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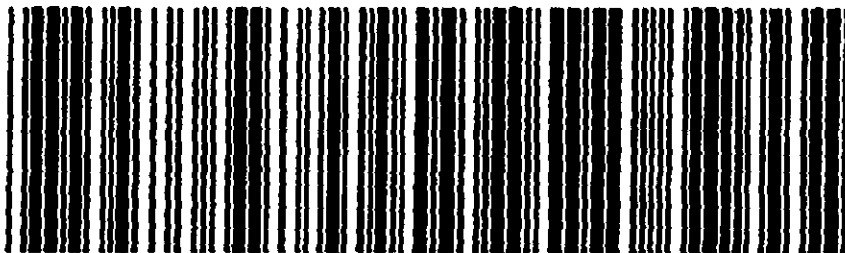
Australian Military Forces, Army headquarters,
formation and unit diaries, 1939 1945

1/7/14

MILITARY DISTRICTS,
COMMANDS AND LINE OF
COMMUNICATION AREAS

Victoria Line of Communication Area
General Staff Branch (Vic L of C Area GS
Branch)

December 1943, part 1



1/7/14-037A

11 JAN 1944

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

Army Form 2118
(adapted)

Unit ' ' ,

Vic L of C Area Date and Time—From 1 Dec 43

To 10 Dec 43

Place.	Date	Hour	Summary of Events and Information	Remarks and references to Appendices Diaries, &c.
HQ Vic L of C Area	1 Dec		Vic L of C Area Trg Instr No 654/43	AB
	2 "		Vic L of C Area Trg Instrs Nos 656, 657, 662/43	AB
	3 "		Vic L of C Area Trg Instr No 658/43	AB
	4 "		Vic L of C Area Trg Instrs Nos 655, 659, 660, 661, 664, 665, 670/43	AB
			Amdt to Vic L of C Area Trg Instr No 650/43	AB
	6 "		Vic L of C Area Security Report No 33	AB
			Vic L of C Area Trg Instrs Nos 663, 669/43	AB
			Amdt to Vic L of C Area Trg Instr No 652/43	AB
	7 "		Vic L of C Area Trg Instr No 671/43	AB
	8 "		Vic L of C Area Trg Instrs Nos 666, 667, 668, 675/43	AB
			Amdt to Vic L of C Area Trg Instr No 654/43	AB
	9 "		Vic L of C Area Trg Instrs No 673, 674, 676, 677/43	AB
			Amdt to Vic L of C Area Trg Instr No 657/43	AB
	10 "		Vic L of C Area Trg Instrs Nos 672, 680/43	AB

2.

By Authority L. F. JONKSTON Commonwealth Government Printer Canberra.


 W. G. S.,
 Vic L of C Area

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

Army Form C 2118
(adapted)

Unit "G" Branch, HQ Vic L of C Area Date and Time From 10 Dec 43 To 20 Dec 43

Place.	Date	Hour	Summary of Events and Information	Remarks and references to Appendices Diaries &c
HQ Vic L of C Area	10 Dec		Amdt to Vic L of C Area Trg Instrn No 652/43	AB
	11 "		Vic L of C Area Trg Instrn No 681/43	AB
	12 "		Vic L of C Area Trg Instrn No 678/43	AB
			Vic L of C Area Security Report No 34	AB
	14 "		Vic L of C Area Trg Instrns Nos 679, 685/43	AB
			Amdt No 2 to Vic L of C Area Locn Sta emen. 6/43	AB
	15 "		Vic L of C Area Trg Instrns Nos 682, 683, 684, 686/43	AB
			Amdt to Vic L of C Area Trg Instrn No 654/43	AB
	16 "		Vic L of C Area Trg Instrns Nos 687, 688, 689, 690/43	AB
			Amdt to Vic L of C Area Trg Instrn No 656/43	AB
	17 "		Amds to Vic L of C Area Trg Instrns No 654, 657/43	AB
	18 "		Vic L of C Area Trg Instrn No 691/43	AB
			Amdt to Vic L of C Area Trg Instrn No 657/43	AB
	20 "		Vic L of C Area Security Report No 35	AB

1.

By Authority L. F. JONSTON Commonwealth Government Printer, Canberra.

[Signature]
Col G S,
Vic L of C Area

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

Army Form C. 2118
(adapted)

Unit "G" Branch, HQ Vic L of C Area Date and Time From 21 Dec 43 To 31 Dec 43

Place.	Date	Hour	Summary of Events and Information	Remarks and references to Appendices Diaries &c
HQ Vic L of C Area	21 Dec		Vic L of C Area Trg Instns Nos 692, 694, 695/43	AB
	22 "		Vic L of C Area Trg Instns Nos 696, 697, 698, 699, 700/43	AB
	23 "		Vic L of C Area Trg Instn No 693/43	AB
			Amdts to Vic L of C Area Trg Instns Nos 654, 656, 694/43	AB
	24 "		Amdt to Vic L of C Area Trg Instn No 639/43	AB
	27 "		Vic L of C Area Security Report No 26	AB
	28 "		Amdts to Vic L of C Area Trg Instns Nos 662, 667, 677, 690, 699/43	AB
	29 "		Vic L of C Area Trg Instns Nos 702, 704/43	AB
			Amdt to Vic L of C Area Trg Instn No 627/43	AB
	30 "		Vic L of C Area Trg Instns Nos 701, 702, 705, 709/43	AB
			Vic L of C Area Recon Statement No 7/43	AB
	31 "		Vic L of C Area Trg Instns Nos 706, 707, 708, 710, 711/43	AB
			Amdts to Vic L of C Area Trg Instns Nos 658, 702/43	AB

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By Authority L. F. J. MASON Commonwealth Government Printer Canberra.

[Signature]
Col. S.
Vic L of C Area

(Erase heading not required)

(continued)

Unit "G" Branch, HQ Vic L of C Ar

AP INDICES

Appendix 1

AS

Appendix 11

Appendix III

AF

APPENDIX 1

War Diary

A M F

27/10/400

Headquarters,
Vic L of C Area,
339 Swanston St,
MELBOURNE C 1
1 DEC 1943

VIC, O' C APTA TRAINING INSTRUCTION O 654/1943

COURSE NO 9 I' C O COOKS

LHQ SCHOOL OF ARMY COOKING & CATERING, CHERMSIDE, Q'LAND

27 DEC 43 17 JAN 44

Authority LHQ memo 204709 of 20 Nov 43.

2. Object of Course To train NCO Cooks and potential NCO Cooks with experience as Cooks (Trade Group II) or Cooks, Hospital (Trade Gp I) in the use of cooking apparatus of all types, fundamental principles of cooking, basic laws of nutrition, systems of messing, and the service of food, compilation of menus, unit catering, and inspection and storage of foodstuffs
3. Vacancies are allotted as follows
LHQ Survey Directorate
Toorak 1 (for V201126 Spr STEVENS, L)
LHQ AAOC School, Broad
meadows 1 (for V52314 Pte BAKER, R G)
10 A D C S Club Melb 1 (for VF396638 Cpl COOK, G M)
4. Qualifications of Students NCO Cooks, selected Cooks Hospital (Trade Group I) or Cooks (Trade Gp II). Each selected student will be medically examined before proceeding to the School and TWO copies of such medical certificate of fitness to attend will be forwarded to these "Q" with information as requested in the following paragraph
5. Nominal Roll (in duplicate) showing No, Rank, Name, Unit, Name, Address and Relationship of Next of Kin should be endorsed "For attention "G" Branch" and forwarded to reach this "Q" not later than 1000 hrs on Monday 13 Dec 43. TWO copies of each student's Personal History Sheet (att) must be completed in detail and must accompany the nominal roll, together with medical certificate as requested in para 4 above
6. Warrants (a) Each student required to travel through MELBOURNE to BRISBANE QLD will be issued with rail warrant for forward journey only to MELB by unit (b) Warrant for forward journey only from MELB to BRISBANE QLD will be issued by HQ Vic L of C Area
(c) Each student who is not required to travel through MELB to BRISBANE will be issued with rail warrant for forward journey only by unit.
(d) All warrants will be endorsed "Charge No 9 NCO Cooks' Course LHQ School of Army Cooking and Catering
7. Travelling Each student travelling through or from MELB will report to RTO SPENCER ST for rail ticket at 1240 hrs on Friday 24 Dec 43 and proceed to SOUTH BRISBANE QLD by train departing SPENCER ST STA at 1325 hrs on that date. On arrival at SOUTH BRISBANE students will report to the RTO. Pers must be prepared to use their own messin, utensil when served with meals at Railway Refreshment Rooms.
8. Reporting All students will report to the Adjutant of the School as soon as possible after arrival and not later than Sunday 26 Dec 43. Accommodation and messing will be provided
9. Pay and Travelling Claims Pay books will be brought by pers possess in them Pa, certificates or other showing full particulars of pay will be forwarded with nominal rolls
Pay books will be made up to date before leaving for the school. All debit and credit entries will be signed
Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor. In cases where students are obliged to remain overnight in a capital city when travelling to or from the School, they must report to a Local and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city.

10. Clothing Students will bring the following :

Male Personnel Service Dress
 Greatcoat
 Personal Necessities
 Cooks white suits (2) if available, otherwise khaki
 working dress

Female Personnel Service Dress
 Greatcoat
 Personal necessities
 Overalls (2)
 Cooks Caps (2)
 Aprons (3)

11. Equipment : Students will bring the following :

Male Personnel Full Marching Order
 Helmet Steel
 Respirator
 Note Books
 Ruler, pen and pencils

Female Personnel Helmet, Steel
 Respirator
 Note Books
 Ruler, pen and pencils

12. Text Books The following text books will be brought if available : --

Management of Soldiers Messing
 Manual of Military Cooking and Dietary

John
 Col GS
Vic L of C Area

DISTRIBUTION

LHQ Survey Directorate 2
 LHQ AAC SCHOOL, BROADMEADOWS 2
 10 A D C S Club, Melbourne 2
 D A D A C, Vic L of C Area 1
 LHQ School of Army Cooking and Catering 1
 R T O South Brisbane Ry Sta 1
 2 Aust Movt Control G 1
 R T O Spencer St Sta 1
 G S 2
 A Q M G 2
 D F O 1
 D R O 1
 WAR DIARY 1
 FILE 1
 SPARES 4

DMT/T3(d)9a22/1

AUSTRALIAN MILITARY FORCES
(Chief of the General Staff)

204709

Headquarters,
Victoria Barracks,
MELBOURNE, S.C.I.

23 Nov '43

Adv LHQ	(3)	HQ NSW L of C Area	(16)
HQ First Aust Army	(20)	HQ Vic L of C Area	(16)
HQ Second Aust Army	(20)	HQ SA L of C Area	(8)
HQ Qld L of C Area	(20)		

Copies for information to : CGS (3), LGA (1), AG (3), QMG (6), MGO (3), CFO (2), MS (3), O2E (10), QMG Mvts (1), DAC (3), LHQ School of Army Cooking and Catering (6), Aust Mvt Cont Gps Nos 1, 2, 3, 4, 5, 6, 7, 8, 9 (1 each), 2/1 Aust Mvt & Tn Gp (1), RTO South Brisbane Railway Station (1), RTO Roma St Railway Station Brisbane (1)

LHQ SCHOOL OF ARMY COOKING AND CATERING
NO 9 NCO COOKS COURSE 27 DEC 43 TO 17 JAN 44
NO 10 NCO COOKS COURSE 17 JAN 44 TO 7 FEB 44

- 1 LOCATION. CHERMSIDE, Qld
- 2 POSTAL ADDRESS LHQ School of Army Cooking and Catering, CHERMSIDE, Queensland.
- 3 VACANCIES. Vacancies are allotted as follows

	<u>No. 9 Course</u> <u>27 Dec 43 to 17 Jan 44</u>	<u>No. 10 Course</u> <u>17 Jan 44 to 7 Feb 44</u>
First Aust Army	4	4
Second Aust Army	4	5
Qld L of C Area	4	5
NSW L of C Area	3	4
Vic L of C Area	2	2
SA L of C Area	2	
	<u>20</u>	<u>20</u>

Formations and L of C Areas unable to fill vacancies allotted to them will notify LHQ (DMT) at least 14 days before the date of commencement of the Course

- 4 COURSES No 9 NCO Cooks Course from 27 Dec 43 to 17 Jan 44 and No 10 NCO Cooks Course from 17 Jan 44 to 7 Feb 44

- 5 OBJECT OF COURSE To train NCO Cooks and potential NCO Cooks with experience as Cooks (Trade Group II) or Cooks, Hospital (Trade Group I) in the use of cooking apparatus of all types, fundamental principles of cooking, basic laws of nutrition, systems of messing and the service of food, compilation of menus, unit catering, and inspection and storage of foodstuffs

6. QUALIFICATIONS OF STUDENTS. NCO Cooks, selected Cooks Hospital (Trade Group I) or Cooks (Trade Group II)

- 7 NOMINAL ROLLS.

