT SEA.
8th FEBRUARY, 1941.

1. ORGANISATION. The following office organisation will operate on disembarkation. N.C.O's are expected to make themselves fully conversant with their duties and to study all Standing Orders and Instructions affecting Records Procedure.

Supervising Warrant Officer: W.O.1. R.D.Crompton.

A.SECTION. N.C.O. in charge. Sergeant N.M.Cohen.

i. Personal Records.
ii. Correspondence.
iii. 2nd Echelon Records and Staff Duties.

B.SECTION. N.C.O.in charge. Sergeant J.Piggott.

i. Statistical Returns.
ii. Strength Returns.
iii. Medical Records (+)

C.SECTION. N.C.O.in charge Sergeant I.Terry.

i. Registry.
ii. Maintenance of lex.cards.
iii. Maintenance of numerical register.

D.SECTION: N.C.O. in charge. Sergeant A.Newton.

i. Casualties.
ii. Clearing.
iii. Code duties.
iv. Register of Effects.

The foregoing organisation will be amended as occasion demands. It must be clearly understood that N.C.Os will be available for duty in any Section when the pressure of work demands it, and therefore, they must be fully acquainted with the work of all Sections.

2. UNIT CLERKS: Orderly Room Sergeants and Unit Clerks will be reporting for duty with 2nd Echelon on disembarkation and detailed instructions in regard to their duties will be issued later.

3. GENERAL: The N.C.Os on the establishment of 2nd Echelon have a very definite duty to perform and very important functions to carry out. They should make certain they are proficient in their duties as the Orderly Rooms Sergeants and Unit Clerks reporting for duty will undoubtedly be well trained in their work.

Captain.
Officer in charge.
2nd Echelon.

War Diary Copy.

2nd ECHELON A.I.F.

OFFICE INSTRUCTION No. 2.

AT SEA.
15th Feby. 1941.

RECORDS. The records of soldiers are strictly confidential and are to be treated as such by all 2nd Echelon personnel.

The greatest discretion in this regard is to be exercised by all concerned. Where information as to an individual soldier or individuals is sought by an Officer such enquiries are in ALL circumstances to be referred to O.I.C. or in his absence to the supervising W.O.

It is known that our most likely enemy has a genius for imitation and he may be expected to try methods which have proved successful in Europe. He has already in Malaya a large potential "Fifth Column".

2nd Echelon personnel are in the position of knowing the strengths of various units and of the total strength of the A.I.F. in the part of the world we are going to. It is therefore imperative that such information should not be divulged to any unauthorised person - whether Army or otherwise.

Statistical data would be of immeasurable value to the enemy and every precaution must be taken to ensure that it is kept under lock and key when not actually in use.

Strength Returns despatched from 2nd Echelon to Div. and other H.Q. must never be despatched in open covers and must invariably be marked "Confidential".

Captain.
Officer in charge
2nd Echelon.

WAR DIARY.

2nd ECHELON. A.I.F.

(Elbow Force)

OFFICE INSTRUCTION No.4.

KUALA LUMPUR.
25th February,1941.

1. ORDER OF WORK: All Unit Clerks are expected to bring arrears of work up to date as early as possible and in this regard attention is directed to paragraph 2 of Office Instruction No.3.

Work at present will be carried out in the following order of priority:

A. Forms B.103 To be brought up to date from Casualty Returns dated up and including 21st February,1941.

B. General Index Cards to be completed.

C. Daily Orders Part II to be prepared from Forms B.103.

2. "X" LIST: Personnel evacuated to Hospital beyond R.A.P's will be placed on Unit "X"List. Forms B.103 will be withdrawn from Unit File at time of evacuation and placed in "Spring back" folder which is to be maintained for that purpose. On rejoining Unit B.103 will be replaced in Unit File. The same action will be taken in regard to Officers and A.A.N.S. Corresponding entries will be made on Forms B.199A B.103 and in Daily Orders Part II.

3. MEDICAL RECORDS SECTION. As soon as practicable a Medical Records Section will be established.

Captain.
Officer in charge.
2nd Echelon.

2nd Echelon.,
14th February, 1941.

Echelon Circular No.2.

ALL UNITS.

RETURNS.

In order to assist Units the following information relative to Returns is furnished.

The attention of all concerned is directed to:-
A.I.F.Standing Orders Chapter V. - Records.
Appendices III and VI F.S.Regs.Vol.I
(Pages 333-370 and 376-381)

2. At the appropriate time upon arrival at their destination and thereafter as laid down the undermentioned Returns are to be rendered to 2nd Echelon by all Units.

DAILY: (a) W.3006. Daily Strength State to be rendered as per the instructions printed on the cover of the form and to reach 2nd Echelon by 1000 hours daily.

" or as often as practicable.) (b) W.3010. Casualty Return - Officers & Nurses.
W.3011. " " - Other ranks.
W.3012. " " - Attached personnel.

WEEKLY: (c) W.3008. Field Return - Officers & Nurses.
W.3009. " " - Other ranks.

B.2069 Offence Report.

These weekly Returns must reach 2nd Echelon by 1000 hours each Monday.

3. ONE copy only is required of each of the above Returns. All Returns should be given a Serial Number and numbered consecutively each day or week in order that a check may be maintained by 2nd Ech. and any returns lost in transit replaced immediately. e.g. Serial No.. Sheet No...

4. Unit Commanders wishing to confirm the acting rank of personnel attached to their Units should submit the Casualty Return to the O.C. of the Parent Unit (where such Parent Unit is with this Force), who will if he concurs with the recommendation, countersign the Casualty Return and submit same to 2nd Echelon for promulgation through Part II Orders.

Captain.
Officer in charge.
2nd Echelon.

A. I. F.

(MIDON FORCE)

AS AT 26th FEB. 1941

UNIT	LOCATION	O.	W.	O.R.	TOTAL	O.	W.	O.R.	TOTAL
HEADQUARTERS									
8 Div.	Kuala Lumpur	8		9	17				
	Singapore	5		1	6	13		10	23
ADMINISTRATIVE									
2 Echelon	Kuala Lumpur	1		13	14	1		13	14
Command Pay Off.	" "	2		9	11	2		9	11
8 Div Pl. Cash Office	Port Dickson	1		7	8	1		7	8
8 Div. Postal	" "	1		9	10	1		9	10
8 Div Provost Coy	" "	1		62	63				
	Malacca			27	27				
	Seremban			6	6				
	Singapore	1		12	13	2		107	109
ARTILLERY									
2/15 Fld. Regt	Malacca	41		651	692	41		651	692
13 Bty 4 A/T	Seremban	5		119	124	5		119	124
ENGINEERS									
2/10 Fd. Coy	Malacca	6		243	249	6		243	249
8 Div Sigs.	Kuala Lumpur	10		246	256				
	Port Dickson	2		35	37				
	Malacca			22	22	12		303	315
INFANTRY									
H.Q. 22 Inf. Bde	Port Dickson	6		59	65	6		59	65
2/18 Bn.	" "	39		898	937	39		898	937
2/19 Bn.	Seremban	40		872	912	40		872	912
2/20 Bn.	Port Dickson	39		862	901	39		862	901
AASC.									
Bde. Coy	Malacca	16		388	404	16		388	404
2/2 Res. M.T. Coy	Port Dickson	1		41	42				
	Malacca	1		30	31				
	Singapore	1		47	48	3		118	121
1 Fld Bky. Sub Sec.	Singapore	1		28	29	1		28	29
2/4 Sup. Park. Sec	Seremban	1		16	17	1		16	17
MEDICAL									
17 Dental	Malacca	1		3	4	1		3	4
2/5 Fd. Hyg.Sec	Port Dickson	1		29	30	1		29	30
2 Mob. Bac. Lab	Malacca	1		5	6	1		5	6
2/2 M.A.C.	Enjang	1		52	53	1		52	53
10 A.G.H	Malacca	22	45	116	183	22	45	116	183
2/9 Fld.Amb.	Port Dickson	9		211	220				
	Singapore	2		7	9				
	Seremban			6	6				
	Enjang			2	2	11		226	237
2/4 C.C.S.	Enjang	11	8	93	112	11	8	93	112
ORDNANCE									
69 L.A.D.	Malacca	1		11	12	1		11	12
73 L.A.D.	Kuala Lumpur	1		12	13	1		12	13
74 L.A.D.	Port Dickson	1		11	12	1		11	12
2/3 Ord. Store Coy	Singapore	2		48	50	2		48	50
Ord. Sec. 2/4 A.F.U.	Port Dickson	2		70	72	2		70	72
		284	53	5388	5725	284	53	5388	5725

DISTRICT	Officers	Nurses	Other Ranks	Total
Kuala Lumpur	22		289	311
Kajang	12	8	147	167
Seremban	46		1019	1065
Port Dickson	103		2294	2397
Malacca	89	45	1496	1630
Singapore	12		143	155
	284	53	5388	5725

HOSPITAL ADMISSIONS (approximate)	Officers	AANS	O/R.
Disembarked WESTERN COMMAND	* 1	-	19
Disembarked H.T."QX"1. Singapore	3		99
" from Airways "	1		-
In Hospital 26.2.41			
10 A.G.H. Malacca	3	1	32
4 C.C.S. Port Dickson	2	-	20
Seremban	1	-	17
Bungsar Hospital Kuala Lumpur			4
* Salvation Army representative	11	1	191
Discharged from Alexander, Singapore			28
Approximate number in Hospitals Malaya	10	1	144

(Complete figures not yet available)

Captain.
Officer in Charge
2nd Echelon.

Kuala Lumpur.
27.2.41

Distribution.
H.Q. 8 Div.
Command Pay Office
2nd Echelon A.H.Q.
Statistical Section
File.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

DETAILS. 2ND ECHELON (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX39269	TERRY E.A.	2 ECHELON	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

DETAILS. 2ND ECHELON
(Unit.)

8-2-41
(Date of Despatch.)

(Signature of Commander.)

2 Echelon
(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN E. . . WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

Details, 2nd Echelon (Unit) 15-2-41

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

a.m. 2m 3/40

1

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPTAIN	VX.39269	TERRY, E. A.	2nd Ech.	Yes.	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2. ECHELON (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals			

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

a.w. 2m blks 2/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPTAIN	VX.39269	TERRY E.A.	28th G.	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

(Unit.)

(Signature of Commander.)

(Date of Despatch.)

(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

.....(Unit) .....19.... (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishment).
W.Os. Class I.			
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants			
Corporals			
Troopers, Privates, &c.			
TOTALS		*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m bks 2/46

.....Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.									REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.		TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																		
Butchers																		
Carpenters and Joiners																		
Clerks																		
Despatch Riders																		
Draughtsmen (topo)																		
Drivers H.T. and/or I.C.																		
Electricians																		
Farriers																		
Fitters																		
Masons																		
Painters and Decorators																		
Plumbers and Gasfitters																		
Saddlers and Harness Makers																		
Signallers																		
Storemen technical																		
Vickers Machine Gunners																		
Cooks																		
General duty personnel																		
TOTALS (to agree with Columns 3 and 4 of Part A.)																		

.....Unit.

Date of Despatch.....

Captain
Signature of Commander.

2 Echelon Detach
Bde., Divn., Area, &c., with which unit is serving.

a.w. 2m bks 2/46

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2. ECHELON (Unit) 22-2-41 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERJEANT.	2/10 FD. REGT RAA	1 PRIVATE.	1ST FD BKY. SUB SEC
1 DO	2/1 R INF BN		
1 DO	2/19 " "		
1 DO	2/20 " "		
1 SAPPER	2/10 FD. COY. RAE		
1 PRIVATE	2/9 FD AMB.		
1 DO	BRIGADE COY A.A.S.C		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 3m blks 6/40

2. ECHELON Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.		
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A)																	

2. ECHELON.
Unit.

Date of Despatch 26-2-41

a.w. 3m blks 6/40

Lewis Capt.
Signature of Commander.

2 Echelon
Bde., Divn., Area, &c., with which unit is serving.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

DETAILS 2ND ECHELON (Unit) 15-2 1941 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m 10m 8/40

DETAILS 2ND ECHELON Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

DETAILS 2ND ECHELON
Unit.

Date of Despatch 17-2-41

Signature of Commander
DETAILS 2ND ECHELON
Bde., Divn., Area, &c., with which unit is serving.

a.w. 2m 10m 8/40

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2nd ECHELON. A.I.F. MALAYA. *Date and Time.—From* 1st Mch 1941 *To* 31st March.1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
KUALA LUMPUR	1st Mch	-	Due to the excellent work by the staff it was possible to issue the first batch of Daily Orders Part II within a month of disembarkation. Every effort has been made to keep this phase of Echelon's work up to date.	
	to		Medical Records Section was established and the work of that Section is being brought up to date. Numerous statistical returns relating to the sick wastage &c are supplied to H.Q. A.I.F.MALAYA at frequent intervals. The D.A.D.M.S.(Major J.Glyn White) is co-operating very closely with 2nd Echelon and is of the greatest possible assistance in ensuring that medical returns are correctly and promptly rendered. In order to assist him most of the queries in relation to Medical Units are forwarded by this office through him. The results have so far been very satisfactory.	
	31 Mch.			

D.3453/5,38.—C.4788.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Sheet 2.

Unit ...2nd ECHELON A.I.F. MALAYA. *Date and Time.—From* ...1.3.41..... *To* 31.3.41.....

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
	1.3.41		BASIC DOCUMENTS: It was found immediately after dis-embarkation that there many hundreds of basic documents missing. These were listed but it was decided to wait until the first batch came forward through 2nd Echelon A.H.Q. before advising that office of the humbers missing. On 27.3.41 a large number of basic documents were received from A.H.Q. the lists were compared but it was found that a considerable number were still missing. Lists have been compiled and forwarded to 2nd Ech.A.H.Q.	
	to		No basic documents have been received in respect of personnel who travelled by air transport from AUSTRALIA.	
			Early in the month 2nd Echelon,Malayan Command, advised that that office did not use A.F.1810 (D.O.PartII) and that they had no forms available for issue to this office. In view	
	31.3.41		of the considerable number of small units with this Force and	

D.3453/5.39.—C.4788.

Lieut. Col.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

Sheet 3.