(a) Nominal rolls will be forwarded direct to the School to arrive seven clear days prior to the commencing date of the Course

- (b) The School will be advised by signal of any amendments to nominal rolls

8. MEDICAL CERTIFICATE All students before proceeding to the School will be medically examined and medical certificates will accompany nominal rolls

9. TRAVELLING.

- (a) Students will be issued with rail tickets (to BRISBANE) for the forward journey only
- (b) Warrants will be endorsed "charge No 9 (or No 10) NCO Cooks Course, LHQ School of Army Cooking and Catering"
- (c) Transport will be arranged by Formations concerned in conjunction with local Movement Control Group
- (d) The School will make arrangements for the return journey
- (e) Students will be despatched in time to arrive at the School one day before the Course commences
- (f) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms
- (g) Changes of unit location during the currency of the Course should be notified to the School to ensure correct movement of personnel affected

10. ARRIVAL AND REPORTING

- (a) On arrival at SOUTH BRISBANE (from South) or ROMA Street (from North) Railway Stations, students will report to the RTO
- (b) Transport from the Railway Station to the School will be provided
- (c) On arrival at the School all students will report to the Adjutant

11. ACCOMMODATION AND MESSING. Accommodation and messing will be provided at the School

12. PAY AND TRAVELLING CLAIMS.

- (a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date before leaving for the School. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the School, they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city

13. CLOTHING.

- (a) Students coming from tropical stations will be issued with warm clothing as laid down in GRO 208 of 17 Jun 43, prior to reporting to the School. Such clothing is obtainable at L of C GDD and LTDs on production of Movement Order endorsed "Service Dress, Greatcoat and winter under clothing not issued"

(b) Students will bring the following :

- Service dress,
- Greatcoat,
- Personal necessities,
- Cooks white suits (two) if available, otherwise khaki working dress (two)

14 EQUIPMENT.

Students will bring the following :

- Full Marching Order,
- Steel Helmets,
- Respirators,
- Note books,
- Ruler, pen and pencils

15 TEXT BOOKS. The following text books will be brought if available :

- Management of Soldiers' Messing,
- Manual of Military Cooking and Dietary

16 LEAVE

- (a) The Chief Instructor may authorise the grant of leave to a student at the termination of the Course, if the student lodges with the Chief Instructor, at least 14 days before the end of the Course, the written authority of his CO for such grant. Such leave will be granted by the LTD or GDD by which the student is despatched on leave
- (b) In cases where the special instructions issued for a particular School so provide, passes for leave so authorised may be issued by the School. In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor
- (c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of the Course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor
- (d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in GRO Q 395 dated 21 May 43. In the case of students coming from New Guinea or other places outside AUSTRALIA, NORTHERN TERRITORY, and also in cases where leave passes are provided by the School, the food coupons will be issued by the School. In all other cases the student's unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue.

17 NOTE. Before proceeding to the School each student will be issued with a copy of these Joining Instructions


Lieutenant-General,
Chief of the General Staff

War Diary

A M F

27 : 10 401

"G" Branch,
HQ, Vic L of C Area,
339 Swanston Street,
MELBOURNE C 1

VIC 1 OF C AREA TRAINING INSTRUCTION No 656/1943
No 10 COURSE N C O COOKS
LHQ SCHOOL OF ARMY COOKING AND CATERING CHERLASE Q'LAND
17 JAN '44 7 FEB '1944

2 DEC 1943

- 1 Authority LHQ memo 204709 of 23 Nov '43
- 2 Object of Course To train NCO Cooks and potential NCO Cooks with experience as Cooks (Trade Group 11) or Cooks, Hospital (Trade Group 1) in the use of cooking apparatus of all types, fundamental principles of cooking, basic laws of nutrition, systems of messin and the service of food, compilation of menus, unit catering, and inspection and storage of foodstuffs
- 3 Vacancies are allotted as follows :
ANAS Vic L of C Area 1 (for VF 395992 L/Cpl CORNALL, D B
16 ANAS Bks TOORAK)
Camp Staff Officer, 1 (for V 143753 Pte THOMPSON, R A
BONEGILLA Camp HQ, BONEGILLA)
- IMPORTANT Notice of, and reasons for inability to fill the allotted number of vacancies must be notified in writing to "G" Branch HQ, Vic L of C Area at least seven days prior to date on which nominal roll is due at these HQ's
- 4 Qualifications of Students NCO Cooks, selected Cooks Hospital (Trade Group 1) or Cooks (Trade Gp 11) Each selected student will be medically examined before proceeding to the School and TWO copies of such medical certificate of fitness to attend will be forwarded to these HQ with information as requested in the following paragraph
- 5 Nominal Roll (in duplicate) showing Po, Rank, Name, Unit, Name, Address and Relationship of Next of Kin and whether student will be travelling through MELBOURNE should be endorsed "For attention "G" Branch" and forwarded to reach this HQ not later than 1000 hrs on Monday 3 Jan '44 TWO copies of each student's Personal History Sheet (att) must be completed in detail and must accompany the nominal roll, together with medical certificates as requested in para 4 above
- 6 Warrants (a) Each student required to travel through MELBOURNE to BRISBANE QLD will be issued with Rail warrant for forward journey only to MELBOURNE by unit
(b) Warrant for forward journey only from MELBOURNE to BRISBANE QLD will be issued by HQ Vic L of C Area
(c) Each student who is not required to travel through MELBOURNE to BRISBANE QLD will be issued with rail warrant for forward journey only by Unit
(d) All warrants will be endorsed "Charge No 10 NCO Cooks' Course LHQ School of Army Cooking and Catering "
- 7 Travelling Each student travelling through or from MELBOURNE will report to RTO SPENCER ST for rail ticket at 1240 hrs on Friday 14 Jan '44 and proceed to STH BRISBANE QLD by train departing SPENCER ST STA at 1325 hrs on that date On arrival at SOUTH BRISBANE students will report to the RTO Personnel must be prepared to use their own messing utensils when served with meals at Railway Refreshment Rooms
- 8 Reporting All students will report to the Adjutant of the School as soon as possible after arrival and not later than Sunday 16 Jan '44 Accommodation and messing will be provided.
- 9 Pay and Travelling Claims Pay books will be brought by pers possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
Pay books will be made up to date before leaving for the School All debit and credit entries will be signed.
Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor In cases where students are obliged to remain overnight in a capital city when travelling to or from the School, they must report to a Leave and Transit Depot for rations and quarters

- 9 If, for any reason, rations and quarters cannot be supplied at the LTD, certificates to that effect must be obtained from the CO of the LTD to support a claim for travelling allowance in respect of the period spent in the capital city

10 Clothing Students will bring the following :

Male Personnel Service Dress
Greatcoat
Personal necessities
Cooks white suits (2) if available, otherwise khaki working dress

Female Personnel Service Dress
Great coat
Personal necessities
Overalls (2)
Cooks Caps (2)
Aprons (3)

11 Equipment : Students will bring the following :

Male Personnel Full Marching Order
Helmet Steel
Respirator
Note Books
Ruler, pen and pencils

Female Personnel Helmet steel
Respirator
Note books
Ruler, pen and pencil

12 Text Books The following books will be brought, if available : --

"Management of Soldiers Messing"
"Manual of Military Cooking and Dietary"

[Signature]
Col GS
Vic L of C Area

DISTRIBUTION

ANAS Vic L of C Area	3
CAM STAFF OFFICER, BONEGILLA	2
D A D A C VIC L OF C AREA	1
LER SCHOOL OF ARMY COOKING AND CATERING	1
RTO SOUTH BRISBANE RY STA	1
RTO SPENCER ST STA	1
2 AUST MOVT CONTROL GP	1
GS	2
A Q M G	2
D F O	1
D R O	1
WAR DIARY	1
FILE	1
SPARES	6

DMT/T3(d)9a22/1

AUSTRALIAN MILITARY FORCES
(Chief of the General Staff)

27.10.400

204709

Headquarters,
Victoria Barracks,
MELBOURNE, S.C.I.

23 Nov '43

Adv LHQ	(3)	HQ NSW L of C Area	(16)
HQ First Aust Army	(20)	HQ Vic L of C Area	(16)
HQ Second Aust Army	(20)	HQ SA L of C Area	(8)
HQ Qld L of C Area	(20)		

Copies for information to : CGS (3), LGA (1), AG (3), QMG (6), MGO (3), CFO (2), MS (3), OZE (10), QMG Mvts (1), DAC (3), LHQ School of Army Cooking and Catering (6), Aust Mvt Cont Gps Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9 (1 each), 2/1 Aust Mvt & Tn Gp (1), RTO South Brisbane Railway Station (1), RTO Roma St Railway Station Brisbane (1)

LHQ SCHOOL OF ARMY COOKING AND CATERING
NO. 9 NCO COOKS COURSE 27 DEC 43 TO 17 JAN 44
NO. 10 NCO COOKS COURSE 17 JAN 44 TO 7 FEB 44

1. LOCATION. CHERMSIDE, Qld
2. POSTAL ADDRESS LHQ School of Army Cooking and Catering, CHERMSIDE, Queensland
3. VACANCIES. Vacancies are allotted as follows .

	<u>No 9 Course</u> <u>27 Dec 43 to 17 Jan 44</u>	<u>No 10 Course</u> <u>17 Jan 44 to 7 Feb 44</u>
First Aust Army	4	4
Second Aust Army	4	5
Qld L of C Area	4	5
NSW L of C Area	3	4
Vic L of C Area	3	2
SA L of C Area	2	
	<u>20</u>	<u>20</u>

Formations and L of C Areas unable to fill vacancies allotted to them will notify LHQ (DMT) at least 14 days before the date of commencement of the Course

4. COURSES. No 9 NCO Cooks Course from 27 Dec 43 to 17 Jan 44 and No. 10 NCO Cooks Course from 17 Jan 44 to 7 Feb 44

5. OBJECT OF COURSE To train NCO Cooks and potential NCO Cooks with experience as Cooks (Trade Group II) or Cooks, Hospital (Trade Group I) in the use of cooking apparatus of all types, fundamental principles of cooking, basic laws of nutrition, systems of messing and the service of food, compilation of menus, unit catering, and inspection and storage of foodstuffs

6. QUALIFICATIONS OF STUDENTS. NCO Cooks, selected Cooks Hospital (Trade Group I) or Cooks (Trade Group II)

7. NOMINAL ROLLS

- (a) Nominal rolls will be forwarded direct to the School to arrive seven clear days prior to the commencing date of the Course

- (b) The School will be advised by signal of any amendments to nominal rolls

8. MEDICAL CERTIFICATE All students before proceeding to the School will be medically examined and medical certificates will accompany nominal rolls

9. TRAVELLING.

- (a) Students will be issued with rail tickets (to BRISBANE) for the forward journey only
- (b) Warrants will be endorsed "charge No 9 (or No 10) NCO Cooks Course, LHQ School of Army Cooking and Catering"
- (c) Transport will be arranged by Formations concerned in conjunction with local Movement Control Group
- (d) The School will make arrangements for the return journey
- (e) Students will be despatched in time to arrive at the School one day before the Course commences
- (f) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms
- (g) Changes of unit location during the currency of the Course should be notified to the School to ensure correct movement of personnel affected

10. ARRIVAL AND REPORTING

- (a) On arrival at SOUTH BRISBANE (from South) or ROMA Street (from North) Railway Stations, students will report to the RTO
- (b) Transport from the Railway Station to the School will be provided
- (c) On arrival at the School all students will report to the Adjutant

11. ACCOMMODATION AND MESSING. Accommodation and messing will be provided at the School

12. PAY AND TRAVELLING CLAIMS.

- (a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date before leaving for the School. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the School, they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city

13. CLOTHING.

- (a) Students coming from tropical stations will be issued with warm clothing as laid down in GRO-208 of 17 Jun 43, prior to reporting to the School. Such clothing is obtainable at L of C GDD's and LTD's on production of Movement Order endorsed "Service Dress, Greatcoat and winter under-clothing not issued"

(b) Students will bring the following

- Service dress,
- Greatcoat,
- Personal necessitits,
- Cooks white suits (two) if available, otherwise khaki working dress (two)

14 EQUIPMENT.

Students will bring the following :

- Full Marching Order,
- Steel Helmets,
- Respirators,
- Note books,
- Ruler, pen and pencils


15 TEXT BOOKS. The following text books will be brought if available :

- Management of Soldiers' Messing,
- Manual of Military Cooking and Dietary

16 LEAVE.

- (a) The Chief Instructor may authorise the grant of leave to a student at the termination of the Course, if the student lodges with the Chief Instructor, at least 14 days before the end of the Course, the written authority of his CO for such grant. Such leave will be granted by the LTD or GDD by which the student is despatched on leave.
- (b) In cases where the special instructions issued for a particular School so provide, passes for leave so authorised may be issued by the School. In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor.
- (c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of the Course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor.
- (d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in GRO Q 395 dated 21 May 43. In the case of students coming from New Guinea or other places outside AUSTRALIA, NORTHERN TERRITORY, and also in cases where leave passes are provided by the School, the food coupons will be issued by the School. In all other cases the student's unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue.

17 NOTE. Before proceeding to the School each student will be issued with a copy of these Joining Instructions


Lieutenant-General,
Chief of the General Staff

War Henry

M F

27 : 27 : 108
"G" Branch,
FQ, Vic L of C Area,
339 Swanston Street,
MELBOURNE C 1.

2 Dec '43

VIC L OF C AREA TRAINING INSTRUCTION No 657/1943
SPECIAL COURSE Nos 2 4 and 6 CARS, ARMED HY M 6 (STAGHOUND)
AFVTC (AEME) MOOREBANK N S W

Authority LHQ memo 208983 of 29 Nov '43

- 2 Duration
- | | | | |
|----------|------|------------|------------|
| Course 2 | incl | 3 Jan '44 | 12 Feb '44 |
| " 4 | " | 31 Jan '44 | 11 Mar '44 |
| " 6 | " | 28 Feb '44 | 8 Apr '44 |
- 3 Object To train selected AEME personnel in the engineering maintenance and repair of Cars, Armoured, Heavy M 6 (Staghound) which are fitted with "Hydramatic" transmission system and other special features.
- 4 Vacancies are allotted as follows :
- | | |
|----------|-------------------------------------|
| Course 2 | DDME 1 (for 2/4 Aust Tk v/Shop Coy) |
| " 4 | DDME 1 (" " " " " ") |
| " 6 | DDME 1 (" " " " " ") |
5. Qualifications of Students: The senior AEME representative on Formation or L of C Area will ensure that only suitable personnel are selected. Students selected should be Armt Art (AFV), Fitters AFV or Mechanics AFV of superior ability. The complex nature of the Car, Arm Hy M 6 (Staghound) demands that students possess ability of high standard generally.
- 6 Nominal Roll (in duplicate) showing No Rank, Name, Unit, rank, address and Relationship of Next-of Kin and whether student will be travelling through MELBOURNE will be endorsed "For attention "G" Branch" and forwarded to reach these HQs not later than 1000 hrs on the following dates: --
- | | | |
|----------|--------|------------|
| Course 2 | Monday | 20 Dec '43 |
| " 4 | " | 17 Jan '44 |
| " 6 | " | 14 Feb '44 |
- TWO copies of each student's Personal History Sheet (attached) must be completed in every detail and submitted with the nominal roll
- IMPORTANT Notice of, and reasons for inability to fill the allotted number of vacancies must be notified in writing to "G" Branch, FQ, Vic L of C Area not later than 7 days prior to the dates on which nominal rolls are due at these HQ's
- 7 Rail warrants (a) Each Student required to travel through MELBOURNE to LIVERPOOL NSW will be issued with rail warrant for forward journey only to MELBOURNE by unit.
- (b) Warrant for forward journey only from MELBOURNE to LIVERPOOL NSW will be issued by FQ, Vic L of C Area
- (c) Each Student who is not required to travel through MELBOURNE to LIVERPOOL NSW will be issued with rail warrant for forward journey only by Unit.
- (d) All warrants will be endorsed "Charge Special Course No 2 (or 4) (or 6) Cars Arm Hy M. 6 (Staghound) A F V T.T C (AEME)
8. Travelling Each Student travelling through or from MELBOURNE will report to RTO SPENCER ST STA for rail ticket at 1240 hrs on the following dates: --
- | | | |
|----------|--------|------------|
| Course 2 | Friday | 31 Dec '43 |
| " 4 | " | 28 Jan '44 |
| " 6 | " | 25 Feb '44 |

Each Student will then proceed to STRATHFIELD NSW by train departing SPENCER ST STA at 1325 hrs on the respective dates as mentioned in this para. On arrival at STRATHFIELD NSW, each Student will detrain and take the suburban electric train to LIVERPOOL NSW. Personnel must be prepared to use their own messing utensils when served with meals at Railway Refreshment Rooms.

9

Reporting Each student will on arrival, report to the Adjutant, AFVTTC (AEME) LIVERPOOL NSW and not later than the following dates

Course 2	Saturday	1 Jan '44
" 4	"	29 Jan '44
" 6	"	26 Feb '44

Accommodation and messing will be provided

10

Pay and Travelling Claims :

- (a) Paybooks will be brought by personnel possessing them Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date before proceeding to the course All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the AFVTTC (AEME) on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the AFVTTC (AEME) they must report to a Leave and Transit Depot for rations and quarters If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowance in respect of the period spent in the capital city

11

Clothing and Text Books Students will bring

Uniform S D
Working Dress
Personal Necessities

Text Books will be provided, as necessary, by the AFVTTC (AEME)

Col GS
Vic L of C Area

DISTRIBUTION

DDME	5
AFVTTC (AEME)	1
2 AUST MOVT CONTROL	
RTO SPENCER ST STA	1
G S	2
A Q M G	2
D F O	1
D R O	1
WAR DIARY	1
FILE	1
SERIES	8

DT/T3 (d) 2p27/2

AUSTRALIAN MILITARY FORCES
(Chief of the General Staff)

208983

Headquarters,
Victoria Barracks,
MELBOURNE, S. C. 1

29th, Nov 13

HQ Second Aust Army (20) HQ 3 Aust Corps (C.O. Air Mail)
" NT Force (Air Mail) (15) " Vic L of C Area (S)

Copies for information to Adv LHQ(3), CGS(3), LGA(1), AG(3), QMG(3),
MGO(6), CFO(2), MS(3), O2E(10), QMG lvt(1), AFVTTC (AEME)
(6), HQ First Aust Army(2), HQ NG Force(2), HQ Qld L of
C Area(2), HQ NSW L of C Area(2), HQ SA L of C Area(2),
HQ WA L of C Area(2), HQ Tas L of C Area(2) Aust Mvt
Cont Gps No's 1,2,3, 5,6,7,8,9, (1 each) 2/1 Aust Mvt
& Tn Gp(1), RTO Central Railway Sta for Agency(1)

ARMoured FIGHTING VEHICLES TRADE TRAINING CENTRE (AEME)
SPECIAL COURSES CARS, ARMD HY M 6 (STAGHOUND) COURSE NO'S 1 TO 7

- 1 LOCATION OF COURSE AFVTTC (AEME)
MOOREBANK NSW
- 2 POSTAL ADDRESS AFVTTC (AEME)
MOOREBANK,
Via LIVERPOOL, NSW
- 3 COURSE Special Course Cars, Armoured, Heavy M 6 (Staghound)

No 1 Course from 20 Dec 43 to 29 Jan 44	(6 weeks duration)
No 2 Course from 3 Jan 44 to 12 Feb 44	do
No 3 Course from 17 Jan 44 to 26 Feb 44	do
No 4 Course from 31 Jan 44 to 11 Mar 44	do
No 5 Course from 14 Feb 44 to 25 Mar 44	do
No 6 Course from 28 Feb 44 to 8 Apr 44	do
No 7 Course from 13 Mar 44 to 22 Apr 44	do

4 VACANCIES Vacancies are allotted in detail vide Appendix "A" attached. In the allocation of vacancies within Formations etc., preference should be given to personnel of forward repair echelons in the earlier Courses

5 OBJECTS To train selected AEME personnel in the engineering maintenance and repair of Cars, Armoured, Heavy M 6 (Staghound) which are fitted with "Hydramatic" transmission system and other special features.

6 QUALIFICATION OF STUDENTS The senior AEME representative on Formation or L of C Area will ensure that only suitable personnel are selected

Students elected should be Armt Art (AFV), Fitter AFV or Mechanics AFV of superior ability

The complex nature of the Car, Armd Hy M 6 (Staghound) demands that students possess ability of high standard generally.

7. NOMINAL ROLLS

- (a) Nominal rolls will be forwarded direct to the AFVTTC (AEME) to arrive seven clear days prior to the commencing date of the Course
- (b) The AFVTTC (AEME) will be advised by signal of any amendments to Nominal Rolls.

8 TRAVELLING

- (a) Students will be issued with rail tickets (to LIVERPOOL) for the forward journey only
- (b) Warrants will be endorsed "charge Special Course No 1 (or Course No applicable) Cars, Armd Hy M 6 (Staghound) AFVTTTC (AEME)"
- (c) Transport will be arranged by the Formations concerned in conjunction with local movement control groups
- (d) The AFVTTTC (AEME) will make arrangements for the return journey
- (e) Students will be despatched in time to arrive at the AFVTTTC (AEME) two days prior to the commencing date of the course
- (f) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms
- (g) Changes of unit location during the currency of the course should be notified to the AFVTTTC (AEME) to ensure correct movement of personnel affected

9 ARRIVAL AND REPORTING

- (a) Interstate students will detrain at STRATHFIELD station and take the suburban electric train to LIVERPOOL railway station
- (b) On arrival at the AFVTTTC (AEME) all students will report to the Adjutant.

10 ACCOMMODATION AND MESSING

Accommodation and messing will be

- a. provided at the AFVTTTC (AEME)

PAY AND TRAVELLING CLAIMS

- (a) Paybooks will be brought by personnel possessing them. Pay certificates for others, showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date before proceeding to the course. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the AFVTTTC (AEME) on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the AFVTTTC (AEME) they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowance in respect of the period spent in the capital city

12 CLOTHING

- (a) Students coming from tropical stations will be issued with warm clothing in accordance with GRO 208 of 17 Jul 42. Such clothing is obtainable at L of C GDDs and LTDs on production of movement order endorsed "Service dress, great-coat and winter underclothing not issued"

(b) Students will bring

Uniform SD
Working dress
Personal necessities

13 TEXT BOOKS
AFVTTC (AEME)

Text books will be provided, as necessary, by the

14 LEAVE

- (a) The Chief Instructor may authorize the grant of leave to a student at the termination of the course, if the student lodges with the Chief Instructor, at least 14 days before the end of the course, the written authority of his CO for such grant. Such leave will be granted by the TD or GDD by which the student is despatched on leave.
- (b) In cases where the special instructions issued for a particular school so provide, passes for leave so authorized may be issued by the school. In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor.
- (c) Leave (other than local leave or compassionate leave) will not be granted to students during the currency of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor.
- (d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in GRO Q 395 of 21 May 43. In the case of students coming from NEW GUINEA or other places outside AUSTRALIA, NORTHERN TERRITORY and also in cases where leave passes are provided by the School, the food coupons will be issued by the School. In all other cases the student's unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue.

NOTE

Before proceeding to the AFVTTC (AEME) each student will be issued with a copy of these joining instructions.


Lieutenant General,
Chief of the General Staff.

SPECIAL COURSES FOR AEME PERSONNEL
ENGINEERING MAINTENANCE OF CARS, ARMD. HVY. T 17E1 (STAGHOUND)

APPENDIX "A"

	20 Dec	27 Dec	3 Jan	10 Jan	17 Jan	24 Jan	31 Jan	7 Feb	14 Feb	21 Feb	28 Feb	6 Mar	13 Mar	27 Mar	20 Mar
<u>Second Army</u> (Armd Corps Trg Centre Workshop and Lds)	2		1		1		1		1				1		
<u>3 Aust Corps</u> (1 Armd Tps Workshop, 1 Armd Bde Workshop, 3 Mo or Bde Workshop & Lds, 5 Tk Workshop Coy)	2		2		3		2		3		2		3		3
<u>NT Force</u> (Lds, Bde Workshop, 2 NT Workshop, 10 Adv Workshop, NT L of Car Workshop)	1		1		1		1		1		2		1		2
<u>Vic of Area</u> (2 Tk Workshop Co)			1				1				1				

BC

War Diary

A M F

27/29/240

Headquarters,
Vic L of C Area,
339 Swanston St,
MELBOURNE C 1

2 Dec 43

VIC L OF C AREA TRG INSTN NO 662/1943
NO 33 RECRUIT COURSE A W S

- 1 Duration Incl 6 Dec 43- 3 Jan 44
- 2 Location 4 Aust A I S Trg Bn, DARLEY
- 3 Object To train recruits for Army Women's Services
- 4 Vacancies Are allotted as follows

HQ, Vic L of C Area		
A W A S	17	
A A I W S	7	Total 24
- 5 Accommodation & Messing will be provided at the School for the duration of the Course
- 6 Travelling In accordance with arrangements, A Q M G Branca, Vic L of C Area
- 7 Syllabus will be in accordance with directions contained in L H Q 128187 of 31 Jul 43 Recruit Training Syllabus A W S

Col G S
Victoria L of C Area.