Unit 2nd ECHELON A.I.F. MALAYA. *Date and Time.—From* 1.3.41 *To* 31.3.41.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
	1.3.41		the time spent of typing the forms it was decided to have a supply printed locally. Later in the month, after however a supply had been printed, large supplies of the printed forms were received from 2nd (British) Echelon. It is believed	
	to			
	31.3.1941		that a Stationery Unit arrived during the month from INDIA.	

Captain.
Officer in charge.
2nd Echelon.A.I.F.
MALAYA.
1.4.41.

2nd ECHELON. A.I.F. MALAYA.

OFFICE INSTRUCTION No 5.

KUALA LUMPUR.
6th March, 1941.

"BROWN OUT" A "BROWN OUT" will be enforced throughout Malaya Command from
1830 hours 6.3.41 to 0600 hours 8.3.41
and from 1830 " 10.3.41 to 0600 " 12.3.41

The following lighting restrictions will be observed during these periods:-

All out door lights except the lights of vehicles and vessels will be permanently extinguished.

All indoor lights will be so shaded that no direct or reflected beam of light is visible from outside.

AIR RAID SIGNALS:

LONG BLAST AND A SHORT BLAST: Stand fast and remain in doors.

SUCCESSION OF SHORT BLASTS: Take cover in trenches or ditches - or if in the open they must lie face downwards and protect their heads with their arms putting their hands over their ears and keeping mouths open.

ALL CLEAR: Succession of blasts with interval between each blast.

ORDERLY N.C.O: The following N.C.O's are detailed for duty as Orderly Sergeant 2nd Echelon during the above periods and will be responsible for seeing that above directions in regard to the lighting of 2nd Echelon Office and the dress of 2nd Echelon staff are strictly observed:

From 0600 hours 6.3.41 to 0600 hours 7.3.41
Sgt G.R.Laing.
From 0600 hours 7.3.41 to 0600 hours 8.3.41
Sgt I.F.Terry.
From 0600 hours 10.3.41 to 0600 hours 11.3.41
Sgt C.S.Flaws.
From 0600 hours 11.3.41 to 0600 hours 12.3.41
Sgt J.Piggott.

(Sgd) E.Terry. Captain.
Officer in Charge.
2nd Echelon.

2nd ECHELON - A.I.F. MALAYA.

OFFICE INSTRUCTION No. 6.

DETACHED PERSONNEL: When the A.Forms B.103 for detached personnel are removed from the Parent Unit Folder and placed with the Forms of the unit to which they are attached - a slip must be inserted in the Parent Unit Folder indicating where the Form is filed. If this is not done confusion will result and it will be impossible to trace the individual Forms.

MISSING BASIC DOCUMENTS: It was expected that basic documents which were not available at the time of embarkation would have arrived from Australia. As this has not happened it is prpposed to forward to Australia a complete list of missing documents. As soon as possible each Unit Clerk will compile a complete list of the documents he requires to complete his Unit Records. Comparison should be made with the list compiled on H.T.QX 1 and any additions or reductions made thereto.

DAILY ORDERS PART II: The next issue of Daily Orders Part II will be compiled as early as possible up to and including Casualty Returns dated 7th March and thereafter to each Friday i.e. 14th, 21st and so on.

(Sgd) E.Terry Captain.
Officer in Charge.
2nd Echelon.

KUALA LUMPUR.
11th March, 1941.

AUSTRALIAN IMPERIAL FORCE.
MALAYA.

2nd Echelon.
5th March,1941.

Echelon Circular No 3

ALL UNITS.

RETURNS.

The manner in which returns are being rendered by some units leaves much to be desired and it is again emphasised that the records of the individual,his pay,promotion and pension depend on the various returns rendered by units. Accuracy, therefore,in compiling them is essential.

The following comments are offered:

A. STRENGTH RETURNS: A.F.W.3008. The telephoning of this return does NOT do away with the necessity of rendering the form. Code names must be used both in conversations and on message form. Figures must invariably be telephoned in the same order as they appear on the printed form. Strength variations must be accounted for by corresponding entries of increase or decrease under the appropriate heading. To prevent any misunderstanding and inaccuracies arising DOTH attached and detached personnel should be shown seperately at the foot of the form and NOT included in other totals shown on the form.

B.FIELD RETURNS: A.F.W.3008 and 3009. These returns contain information required for statistical and reinforcement purposes, and should accurately account for the actual number of officers, and other ranks serving with units and those counting against the posted strength of the unit though perhaps not actually with the unit at the time. The effective strength,or posted strength of a unit is the actual number of officers and other ranks posted to and actually serving with the unit,and will include all those on leave,detached on command &c. for whom no authority exists for striking off the effective strength.

Reinforcements en route from base depots to units will remain on strength of base depot until actually taken on strength of unit as reported in daily casualty returns.
As it is necessary to consolidate certain returns and transmit to other Headquarters -including Army Headquarters, Australia,it is essential that the returns be accurate. Part I. Page I of AW 3009 calls for the grading of other ranks and this information must be furnished.

C.CASUALTY RETURNS: AW 3010 and 3011: It is obvious that these returns are of the utmost importance to the individual concerned and regard must be given to the following points:

Army Numbers,Initials and the spelling of names should be verified before an entry is made.
Care is to be taken in recording the date of evacuations to Hospitals &c. It has happened that Hospital returns show one date and Unit Casualty returns another date. Not infrequently Hospital Returns disclose admissions and discharges for which advice has not been received from unit concerned.

D.OFFENCE REPORTS: AW2069: Complete particulars of the offence must in all cases be shown together with the Section of the A.A. Fines must be in Australian currency and NOT Dollars.
E. GENERAL: Attention is directed to this office circular No.2- Duplicate copies are NOT required. Returns are to be serially numbered. Correct Army Forms should be used. Where another A.F. is used the correct number should be written on the form.
ALL RETURNS MUST REACH 2nd ECHELON BY TIMES SPECIFIED.

E.Perry. Captain.
Officer i/c 2nd Ech.

2nd Echelon,
25th March 1941

ECHELON CIRCULAR No. 4. TO ALL UNITS.

FIELD RETURNS- STRENGTH STATES AND CASUALTY RETURNS.

1. ACTING RANK NON COMMISSIONED OFFICERS: Casualty returns are still being received in this office appointing men to acting non commissioned rank from varying dates prior to date of embarkation. It has been ruled that no acting rank will be promulgated through Daily Orders Part 11 A.I.F. Malaya to a date before 31st December 1940. In cases where the O.C. Unit wishes an acting appointment to take effect to date prior to 31.12.40 a separate memorandum (and Casualty Return) will be submitted to this office setting out:

(1) Whether a casualty return for the acting appointment has previously been rendered to a District Records Office in Australia and if so the date of casualty return, and the DRO to which return was submitted.

(11) If a casualty return has not already been submitted to a DRO in Australia the reason for not doing so must be stated.

(111) The reason for back dating the acting appointment.

Where casualty returns have been submitted to this office since disembarkation making acting appointments prior to embarkation and since 31.12.40 and the former (embarkation) date only has been promulgated it will be necessary for O.C. Units to re-submit a casualty return for the corrected date where subsequent to 31.12.40. Such returns should be rendered at once.

The foregoing ruling will operate in regard to Trade Groupings.

2. DAILY STRENGTH STATE : It has been decided to temporarily suspend the rendition of the Daily Strength State-AFW 3006- to this Office as from the date of this circular. It will, however, be necessary for units to furnish certain additional information with their weekly Field Returns A.F.W.3009 as set out in paragraph 3 below. It must be clearly understood that the suspension of the AFW 3006 is only temporary and that it is likely to be again called for at short notice - every care must therefore be exercised in the compilation of the weekly Field Returns.

3. WEEKLY FIELD RETURNS: Commencing with the return made up to midnight 28th March 1941, the following additional information will be supplied by all units on A.F.W. 3009.

PART E. EXPLANATION OF DIFFERENCES IN THIS RETURN & PREVIOUS RETURN.

Total Part A. previous return .....
Total Part A. this return .....
DIFFERENCE OF .....
Accounted for by:
Evacuated to hospital .....
To Detention .....
Transferred .....
Rejoined from Hospitals.....
&c.

The difference must be accounted for each week both increase and decrease.

This information is to be either written or typed on the reverse side of page 2 of A.F.W.3009

Captain
Oic. 2nd Echelon.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 1-3-41 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT	2/10 FD REGT	1 PRIVATE	1ST FD BKY. SUR SEC.
1 Do	2/18 BN.		
1 Do	2/19 BN.		
1 Do	2/20 BN		
1 SAPPER	2/10 FD. COY.		
1 PRIVATE	2/9 FD AMC		
1 Do	BDE COY ASC		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

A.W. 3m bks 8/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.		
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F.
Unit.

Date of Despatch 4-3-41

A.W. 3m bks 8/40

Captain
Officer-in-Charge
2nd Echelon.
Signature of Commander.

2nd Echelon A.I.F.
Bde., Divn., Area, &c., with which unit is serving.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 8 MAR 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT.	2/10 FD REGT	1 PRIVATE	BDE COY. A.A.S.C
1 DO	2/18 BN	1 DO	1st FD BAKERY SUB SEC
1 DO	2/19 "		
1 DO	2/20 "		
1 SAPPER	2/10 FD COY.		
1 PRIVATE	2/9 FD AMB		
1 DO	2/4 C.C.S.		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 3m blks 5/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS

2nd Echelon A.I.F. (Unit) 19 MAR 1941 19.... (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5.	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT	2/10 FD. REGT.	1 PRIVATE.	BOG. COY. BASE
1 DO	2/18. BN.	1 DO	1st FD. BKY. SUB. SEC.
1 DO	2/19 BN.		
1 DO	2/20 BN		
1 SAPPER.	2/10 FD. COY		
1 PRIVATE	2/9 FD. AMB		
1 DO	2/4 C.C.S.		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m 5/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F.
Unit.

Date of Despatch 19 MAR 1941

a.w. 2m 5/40

Captain
Officer-in-Charge
2nd Echelon.
Signature of Commander.

2nd Echelon A.I.F.
Bde., Divn., Area, &c., with which unit is serving.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 22 MAR 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishment).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT	2/10 FD REGT	1 PRIVATE	BDE COY BASE
1 DO	2/13 BN	1 DO.	1ST FD BKY SUP SQN
1 DO	2/19 BN		
1 DO	2/20 BN		
1 SAPPER	2/10 FD COY		
1 PRIVATE	2/9 FD AMB		
1 DO	2/4 C C S.		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m blks 5/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F.
Unit.

Date of Despatch 2 APR 1941

Captain
Officer in Charge 2nd Echelon.
Signature of Commander.

2nd Echelon A.I.F.
Bde., Divn., Area, &c., with which unit is serving.

a.w. 2m blks 5/40

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 29 MAR 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT	2/10 FD. REGT	1 PRIVATE	BDE CUY. AASC
1 DO	2/18 BN	1 DO	1ST FD BKY SUB SEC
1 DO	2/19 BN		
1 DO	2/20 BN.		
1 SAPPER	2/10 FD CUY		
1 PRIVATE	2/9 FD AMB		
1 DO	2/4 E C S.		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m blks 8/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.	
Bricklayers																
Butchers																
Carpenters and Joiners																
Clerks																
Despatch Riders																
Draughtsmen (topo)																
Drivers H.T. and/or I.C.																
Electricians																
Farriers																
Fitters																
Masons																
Painters and Decorators																
Plumbers and Gasfitters																
Saddlers and Harness Makers																
Signallers																
Storemen technical																
Vickers Machine Gunners																
Cooks																
General duty personnel																
TOTALS (to agree with Columns 3 and 4 of Part A.)																

2nd Echelon A.I.F.
Unit.

Date of Despatch 2 APR 1941

Captain
Officer-in-Charge
2nd Echelon.
Signature of Commander.

2nd Echelon A.I.F.
Bde., Dtvn., Area, &c., with which unit is serving.

a.w. 2m blks 8/40

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit) 29 MAR 1941

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

A.W. 3008 20/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
Capt	VX 39269	TERRY. E.A	2 ECHELON	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon A.I.F. (Unit.)

2 APR 1941 (Date of Despatch.)

Captain
Officer-in-Charge
2nd Echelon.
(Signature of Commander.)

2nd Echelon A.I.F.
(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit) 22 MAR 1941

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

A.W. 3008 5/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX.39269	TERRY E.A.	2 ECHELON	YES	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit) 15 MAR 1941

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g. present whereabouts, if known).

A.W. 3008 5/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX.39269	TERRY. E.A	2Ech. Hqs	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon A.I.F. (Unit.)

19 MAR 1941 (Date of Despatch.)

Captain
Officer-in-Charge
2nd Echelon.
(Signature of Commander.)

2nd Echelon A.I.F.
(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit) 8 MAR 1941

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT	VX 39269	TERRY, E.A.	2 Echelon	YES.	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon A.I.F.
(Unit.)

13 MAR 1941
(Date of Despatch.)

Captain
Officer-in-Charge 2nd Echelon.
(Signature of Commander.)

2nd Echelon A.I.F.
(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

a.m. Bm 300 4/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX39269	TERRY, E. A.	2 Echelon	YES	

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2nd Echelon MALAYA *Date and Time.—From* 1st April *To* 30th April.1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
KUALA LUMPUR	1.4.41		Conferred with DADMS (Major J.G.G.White) regarding the local procedure to be followed in connection with medical boards, and the supply of forms,medical data &c. During the month over 100 men were boarded and their documents brought up to	
	to		date and preparations made for a number of them to return to AUSTRALIA. The compilation of Nominal Rolls &c was held up until all medical boards had concluded their examinations.	
	30.4.41		Up to 30th April no definite information was available in regard to transport to AUSTRALIA.	
	10.4.41		Discussed with A & Q (Colonel Broadbent) the question of further troops arriving and further staff and accommodation for 2nd Echelon.	
	19.4.41		HQ AIF MALAYA advised further troops arriving from AUSTRALIA.	