DISTRIBUTION

Cont A.W.A S	L H	1
Asst Cont Vic L of C	AWAS	2
" " " "	AAMWS	2
A.A G (Org)		1
D.A A G (Rec)		1
Vic L of C Area A W.R D ,		
Victoria St, C 1		1
4 Aust AWS Trg Bn, Darley		1
Camp Staff Officer Darley		1
Camp Pay Office, Darley		1
G S.		2
A Q M G		2
D.F O		1
D R.O		1
War Diary		1
File		1
Spares		2

War Diary

A M F

27/12/238

"G" Branch,
Q Vic L of C Area,
339 Swanston Street,
MELBOURNE C 1

3 DEC 1943

VIC L O C AREA TRAINING INSTRUCTIONS 10 658/1943
NO 15 COURSE LHQ ARMY WOMEN'S SERVICES SCHOOL
"GROING GROING" 607 TOORAK RD TOORAK
6 JAN 44 16 FEB 44

- 1 Authority LHQ memo 08699 of 29 Nov 43
- 2 Object of Course To provide officer training for AWS and AAMWS Officers who have not previously attended the course
o qualify W and NCOs of AWS and AAMWS for first appointment to commissioned rank
- 3 Vacancies are allotted as follows

HQ AWS Vic L of C Area	4	
" AAMWS "	1	Total 5

IMPORTANT Notice of, and reasons for inability to fill the allotted number of vacancies must be notified in writing, to "G" Branch, H Q Vic L of C Area at least 4 days prior to the date on which the nominal roll is due at these H Q

- 4 Qualifications of Students AWS pers selected to attend courses at AWSOS shall have the following qualifications
 - (a) Be an officer who has not previously attended a course at AWSOS or
 - (b) (i) Be approved by the AWS Proc Selection Board
 - (ii) Have completed an AWS Recruit Training Syllabus
 - (iii) Be an NCO not below the rank of corporal who has qualified at an WCO School or
 - (c) (i) Be approved by the AWS Proc Selection Board for a specialist posting (such as physiotherapist) and who is exempted by the Board from WCO training
 - (ii) Have completed an AWS Recruit Training syllabus
5. Nominal Roll (in duplicate) showing No, Rank, age, Unit, and Name Address and Relationship of Next of Kin should be endorsed "For attention "G" Branch" and forwarded to reach this H Q not later than 1000 hrs on Thursday 20 Dec 43 Two copies of each student's Nomination Certificate (Pro forma att) must also accompany the Nominal Roll
- 6 Rail Warrant for forward journey only to MELBOURNE will be issued by unit and endorsed "Charge AWSOS No 15 Course "
- 7 Arrival Students who will be detraining at SPENCER STREET will report to the R T O MELBOURNE immediately after arrival All students will report to the Adjutant on TUESDAY 4 JAN 44 Accommodation and messing will be provided
8. Pay and Travelling Claims Pay books will be brought by pers possessing them Pay certificates or others showing full particulars of pay will be forwarded with nominal rolls
Pay books will be made up to date All debit and credit entries will be signed
Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief instructor

9 Clothing and Equipment The following will be taken to the School

Uniform S D (additional drill in Summer) ✓
 Working dress
 Shoes, three pairs (one heavy for bivouac, need not
 be uniform)
 Personal necessities
 PT clothing and sandshoes
 Bathing costume (optional)
 Rug (if desired)
 Messing utensils
 Note books and pencils

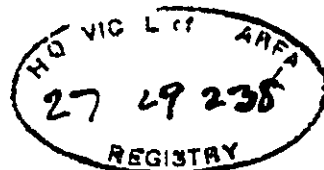
DISTRIBUTION

HQ AWAS Vic L of C Area	9
HQ AAMWS " "	3
Camp Comdt Vic L of C Area	1
2 Aust Movt Cont Gp	1
R T O Spencer St Sta	1
G S	2
A Q M G	2
D O	1
D O	1
War Diary	1
File	1
Spares	4
C I LHC "SOS "Gron, Gron"	
637 Tooral Rd TOORAK	1

St. George
 Col G St,
 Victoria L of C Area
 ✓

DMT/T2A(g)/RJB

AUSTRALIAN MILITARY FORCES
 (Chief of the General Staff)



208699

Headquarters,
 Victoria Barracks,
 MELBOURNE, S C 1.

Adv LHQ	(6)	HQ MS7 L of C Area	(25)
LHQ	(20)	HQ Vic L of C Area	(15)
HQ First Aust Army	(15)	HQ SA L of C Area	(15)
HQ Second Aust Army	(25)	HQ A L of C Area	(6)
HQ 3 Aust Corps	(3)	HQ Tas L of C Area	(3)
HQ Qld L of C Area	(18)		

Copies for information to LHQ A7SOS (3), CGS (3),
 LGA, AG (3), MS (3), O2E (10), QMG (3), QMG Mvts, Aust Mvt
 Control Gps Nos 1, 2, 3, 4, 5, 6, 7, 8, 100, C79, MGR (3), HQ AWAS (6),
 HQ AAMWS (6), SO in C (3), RTO Spencer Street Station

LHQ ARMY WOMENS SERVICES SCHOOL
 MELBOURNE NO 15 COURSE 6 JAN 44 16 FEB 44

1. LOCATION MELBOURNE
2. POSTAL ADDRESS LHQ A7SOS,
"Grong Grong",
637 Toorak Road,
MELBOURNE, Vic.
3. TELEGRAPHIC ADDRESS As per 2 above
4. VACANCIES Vacancies have been allotted as follows

	A W A S						AAMWS	TOTAL
	Misc	RAA			Signals	QMG		
		AA	SL	CA				
Adv LHQ	1				1			2
LHQ	3	2			1	2		8
First Aust Army	1	2	1		1			5
Second Aust Army	1	6	2	2	1			12
3 Aust Corps		2		1				3
Qld L of C Area	1						5	6
NSW L of C Area	4						8	12
VIC L of C Area	4						1	5
SA L of C Area	1		2				2	5
WA L of C Area	2							2
TAS L of C Area								
<u>TOTAL</u>	18	12	5	3	4	2	16	60

5. OBJECT OF THE COURSE

- (a) To provide officer training for AWAS and AAMWS officers who have not previously attended the course.

- (b) To qualify W and NCOs of AVAS and AAME'S for first appointment to commissioned rank

6. QUALIFICATIONS OF STUDENTS AVS personnel selected to attend courses at AVSOS shall have the following qualifications

- (a) Be an officer who has not previously attended a course at AVSOS
- (b) (i) Be approved by the AVS Pre Selection Board
(ii) Have completed an AVS Recruit Training Syllabus.
(iii) Be an NCO not below the rank of corporal who has qualified at an NCO School
or
- (c) (i) Be approved by the AVS Pre Selection Board for a specialist posting (such as physiotherapist) and who is exempted by the Board from NCO training.
(ii) Have completed an AVS Recruit Training Syllabus

7. NOMINAL ROLLS

- (a) Nominal rolls (vide attached pro forma as Appendix 'A') will be forwarded direct to the School to arrive seven clear days before the commencing date of the course.
- (b) School will be advised by signal of any amendments to nominal rolls.

8. TRAVELLING

- (a) Students will be issued with rail or seamanor tickets to MELBOURNE for the forward journey only
- (b) Warrants will be endorsed "Charge AVSOS No 15 Course".

- (c) Transport will be arranged by Formations concerned in conjunction with local movement control groups

- (d) The School will make arrangements for the return journey

- (e) Students will be despatched in time to arrive at the School on 4 Jan 44.

- (f) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms.

- (g) Changes of unit location during the duration of the course should be notified to the School to ensure correct movement of personnel affected.

9. ARRIVAL AND REPORTING

- (a) Students from all States will report to the RTO Spencer Street Railway Station on arrival in MELBOURNE.

- (b) Transport from the railway station to the School will be provided by V.I.C. of C. from

- (c) On arrival at the School all students will report to the Adjutant

10. ACCOMMODATION AND MESSING. Accommodation and messing will be provided at the School

11 PAY AND TRAVELLING CLAIMS

- (a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only where applicable, will be paid at the School on the authority of the Chief Instructor

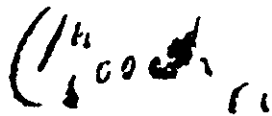
12 CLOTHING AND EQUIPMENT The following will be taken to the School

Uniform SD (additional drill in Summer)
 Working dress
 Shoes three pairs (one heavy for bivouac, need not be uniform)
 Personal necessities
 PT Clothing and Sandshoes
 Bathing Costume (optional)
 Rug (if desired)
 Messing utensils
 Note books and pencils

13 LEAVE

- (a) The Chief Instructor may authorise the grant of leave to a student at the termination of the course, if the student lodges with the Chief Instructor, at least 14 days before the end of the course, the written authority of the CO for such grant.
- (b) In cases where the special instructions issued for a particular school provide, passes for leave so authorised may be issued by the School. In all other cases such passes will be issued by the student's unit and transmitted by the Unit to the Chief Instructor
- (c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor.
- (d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in GHO Q-95 of 21 May 43. In the case of students coming from Northern Territory, New Guinea and other places outside Australia and in cases where leave passes are provided by the School, the food coupons will be issued by the School. In all other cases the student's unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue.

14 Before proceeding to the School each student will be issued with a copy of these joining instructions


 Lieutenant-General,
 Chief of the General Staff
 29 Nov 43

WAR DIARY

AUSTRALIAN MILITARY FORCES

27/6/1573

HQ Vic L of C Area
339 Swanston Street,
MELBOURNE C 1

4 Dec, 43

VIC L OF C AREA TRAINING INSTRUCTION
No. 655/1943

No. 9. Course "A" Wing Unit Commanders

LHQ Tactical School, Beenleigh, Land

13 Dec, 43 22 Jan, 44

- 1 Authority LHQ memo 202245 of 17 Nov, 43 and Adv LHQ memo G/905 2 Trg of 20 Oct, 43
2. Object To provide for the tactical instruction of potential unit Commanders of all arms, and refresher courses for unit commanders. Officers selected to attend will be in the zone for command and should, if possible, have attended tactical courses in lower grades.

Although Armoured tactics will not be taught in detail, Armoured Division Officers will be selected to attend so that knowledge of the tactical doctrines taught is available in the Armoured Divisions. The tactics of tanks in co operation with other arms will be taught.
3. Vacancy is allotted as follows

LTD Camp Pell 1 (for X 1593 Major Hearnman J 2/16 Aust Inf Bn)
4. Qualifications () Be medically fit, Class A1 or A2
Be rank of Major or Lieutenant Colonel

(b) Have a good knowledge of the tactical handling of his arm or service and a working knowledge of the co operation of all arms

(c) Be recommended by his unit and formation commander as suitable to command a unit of their respective arms or service
5. Nominal Roll (in duplicate) showing No, Rank, Name, Unit, Name and address of Next-of kin will be endorsed "For attention 'G' Branch" and forwarded to reach this HQ not later than 20 hrs on Tuesday 7 Dec, 43. THREE copies of the attached Pro Form, correctly completed in detail and signed by the Formation etc Commander must also accompany the nominal roll
6. Warrants
(a) Each student required to travel through MELBOURNE to BEENLEIGH, Queensland, will be issued with rail warrant for forward journey only to MELBOURNE by unit

(b) Warrant for forward journey from MELBOURNE to BEENLEIGH, Queensland, will be issued by HQ, Vic L of C Area.

(c) Each student who is not required to travel through MELBOURNE to BEENLEIGH, Queensland, will be issued with rail warrant for forward journey only by unit.

(d) All warrants will be endorsed "Charge to L.H Q Tactical School Beenleigh, No 9. Course."