D.3453/5.39.—C.4788.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2nd Echelon MALAYA. *Date and Time.—From* 1st April, *To* 30th April, 1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
KUALA LUMPUR	21.4.41	-	Preliminary lists of personnel returning to AUSTRALIA prepared, but owing to continuance of medical boards it was found impracticable to compile a roll which would be of any service if returned to AUSTRALIA at this stage. Decided to defer preparation of further roll until end of month and then despatch to 2nd Echelon AHQ with advice that supplementary roll if necessary would be despatched as early as possible and before departure of troops.	
	22.4.41		VX39368 WOI.R.D.Crompton and VX39256 Sgt.Piggott J. proceeded to SINGAPORE on duty in connection with the arrival of troops from AUSTRALIA and returned to 2nd Echelon on 26.4.41.	
			To date it has not been found possible to carry out a complete check of basic documents which arrived with these troops but a brief survey shows that they are in a better condition than	

D.3483/3.39.—C.4784.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2nd Echelon MALAYA *Date and Time.—From* 1st April *To* 30th April, 1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			those of the original Force.	
	30.4.41		Arranged with HQ AIF MALAYA to provide two additional clerks	
			for duty with 2nd Echelon.	

Captain.
Officer in charge.
AIF. MALAYA.

D.3493/5.39.—C.4788.

AUSTRALIAN IMPERIAL FORCE
MALAYA

2ND ECHELON.

OFFICE INSTRUCTION No.10.

22nd April,1941.

1. MEDICAL RECORDS — The following code indicators will be used in connection with the recording of hospital admissions on A.F.D1:

H.T.QX1.	10 A.G.H. At Sea.
M.	MALAYA.
MA1	10 A.G.H.MALACCA.
MB2	C.R.S. PORT DICKSON.
MC3	C.R.S. SEREMBAN.
MD4	C.R.S. KAJANG.
ME5	Military Hospital,ALEXANDRA, SINGAPORE.
MF6	Military Hospital,TANGLIN, SINGAPORE.

These indicators will be added to from time to as occasion demands.

2. TRANSFERS: Immediately a transfer from one unit to an other has been notified Unit Clerks will at once inform the NCO in charge of Statistical Section (Sgt.J.PiggoTT). This is necessary in order to effect a check on Field Returns.

3.RECORDS: The attention of all concerned is directed to Office Instruction No.2 dealing with the importance of treating records as strictly confidential. Matters relating to an individual soldier or individuals must not be discussed outside the office. The resultsof Medical Boards are on no account to be disclosed by any member of 2nd Echelon staff.

Any infringement of this instruction will be regarded in a serious light and disciplinary action taken against the offender.

Captain.
Officer in charge.
2nd Echelon AIF.
MALAYA.

W/P.

War Emerg.

AUSTRALIAN IMPERIAL FORCE
MALAYA.

2nd ECHELON.

OFFICE INSTRUCTION No. 9.

8th April, 1941.

1. MEDICAL RECORDS: The medical records of all personnel are to be brought up to date with as little delay as possible. Entries on A.F.D.103 and not recorded on A.F.D.1 will be entered in each case. Unit clerks will assist Medical Records Section in this work.

2. OFFICE HOURS: Commencing to-day all members of the staff will be on duty for three nights during each week from 1900 hours to 2130 hours. Definite nights will not for the present be allocated but in the event of the whole staff not co-operating to achieve the desired result - namely to bring the whole work of the office up to date - it will be necessary to name certain nights on which leave will not be granted.

3. LEAVE: In future leave will only be granted on three (3) nights each week and then until 2359 hours only.

Captain.
Officer in charge.
2nd Echelon. A.I.F.
MALAYA.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit), 5 APR 1941 19..... (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			-
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT	2/10 FD. REGT.	1 PRIVATE	BDE COY. AASC.
1 "	2/18 BN.	1 "	FD BAKERY SUBSEC.
1 "	2/19 BN.		
1 "	2/20 BN		
1 SAPPER	2/10 FD COY.		
1 PRIVATE	2/9 FD. AMB.		
1 "	2/4 C.C.S.		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

A.W. 3009 5/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.									REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.		TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																		
Butchers																		
Carpenters and Joiners																		
Clerks																		
Despatch Riders																		
Draughtsmen (topo)																		
Drivers H.T. and/or I.C.																		
Electricians																		
Farriers																		
Fitters																		
Masons																		
Painters and Decorators																		
Plumbers and Gasfitters																		
Saddlers and Harness Makers																		
Signallers																		
Storemen technical																		
Vickers Machine Gunners																		
Cooks																		
General duty personnel																		
TOTALS (to agree with Columns 3 and 4 of Part A.)																		

2nd Echelon A.I.F.
Unit.

Date of Despatch 17 APR 1941

Captain
Signature of Commander.
Officer Commanding
2nd Echelon A.I.F.
MALAYA.
Bde., Divn., Area, &c., with which unit is serving.

A.W. 3009 5/40

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 12 APR 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT	2/10 FD REGT	1 PRIVATE	BDE COY. A.A.S.C
1 "	2/8 BN	1 "	FD. BAKERY SUBSEC
1 "	2/9 BN		
1 "	2/20 BN		
1 SAPPER	2/10 FD COY.		
1 PRIVATE	2/9 FD AMB		
1 "	2/4 C.C.S		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m blks 6/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F.
Unit.

Date of Despatch

Captain
Signature of Commander.

OFFICER COMMANDING
2nd ECHELON
MALAYA.

Bde., Divn., Area, &c., with which unit is serving.

a.w. 2m blks 6/40

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 19 APR 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT	2/10 Fd Regt	1 PRIVATE	Bde Coy. AASC
1 "	2/18 Bty	1 "	1 Fd Bty. Sub Sec
1 "	2/19 Bty		
1 "	2/20 Bty		
1 SAPPER	2/10 Fd. Coy.		
1 PRIVATE	2/9 Fd Amb		
1 "	2/4 C C S		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m blks 2/40

.....Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F.
Unit.

Date of Despatch 19 APR 1941

a.w. 2m blks 2/40

Officer-in-Charge
2nd Echelon.
MALAYA
Signature of Commander.

2nd Echelon A.I.F.
Bde., Divn., Area, &c., with which unit is serving.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 26 APR 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT	2/10 FD. REGT	1 PRIVATE	BDE. COY A.A.S.C.
1 "	2/18 BN	1 "	4 FD. BKY SUR SEC
1 "	2/29 BN		
1 "	2/20 BN		
1 SAPPER	2/10 FD. COY		
1 PRIVATE	2/9 FD AMB		
1 "	2/4 C C S		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 3m blks 8/40

.....Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F.
Unit.

Date of Despatch 26 APR 1941

a.w. 3m blks 8/40

Captain
Officer-in-Charge.
Signature of Commander.

2nd Echelon A.I.F.
MALAYA
Bde., Divn., Area, &c., with which unit is serving.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

26 APR 1941

2nd Echelon A.I.F. *(Unit)*

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g. present whereabouts, if known).

a.w. 2m bks 6/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT	VX 39869	TERRY E.A	2 ECHELON	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon A.I.F.
(Unit.)

26 APR 1941
(Date of Despatch.)

Captain
Officer-in-Charge
2nd Echelon.
MALAYA
(Signature of Commander.)

2nd Echelon A.I.F.
(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit) 19 APR 1941

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants	*		
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present Whereabouts, if known).

a.w. 3in 300 2/40

Army Form W.3008
(Page 2)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX. 39269	TERRY. E.A.	2 ECHELON	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon A.I.F. (Unit.)

19 APR 1941 (Date of Despatch.)

Captain
Officer-in-Charge
2nd Echelon.
MALAYA
(Signature of Commander.)

2nd Echelon A.I.F.
(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. *(Unit)* 12 APR 1941

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

a.w. 3m blks 2/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT	VX 3926	TERRY E.A.	2 ECH.	YES	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit) 15 APR 1941

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1	2	3	4
Ranks.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

a.w. 3m Bde 5/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1	2	3	4	5	6
Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Whether present with Unit (Insert Yes or No).	If not present with Unit, state how employed.
CAPT.	VX 39269	TERRY E.A.	2 ECH.	YES	

WAR DIARY or INTELLIGENCE SUMMARY.

(Erase heading not required.)

Army Form C. 2118 (adapted.)

Unit 2nd ECHELON, MALAYA. Date and Time:—From 1.5.1941 To 31.5.1941.

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, etc.
KUALA LUMPUR	1st May		Conferred with ADMS.AIF.MALAYA on the records procedure to be followed in connection with personnel transferred to 2 Convalescent Depot. Instructions issued to all concerned.	
	to		With arrival of additional small units whose establishment does not provide for an orderly room clerk at 2nd Echelon conferred with AA & QMG who agreed to two additional clerks being temporarily detached for duty at 2nd Echelon.	
			The number of units now forming this Force total 36 it was necessary to have a re-allocation of duties.	
			Submitted to 2nd Echelon AHQ that the establishment of this office was totally inadequate to cope with the volume of work.	
	12th May		Authority received to attest two stowaways. Duly attested and AHQ advised and requested to furnish army numbers.	
	to		Medical Boards held throughout the month on personnel unfit.	
			Compiled progress rolls and despatched copies to AHQ.	
			Office routine carried out satisfactorily throughout the month.	
	31st May.		Little official correspondence from 2nd Echelon AHQ.	
			Captain. Officer in charge, 2nd Echelon AIF. MALAYA.	

2056—5,000—12-8-41—W P/6.

AUSTRALIAN IMPERIAL FORCE
MALAYA.

2nd ECHELON.

OFFICE INSTRUCTION No.12.

Kuala Lumpur.
10th May, 1941.

1. EMERGENCY STATIONS: Personnel of 2nd Echelon will take up following EMERGENCY stations on the Alarm being given:

All troops will immediately put on their equipment and take rifles from rack in entrance hall.

1. Driver Johnson will take up a position facing the window at the right of his desk:

2. Sergeant Piggott will take up a position facing main entrance doorway commanding a clear view to HQ building:

3. Sergeant Terry will take up position facing doorway at rear of his desk:

4. Sergeant Cohen will take up a position facing window in storeroom:

5. Private Wilson will report to Officer in charge at once and stand by for messages &c;

6. Sergeant Newton will take up a position facing window in O.i.c's room facing HQ building:

7. Warrant Officer Crompton and Sergeant Laing will dispose of remainder of personnel on verandah facing towards railway employees cottages and at both ends of verandah:

Personnel will remain fast in the above positions and act as ordered by Officer in charge, W.O.Crompton or Sergt. Laing:

Captain.
Officer in charge.
2nd Echelon AIF.
MALAYA.

Copy to:
Camp Commandant.

28th May, 1941.

2nd ECHELON.

OFFICE INSTRUCTION No.13.

1. HOSPITAL RETURNS: Unit clerks will in future initial opposite each name appearing on Forms A.36 and W 3034 for whom he maintains records. Medical Records Section will be responsible for the filing of such returns.

2. CIRCULARS MEMOS. &c. Circulars, Divisional Routine Orders and memoranda passed for circulation to members of 2nd Echelon will be initialled by each clerk. When a memorandum is referred to an individual clerk for his notation such memorandum must invariably be initialled before being returned to the Registry for filing.

All such memoranda, circulars &c must be passed without delay and NOT retained by members of the staff.

Captain.
Officer in charge.
2nd Echelon AIF.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F.
.....(*Unit*)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains			
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals			

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

A.W. 3008 2/40

Army Form ....
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CADT	VX.3926	TERRY, E.A.	R.E.M.	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon A.I.F.
(*Unit.*)

17 MAY 1941
(*Date of Despatch.*)

Captain
Officer-in-Charge
2nd Echelon.
(*Signature of Commander.*)

2nd Echelon A.I.F.
(*Bde., Divn., Area, etc., with which Unit is serving.*)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3038
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit) 10 MAY 1941

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

A.F. W. 3038 2/40

Army Form W.
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	V.X. 39269	TERRY. E.A.	2 ECHELON	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon A.I.F. (Unit.)

10 MAY 1941 (Date of Despatch.)

Captain
Officer in charge
2nd Echelon.
(Signature of Commanding Officer)

2nd Echelon A.I.F. MALAYA
(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit) 3 MAY 1941

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

A.W. 3m. 3/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX.39269	TERRY, E.R.	2 ECHELON	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon A.I.F.
(Unit.)

3 MAY 1941
(Date of Despatch.)

Captain
(Signature of Commander.) In Charge
2nd Echelon.

2nd Echelon A.I.F. MALAYA
(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 31 MAY 1941 19..... (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 A/Regiment	2/1 Fd Regt	1 Private	2/1 [illegible]
1 A/Corporal	"	1 "	2/1 Fd [illegible]
1 Sergeant	2/1 C. Bn.	1 "	Pnr Coy.
1 "	2/1 Bn	1 "	1 Fd. Pk Co.
1 "	2/2 Bn		
1 A/Regiment	A. Fd. Amb. Coy.		
1 Cadet			

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m blks 6/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.	
Bricklayers																
Butchers																
Carpenters and Joiners																
Clerks																
Despatch Riders																
Draughtsmen (topo)																
Drivers H.T. and/or I.C.																
Electricians																
Farriers																
Fitters																
Masons																
Painters and Decorators																
Plumbers and Gasfitters																
Saddlers and Harness Makers																
Signallers																
Storemen technical																
Vickers Machine Gunners																
Cooks																
General duty personnel																
TOTALS (to agree with Columns 3 and 4 of Part A.)																

2nd Echelon A.I.F.
Unit.

Date of Despatch 31 MAY 1941

a.w. 2m blks 6/40

Captain
Officer-in-Charge
2nd Echelon.
Signature of Commander.

2nd Echelon A.I.F.
Bde., Divn., Area, &c., with which unit is serving.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS. MAY 1941

2nd Echelon A.I.F. (Unit) ..... 19..... (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.			
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 S/Corporal	2/1 Fd Regt	1 Private	2/1 C & L
1 B/Corporal	"	1 "	2/1 Fd Amb
1 Serjeant	2/1 Fd Bty	1 "	2/1 Cav Div
1 "	2/1 Fd Bty	1 "	1 Fd Bty Sup Col
1 "	2/2 Fd Bty		
1 B/Corporal	2/1 Fd Amb		
1 Farrier	2/1 Fd Bty		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m blks 2/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.		
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F.
Unit.

Date of Despatch 24 May 1941

a.w. 2m blks 2/40

Captain
Officer-in-Charge
Signature of Commanding Officer.

2nd Echelon A.I.F.
Bde., Divn., Area, &c., with which unit is serving.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 17 MAY 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			1
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	11		
Corporals			
Troopers, Privates, &c.			
TOTALS	2	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
2 SERGEANTS	2/1st FD. REGT	1 PRIVATE	2/1st C.C.S.
1 "	2/1st FD. CO.	1 "	2/1st FD. AMB.
1 "	2/1st BN	1 "	2/1st Cav. Div. Sig. Sqn.
1 "	2/2nd BN	1 "	1st Fd. Bkry. Sec.
1 TRUCK	2 RESMT Coy		
1 "	2nd RESMT Coy		
1 SADDLER	2/1st FD. Coy		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

A.F. 2m 3ds 2/40

2nd Echelon A.I.F. Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS,

2nd Echelon A.I.F. (Unit) 10 MAY 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 SERGEANT.	2/10. FD REGT	1 PRIVATE.	2/H. C. C. S
1 "	2/18 BN	1 "	2/9. FD. AMB
1 "	2/19 BN	1 "	BDE. Coy. A.A.
1 "	2/20 BN.	1 "	1. FD. BKY. SUB. S
1 F/CPL	3. RES. M.T. Coy		
1 "	4 RES. M.T. Coy.		
1 SADDER	2/10. FD. Coy.		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m bks 8/40

Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A)																	

2nd Echelon A.I.F.

Unit.

Date of Despatch 10 MAY 1941

Signature of Commander. [illegible] in charge 2nd Echelon. MALAYA

2nd Echelon A.I.F.

Bde., Divn., Area, &c., with which unit is serving.

a.w. 2m bks 8/40

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) 3 MAY 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	4		
Corporals			
Troopers, Privates, &c.			
TOTALS	5	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1. SERGEANT	2/10 Fd. Regt	1 PRIVATE.	2/9. Fd. Amb
1 "	2/18 Bn.	1 "	BDE. Coy. A.S.
1 "	2/19 Bn.	1 "	1 Fd. Bky. Sub
1 "	2/20 Bn.		
1. A/CPL	3. Rel. M.T. Coy		
1. SAPPER	2/10. Fd. Coy		
1 PRIVATE	2/4. C.C.S.		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m blks 5/40

Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F.

Unit.

Date of Despatch 3 MAY 1941

a.w. 2m blks 5/40

Signature of Commander.

2nd Echelon A.I.F. MALAYA

Bde., Divn., Area, &c., with which unit is serving.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F.
.....(*Unit*)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

a.w. 3m blm 5/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX.3926	TEBBUTT, F.A.	2 ECH	YES	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (*Unit*)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains			
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals			

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

A.W. 3m blks 5/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX2928	TERRY E.D.	2/2 A.H.	YES	

WAR DIARY *or* INTELLIGENCE SUMMARY.

(*Erase heading not required.*)

Army Form C. 2118
(adapted.)

Unit 2nd ECHELON AIF MALAYA *Date and Time:—From* 1st June 1941 *To* 30th June, 1941.

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, etc.
KUALA LUMPUR MALAYA.	1.6.1941		Finalised rolls of personnel (190 all ranks) returning to AUSTRALIA on medical (186 all ranks) and other reasons (4)	
	4.6.1941		Officer in charge 2nd Echelon AIF Malaya and 1 NCO left KUALA LUMPUR at 2200 hours and arrived SINGAPORE 0700 hours	
	5.6.1941		O.i.c interviewed Liasion Officer AIF attached Malaya Command. Proceeded to 7 MRC where personnel returning had been concentrated. Arranged for completion of Repatriation Forms No.2 and completed certain details with Officer in charge of Draft and handed over to him basic documents.	
	TO		Interviewed Movement Control, Sea Transport, regarding the numbers of rolls &c required in connection with AIF personnel embarking for return to AUSTRALIA.	
			Visited various British Hospitals where AIF personnel were patients. Discussed various matters arising out of returns &c.	
	8.6.1941		Completed Appendix "B" Part II of Repatriation Forms No.2 in company with DADMS (Major White).	
			Handed over to AIF Laison Officer two sealed canvas bags containing all medical documents for transmission to 2nd Echelon A.H.Q.	
	9.6.41	1930 hours	s.s. "ZEALANDIA" with 37 Officers 640 Other ranks 10 Nurses arrived at SINGAPORE from AUSTRALIA. Boarded vessel and took over documents. The Disembarkation Instructions to O.C.Troops are not sufficiently detailed. This matter has been	

WAR DIARY *or* INTELLIGENCE SUMMARY.

(Erase heading not required.)

(Sheet 2.)

Army Form C. 2118 (adapted.)

Unit 2nd Echelon AIF MALAYA. *Date and Time:—From* 1st June 1941 *To* 30th June, 1941.

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, etc.
			investigated and made the subject of memorandum to 2nd Ech AHQ. and HQ AIF MALAYA.	
	9.6.1941	2200 hrs	O.i.c. and NCO left SINGAPORE and arrived KUALA LUMPUR	
	10.6. 41	0700 "		
	10.6.1941 to 30.6.1941		Normal routine and office work carried out. Suggested to AA & QMG (Colonel J.R.Broadbent) that it would be of considerable assistance w[illegible] certain NCOs of 2nd Ech. could obtain Orderly Room experience with Units. Agreed upon and arranged for four Sergeants of 2nd Echelon staff to be exchanged with units for a period of two weeks. Issued detailed instructions to NCOs concerned as to their action and procedure in unit Orderly Rooms.	
			Further series of medical boards held during the month and advice received on 30th June from ADMS that 30 men had been marked for return to AUSTRALIA. Commenced on preparation of rolls, documents &c.	
			[signature] Captain. Officer in charge. 2nd Echelon.	
KUALA LUMPUR. 1st July, 1941.				

20628—5,000—12-5-41—R [illegible]/6.

WAR DIARY *or* INTELLIGENCE SUMMARY.

Army Form C. 2118 (adapted.)

(Erase heading not required.)

Unit 2nd Echelon AIF MALAYA. *Date and Time:—From* 1st July,1941 *To* 31st July, 1941.

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, etc.
KUALA LUMPUR	1. 7.41		Usual routine work carried out throughout the month.	
	to		Training of personnel, lectures and anti gas training	
	31. 7.41		proceeded.	
			Considerable work on medical boards took place and a further	
			list of returnees completed for return to AUSTRALIA.	
			Owing to last minute additions of names it was necessary for	
			three rolls to be prepared.	
	25.7.41		32 Invalids (1 Officer and 32 O/rs) 1 Officer and 8 O/R	
			S.N.L.R. sailed from SINGAPORE on s.s. SIBAJAK for return to	
			AUSTRALIA.	
			Captain.	
			Officer in charge.	
			2nd Echelon, AIF. MALAYA.	

2003A—5,000—12-8-41—R 2/6.

AUSTRALIAN IMPERIAL FORCE

MALAYA.

OFFICE INSTRUCTION No. 15.

2nd Echelon.
26th July, 1941.

1. DAILY ORDERS PART II:

It is apparent from the many corrections which it is necessary to publish in Daily Orders Part II that sufficient care is not being exercised by all clerks in the preparation of such Orders.

Greater care must be exercised by all concerned and Daily Orders Part II must in every case be compiled from AFB 103 (Officers B199a) and NOT from Casualty Returns. When recording entries on AFB 103 and B199a from Casualty Returns it is essential that any conflicting entries therein be adjusted before a Daily Order is promulgated.

2. ACCIDENTAL INJURIES:

AAMA D.11 must be completed in every case of an accidental injury, and, when recording Hospital admissions of personnel who have obviously been injured as a result of an accident a note is to be taken to ensure that AAMA D.11 is duly received and promulgated. In the event of D.11 not being received within two weeks of injury the case is to brought to the notice of Officer in charge who will cause enquiries to be made as to whether D.11 has yet been lodged with HQ.

3. STAFF:

It is anticipated that the work of this office will be very considerably increased in the near future and the existing staff must ensure that all of their work is brought up to date without delay in order that they will be in a position to assist personnel of additional staff if called upon to do so.

Captain.
Officer in charge.
2nd Echelon AIF.
MALAYA.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2nd. Echelon MALAYA *Date and Time.—From* 1st August '41 *To* 31st August, 1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
KUALA LUMPUR	1.8.41	-	During the month normal routine carried out. State of work prior to arrival of additional troops very satisfactory.	
			Due to the move of HQ ATF Malaya from Kuala Lumpur to JOHORE BAHRU the volume of correspondence has shown considerable increase. Matters which were formerly attended to by a telephone call have now to be dealt with by memoranda.	
			Further the removal of units from the previous area to other areas has resulted in considerable delay in communications both by telephone and by mail.	
	15.8.41		Additional troops arrived at SINGAPORE at 0800 hours 2nd Echelon Staff (O i.c. and two Sergts) were present on arrival. Very incomplete disembarkation returns were available and it was only after discussion with Movement Control, Malaya Command, was it possible to secure Nominal	

D.3485/3.39.—C.4788.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2nd Echelon MALAYA. *Date and Time.—From* 1.8.41 *To* 31.8.41.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
KUALA LUMPUR			Rolls of personnel disembarking. The matter has been referred to 2nd Ech.AHQ and a suggested form of memorandum for issue to OC Troops disembarking in Malaya forwarded. 2 NCOs arrived as reinforcements for 2nd Echelon but owing to an outbreak of mumps on transports it was not possible for them to join 2nd Echelon until 19.8.41 when they reported for duty. Concurrent with the arrival of additional troops it was decided to embark for return to AUSTRALIA 73 Invalids and 3 Non-Medical Cases - all Other ranks. These troops embarked on 21.8.41. In response to a verbal request from HQ AIF Malaya a further increase in the establishment of a 2nd Ech.in Malaya was submitted. Due regard does not appear to have been paid to the large number of units which now comprise AIF MALAYA.	

D.3483/3.39.—C.4788.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Sheet 3.

Unit 2nd Echelon AIF MALAYA. *Date and Time.—From* 1.8.41 *To* 31.8.41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			The Force is now comprised of 62 units. Strong representations have been made to HQ AIF Malaya for approval to anticipate the granting of the increased establishment but this has not yet been given. In the circumstances it is extremely difficult to keep the work up to date.	
			Captain.	
			Officer in charge, AIF, MALAYA. 31.8.1941.	

D.3483/5.39.—C.4788.

AUSTRALIAN IMPERIAL FORCE
MALAYA.

OFFICE INSTRUCTION No.16.

2nd Echelon.
14th August,1941.

1. OFFICE HOURS: Commencing on 18.8.41 and continuing until further notic the following office hours will be observed:

Monday to Saturday:	From morning parade to 1245 hours. 1400 hours to 1615 hours.
Sunday:	Optional unless state of work requires otherwise.
Mondays, Wednesdays) Fridays.)	1900 hours to 2130 hours.

Attendance as above are parades and punctuality is essential. Exemption from night duty will only be granted in exceptional cases.

2. LEAVE: Leave will only be granted three times a week from 1700 hours.
Leave on Sunday after Church Parade may be granted to 75% of personnel.

3. ADDITIONAL STAFF: Due to the arrival of additional staff the following temporary changes in location will take place - probably on 18.8.41:

Sergeants LAING, COHEN, ROWE, & Corporal JOHNSON will be located in Clerks Room, A & Q Sch HQ Building. One typewri together with necessary documents will be taken with them. ALL documents will be locked in steel cupboard in that room each night. Sgt LAING will be in charge and responsible for work and routine.

Staff arriving as under will work in conjunction with

Orderly Room Sergeant	2/15 Fd.Regt.	Sgt.	NEVELL.
" " "	2/26 Bn.	"	DALEY.
" " "	2/29 Bn.	"	FLANS.
" " "	2/30 Bn.	"	NEWTON.

Other Clerks reporting for duty will be detailed late:

4. DUTIES: The following order of priority of work will be observe in connection with troops arriving:

Preparation of:

A. General Index Cards.
B. Forms B 103 to be brought up to date from Casualty Returns dated up to and including 15.8.41.
C. Daily Orders Part II to be prepared from Form B.103.

It is expected that the existing staff will render eve assistance to the additional staff reporting for duty and th the standard of work attained will be maintained.

Captain.
Officer in charge.
2nd Echelon.

AUSTRALIAN IMPERIAL FORCE
MALAYA.

2nd ECHELON

OFFICE INSTRUCTION No.17.

KUALA LUMPUR.
19th August,1941.

1. ALLOCATION OF DUTIES: Detail of duties as from 21st August,1941 will be as follows:

Supervising Warrant Officer:		WOI R.D.Crompton.
Senior N.C.O:		Sergeant G.Laing.
(a)	Statistical Section: (including Medical statistic.)	Sergeant Piggott.
		" Milne.
(b)	Registry Section:	" Terry.
	Correspondence.	
	Receipt and Despatch.	
	Register of Deaths.	
	Register of Effects.	
	Casualties. Cables.	
(c)	Staff Section:	
	Requisitions.	
	Officers, Nurses, and Philanthropic Representatives	Corporal Coates.
	Records.	
(d)	Medical Records Section:	" Doig.

(Pte Scarlen will assist in Staff & Medical Records Section.)

(e) Stores and Stationery Section: Pte Wilson.
Operation of Duplicator.

2. DETAIL OF UNITS: Vide attached appendix.

3. OFFICE INSTRUCTIONS: All ranks are expected to be thoroughly acquainted with Office Instructions, Administrative Standing Orders and other instructions issued from time to time.

Captain.
Officer in charge.
2nd Echelon AIF.
MALAYA.

A.D.O.
A.M.R.&C.
A.I.F. H.Q.
Ed. I. Regt.
} can be obtained from Crompton

DISTRIBUTION OF UNIT DUTIES.

SGT. COHEN:
2/9 Fd.Ambulance.
2/2 MAC.
2/10 Fd.Coy RAE.
10 Rec.Sec.2/4 AFW/shops.
12 " " "
Sub Sec.Fd.Bakery.