WAR DIARY

7. Travelling. Each student travelling through MELBOURNE will report to R T O SPENCER ST STA for rail ticket at 1545 hrs on Thursday 9 Dec, 43, and proceed to BEENLEIGH, Queensland, by train departing SPENCER ST STA at 1615 hrs on that date. On arrival at SOUTH BRISBANE, Queensland, student will detrain and proceed to his destination (Beenleigh) by train departing South Brisbane at 1332 hrs and 1823 hrs on Saturday, 11 Dec, 43. Transport from the Railway Station to the School will be provided, and on arrival at the school the student will report to the Adjutant. The dates and times laid down for the student to travel and report will be rigidly adhered to.

8. Accommodation Etc

(a) Accommodation (including beds and bedding) and messing will be provided

(b) Batmen will NOT be brought to the School

(c) Valises should be brought for use on outdoor exercises

9. Clothing, Equipment & Books

Students will take the following articles

Clothing Service Dress (Items according to season of the year)
(Include suitable clothing for sports)


Equipment Map Boards
Sketching Materials
Note Books
Pencils, Pens, Chinagraphs etc.
Field Glasses
Compass, Protractor and Torch

Text Books FSR Vol 11
All other text books will be provided to the School

10. Syllabus Students of "A" Wing must have a working knowledge of Minor Staff Duties, Appreciations, Operation Orders, Operation Instructions, Messages and Reports and will carry out Infantry Brigade exercises with supporting Arms. Students should particularly study F S R 11 and V.E.s prior to arrival at the School.

11. Leave Leave of absence during the course will only be granted in special cases to be approved by the Chief Instructor. Leave at the termination of the course may be granted to students who have accumulated leave due. Such leave will only be granted provided the sanction of the student's Commanding Officer is obtained in writing 14 days before the termination of the course. It should, if possible, accompany the student, on joining the School.

12. Student will be issued with a copy of this instruction before proceeding to the school.


Col G S
Victoria I of C Area
12

Distribution

ITD Camp Pell	2
2 Aust Movt Control Gp	1
G.S	2
A Q M G	2
D.F O.	1
D.R O	1
War Diary	1
File	1
HQ Tactical School	1

War Diary

A M F

27/10/402

Headquarters,
Vic L of C Area,
339 Swanston St,
MELBOURNE C 1

VIC L OF C AREA TRAINING INSTRUCTION NO 659/1943

4 DEC 1943

NO 3 COOKING COURSE A A C CORPS MOBILE WING

A W A S & A A M / S PERSONNEL

- 1 Authority A A C Corps memo of 30 Nov 43
2. Location 108 Aust Gen Hosp, BALLARAT
- 3 Duration Incl 6 Jan 44 27 Jan 44
- 4 Object of Course To train A W A S and A A M / S personnel as cook
- 5 Vacancies are allotted as follows

A A M / S	Vic L of C Area	10
4 Aust A	3 Trg Bn, Darley	8 (for AWA's Holding Co Darley
62 A W A S	shops	1 (for VF511000 Pte CLAFKSON
D D M E		1 (for "Q" Aust Base W shops,
		AEME, Sandiana)
Total		<u>20</u>
- IMPORTANT Notice of, and reasons for inability, to fill the allotted number of vacancies must be notified in writing to "G" Branch, H Q, Vic L of C Area at least 14 days prior to the date on which Nominal Roll is due
- 6 Nominal Roll (in duplicate) showing Number, Rank, Name, Unit and Address and Relationship of Next of kin will be endorsed "For attention "G" Branch" and forwarded to reach this H Q not later than 1000 hrs on 28 Dec 43. TWO copies of each student's Personal History Sheet as per pro forma att must also accompany the nominal roll
- 7 Rail Warrants for forward and return journeys to BALLARAT will be issued by units and endorsed, "Charge No 3 Cooking Course A A C Corps Mobile Wing"
- 8 Travelling Students travelling through MELBOURNE will proceed to BALLARAT by train departing SPENCER ST STA at 0750 hrs on Wed 5 Jan 44
- 9 Reporting All students will report at 108 A G H BALLARAT not later than 1700 hrs on Wed 5 Jan 44
- 10 Accommodation and Messing will be provided by 108 A G H BALLARAT for the duration of the course
- 11 Clothing and Equipment Students will bring the following

Service Dress
Greatcoat
Personal Necks ties
Overalls (2)
Caps Cooks (2)
Aprons Cooks (3)
Note books, pen and pencils
- 12 Pay Students will be in possession of pay books

13 Records All records including 200, W 140, 5033, B 122, A 210, A E 33 (if issued) and records of leave entered up to date will be forwarded to the C A under suitable arrangements

14 Instructors The course will be conducted by the following

V12560 W O I. WILTON S.
 VX176750 O II C IPHAN D L
 VV121963 Sgt TOBIAS,

W. O. I. Wilton
 Col G S.
 Victoria L of C Area

DISTRIBUTION

AWAs Vic L of C Area	1 (for infm)
AAr7S "	14
1 Aust AWS Tr Bn DAPLEY	11
G A A 31	2
L D i r	3
DADAC Vic L of C Area	4
CO 108 ASH LALLARAT	2
R T O Spencer St Sta	1
2 Aust Movt Cont Gp	1
G S	2
A Q 11 G	2
D T O	1
D R O	1
War Diary	1
File	1
Spares	6

War Diary

A M 1

27 : 29 : 239

"G" Branch,
HQ, Vic L of C Area,
339 Swanston Street,
MELBOURNE C 1

4 DEC 1943

VIC L OF C AREA TRAINING INSTRUCTION No 660/1943
COURSE No 3 SUPERVISORY PERSONNEL WOMENS SERVICES

4 AUST A W S TRG BN DARLEY

10 JAN '44 7 FEB '44

Authority HQ memo 209069 of 29 Nov '43

2. Object To train personnel of AWAS in the duties pertaining to supervision and maintenance of discipline and good conduct of members of AWAS and AAMWS inconformity with GRO A524/43

3. Vacancies are allotted as follows :

AWAS Vic L of C Area 8

IMPORTANT Notice of, and reasons for inability to fill the allotted number of vacancies must be notified to "G" Branch, HQ Vic L of C Area, at least 4 days prior to the date on which nominal rolls are due at these HQ's

4. Qualifications of Students Applications will be called for these appointments in Armies and L of C Areas Applicants will be of any rank up to and including Sergeant

Students will be suitable personnel who will be volunteers approved by the Assistant Controller AWAS in the L of C Area concerned in consultation with HQ L of C Area, after psychology testing

5. Nominal Roll (in duplicate) showing No, Rank, Name, Unit, Name, address and relationship of Next of Kin should be endorsed "For attention "G" Branch" and forwarded to reach this HQ not later than 1000 hrs on Monday, 27 Dec '43

TWO copies of each student's Nomination Certificate (attchd) must be completed in detail and must also accompany the nominal roll

6. Rail Warrant for forward journey only to BACCHUS MARSH will be issued by unit and endorsed "Charge No 3 Course AWAS Supervisory Personnel"

7. Travelling All students travelling through or from MELBOURNE will report to RTO SPENCER ST STA at 1230 hrs on Saturday 8 Jan '44 and proceed to BACCHUS MARSH by train departing at 1347 hrs on that date On arrival at BACCHUS MARSH students will be met by a representative of the School who will arrange transport to DARLEY

8. Reporting All students will report to the Adjutant, 4 Aust A W S TRG BN as soon as possible after arrival at DARLEY Accommodation and messing will be provided

9. Regimental Documents will accompany students to the School Pay books will be carried by all personnel and must be made up to date prior to attendance

10. Clothing Equipment Etc The following will be taken to the School

Uniform SD (additional drill in summer)
Personal necessities
working dress
P^m clothing and sandshoes
Rug (if desired)
Notebooks and pencils

Almon M
Col GS
Vic L of C Area

DISTRIBUTION

ASS. CONT, AWAS VIC L OF C AREA 1

AWAS VIC L OF C AREA 10

CO, 4 AUST A W S TRG BN 1

RTO SPENCER ST STA 1

2 AUST 1 OVT COMT GP 1

GS 2

A C M G 2

D F O 1

D R O 1

WAR DIARY 1

SPARE S4

TC/T2A(g)/RJB

AUSTRALIAN MILITARY FORC S
(Chief of the General Staff)

27 29.239

209069

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

Adv LHQ	(3)	HQ Vic L of C Area	(25)
HQ First Aust Army	(3)	HQ SA L of C Area	(6)
HQ Second Aust Army	(3)	HQ WA L of C Area	(12)
HQ Qld L of C Area	(30)	HQ Tas L of C Area	(6)
HQ NSW L of C Area	(30)		

Copies for information to CGS (3), IGA, AG (3), MS (3), O2E (10), QMG (3), QIG (Mvts), MGO (6), CTO, HQ AWS (3), 4 AWS Trg Bn DARLEY (4), Aust Mvt Control Gps Nos 1,2,3,4,5,6,7,8, 2/1 Aust Mvt Control Gp, RTO Spencer St Railway Station, 29 AWS Barracks, Berry St, EAST MELBOURNE

LHQ COURSELS
SUPERVISORY PERSONNEL WOMEN'S SERVICES
NO 3 COURSE DARLEY VICTORIA 10 JAN 44 7 FEB
44 (29 DAYS)

1. LOCATION DARLEY
2. POSTAL ADDRESS 4 AWS Trg Bn,
DARLEY VICTORIA
3. TELEGRAPHIC ADDRESS As per para 2 above
4. VACANCIES 40 vacancies are allotted as follows

Qld L of C Area	11
NSW L of C Area	12
Vic L of C Area	8
SA L of C Area	2
WA L of C Area	5
Tas L of C Area	2
<u>Total.</u>	<u>40</u>

5 OBJECT To train personnel of AWS in the duties pertaining to supervision and maintenance of discipline and good conduct of members of AWS and AAMWS in conformity with GRO A524/43

6 SELECTION OF STUDENTS

Applications will be called for those appointments in Armies and L of C Areas. Applicants will be of any rank up to and including Sergeant.

As Supervisory Personnel will be under the control of Assistant Controllers of L of C Areas, it is requested that First and Second Aust Armies forward their nominations of suitable personnel to the HQ of the L of C Area in which they are now serving.

Students will be suitable personnel who will be volunteers approved by the Assistant Controller AWS in the L of C Area concerned in consultation with HQ L of C Area, after psychology testing.

7. TRAVELLING

Rail and steamer tickets and/or warrants will be issued by L of C Areas for the forward journey to BACCHUS MARSH and endorsed "Charge No 3 Course AWS Supervisory Personnel". Transport will be arranged by formations concerned in conjunction with local movement control groups.

per. 12
All students will report to RTO Spencer Street station not later than 1230 hrs on 8 Jan 44

On arrival in MELBOURNE, students travelling interstate will report to RTO Spencer St station, who will direct them to 29 AWAS Barrack while awaiting onward movement. Vic L of C Area will arrange onward movement to BACCHUS MARSH

Students travelling from TASMAN A will report to ESO for direction to 29 AWAS Barrack.

Students must be prepared to use their own knives, forks, spoons and messing utensils when provided with meals at Railway Refreshment rooms.

On arrival at BACCHUS MARSH students will be met by a representative of the school who will arrange transport to DARLEY.

8 REPORTING

On arrival at the school all students will report to the Adjutant.

9. ACCOMMODATION Accommodation and messing will be provided at the School.

10. NOMINAL ROLLS Nominal rolls (vide pro forma, Appendix 'A', attached) will be forwarded direct to the School to arrive seven days before the course begins. Copy of nominal roll of students travelling interstate showing number, rank, name and probable date of arrival in MELBOURNE, L of C Area in which serving, will be forwarded to 29 AWAS Barrack

11. REGIMENTAL DOCUMENTS will accompany students to the school.

12. PAY Pa, books will be carried by all personnel and must be made up to date.

13. CLOTHING, EQUIPMENT, ETC The following will be taken to the School

Uniform SD (additional drill in summer)
Personal necessities
Working dress
PT clothing and sandshoes
Rue (if desired)
Notebooks and pencils

14. LEAVE Leave of absence during the course will only be granted in special cases, to be approved by the Chief Instructor. Leave at the termination of the course may be granted to personnel who have accumulated leave due to them. Such leave will only be granted provided that sanction of the students commanding officers is obtained in writing 14 days before the termination of the course.

15. Students will be issued with a copy of this circular before proceeding to the School.

[Signature]
Lieutenant General,
Chief of the General Staff.

27 Nov 43

AUSTRALIAN MILITARY FORCES

NOMINATION CANDIDATE FOR ATTENDANCE AT LHQ
SCHOOL SUPERVISORY PERSONNEL-WOMEN'S SERVICES COURSE 3

NO..... RANK FULL NAME
 AGE
 L OF C AREA IN WHICH SERVING
 EDUCATED AT
 STANDARD REACHED
 CIVIL OCCUPATION
 PREVIOUS SERVICE, UNITS AND PERIODS

 DATE OF APPOINTMENT TO PRESENT RANK
 SCHOOLS AND COURSES ATTENDED

CANDIDATES SIGNATURE

War Diary

27/19/1193

A M F

"G" Branch,
H Q Vic L of C Area,
309 Swanston St,
MELBOURNE C 1

VIC L OF C AREA TRAINING INSTRUCTION NO 661/1943 4 DE 1943
COURSE NO 12 ARMAMENT ARTIFICERS (WIRELESS)
LHQ E & ME SCHOOL, INGLEBURN CAMP, N S W
17 JAN 44 25 MAR 44

- 1 Authority LHQ memos 198107 of 12 Nov 43 and 209760 of 30 Nov 43
- 2 Object of Course To provide further instruction for Mechanics Wireless in the principles of construction, functions and engineering maintenance of all Field, Line, Visual and Wireless Signal equipments, except Radar, to enable them to qualify for appointment as Armament Artificers (Wireless)
- 3 Vacancies are allotted as follows

D D M 2 (for Br c Workshops)

IMPORTANT Notice of and reasons for inability to fill the allotted number of vacancies must be notified in writing to "G" Branch H Q Vic L of C Area at least 4 days prior to the date on which the nominal roll is due at these H Q
4. Qualifications of Students The senior AEME representative on Formation or L of C Area will ensure that only suitable personnel are selected

Students selected will be senior NCO's not under the rank of Sgt and capable of assimilating more advanced training They should have been enlisted as qualified tradesmen or be trainees who have completed a basic trade course and have either

(a) Qualified at an approved conversion course for Mechanics Wireless and had at least 3 months' workshop experience on above equipment
or
(b) Had at least 12 months workshop experience on above equip
- 5 Nominal Roll (in duplicate) showing No, Rank, Name, Unit, and Name, Address and Relationship of Next of Kin, and whether students will be travelling through MELBOURNE should be endorsed, "For attention "G" Branch" and forwarded to reach these H Q not later than 1000 hrs on Monday 3 Jan 44 TWO copies of each student's Personal History Sheet must also accompany the nominal roll
- 6 Rail Warrants (a) Each student required to travel through MELBOURNE to LIVERPOOL, NSW will be issued with rail warrant for forward journey only to MELBOURNE by unit
(b) Warrant for forward journey only from MELBOURNE to LIVERPOOL NSW will be issued by H Q, Vic L of C Area
(c) Each student who is not required to travel through MELBOURNE TO LIVERPOOL NSW will be issued with rail warrant for forward journey only by unit
(d) All warrant will be endorsed, "Charge & i School Armament Artificers (Wireless) No 12 Course"
- 7 Travelling Each student required to travel through or from MELBOURNE will report to RTO SPENCER ST STA for rail ticket at 1240 hrs on Friday 14 Jan 44 and proceed to STRATHFIELD NSW by train departing at 1325 hrs on that date On arrival at STRATHFIELD student will detrain take the suburban electric train to LIVERPOOL and proceed by bus service to INGLEBURN CAMP (Acro Road) All pers must be prepared to use their own messing utensils when served with meals at railway refreshment rooms

8 Reporting Students will report to the Adjutant as soon as possible after arrival and not later than Saturday 15 Jan 44 Accommodation and messing will be provided at the School

9 Pay and Travelling Claims Paybooks will be brought by per possessing them Pay certificates for others, showing full particulars of pay will be forwarded with nominal rolls

Pay books will be made up to date, including entries regarding Schools, Courses, etc, before proceeding to the School All debit and credit entries will be signed

Travelling allowance for the forward journey only, where applicable, will be paid at the school or the authority of the Chief Instructor

In cases where students are obliged to remain overnight in a capital city when travelling to or from the School they must report to a Leave and Transit Depot for rations and quarters If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowance in respect of the period spent in the capital city

10 Clothing and Text Books Students will bring

Uniform S D
Working Dress
Personal Necessities

Text books and note books will be provided as necessary by the School

Each student will be issued with a copy of this joining instruction before proceeding to the School

Alfred J. M. J.
Col G S,
Victoria I of C Area,
C 71

DISTRIBUTION

DDME	5
LHQ E & ME School	1
2 Aust Movt Cont Gp	1
RTO Spencer St Sta	1
GS	2
AQM G	2
DPO	1
DPO	1
War Diary	1
File	1
Spares	2

AUSTRALIAN MILITARY FORCE
(Chief of the General Staff)

27 19 1193

198107

Headquarters,
Victoria Barracks,
MELBOURNE
12 Nov 43

Adv HQ	(3)	HQ NG Force	(5)
HQ 1st Aust Army	(15)	HQ 1st Force	(8)
HQ 2nd Aust Army	(12)	HQ 2nd Force	(5)

Copies for information to: CGS (3), LG (1), AC (3), OGC (3),
JCO (6), ChO (2), Ms (3), O2 (10), QLG vt (1), Liaison
School (6), Aust Mvt Cont Gps Nos 1,2,3,4, 6,7,8,9 (1 each), 2/
Aust Mvt & Tptn Gp (1) RTO Central Railway Station Sydney (1)

HEADQUARTERS SCHOOL
ARMAMENT ARTIFICERS (WIRELESS) NO 12 COURSE
17 JAN 44 TO 25 MAR 44

1 COURSE Armament Artificers (Wireless) 10 12 course from
17 Jan 44 to 25 Mar 44 (10 weeks duration)

2 OBJECT OF COURSE To provide further instruction for mechanics
Wireless in the principles of construction, functions & engineering
maintenance of all field, Liaison Visual and Wireless Signal equipments,
Accept Radar, to enable them to qualify for appointment as Armament
Artificers (Wireless)

3 VACANCIES Vacancies are allotted as follows

1st Aust Army	3
2nd Aust Army	2
NG Force	2
1st Force	2
2nd Force	1
	10

Formations and L of C Areas unable to fill vacancies allotted to them
will notify HQ (DMT) at least 14 days before the date of commence-
ment of the Course

4. QUALIFICATIONS OF STUDENTS.

The senior AEL representative on formation of L of C Area
will ensure that only suitable personnel are selected

Students selected will be senior NCOs and under the rank of
Sgt and capable of assimilating more advanced training. They should
have been enlisted as qualified tradesmen or bootlaces who have
completed a basic trade course and have either:

(a) Qualified at an approved conveyance course for
Mechanic Wireless and had at least 3 months
workshop experience on above equipment

or

(b) Had at least 12 months workshop experience on above
equipment.

5 WARRANTS Warrants will be endorsed "Charge & Liaison
School Armament Artificers (Wireless) No 12 Course"

6 LOCATION INGLEBURN Camp NSW

7 POSTAL ADDRESS LH School of A & M
Ingleburn Camp
NSW

8 NOMINAL ROLLS

- (a) Nominal rolls will be forwarded direct to the school to arrive seven clear days prior to the commencing date of the Course
- (b) The school will be advised by signal of any amendments to Nominal rolls

9 TRAVELLING

- (a) Students will be issued with rail tickets (to LIVERPOOL) for the forward journey only
- (b) Transport will be arranged by the formations concerned in conjunction with local movement control groups
- (c) The school will make arrangements for the return journey
- (d) Students will be despatched in time to arrive at the school two days prior to the commencing date of the course.
- (e) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms
- (f) Changes of unit location during the currency of the course should be notified to the school to ensure correct movement of personnel affected

10 ARRIVAL AND REPORTING

- (a) Interstate students will detrain at STRATHFIELD station, take the suburban electric train to LIVERPOOL railway station and proceed by bus service to INGLEBURN CAMP (Aero Road)
- (b) On arrival at the school all students will report to the Adjutant

11. ACCOMMODATION AND MESSING

- (a) Accommodation and messing will be provided at the school
- ~~(b) Batten are provided and will NOT be brought by student officers~~

12 PAY AND TRAVELLING CLAIMS

- (a) Paybooks will be brought by personnel possessing them. Pay certificates for others, showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date, including entries regarding schools, courses, etc, before proceeding to the school. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the school on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the school they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowance in respect of the period spent in the capital city

13. CLOTHING

- (a) Students coming from tropical stations will be issued with warm clothing in accordance with GRC 208 of 17 Jul 42 such clothing is obtainable at A or V Camps and LTDs on production of movement order endorsed "Service dress, great-coat and winter underclothing not issued"
- (b) Students will bring
Uniform SW
Twin dress
Personal necessities

14. TEXT BOOKS

Text books and note books will be provided, as necessary, by the school

15. LEAVE

- (a) The Chief Instructor may authorize the grant of leave to a student at the termination of the course, if the student has been in the Chief Instructor's office at least 14 days before the end of the course, the written authority of his CO for such grant. Such leave will be granted by the LTD or CO by which the student is despatched on leave
- (b) In cases where the special instructions issued for a particular school so provide, passes for leave so authorized may be issued by the school. In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor
- (c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor
- (d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in GRC 2395 of 21 May 43. In the case of students coming from N. GUATEMALA or other places outside AMERICAN, OCEANIC TERRITORY and also in cases where leave passes are provided by the school, the food coupons will be issued by the school. In all other cases the student's unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue

16. NOTE Before proceeding to the school each student will be issued with a copy of these joining instructions

[Signature]
Lieutenant-General,
Chief of the General Staff

War Diary

A M F

27/11/1405

"G" Branch,
H Q Vic L of C Area,
309 Swanston Street,
MELBOURNE C 1

4 DEC 1943

VIC L OF C AREA TRAINING INSTRUCTION NO 664/1943
NO 49 LT A A NCO's FIRE CONTROL CONVERSION COURSE
LHQ SCHOOL OF ARTY (AA) RANDWICK, N S W
3 JAN 44 5 FEB 44

- 1 Authority LHQ memo 202906 of 19 Nov 43 and second Aust Army memo 5233 of 28 Nov 43
- 2 Object To train unit instructors in all methods of fire control Lt AA Arty Including Stiffkey Stick and Cartwheel Sight methods (It is advised that Sights Correctional M V (Aust Pattern) and Cartwheel Sights will be issued during the first half of 1944 and these sights will replace the present Forward Area Sights)
- 3 Vacancy is allotted as follows

Aust A 1 Group H Q 1 N C O

IMPORTANT Notice of and reasons for inability to fill the allotted vacancy must be submitted, in writing, to "G" Branch, HQ, Vic L of C Area at least 2 days prior to the date on which the nominal roll is due at these H Q

- 4 Qualifications of Student Care in the selection of students by units and formations is essential as the main purpose of the school is to train unit instructors
C Os should require all students on return from courses to submit a report and take advantage of it in unit instruction
All students should have a knowledge of elementary mathematics and must be trained in the mechanisms and the drills of the gun and instruments with which their unit is equipped
Special attention is directed to the paragraphs concerning the object of the course and selection and qualification of students.
If it is desired to nominate a student who is not qualified under the terms of the Joining Instruction, it will be necessary to submit an application, stating the reasons why particular consideration should be given to the student selected, who is NOT to be sent to the course till approval has been given by this H Q
- 5 Nominal Roll (in duplicate) showing No, Rank, Name, Unit, and Name, Address and Relationship of Next of kin and whether student will be travelling through MELBOURNE should be endorsed, "for attention "G" Branch" and forwarded to reach these H Q not later than 1000 hrs on Wednesday 15 Dec 43 70 copies of each student's Personal History Sheet (att) must also accompany the nominal roll
- 6 Warrant (a) Student required to travel through MELBOURNE to SYDNEY SE will be issued with rail warrant for forward journey only to MELBOURNE by unit
(b) Warrant for forward journey only from MELBOURNE to SYDNEY NSW will be issued by HQ Vic L of C Area
(c) Each student who is not required to travel through MELB to SYDNEY will be issued with a rail warrant for forward journey only by unit
(d) All warrants will be endorsed "Charge S of A (Lt A A)
Lt A A Course No 49"

7. Travelling Student travelling through or from "HULLOUT" will report to RTO SP CER STA for rail ticket at 1200 hrs on Saturday 1 Jan and proceed to YD-11 STB for in departure at 1325 hrs on that date. On arrival in SYDNEY student will report to RTO Central Rly Sta where a representative of the school will be available and will arrange transport to the School. Student must be prepared to use his own messin utensils when provided with meals at Railway Refreshment Room.
8. Reporting Student will report to the adjutant on arrival at the School where messin and accommodation will be provided. Butlers will not be supplied and student must therefore bring his own messin utensils.
9. Pay and Travelling Claims Pass books will be brought by those possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls. Pass books will be made up to date before leaving for the School. All debit and credit entries will be signed. Travelling allowance for the forward journey only, where applicable, will be paid by the school on the authority of the CCI. In cases where students are obliged to remain overnight in a hostel or city, when travelling to or from the school they must report to a Lev and Transit Depot for rations and quarters. In any reason, rations and quarters cannot be supplied to the student, certificate to that effect must be obtained from the CCI to support an claim for travelling allowance in respect of the period spent in the hostel or city.
10. Clothing and equipment Student will bring to the course:
 Full merchant order incl steel helmet and respirator
 Working dress (two suits)
 Exercise book (and slate)
 Note books and pencils
 Map Boards
 Chisograph pencils
 Protractors
- Text books will be provided by the School.
11. Students should be issued with a copy of this joining instruction.