SGT.NEWTON:
6 Div.Sigs.
2/3 MAC.
10 AGH.

SGT.LAING:
22 Inf Bde Hq.
2/18 Bn.
74 LAD.

SGT.FLAWS:
~~HQ AIF Malaya.~~
2nd Echelon.
Command Pay Office
Field Cash Office.
Audit Section.
2/19 Bn.
73 LAD.

SGT.DALEY:
2/20 Bn.
8 Sup.Por.Sec.
2 Mob Bact.Lab.
3 Adv.Depot Med.Stores.
17 Special Dental Unit.
18 Dental Unit.
25 Dental Unit.
27 Dental Unit.

SGT.COSH:
HQ 27 Inf.Bde.
2/26 Bn.
87 LAD.

SGT.BRUCE:
2/29 Bn.
HQ 8 Div.AASC.
Detention Barracks.

SGT.PARSONS:
2/30 Bn.
8 Div.Salvage Unit.

SGT. _____:
2/15 Fd.Regt.
2/12 Fd.Coy RAE.
84 LAD.
2/5 Fd.Hygiene.

SGT.HOWE:
4 A/Tk Regt.
2/10 Fd.Amb.
2/4 CCS.
2 Conv.Depot.
85 LAD.
2/3 Ord.Store Coy.

SGT.NEVELL:
2/10 Fd.Regt.
2/6 Fd.Pk Coy RAE.
89 LAD
86 LAD
Base Postal Unit.
8 Div " "
HQ 8 Div RAE.
HQ 8 Div Artillery.

CPL.JOHNSON:
22 Bde Coy AASC.
27 Bde Coy AASC.
2/2 Res.MT Coy.

Cpl.GIGANTO:
3 Res.MT Coy.
4 Res.MT Coy.

SGT.JAMES: HQ AIF.Malaya.
Adm.HQ.
General Base Depot.
8 Div.Provost Coy.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase if not required).

(adapted.) C.2118
W.O. 3-OCT 1941 A.I.F.
ECHELON

Unit 2nd Echelon AIF MALAYA. Date and Time.—From 1st Septr 1941 To 30th Septr 1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
~~KUALA LUMPUR~~	~~1. 9. 41~~		On instructions from AA & QMG (Col Broadbent) Officer in charge proceeded to HQ AIF MALAYA.	
	2. 9. 41		Officer in charge (Captain L.Terry) discussed with: AA&QMG — Establishments. Reinforcements. "X"List. AD.3 & DADMS Returnees.Medical Boards.Hospital Returns. DAG.G. Movements both inward and outward also Rfts. General Base Depot: Returns. Records procedure to be followed.	
	3. 9. 41		O.i.c. at GBD and discussed with CO and Adjutant records matters connected with establishment of GBD. Position most unsatisfactory apparently due to a certain extent to the uncertainity of the position of staff of GBD. Further discussion with DAAG HQ AIF on outstanding matters.	
	4. 9. 41 to 15. 9. 41		Routine matters. Instructions issued as a result of decisions obtained from HQ AIF Malaya.	

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

Unit ....2nd Echelon AIF MALAYA.. *Date and Time.—From* ....1st Septr. 1941 *To* ....30th Septr. 1941

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
KUALA LUMPUR	13. 9. 41	2200	Officer in charge left Kuala Lumpur for Singapore	
	14. 9. 41 to		Conferred with A/DMS (Col Broadbent) Actg A/AG/MG Adm HQ.AIF (Major W.S.Kentaughan) DAAG (Captain Ackeroyd) Legal Officer (Major P.Wood) and DAPM (Captain Miller)	
	18. 9.41		In Singapore in connection with arrival of HMAS Wanganella with personnel of 13 AGH and the embarkation by same vessel of 59 Invalids for return to AUSTRALIA. The procedure in regard to the invaliding of personnel is most unsatisfactory and sufficient time is not given of the personnel and the categories who it is proposed to return to AUSTRALIA.	
	18. 9. 41 to 30. 9. 41		Routine matters. Considerable difficulty is being experienced in obtaining sufficient and efficient clerical assistance for the successful operation of 2nd Echelon. The establishment allowed is totally inadequate and representations have been	

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118.
(adapted.)

Unit 2nd Echelon AIF MALAYA. Date and Time.—From 1st Sept. 1941 To 30th Sept 1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			made to HQ AIF for an increase. The attaching of personnel is considered unsatisfactory as the units concerned complain they are unable to fill vacancy created. The whole question is dealt with in a separate memorandum.	
			Captain. Officer in charge. 2nd Echelon AIF. MALAYA.	
KUALA LUMPUR	30. 9.41			

D.3083/3.39.—C.4788.

AUSTRALIAN IMPERIAL FORCE.

MALAYA.

2nd ECHELON. KUALA LUMPUR.

OFFICE INSTRUCTION NO. 18. 19 Sep 41.

"X" LIST AND REINFORCEMENTS.

The following procedure will be adopted in regard to posting of personnel to "X" List as laid down in R.O. No. 47 para.6.

AFB 103 : Forms AFB 103 of personnel evacuated to Hospital will be maintained by Unit Clerks at 2 Ech until personnel are taken on strength at GBD.

Clerk 1/c GBD Records at 2 Ech will advise Unit Clerks daily, or whenever necessary of personnel marched into GBD and he will then take over AFB 103. Unit Clerks must ensure that AFB 103 are up to date as far as possible before handing over form to GBD Clerk.

As AAForms A 36 and AFW 3034 recording discharge from Hospital will not as a rule be received before Casualty Returns come from G.B.D., Sgt James will leave sufficient space on AFB 103 for entry recording such discharge from Hospital before making entry "Taken on Strength "GBD".

Unit Clerks at 2 Ech will record in DO Pt.II evacuation to Hospital and posted to "X" List. On personnel being taken on Strength or GBD Unit Clerk will promulgate Struck off "X" List ... Unit and taken on Strength of GBD. A copy of every DO Pt II containing reference to "X" List will be sent to GBD. This will not only serve as preliminary advice of personnel who will eventually join GBD but will ensure that all ranks are accounted for as far as movements are concerned. Likewise any offences promulgated during the time a man leaves his unit and joins GBD will be available. Hospital discharges with diagnosis will be promulgated by Unit Clerks.

Personnel in Detention Bks will be placed on "X" List but NOT struck off strength of Units as such personnel will rejoin unit direct from Detention Bks and NOT through GBD.

Captain.
O. I/C. 2nd ECHELON.
A.I.F., MALAYA.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

a.w. 3m 8/18

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX 34263	TERRY, E. A.	2nd Echelon	Yes	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F. (Unit) [illegible] 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.	-		
Squadron or Company Quartermaster-Serjeants	-		
Staff Serjeants	-		
Serjeants	7		
Corporals	-		
Troopers, Privates, &c.	-		
TOTALS	8	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 Sergeant.	2/20 Inf. Batt.	1 Sergeant	2/18 Inf. Batt.
1 Sergeant.	2/19 " "	2 Privates	2/18 Inf. Batt (Reinf.)
1 Sergeant	2/10 Field Regt.	1 A/Corporal	Bde Coy A.A.S.C
1 A/Corporal	" " "	1 Private	" " " "
1 S/Sergeant	2/15 " "	1 Private	2/9 C.C.S.
1 A/Corporal	4 Res. MT Coy	1 Sergeant	4 Anti TANK
1 Private	1 Fld Bky Sub Sec	1 A/Corporal	2/9 Field Amb.
1 2/Sergeant	2/26 Inf. BATT	1 S/Sergeant	2/29 Inf. Batt.
		1 Sergeant	2/30 Inf. Batt.

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 2m 2/40 6/40

2nd Echelon Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.									REINFORCEMENTS REQUIRED.									REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.		TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																		
Butchers																		
Carpenters and Joiners																		
Clerks																		
Despatch Riders																		
Draughtsmen (topo)																		
Drivers H.T. and/or I.C.																		
Electricians																		
Farriers																		
Fitters																		
Masons																		
Painters and Decorators																		
Plumbers and Gasfitters																		
Saddlers and Harness Makers																		
Signallers																		
Storemen technical																		
Vickers Machine Gunners																		
Cooks																		
General duty personnel																		
TOTALS (to agree with Columns 3 and 4 of Part A.)																		

2nd Echelon
Unit.

Date of Despatch 13 1941

Signature of Commander.
Captain
Officer-in-Charge
2nd Echelon
Bde., Divn., Area, &c., with which unit is serving.

a.w. 2m 2/40 6/40

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

[illegible] (Unit) [illegible] 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.	-		
Squadron or Company Quartermaster-Serjeants	-		
Staff Serjeants	-		
Serjeants	7		
Corporals	-		
Troopers, Privates, &c.	-		
TOTALS	8	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 Sergeant	3/20 Inf. Batt	1 Sergeant	3/18 Inf Batt
1 Sergeant	3/19 " "	2 Privates	3/18 " " (Reinf)
1 Sergeant	3/10 Field Regt	1 A/Corporal	Dets Coy G.R.S.C.
1 A/ Corporal	" " "	1 Private	" " "
1 S/ Sergeant	3/15 " "	1 Private	3/4 C.C.S.
1 A/Corporal	4 Res M.T. Coy	1 Sergeant	4 Anti Tank
1 Private	1 Fld Bty Sub Sc	1 A/Corporal	3/9 Field Amb
1 S/Sergeant 1 Corporal	3/20 Inf Batt " "	1 S/Sergeant 1 Sergeant	3/29 Inf Batt 3/30 Inf. Batt.

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

A.F. W. 3009 2/40

2nd Echelon Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.		
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F.
Unit.

Date of Despatch

A.F. W. 3009 2/40

[illegible] C. C. Jobson
Officer [illegible]
2nd Office[illegible]
Signature of Commander.

Bde., Divn., Area, &c., with which unit is serving.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. *(Unit)*

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels	–		
Majors	–		
Captains	1		
Lieutenants	–		
2nd Lieutenants	–		
Quartermasters	–		
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

a.w. 3m 5/16

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX 39269	TERRY E.A	2nd Echelon	Yes	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon, A.I.F. *(Unit.)*

(Date of Despatch.)

Officer-in-Charge 2nd Echelon A.I.F. *(Signature of Commander.)*

(Bde., Divn., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (insert Yes or No).	6 If not present with Unit, state how employed.
CAPT	35269	TERRY E.A.	2nd Echelon	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.

2nd Echelon A.I.F. (Unit.)

28 SEP 1941 (Date of Despatch.)

Capt (Signature of Commander.)
Officer-in-Charge
2nd Echelon.
(Bde., Div., Area, etc., with which Unit is serving.)

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon (Unit) 29/4/19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	6		
Corporals			
Troopers, Privates, &c.			
TOTALS	7	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 Sergeant	2/20 Inf. Batt	1 Sergeant	3/18 Inf. Batt
1 Sergeant	3/19 " "	1 Private	3/19 Inf. Batt.
1 Sergeant	2/10 Field Regt.	1 A/Corporal	Bde. Coy A.A.S.C
1 A/Corporal	"	1 Private	" " "
1 S/Sergeant	2/15 " "	1 Private	3/4 C.C.S
1 A/Corporal	4 Reserve M.T.	1 Sergeant	4 Anti Tank
1 Private	1 Fld Bakery	1 S/Sergeant	2/29 Inf. Batt
1 S/Sergeant	2/26 Inf. Batt	1 Sergeant	3/30 Inf. Batt
1 Corporal	2/19 Inf. Batt		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.w. 3m Mls 2/40

2nd Echelon Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.									REINFORCEMENTS REQUIRED.									REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.		TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																		
Butchers																		
Carpenters and Joiners																		
Clerks																		
Despatch Riders																		
Draughtsmen (topo)																		
Drivers H.T. and/or I.C.																		
Electricians																		
Farriers																		
Fitters																		
Masons																		
Painters and Decorators																		
Plumbers and Gasfitters																		
Saddlers and Harness Makers																		
Signallers																		
Storemen technical																		
Vickers Machine Gunners																		
Cooks																		
General duty personnel																		
TOTALS (to agree with Columns 3 and 4 of Part A.)																		

2nd Echelon A.I.F.
Unit.

Date of Despatch [illegible]

Capt.
Officer-in-Charge
2nd Echelon.
Signature of Commander.

Bde., Divn., Area, &c., with which unit is serving.

a.w. 3m Mls 2/40

WAR DIARY or INTELLIGENCE SUMMARY

Army Form C.2118 (adapted.)

(Erase heading not required).

Unit 2nd ECHELON, AIF. MALAYA. *Date and Time.—From* 1.10.1941 *To* 31.10.1941

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
KUALA LUMPUR	1.10.41		Normal Routine -	
	2.10.41		Received telephone advice from DADMS Adm.HQ that 65 personnel	
			were to be invaldded to AUSTRALIA - probably sailing on 6.10.41	
			Informed DADMS that method adopted in this connection must be	
			considered as entirely unsatisfactory and that it was impossible	
			to pbepare accurately all necessary documents unless due notice	
			together with names of invalid could be furnished.	
	3.10.41	2200	O.i.c.(Captain E.Terry) left Kuala Lumpur and arrived	
SINGAPORE	4.10.41	0700	Conferred with A/AA&QMG (Major W.S.Kent-Hughes) DAAG (Captain	
			Ashkanasy) DADMS (Major JGG White)- Completed documents for	
			the embarkation of invalids.	
"	5.10.41	0900	H.M.T. "JJ" with reinforcements arrived. Lieut.A.K.Marshall	
			arrived for duty with 2nd Echelon. Disembarkation of rfts	
			completed at 1100 hours. Handed over to Ship's Adjutant (Voyage Only)	

Officer in Charge
2nd Echelon
MALAYA.