Victoria L of C
 Victoria L of C

DISTRIBUTION	
1st Lt	3
1st Lt School of Artillery (1st)	1
2nd Lt	1
RTO Spencer St Sta	1
RTO Central Rly Sta	1
Sydney	1
G	2
A Q	2
D P.O.	1
D.R. O	1
War Diary	1
File	1
Spares	3

WAR DIARY

A M. F

27/11/1 06

"G" Branch,
70 Vic L of C Area,
339 Swanston St,
MELBOURNE C 1
4 Dec, 43

VIC L OF C AREA TRAINING INSTRUCTION NO 665/19 3
COURSE NO 17 HY A GUNNERY INSTRUCTORS COURSE (O RS)
L A 12 SCHOOL OF ARTY (A) RANDWICK NSW
3 JAN 44 26 FEB 44

- 1 Authority 1st memo 202095 of 18 Nov 43 and Second Aust Army of 5232 of 28 Nov 43
- 2 Object of Course To train officers in all phases of Hy A Gunnery both mobile and static
To train officers in all phases of AA Ops Room procedure and co operation with RAAF Fighter Sectors and AA SA in air defence, in accordance with "Anti Aircraft Procedure Instructions (Aust) (Arm, Public tion No 815 31 May 43)
To train officers in all phases of A/C identification
To qualify W and WCOs for commissioned rank in "A" Units after having qualified at the basic training, viz. at OCTU
- 3 vacancy is allotted as follows
Aust AA Group 1 Officer

IMPORTANT Notice of, and reasons for, inability, to fill the allotted vacancy must be submitted in writing to "G" Branch, Vic L of C Area at least 2 weeks prior to the date on which the nominal roll is due at these
- 4 Qualifications of Student
Care in the selection of students by units and formations is essential as the main purpose of the school is to train unit instructors

COs should require all students on return from courses to submit report and take advantage of it in unit instruction

All students should have a knowledge of elementary mathematics and must be trained in the mechanisms and the drills of the guns and instruments with which their units are equipped

Students for the HY AA Courses should be conversant with AA Procedure Instructions (Aust)

Special attention is directed to the paragraphs concerning the object of the course and selection and qualification of students. If it is desired to nominate a student who is not qualified under the terms of the Joining Instruction, it will be necessary to submit an application, stating the reasons why particular consideration should be given to the student selected, who is NOT to be sent to the course till approval has been given by this HQ
5. Nominal Roll (in duplicate) showing No., Rank, Name, Unit, Name, address and relationship of Next Of Kin, and whether student will be travelling through MELBOURNE, should be endorsed "For attention "G" Branch" and forwarded to reach these HQs not later than 1000 hrs on Wednesday 15 Dec, 43. TWO copies of each student's Personal History Sheet (attached) must also accompany the nominal roll
- 6 Warrants (a) student required to travel through MELBOURNE to SYDNEY, NSW, will be issued with rail warrant for forward journey only to MELBOURNE by unit

6. Warrants (b) Warrant for forward journey only from MELBOURNE to SYDNEY, NSW, will be issued by HQ Vic L of C Area

(c) Each student who is not required to travel through MELBOURNE to SYDNEY NSW, will be issued with a warrant for forward journey only by unit

(d) All warrants will be endorsed "Charge S of A (AA) Hy AA Course No. 47"

7. Travelling Student travelling through, or from, MELBOURNE will report to R T O SPENCE ST STA for rail ticket at 1240 hrs on Saturday, 1 Jan, 44, and proceed to SYDNEY, NSW, by train departing at 1325 hrs on the same date

On arrival in SYDNEY, student will report to R T O Central Rly St where a representative of the school will be available to advise all students and arrange transport to LHQ School of Radiophysics South Head, SYDNEY, which students will attend from 3 Jan 1944 to 8 Jan, 1944. The selected student must be prepared to use his own messing utensils

8. Reporting student will report to the Adjutant LHQ School of Radiophysics on arrival there. Accommodation, messing and baggage will be provided, but not cutlery. Messing utensils must therefore be brought and a list would be advisable

9. Pay and Travelling Claim

(a) Pay Books will be brought by personnel possessing the Pay certificate for others showing full particulars of pay will be forwarded with nominal rolls

(b) Pay books will be made up to date before leaving, for the school. All debit and credit entries will be signed

(c) Travelling allowance for the forward journey only, where applicable will be paid by the School on the authority of the Chief Instructor

(d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the school they must report to Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied to the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowance in respect of the period spent in the capital city

10. Clothing, Equipment The following will be brought
Full marching order, including steel helmet and aspirator
Working dress (two suits)
Exercise book (good size)
Note books and pencils

Text books will be provided by the school

11. Student should be issued with copy of this join in instruction

Distribution

Aust AA Gp Hq	3
LHQ School of Arty AA	1
LHQ School of Radiophysics	1
2 Aust Ltvt Control Sp	1
R T O Sydney Central	
Rivvy St	1
R T O Spencer St Str	1
G.S.	2
A.Q.M. G	2

Col G S
Victoria L of C Area

D.F.O	1
D.I.O	1
War Diary	1
File	1
Spares	2

27/15/864

War Diary

"G" Branch
HQ, Vic L of C Area
339 Swanston Street,
MELBOURNE C 1

4 Dec, 1943

Vic L of C Area Training Instruction No. 670/1943

NO. 12 SENIOR OFFICERS LT COURSE

L.H. SCHOOL OF MECHANICAL SEY. OUR

13 Dec. 43 25 Dec. 43

1. Ref attached copy of LHQ memo 195581 of 9 Nov, 43
2. Object of Course To train COs of Units and Staff Officers concerned with the supervision of MT training and/or operation, in their responsibilities and duties
3. Vacancies are allotted as follows

AA & QMG (PW & Int)	1	(for Lt Col Chisholm 51 Aust Grn Coy)
DDST	1	(for OC 2/108 Aust Gen Tpt Coy) P.)
LHQ Hy Wireless Gp	1	
AA Gp HQ	1	(for OC 30 Aust Hy AA Bty)
4. Nominal Roll (in duplicate) showing No., Rank, Name, Unit, Age, address and relationship of Next of Kin should be endorsed "For attention "G" Branch" and forwarded to reach this H, not later than 1000 hrs on Tuesday, 7 Dec, 43. TWO copies of each student's Personal History Sheet attached, must also accompany the nominal roll
5. Rail Warrants for forward journey only to SEY. OUR will be issued by unit, and endorsed "Charge No 12 Senior Officers LT Course School of Mech"
6. Travelling Each student will proceed to SEY. OUR by train departing SPENCER ST STA at 1850 hrs on Saturday, 11 Dec, 43
7. Reporting All students will report to the School Adjutant on arrival
8. Attention is drawn to paras 10, 11, 12 and 13 of attached LHQ memo in order that the requirements as set out therein are fully observed

Distribution

AA & QMG (PW & Int)	3
DDST	3
LHQ Hy Wireless Gp	3
Aust AA Gp HQ	3
LHQ School of Mech Seymour	1
2 Aust Mvmt Control Gp	1
G.S	2
A Q.M G	2
D.F O	1
D.J O	1
War Diary	1
File	1
Spares	2
51 Aust Grn Coy, P.F	1
	<u>25</u>

M. G. S.
Col G S
Victoria L of C Area

DMT/T3(d) 2p8/7

27/15/864

AUSTRALIAN MILITARY FORCES
(OFFICE OF THE GENERAL STAFF)

headquarters,
Victorian Barracks,
MELBOURNE, S C 1

195581

9 Nov, 43

Adv LHQ	(2)	HO Vic L of C Area	(50)
1 Second Aust Army	(20)	HO SA L of C Area	(16)
old L of C Area	(45)	HO Tas L of C Area	(12)
NSW L of C Area	(55)		

Copies for information to CGS (5), AG (3), QMG (3), MGO (5), CWO (2),
2E (10), SO in-C (6), E in C (3), LHQ School of Mechanization (4), QMG
Mvts (1), Aust Mvt Cont Gps No 1, 2, 3, 4, 5, 6, 7, 8, 9 (1 each),
2/1 Aust Mvt & Tptn Gp (1), RTO Spencer St Railway Station (1), RTO
Seymour (1) M S (5)

LHQ SCHOOL OF MECHANIZATION
SENIOR OFFICERS MT COURSES

1. COURSE Senior Officers M T Courses Number of Course, commencing and completion dates show by Appendix "A" attached
2. OBJECT OF COURSES To train C O's of Units and Staff Officers concerned with the supervision of M T training and/or operation, in their responsibilities and duties.

3. QUALIFICATIONS The following personnel are eligible

- (a) Staff Officers whose duties appertain to either training, operation, maintenance, or supervision of M
- (b) C O's of Units and C C's A SC Coy not disqualified as set out in LHQ Circular 63001 dated 17 Apr, 43 para 3 (d)

NOTE Preference in selection will be given to C O's of units which have substantial numbers of M T on their strength

4. VACANCIES Vacancies are allotted in accordance with Appendix "A" attached

LOCATION SEYMOUR Vic

POSTAL ADDRESS LHQ School of Mechanization,
SEYMOUR, Vic

7. NOMINAL ROLLS

- (a) Nominal rolls will be forwarded direct to the School to arrive seven clear days prior to the commencing date of the course
- (b) A copy of the Nominal Roll will be forwarded to LHQ (MT)
- (c) The School and LHQ (DMT) will be advised by signal of any amendment to Nominal rolls

8. TRAVELLING

- (a) Students will be issued with rail ticket (to SEYMOUR) for the forward journey only
- (b) Warrants will be endorsed "Charge No Senior Officer MT Course, School of Mech"
- (c) Transport will be arranged by Formation concerned in conjunction with local Movement Control Group
- (d) The school will make arrangements for the return journey

- (e) Students will depart in time to arrive at the School two days before the Course commences.

9. ARRIVAL AND REPORTING

- (a) Transport will be provided from SEYMOUR Railway Station to the School
- (b) All students on arrival at the School will report to the Adjutant

10. ACCOMMODATION AND MESSING

- (a) Accommodations and messing will be provided at the School
- (b) Batmen are provided and will NOT be brought by Officer students
- (c) Officers are advised to bring their own socks

11. TRAVELLING CLAIMS

- (a) Travelling allowance for the forward journey only will be paid at the School on the authority of the Chief Instructor
- (b) In cases where students are obliged to remain overnight in a capital city when travelling to or from the School they must report to a leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the L T D a certificate to that effect must be obtained from the C O of the L T D to support any claim for travelling allowance in respect of the period spent in the capital city

12. CLOTHING Students will bring-

Uniform C.D
 Personnel necessities
 (Working dress is supplied by the School)

13. EQUIPMENT Students will bring the following

Steel helmets and respirator
 Note Books.
 Pencils (including coloured)
 Drawing materials

14. TEXT BOOKS Such text books as are available will be supplied on loan by the School.

15. NOTE Before proceeding to the School each student will be issued with a copy of these joining instructions

(Sgd)

Maj
 for Lieutenant-General
 Chief of the General Staff

SENIOR OFFICERS COURSES

APPENDIX "A"

COURSE NUMBER	COMMENCES	FINISHES	SECOND AUST ARMY	V A C A N C I E S					TOTAL
				L O F C A R E A S					
				QLD	NSW	VIC	S.	T.S	
11	29 Nov, 43	11 Dec, 43	1		5	6	1		11
12	13 Dec, 43	25 Dec, 43	2	2	2	4	1		11
13	27 Dec, 43	8 Jan, 44	1	3	2	3	1	1	11
14	17 Jan, 44	29 Jan, 44	2	5	2	5	1		11
15	31 Jan, 44	12 Feb, 44	1	5	3	5	1	1	11
16	14 Feb, 44	26 Feb, 44		4	3	5	1		11
17	28 Feb, 44	11 Mar, 44		2	3	5	1		11
18	13 Mar, 44	25 Mar, 44		1	3	5	1	1	12
19	27 Mar, 44	8 Apr, 44		4	5	3	1	1	12
20	10 Apr, 44	22 Apr, 44		4	3	4	1	1	13
21	24 Apr, 44	6 May, 44		4	5	4	1		13
22	15 May, 44	27 May, 44		5	5	2	1		11