D.3453/5.39.—C.4788.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

Unit 2nd Echelon AIF MALAYA. *Date and Time.—From* 1.10.41 *To* 31.10.41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			documents for invalids returning on same transport to AUSTRALIA.	
SINGAPORE	5.10.41	2200	O.i.c. and Lieut.Marshall left for KUALA LUMPUR	
KUALA LUMPUR	6.10.41	0700	Arrived Kuala Lumpur - Routine matters. Lieut.Marshall occupied	
			in organisation of office and routine work. Conferred with	
	TO ~~20.10.41~~		Senior NCOs on re-organisation of staff matters and work.	
			Advice received that personnel who were supposed to be returning	
	20.10.41		to AUSTRALIA on HMT "JJ" would not be returning at present.	
"	21.10.41		Again drew attention of Adm HQ to the unsatisfactory state	
			existing due to the non-increase of 2nd Echelon Establishment.	
	23.10.41		Received verbal approval that 2nd Echelon Establishment vide	
	TO		attached had been approved. Proceeded to put into operation	"A"
			organisation of office staff and made certain promotions of	
			NCOs. See Organisation of Office attached.	"B"
	31.10.41.		Routine matters.	

D.3483/5.39.—C.4788.

Officer-in-Charge
2nd Echelon
MALAYA.

"A"

AUSTRALIAN IMPERIAL FORCE

MALAYA.

2ND ECHELON.

RANK.	EXISTING STAFF. 1.	AUTHORISED UNDER WAR ESTABLISHMENT No.V1/1940/4/1. 2.	PROPOSED EXTABLISMT. 3.
W.O. I	1	1	1
W.O. II	-	-	1
S/Sgt	-	1	1
Sergeants	6	4	6
Corporals	-	1	8
Pdivates Td.Gp III	-	4	2
Batman	-	1	1
	7	12	20

1. Personnel authorised under WE as per column 2 not adopted pending decision on Column 3 - Proposed establishment.

11. Orderly Room Sergeants of units joining 2nd Echelon are additional to personnel shown above.

111. Approval be given to attach a Corporal for each additional 800 personnel who arrive for this Force where the establishment of the personnel or units arriving does not provide for an Orderly Room Sergeant to be detached to 2nd Echelon.

E.TERRY.
Captain.
Officer in charge.
2nd Echelon AIF.
MALAYA.

21.10.1941.

"B"

AUSTRALIAN IMPERIAL FORCE.

MALAYA.

2ND ECHELON.

DISTRIBUTION OF DUTIES.

OFFICER IN CHARGE

CHIEF CLERK.

ADMINISTRATIVE DUTIES.

STATISTICAL SECTION:	Compilation of all strength returns. Statistical data. Returns (personnel)
Sgt. Pigott.	for Adm.HQs,AIF.H.Qrs,Malaya Comd.
" Milne.	Army HQrs. Reinforcements.
REGISTRY SECTION:	Receipt and Despatch of all mail.Cables.
Sgt Terry.	Messages. Correspondence. Register of
Cp III Clerk.	Effects. Register of Deaths. Casualties.
MEDICAL RECORDS SECT:	Maintenance of records AAF.D.L. Filing of all Medical Reports &c. Preparation of
Cpl Daly.	documents (medical) for Boards and
Cp III Clerk.	Returnees to Australia.
STAFF DUTIES 2nd ECH:	Requisitions for equipment,stationery, ration states. Leave Roster. General
Pte Clerk.	office duties. Issue of stationery and maintenance of office supplies. War Diaries.
CHECKING STAFF:	(To be formed) Checking of Establishments. Checking of Daily Orders Part II before
W.O II 1.	issue.
Cpl 1.	
RECORDS - OFFICERS & A.A.N.S.	Maintenance of Records.
Cpl Searle.	

SENIOR NCO IN CHARGE.

RECORDS.

Sgt NEVILL.	Sgt ROSE.	Sgt GREEN.	Sgt JAMES.
			Pte HARTEL.
Base Postal Unit.	4 A/Tk Regt.	2/15 Fd.Regt.	G.B.D.
Div.Postal Unit.	2/3 Ord.Store Coy.	2/12 Fd.Coy.	
HQ RAA	85 LAD.	84 LAD	
2/10 Fd.Regt.	2 Conv.Depot.	2/5 Fd.Hygiene.	
HQ RAE	2/10 Fd.Amb.		
2/6 Fd.Pk Coy.	2/4 CCS.		
69 LAD.			
86 LAD.			

Sgt LAING.	Sgt FLAWS.	Sgt DALEY.
HQ 22 Inf Bde.	2nd Echelon.	2/20 Inf Bn.
2/18 Inf Bn.	Command Pay Office.	8 Gup.Per Sec.
74 LAD.	Field Cash Office.	9 Gup.Per.Sec.
	Audit Section.	3 Adv Dept M.Stores
Sgt GOSS.	2/19 Inf Bn.	2 Mob Bac.Lab.
	73 LAD.	17 Spec.Dental Unit.
HQ 27 Inf Bde.	Sgt BRUCE.	18 " "
2/26 Inf Bn.		25 " "
87 LAD.	2/29 Inf Bn.	27 " "
	Def.Hqs.	
Sgt PARSONS.	HQ, AASC.	
2/30 Inf Bn.		
8 Div.Salv.Unit.	Sgt JONES.	Corporal (to be appointed)
	2/10 Fd.Coy.	3 Res MT Coy.
Cpl MORRIS.	Fd.Bakery.	4 Res MT Coy.
2 Mde Coy (No.1)	10 Prod.Sec 2/4 A.G.H.	
27 " " (No.2)	12 " " "	Sgt HASTON.
2 Res MT Coy.	2/2 M.A.C.	
	2/9 Fd.Amb.	8 Div.Sigs.
Cpl LEWIN.		2/3 M.A.C.
		10 A.G.H.
HQ,AIF.,[illegible]		
Adm.H.		
8 Div.Provost Coy.		
13 AGH.		

Captain
Officer-in-Charge
2nd Echelon A.I.F.
MALAYA.

AUSTRALIAN IMPERIAL FORCE - MALAYA.

2ND ECHELON.

OFFICE INSTRUCTION No.21.

22nd October,1941.

1.
RECORDS:

The importance of treating records of soldiers as strictly confidential cannot be too strongly stressed both from the individuals point of view and as a security measure. AMR & O 1583 is repeated:

"All official documents are to be regarded by the clerks engaged in their registration or despatch as confidentia and in no circumstances is any information concerning any departmental matter to be made public or given to anyone not authorised to receive it. Clerks engaged in connection with correspondence or records will exercise every precaution to prevent leakage of departmental information."

2nd Echelon staff are not to discuss office matters outside the office.

The results of Medical Boards are on no account to be disclosed by any member of 2nd Echelon staff.

2.
CORRESPONDENCE: Clerks preparing memoranda for signature of Officer in charge are to make themselves acquainted with the conditions laid down in AMR & O 1576 and to follow those directions.

3.
ECONOMY IN STATIONERY: Every care is to be exercised in the use of stationery supplies. Short memoranda to units are not to be typed on foolscap sheets. Good quality paper should not be used for that form of correspondence or for office copies.

4.
OFFICE DISCIPLINE: It has been noted on occasions that there is far too much noise and talking going on in offices - one clerk calling out to another in a loud voice &c. This must cease immediately. There is no objection to clerks using the office when off duty for the purpose of writing private correspondence providing they do not interfere with the work of clerks on duty. Private correspondence must not be done during ordinary office hours.

The Senior NCO in each room will be held responsible for discipline and cleanliness of the office.

Captain.
Officer in charge.
2nd Echelon AIF.
MALAYA.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon A.I.F (Unit) 11/10/41 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	6		
Corporals			
Troopers, Privates, &c.			
TOTALS	7	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 Sergeant	2/20 Inf. Batt.	1 Private 1 Sergeant	2/18 Inf. Batt.
1 "	2/19 " "	1 Private	2/19 Inf. Batt.
1 "	2/10 Field Regt.	2 A/corporals	Bde Coy 17.19.5.C.
1 A/Corporal	9/5 Reinf. 2/A.C.C.S.	1 Private	4/9 C.C.S.
1 S/Sergeant	4/15 Field Regt.	1 Sergeant	9 Anti Tank
1 A/Corporal	9 Res M.T.	1 S/Sergeant.	2/29 Inf. Batt.
1 Private	1 Field Bakery	1 Sergeant	2/30 " "
1 S/Sergeant	2/26 Inf. Batt.	1 Private	9/5 Reinf. 2/18 Inf. B.
1 Corporal	2/19 " "	1 Private	9/5 Reinf. 4/9 Fld. Amb.

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

A.F. 2m 11/41 3/42

2nd Echelon Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon A.I.F
Unit.

Date of Despatch 13/10/41

Signature of Commander.

Bde., Divn., Area, &c., with which unit is serving.

A.F. 2m 11/41 3/42

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. *(Unit)*

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains			
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	2		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

A.M. Form W.3008

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX34269	TERRY E.A.	2nd Echelon	YES.	
LIEUT	VX62550	MARSHALL A.K.	"	YES	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd [illegible] (Unit) 4 OCT 1941 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants	[redacted]		
Serjeants	6		
Corporals			
Troopers, Privates, &c.			
TOTALS	7	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 Sergeant	2/20 Inf. Batt.	1 Sergeant	2/18 Inf. Batt
1 Sergeant	2/19 " "	1 Private	2/19 " "
1 Sergeant	2/10 " "	2 A/Corporals	Bde. Coy A.A.S.C
1 A/Corporal	2/10 " "	1 Private	2/9 C.C.S.
1 S/Sergeant	2/15 " "	1 Sergeant	4 Anti Tank.
1 A/Corporal	4 Reserve M.T.	1 S/Sgt	2/29 Inf. Batt
1 Private	1 Field Bakery	1 Sergeant	2/30 Inf. Batt.
1 S/Sergeant	2/26 Inf. Batt.		
1 Corporal	2/29 Inf. Batt.		

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

a.c. 2m 10/40 S/43

2nd [illegible] Unit.

Army Form W. 3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.									REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.		TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																		
Butchers																		
Carpenters and Joiners																		
Clerks																		
Despatch Riders																		
Draughtsmen (topo)																		
Drivers H.T. and/or L.C.																		
Electricians																		
Farriers																		
Fitters																		
Masons																		
Painters and Decorators																		
Plumbers and Gasfitters																		
Saddlers and Harness Makers																		
Signallers																		
Storemen technical																		
Vickers Machine Gunners																		
Cooks																		
General duty personnel																		
TOTALS (to agree with Columns 3 and 4 of Part A.)																		

2nd Cav. Div. A.I.F.
Unit.

Date of Despatch 4.10.41

Captain
Officer-in-Charge 2nd Echelon
Signature of Commander.

Bde., Divn., Area, &c., with which unit is serving.

a.c. 2m 10/40 S/43

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

.....(*Unit*)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
.....*			
.....*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
Totals	1		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

A.W. 3m 3/40 6/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX 34269	TERRY. E.A.	2nd Echelon	YES	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants	1		
2nd Lieutenants			
Quartermasters			
Totals	2		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

a.H. 2m 1/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
CAPT.	VX 39269	TERRY E.A.	2 Echelon	Yes	
LIEUT.	VX 62650	MARSHALL A.K.	"	Yes	

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon (Unit) 18/10/41 19.... (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1 Detail.	2 Posted strength counting against authorised establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	6		
Corporals			
Troopers, Privates, &c.			
TOTALS	7	*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 Sergeant	3/20 Inf Batt	2 Sergeants	3/18 Inf Batt
1 "	3/19 " "	1 Private	3/19 Inf. Batt
1 "	2/10 Field Regt	2 A/cpl.	Bde Coy A.A.S.C.
1 Private	9/5 Reinf 2/9 Ccs.	1 Private	4/9 C.C.S
1 S/Sgt.	2/15 Field Regt.	1 Sergeant	9 Anti Tank
1 A/cpl.	9 Res. M.T.	1 S/Sgt	4/29 Inf Batt
1 Private	1 Field Bakery	1 Sergeant	2/30 Inf. Batt
1 S/Sergeant	4/26 Inf. Batt	1 Private	9/5 Reinf. 2/15 Inf Batt
		1 Private	9/5 Reinf. 2/9 Fld Amb.

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).

A.F. W. 3009 2/40

2nd Echelon Unit.

Army Form W.3009
(page 2)

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.									REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.		TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.	
Bricklayers																		
Butchers																		
Carpenters and Joiners																		
Clerks																		
Despatch Riders																		
Draughtsmen (topo)																		
Drivers H.T. and/or I.C.																		
Electricians																		
Farriers																		
Fitters																		
Masons																		
Painters and Decorators																		
Plumbers and Gasfitters																		
Saddlers and Harness Makers																		
Signallers																		
Storemen technical																		
Vickers Machine Gunners																		
Cooks																		
General duty personnel																		
TOTALS (to agree with Columns 3 and 4 of Part A.)																		

2nd Echelon
Unit.

Date of Despatch 18/10/41

Signature of Commander.

3 Div
Bde., Divn., Area, &c., with which unit is serving.

A.F. W. 3009 2/40

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3009
(page 1)
(Adapted)

FIELD RETURN OF OTHER RANKS.

2nd Echelon (Unit) 26/10/41 19 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants	1		
Serjeants	5		
Corporals			
Troopers, Privates, &c.			
TOTALS	7	•	•

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
1 Sergeant	2/20 Inf. Batt.	2 Sergeants	2/18 Inf. Batt
1 "	2/19 " "	1 A/Cpl	2/19 Inf. Batt
1 "	2/10 Field Regt.	2 L/Sgts	No1 Bde Coy AASC
1 Private	1st Field Bakery	1 A/Cpl	2/4 C.C.S.
1 S/Sgt.	2/15 Field Regt.	1 Sergeant	4 Anti Tank.
1 A/Sgt	4 RES. M.T.	1 S/Sgt	2/29 Inf. Batt.
1 S/Sgt	2/26 Inf. Batt	1 Sergeant	2/10 Inf. Batt.
1 A/Cpl.	2/9 C.C.S (Reinf)	1 Private	4/5 Reinf 2/19 Inf Bde
1 Gunner	4 Reinf. 4 Anti Tank	1 Private	4/5 Reinf 2/9 Field Regt

Part C. Description of other ranks whose return to the unit is particularly requested.

Army No.	Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts if known).
1	SAPPER.	2/Reinf. 2/1st Fd Coy		
21	OTHER RANK	General Base Depot		
2	Drivers	4 RES. M.T.		
2	Privates	General Base Depot		
1	Private	2/3 M.A.C		

1 Corporal 2/19 Inf Batt X. List.

A.G. 20b 500 6/40

2nd Echelon. Unit.

Army Form W.3009
(page 2)

RECEIVED 27 OCT 1941 2 ECHELON

Part D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W.3009.

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.		
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

2nd Echelon. A.I.F
Unit.

Date of Despatch 26/10/41

A.G. 20b 500 6/40

Signature of Commander.

8 Div.
Bde., Divn., Area, &c., with which unit is serving.
2nd Echelon.

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W.3008
(Page 1.)
(Adapted.)

FIELD RETURN OF OFFICERS

2nd Echelon A.I.F. *(Unit)*

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			
Majors			
Captains	1		
Lieutenants	1		
2nd Lieutenants			
Quartermasters			
Totals	2		

*Insert detail of higher ranks as necessary.

PART B.—PARTICULARS OF OFFICERS JOINED OR QUITTED DURING WEEK.

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

A.M. Sec 30a 8/40

Army Form W.3008
(Page 2.)
(Adapted.)

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

RECEIVED SP5L19041

1 Substantive Rank and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	If not present with Unit, state how employed.
CAPTAIN	VX 34269	TERRY. E.A	2nd Echelon	Yes	
LIEUT.	VX 62550	MARSHALL A.K	" "	Yes	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.
~~CAPTAIN~~					
MAJOR CAPTAIN	76315 10378	JAYCEE G.E.S FFCETT R.D	13th A.G.H 10 A.G.H	1-5-41 11/5/41	R.M.O.
LIEUT	70895	THOMS. J.S.	3/20 4 Reins	8/10/41	Comptcommandant

2nd Echelon A.I.F
(Unit.)

26/10/41
(Date of Despatch.)

(Signature of Commander.)

8 Div. A.I.E.
(Bde., Divn., Area, etc., with which Unit is serving.)

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118 (adapted.)

Unit 2ND ECHELON AIF MALAYA. *Date and Time.—From* 1.11.41 *To* 30th November, 1941.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
KUALA LUMPUR	1.11.41	-	Normal office routine work was this month considerably upset - due mainly to the change in location and other circumstances. As a result the work of the office is in arrears. Every effort is being made to bring it up to date as rapidly as possible. It is considered that the scope and functions of this office are not fully appreciated. The staff have on numerous occasions during the month been fully employed on work which would in ordinary circumstances have been carried out by other troops, and the necessity for it to be done by 2nd Echelon staff, who are, after all, primarily clerks, been avoided. A further handicap is that some of the personnel of 2nd Echelon are medically classified as Class II. While the exigencies of the service and the circumstances are fully appreciated it is under the conditions which have prevailed during the past	

D.3453/5.39.—C.4758.

Army Form C.2118.
(adapted.)

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Unit 2nd Echelon AIF MALAYA.... *Date and Time.—From* 1.11.41..... *To* 30.11.41.....

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			month, ~~xxx~~ and are to a certain extent still prevailing, extremely difficult to maintain the degree of efficiency required to keep the work up to date. Personnel employed one day on heavy manual work and on clerical duties the next day do not make for efficiency. During the month the following personnel were evacuated to Hospital: Warrant Officer 1. Staff Sergeants 1. Sergeants 2. (One as a result of heavy loading duties - which will probably necessitate his absence for two months).	
			It is fully realised that the work the staff of 2nd Echelon have been engaged upon, was through the location of the unit, and in the midst of field troops most essential, and had to be done. Doubt is however at the same time raised as to the necessity for locating such a unit as this in the midst of	

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

Unit 2nd Echelon AIF MALAYA. *Date and Time.—From* 1.11.41 *To* 30.11.1941

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			field troops and for moving into a camp which in construction is far from completed. The main records are contained in steel cabinets and their fire resisting qualities are it is considered practically nil. Some of the records are duplicated in AUSTRALIA. Others are not. Every precaution possible is being taken to safeguard essential records in the event of fire or other action breaking out. Due to the bulk and volume of medical records and data which have been collated the prospects of saving same in the event of a serious outbreak of fire are not bright. An order of priority in the importance of salvaging documents in the event of an emergency has been issued as follows: 1. Casualty Returns - Current work &c. 2. AFB 199 (a) and AFB 103. 3. General Index. 4. Medical Records 5. Correspondence Files. ~~xxxx~~ 6. Forms A.200. 7.Statistical	

Army Form C.2118.
(adapted.)

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Unit 2nd Echelon AIF MALAYA... *Date and Time.—From* 1.11.41 ..... *To* 30.11.1941.....

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			Returns and Data. Continued efforts to bring the work up to date as early as possible are being made. Owing to the lack of proper lighting facilities it is not possible to employ the staff on night work. Adm HQ have rendered every help with temporary assistance, which although helpful, is not entirely satisfactory. From 1700 hours 15.11.1941 until 0800 hours 21.11.41 the office was practically closed - except for urgent matters. This was brought about with the move from KUALA LUMPUR to TAMPOI HILL, JOHORE BAHRU. Further a great deal of time was spent in carrying out camp duties necessitated by being moved into a camp which was incomplete on the arrival of the unit.	
KUALA LUMPUR	10.11.41	-	Verbal advice received that 2nd Echelon would change location on 18-19 November. Preliminary steps taken to prepare for the	

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

Unit 2nd Echelon AIF MALAYA. *Date and Time.—From* 1.11.41 *To* 30.11.41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			move. A vast amount of documents had been collected during the	
			nine months the unit had been stationed at KUALA LUMPUR.. Many	
			of these were destroyed before packing was undertaken as it was	
			considered they were of no further value.	
KUALA LUMPUR	13.11.41	-	Completed rolls, documents and embarkation forms for 6th Convoy	which
			consisted of Medical cases 63. SNLR 7. Ex M.E. 23. Under age 2	
			Leave 2 Other reasons 2. TOTAL 99.	
	15.11.41		Advised 5th Convoy consisting of 122 medical cases had embarked.	
			Received verbal advice through Staff Paymaster that 6th Convoy	
			would probably embark on 20th November.	
	16.11.41		Received telephone advice that troops formed as 6th Convoy would	
			now be embarked in two transports. No advice as to change in	
			date from 20.11.41. Due to local conditions at KUALA LUMPUR	
			and the pending move only a skeleton staff was operating -others	

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			being employed on packing and crating steel cabinets. Office was	
			in effect closed - except for urgent matters - from 1700 hours	15/11/41
KUALA LUMPUR	17.11.41	1315	Received telephone advice that 6th Convoy was to embark early	
			18th. After considerable discussion with Adm HQ arranged for	
			officer to travel by 'plane with necessary documents for embarkation.	
	18.11.41		6th Convoy personnel consisting of Ex M.E. 23 AIF Malaya 13	
			embarked on "Aquitania" for return to AUSTRALIA.	
	19.11.41	0830	"Aquitania" pulled out from Naval Base, Singapore.	
		0600	Records, office equipment and advance party left KUALA LUMPUR	
			by MT and arrived at TAMPOI HILL, JOHORE BAHRU at 1730 hours	
			Unloading under wet and muddy conditions completed by 2015 hrs.	
JOHORE BAHRU	19.11.41	1400	Was handed at HQ AIF a "safe hand" package addressed to 2nd	
			Ech. AHQ. The package contained the documents relating to 5th	
			Convoy and should have by that date arrived at AHQ. It was	

Army Form C.2118
(adapted.)

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Unit 2nd Echelon AIF MALAYA. *Date and Time.—From* 1.11.41 *To* 30.11.41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			was immediately despatched by Registered Air Mail at a cost of	
			$36.65cts. As a result of this package not being despatched	
			at the right time certain cables were received from AHQ requesting	
			necessary information.	
		2020	Remainder of 2nd Echelon staff left KUALA LUMPUR by train.	
JOHORE BAHRU	20.11.41	0530	Train party arrived from KUALA LUMPUR.	
		0830	HMAT "Z" arrived with details 602 all ranks, Disembarkation carried out at once.	
		1130	Handed to ESO Embarkation Returns for 7th Convoy, and advised	
			by him probably date of departure 22.11.41	
	21.11.41		Still sorting out and arranging office. Gradually assuming some	
			semblance of order but owing to limited accommodation and the	
			necessity for men to carry out work on their own tents much	
			time was spent in overcoming such difficulties. Asked Adm HQ	
			to provide extra office accommodation in the form of marquee.	

Sheet 8.

Army Form C.2118
(adapted.)

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Unit 2nd Echelon AIF MALAYA. *Date and Time.—From* 1.11.41 *To* 30.11.41.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
	22.11.41		Advised by Adm HQ to add further name to 7th Convoy Roll.	
	23.11.41		Echelon staff engaged upon erecting and flooring marquee for office accommodation.	
	24.11.41		Advised by Adm HQ that name added on supplementary roll of 7th Convoy was to be deleted.	
		1500	Handed over documents,&c to Ship's Adjutant HMT "Z"	
		0900	Troops of 7th Convoy embarked. 73 personnel.	
	29.11.41	1300	International situation considered to be worse-certain instructions were issued by HQ AIF and put into operation.	
		1830	Tension increasing in regard to international situation further instructions received from HQ and put into operation. All leave cancelled and personnel on leave re-called. Considered it advisable to have two armed clerks sleeping in office.	
JOHORE BAHRU	30.11.41		Situation unchanged. Detailed instructions issued in regard	

D.3481/3.10.—C.4788.

Army Form C.2118
(adapted.)

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Unit 2nd Echelon AIF MALAYA. *Date and Time.—From* 1.11.41 *To* 30.11.41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			to safeguarding records as far as conditions permit. Echelon staff engaged upon digging slit trenches &c.	
			Advice has been received from Adm HQ in regard to the departure of 6th Convoy that a ship arrived in SINGAPORE unexpectedly with returnees from the M.E. who were able to provide a guard for SNLR personnel thus avoding the necessity of sending a guard from AIF MALAYA. Further it was stated by Adm HQ that the numbers of medically unfit were such that the total could not be accommodated on 7th and 8th Convoys. (Incidentally the 8th Convoy is now only in process of formation) The confusion of the date and time of departure was due to reasons outside the control of HQ AIF MALAYA.	
			Captain. Officer in charge. 2nd Echelon AIF. MALAYA.	

D.3483/3.39.—C.4788.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

Unit.....2ND.ECHELON..AIF..MALAYA. *Date and Time.—From* ..1.12.41..... *To* ..31.12.41.....

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
JOHORE BAHRU	1. 12.41	1230	Instructions received to bring into action 3rd and final stage of preparedness.	
	2. 12.41	-	Conferred with AA&QMG Adm HQ (Lt.Col.W.S.Kent-Hughes) on procedure to be followed in regard to reinforcements. Issued instruction to GBD.	
	3. 12.41		Suggested to Adm HQ that considered it advisable to re-introduce rendering of AFW 3006 which was temporarily suspended in March.	
	4. 12.41		Conferred with AA&QMG HQ AIF MALAYA (Colonel J.R.Broadbent) on various matters relating to reinforcements, "X"List, appointment of acting NCOs, strength returns &c.	
	6.12.41		Discussed with Assistant Staff Paymaster (Captain J.Watt) the question of discharges of AIF personnel in MALAYA. In view of errors made in the discharge of certain personnel prior to this date submitted proposals to HQ AIF MALAYA.	

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118
(adapted.)

Sheet 2.

Unit 2nd Echelon AIF MALAYA. *Date and Time.—From* 1.12.41 *To* 31.12.41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
JOHORE BAHRU	7. 12.41		Rendering of AFW 3006 reintroduced as from 0600 hours.	
			The number of units who observed the instructions issued by	
			HQ AIF MALAYA was small. HQ were advised at intervals during	
			the day and also succeeding days of the units failing to render	
			returns.	
	8. 12.41		Japanese Forces launched attack on MALAYA.	
		0410	Staff of 2nd Echelon "stood to" and watched 'fireworks'	
			ac ac fire, searchlights and bombing over SINGAPORE.	
		0420	Seven enemy aircraft flying fairly low passed directly over	
			head - No bombs were dropped in this camp area.	
			During the next succeeding days numerous air raid warnings	
			were received during both daylight hours and at night time.	
			The work of the office was necessarily interrupted during the	
			day. No work at night time is possible owing to "black and brown outs"	

D.3483/5.39.—C.47nA.

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118.
(adapted.)

Unit 2nd Echelon AIF Malaya. *Date and Time.—From* 1.12.41 *To* 31.12.41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
JOHORE BAHRU			The interruptions to office work caused whrough Air Raid warnings have now been reduced to a minimum consistent with safety as personnel are not dispersing to slit trenches and PAD Posts until enemy ~~RRR~~ aircraft are actually over area.	
" "	12.12.41		Interviewed DMT JMF (Lt.Col.Dobbs) in regard to records of JMF JVF and JVE attached to AIF Units.	
	14.12.41		AA&QMG AIF MALAYA (Colonel JR Broadbent) telephoned regarding this office memorandum Ech 2142 and stated suitable accommodation would be provided as early as possible.	Attached "A"
	22.12.41	2030	Interviewed AA&QMG AIF MALAYA (Colonel Broadbent) regarding records details regarding "ROSE"Force.	
	23.12.41		Interviewed Captain D.T.Lloyd O.i.c. "ROSE" Force (AIF Sect.)	

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118—
(adapted.)

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

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
JOHORE BAHRU			and arranged records procedure &c,	
SINGAPORE	24.12.41		Interviewed DAAG 2nd Echelon MALAYA COMMAND regarding records of JMF.,JVF.,JVE, personnel attached AIF units. Personnel of those Forces do not concern 2nd Echelon M.C.	
JOHORE BAHRU			Telephoned Adjutant JMF (Captain Lowe) regarding records of JMF.,JVE.,and JVF. who advised he was not concerned with the records of JVE.	
	29.12.41		Finalised Rolls and Embarkation Documents of 8th Convoy of Returnees consisting of 1 Offr. and 100 o/rs. All Medical cases.	
	31.12.41	1200	8th Convoy of Returnees embarked on "00" Immediately after embarkation had taken place air raid sirens sounded. All clear was given 30 minutes later.	
			Statement giving certain statistical information attached	"B"

Major.
Officer in charge.
2nd Echelon AIF.
MALAYA.

"A"

Copy.

2nd. Echelon,
12th. Dec. 1941

Ech.. 2142

Adm. H.Q.
A.I.F. Malaya.

ACCOMMODATION.

Following the conversation that I had with AQ Admin. H.Q. yesterday regarding the provision of an emergency shelter of some sort for this unit - the following example of a set of circumstances which occured last evening demonstrate the urgent necessity for some bomb, light and gas proof shelter to be constructed for this unit.

I. At 1250 hours the following message (telephone) was received from DAAG H.Q. A.I.F.: "NX 33462 Pte. Harton. S.T. Kuba att. Armoured Sec. Killed this morning. Vehicle overturning accident.

II. The Duty Clerk commenced to check the paticulars of abovenamed soldier :-

(a) The name HARTON did not appear in the lexiographic index.
(b) The unit indicator quoted "Kuba" could not be identified with a unit of this Force.
(c) A check then made on the numerical index revealed that the number NX 33462 was that of a soldier named Hilton of 2/18 Bn.
(d) At 1930 hours after above checks had been made I decided that, although it seemed certain the casualty definately related to NX 33462 Pte. Hilton, before despatch of cable to AHQ verification should be obtained.
(e) Telephoned DAAG HQ A.I.F. and was answered by Major Head who endeavoured to assist from the information at his disposal but eventually stated that he would have to seek verification.
(f) At 0800 hours this morning verification had not yet come to hand.

2. The checking above related to ONE casualty only and was carried out in adverse circumstances (hurrican lamps shielded by petrol tins. Fortunately there were no air raids or warnings in this area during the period, otherwise further difficulties and delay would have been experienced.

3. It will be appreciated that had cabled advice been despatched on the information originally furnished (and which had not been corrected) a rebuke would undoubtedly been received from AHQ.

4. It is noted in an instruction issued from Adm. H.Q. dated 11.11.41 para. 2 (a) that advice in regard to deaths is to be sent to H.Q. A.I.F. immediately and repeated to Admin. H.Q. and 2nd. Echelon. It is not apparent why this course is adopted as it would seem ; as in the case quoted herein, to create more avenues for error.

5. The matter is brought to notice as one of considerable importance in view of the severe criticism which appeared in the Australian Press relating to the delay in reporting of A.I.F casualties from another theatre of operations.

Signed E.A.TERRY MAJOR.
Officer In Charge
2nd. Echelon. A.I.F

Copy to: H.Q. A.I.F. Malaya
2nd. Echelon. A.H.Q.

"B"

AUSTRALIAN IMPERIAL FORCE - MALAYA. **SECRET**

STATISTICAL INFORMATION PERIOD ENDED 31st DECR.1941.

2nd Echelon.
3rd January,1942.

1. STRENGTH:

(a) Original Force 18.2. 41	302 Offr.	54 AANS	5,535 O/R.
(b) Arrived since 18.2. 41	476 "	77 "	9,645 "
(c) Reinforcements arrived since 18.2. 41	53 "	8 "	2,172 "
Note: (c) included in (b)			
(d) Total strength at 31.12.41	796 "	125 "	14,398 "

2. CASUALTIES: Hospital admissions:

(a) To 30. 6.41	98 " (& AANS)	3,099 "
(b) To 30. 9.41	104 " "	3,609 "
(c) To 31.12.41	170 " "	3,804 "

Number of Deaths:

(a) Killed in action:		1 "
(b) Accidentally killed	2 Offr.	17 "
(c) Other causes	-	11 "
(d) Suicide		2 "

Total all ranks 33 (incl.Colonel Scriven)

Repatriated:

(a) Medical reasons	10 Offr.	1 AANS	626 "
(b) S.N.L.R.	2 "	-	7 "
(c) Other reasons	-	-	16 "
(d) Transfers out of Malaya	6 "	-	45 "

Discharged in Malaya:

(a) Appointment terminated	1 "	
(b) Discharged	-	12 "

3. PUNISHMENTS:

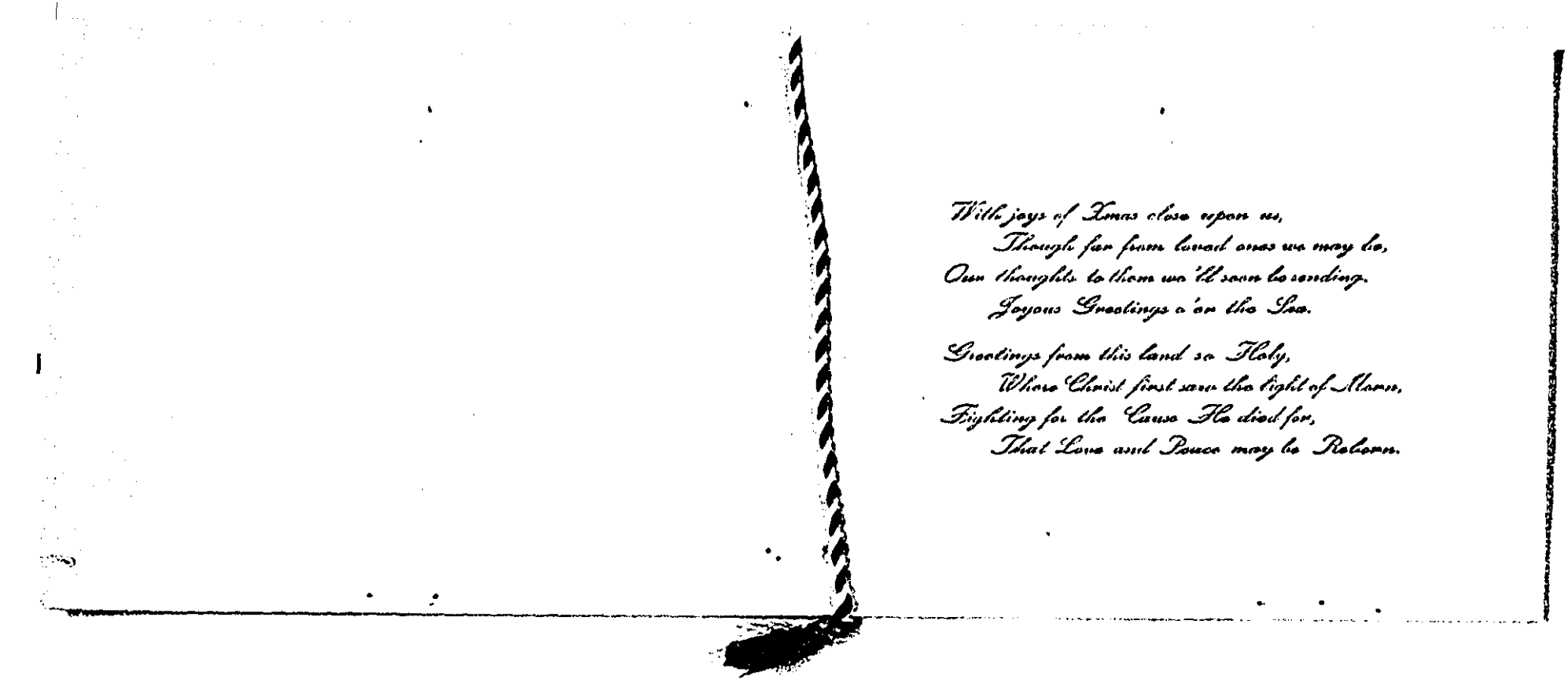
(a) Number of Courts-Martial	75	
(b) Punishments awarded and promulgated.	2 Offrs.	5,023 O/rs.

4. RECORDS:

(a) Number of entries made on History Sheets:
Officers and AANS. 5,613
Other ranks 105,702
Total of 111,315 entries.

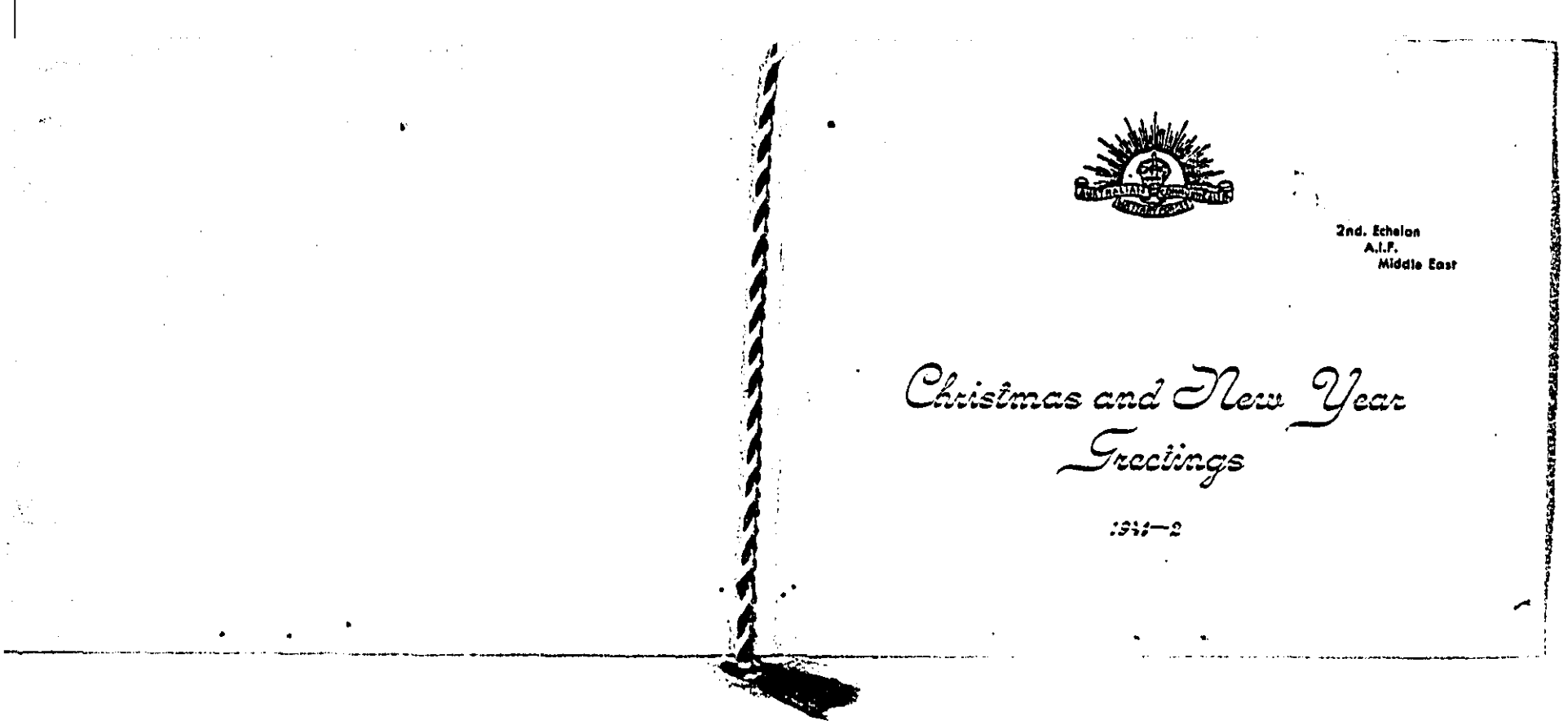
(b) Number of VD cases for which forfeitures of pay have been promulgated. 601 O/Rs.

Major.
Officer in charge.
2nd Echelon AIF.
MALAYA.



With joys of Xmas close upon us,
Though far from loved ones we may be,
Our thoughts to them we 'll soon be sending.
Joyous Greetings o'er the Sea.

Greetings from this land so Holy,
Where Christ first saw the light of Morn,
Fighting for the Cause He died for,
That Love and Peace may be Reborn.



2nd. Echelon
A.I.F.
Middle East

Christmas and New Year Greetings

1941—2

AUSTRALIAN IMPERIAL FORCE-MALAYA.

2ND ECHELON OFFICE INSTRUCTION No.27.

1. BATTLE CASUALTIES: The following procedure will be adopted in regard to the reporting of, and, promulgation of battle casualties:

TERMS TO BE USED:

Killed in Action.	Killed by Accident.
Drowned by Accident.	Drowned Enemy Action.
Died of Wounds.	Died of Wounds/ or Injuries accidentally received.
Wounded in Action.	Wounded in Action remaining at duty.
Wounded Gassed.	Wounded Accidentally.
Wounded Shell Shocked	Wounded as a result Enemy Aircraft.
Wounded Self Inflicted	
Previously reported Wounded now reported sick.	
Missing.	Missing believed Killed.
Missing believed Wounded.	Missing believed Prisoner.
Previously reported Missing now reported Prisoner of War.	Previously reported Missing now reported wounded & missing.

Previously reported Killed in Action now reported Died of/ Wounds
" " Died of Wounds now reptd Killed in Action
" " Killed in Action " " Prisoner of War.
" " Wounded " " " " Died of Wounds.
" " Missing now reptd Rejoined Unit.
" " Missing now reptd Killed in Action.

2. CASUALTY RETURNS: Casualty Returns containing Battle Casualties will be handled as follows:

(a) Stamped in Registry and passed to
(b) Chief Clerk who will supervise with
(c) Casualty Section the checking of all particulars and preparation of cables.
(d) Pass Casualty Returns to Unit Clerks -who will check with AFW 3054,A.36 and promulgate in DO Part II (See next paragraph).

Any discrepancies in casualties shown on Casualty Returns rendered by Units and Hospital Returns will be immediately reported to Casualty Section where immediate action will be taken to verify.

3. PROMULGATION: Battle Casualties will be promulgated after Casualty Returns and Hospital Returns have been reconciled. Daily Orders Part II are NOT to be held up pending the verification of isolated cases. Care must be taken to ensure that ALL casualties are promulgated. Terms to be used as in para.1 above and as much information as is available vide remarks Column on AFW 3010-11-12 is to be included in Daily Orders Part II. e.g. GSW rt.forearm. Shrap.wd chest.

4. CHECKING: It cannot be too strongly emphasised that every care and check possible is to be made in reporting casualties.

6th January,1942.

Major.
Officer in charge.
2nd Echelon AIF MALAYA.