Formations and L o C areas unable to fill vacancies allotted to them will notify LHQ (DMT) at least fourteen days prior to the date of commencement of the Course

War Diary

A M F

27/12/342

"G" Branch,
H Q Vic L of C Area,
339 Stanston St,
MELBOURNE C 1

VIC L OF C AREA TRAINING INSTRUCTION NO 650/1943

4 DEC 1943

COURSE NO 16A PHYSICAL IMPROVEMENT

LHQ SCHOOL OF P T PHYSICAL IMPROVEMENT WING

AMENDMENT NO 1

Authority L HQ memo 210138 of 1 Dec 43

The above course has been CANCELLED

Howard May
Col G S
Victoria - G Area

DISTRIBUTION

D D M S	6	
107 Con Depot		1
LHQ School of PT		1
2 Aust Movt Cont Gp		1
G S		2
A Q M G		2
D.F O		1
D R O		1
War Diary		1
File		1

War Diary

A. M. F

27/12/1254

"G" Branch
HQ Vic L of C Area
339 Swanston Street,
MELBOURNE C 1

Vic L of C Area Training Instruction No. 6 DEC 1943
No. 21/44 R.A.E. Officers' Refresher Course
LHQ School of ME (Fd) Liverpool, NSW
16 Jan 44 25 Mar. 44

- 1 Authority LHQ memo 208781 of 29 Nov, 43
- 2 Object To provide a refresher training for RAE Officers (fd)
3. Vacancy is allotted as follows

11 Aust CRE (Wks) 1

IMPORTANT Notice of, and reasons for, inability to fill the above vacancy must be notified in writing to "G" Branch, HQ Vic L of C Area at least 5 days prior to the date on which the nominal roll is due at these HQ

- 4 Qualifications of Student Priority of selection must be given to
 - (a) Officers who have not attended SME since the outbreak of war
 - (b) Officers who have not qualified at SME
 - (c) Officers who have attended a SME Liverpool prior to Course No. 42 (Held April 42)

Officers will be of the rank of Captain or above, or holding appointment carrying such rank

- 5 Nominal Roll (in duplicate) showing No., Rank, Name, Unit, Name address and relationship of Next of kin, and whether student will be travelling through MELBOURNE, should be endorsed "For attention "G" Branch" and forwarded to reach these HQs not later than 1000 hrs on Saturday, Jan 1, 44. Two copies of each student's Personal History sheet (attached) must also accompany the nominal roll

- 6 Warrants
 - (a) Each student required to travel through MELBOURNE to LIVERPOOL, NSW, will be issued with rail warrant for forward journey only to MELBOURNE by unit
 - (b) Warrant for forward journey only from MELBOURNE to LIVERPOOL, NSW, will be issued by HQ Vic L of C Area.
 - (c) Each student who is not required to travel through MELBOURNE to LIVERPOOL, NSW, will be issued with rail warrant for forward journey only by Unit
 - (d) All warrants will be endorsed "Charge SME Course No 21/44"

- 7 Travelling Student travelling through MELBOURNE will report to R T O SPENCER ST STA for rail ticket at 1545 hrs on Sat 15 Jan, 44, and proceed to LIVERPOOL, NSW, by train departing at 1615 hrs on that date. Transport from the school will meet trains at LIVERPOOL Rly Sta between the hours of 1100 and 1430 on scheduled date of arrival. Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms

- 8 Reporting Student will report to the Adjutant on arrival to the school when accommodation, messing and b tmen are provided. Student is advised, however, to bring a valise

9. Pay and Travelling Claims

- (a) Paybooks will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls.
- (b) Paybooks will be made up to date before leaving for the School. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain over night in a capital city, when travelling to or from the School, they must report to a Leave & Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city

- 10 Clothing Student will bring the following

Service Dress
Working Dress (two suits)

- 11 Equipment The following items should be brought

Web equipment complete	Protractors
Compass prismatic	Rubbers
Respirator	Pencils
Steel Helmet	Ruler
Ointment AG	Notebooks
Detectors individual	Lap Case
Cups AG	Compasses
Eye Shield	Pistol and 12 rounds Ammunition

12. Text Books Student should bring the following

RSK Vols 1, 11, 111
Notes on Map Reading
TP No 30 Parts 1 to 5
LE Vol 111, IV with pamphlets for Vol 111
RLPD
FE Pamphlets 1 to 10
PAG Pamphlets 1, 2 and 3
Engr Trg Vols I, 11, 1940
LFE Vol 11
FSPD

Distribution

11 Aust ^ (Mks)	3
LMQ School of ME (Td)	1
2 Aust Govt Control	1
AT O Spencer St Sta	1
GS	2
Q.I G	2
D.F O	1
D.H O	1
War Diary	1
File	1
Spares	3

L. Howard Smith
Col G S
Victoria I of C Area
6/17

AUSTRALIAN MILITARY FORCES
(Chief of the General Staff)

208781

Headquarters,
Victoria Barracks,
Melbourne, S C

29 Nov 43

Adv LHQ	(3)
HQ First Aust Army	(18)
HQ Second Aust Army	(18)
HQ NG Force	(30)
HQ NT Force	(12)
HQ 3 Aust Corps	(18)
HQ Q'ld L of C Area	(8)
HQ NSW L of C Area	(8)
HQ Vic L of C Area	(6)

Copies for information to LHQ SME (Fd) (3), CCS (3), LGA (3), AG (3), QMG (3), MGO (3), CPO (2), O2E (10), Mil Sec (4), E in C (4), QMG (Mvts), Aust Mvt Cont Gps Nos 1,2,3,4,5,6,7,8, , 2/1 Aust Mvt & Tn Gp, ETC, Tagga

LHQ SCHOOL OF M.E (FD)
RAE OFFICERS REFRESHER COURSE NO 21/44

1. LOCATION. LIVERPOOL NSW
2. POSTAL ADDRESS LHQ School of ME (Fd), LIVERPOOL, NSW
3. TELEGRAPHIC ADDRESS ENG SCHOOL LIVERPOOL
4. (a) COURSE RAE Officers Refresher Course No 21/44, from 16 Jan 44 to 25 Mar (10 weeks)

(b) VACANCIES Vacancies are allotted as follow

First Aust Army	6
Second Aust Army	2
Second Aust Army (for RAE Trg Centre)	4
NG Force	12
NT Force	4
3 Aust Corps	6
Q'ld L of C Area	2
NSW L of C Area	2
Vic L of C Area	1
Reserved	3
	42

5. OBJECT OF COURSE To provide refresher training for RAE Officers (Fd)

6. QUALIFICATIONS OF STUDENTS Priority of selection must be given to

- (a) Officers who have not attended a SME since the outbreak of war
- (b) Officers who have not qualified at a SME.
- (c) Officers who have attended a SME LIVERPOOL prior to Course No 42. (held Apr 42)

Officers will be of the rank of Captain or above or holding appointments carrying such rank.

7. NOMINAL ROLLS.

- (a) Nominal rolls will be forwarded to reach the School seven clear days before the commencing date of the course and at the same time a copy will be sent to LHQ (E in C).
- (b) The School will be advised by signal of any amendments to nominal rolls

8. TRAVELLING.

- (a) Students will be issued with rail, steamer, etc, tickets, (to LIVERPOOL) for the forward journey only
- (b) Warrants will be endorsed "Charge SUE Course No 21/44"
- (c) Transport will be arranged by Formations concerned in conjunction with local Movement Control Groups.
- (d) The School will make arrangements for the return journey.
- (e) Students will be despatched in time to arrive at the School on the day advised for the commencement of the course
- (f) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms.
- (g) Changes of unit location during the currency of the course should be notified to the School to ensure correct movement of personnel affected

9. ARRIVAL.

- (a) Transport from the School will meet trains at LIVERPOOL Railway Station between the hours of 1100 and 1430
- (b) All students will report to the Adjutant on arrival at the School

10. ACCOMMODATION AND MEALING

- (a) Accommodation and messing will be provided by the School
- (b) Batmen are provided and will not be brought by officer students
- (c) Officers are advised to bring valises

11. PAY AND TRAVELLING CLAIMS

- (a) Paybooks will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Paybooks will be made up to date before leaving for the School. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain over night in a capital city when travelling to or from the school they must report to a Leave and Transit Depot for ration and quarters. If, for any reason, rations and quarters cannot

be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim or travelling allowance in respect of the period spent in the capital city,

12. CLOTHING.

(a) Students coming from tropical stations will be issued with warm clothing as laid down in GRO 208 of 17 Jul 42, prior to reporting at the School. Such clothing is obtainable at L of C Area GDDs and LTDs on production of Movement Order endorsed "Service dress, greatcoat and winter underclothing not issued."

(b) Students will bring the following

Service Dress
Workin. Dress (two suits)

13. EQUIPMENT.

Web equipment complete
Compass prismatic
Respirator
Steel helmet
Ointment AG
Detectors individual
Cape AG
Eye shields
Protractors
Rubbers
Pencils
Ruler
Notebooks
Map Case
Compasses
Pistol and 12 rounds Ammunition

14. TEXTBOOKS.

FSR Vols I, II, III
Notes on Map Reading
MTP No 30 Parts 1 to 5.
MME Vol III, IV with pamphlets for Vol III
REPB
F^r Pamphlets 1 to 10.
PAG Pamphlets 1, 2 and 3
Engr Trg Vols I, II 1940
MFE Vol II.
RSPB

15. LEAVE.

(a) The Chief Instructor may authorise the grant of leave to a student at the termination of the course if the student lodges with the Chief Instructor, at least 14 days before the end of the course, the written authority of his CO for such grant. Such leave will be granted by the LTD or GDD by which the student is despatched on leave.

(b) In cases where the special instructions issued for a particular school so provide, passes for leave so authorised may be issued by the School. In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor.

(c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of

the course, except in very exceptional circumstances, and then only at the discretion of the Chief Instructor.

- (d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in GRO Q395 of 21 May 43. In the case of students coming from New Guinea or other places outside Australia, Northern Territory and also in cases where leave passes are provided by the School, the food coupons will be issued by the School. In all other cases the student's unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue.

16. NOTE. Before proceeding to the School, each student will be issued with a copy of those joining instructions.

C. Crook
Lieutenant-General,
Chief of the General Staff.

War Diary A. M. F.

27/19/1196

"G" Branch,
HQ, Vic L of C Area
339 Swanston St.,
MELBOURNE Cl.

Vic L of C Area Training Instruction No 669/1943, 6 Dec 43
Course No3 For Officers and Other Ranks of A.A.E.S
LHQ School of Army Education Glenfield Camp N S W.

6 Jan 44 2 Feb 44

1. AUTHORITY L H Q memo 210438 of 1 Dec 43.
2. Object of Course (a) To train officers and ORs of the AA Education Service in the technique of adult education as it has been adopted for military purposes in correspondence course work, vocational guidance and other allied matters,
(b) To fit them for work in the field and other formations by instruction in their duties and responsibilities,
(c) To qualify officers for appointment in the Army Education Service either before or after attending OCTU special short course.
3. Vacancies are allotted as follows

	Offrs	O Rs	Total
DAD Education	1	2	3

IMPORTANT Notice of, and reasons for inability to fill the allotted number of vacancies must be notified in writing to "G" Branch, HQ Vic L of C Area not later than 5 days prior to the date on which the nominal roll is due at this HQs
4. Qualifications of Students
Students will be members of Aust Army Education Service or personnel selected for training with a view to transfer to the service

NOTE. Vacancies will exist at a later date for personnel serving as part time Unit Education Officers in accordance with GRO A197/43.
5. Nominal Roll (in duplicate) showing No, Rank, Name, Unit, Name address and relationship of Next-of Kin, and whether students will be travelling through Melbourne, should be endorsed "For attention "G" Branch" and forwarded to reach this HQ not later than 1000 Hrs on Friday 24 Dec 43. TWO copies of each student's Personal History Sheet (attached) must also accompany the nominal roll
6. Warrants (a) Each student required to travel through MELBOURNE to LIVERPOOL NSW will be issued with rail warrant for forward journey only to MELBOURNE by unit
(b) Warrant for forward journey only from MELBOURNE to LIVERPOOL NSW will be issued by HQ, Vic L of C Area.
(c) Each student who is not required to travel through MELBOURNE to LIVERPOOL NSW will be issued with rail warrant for forward journey only by unit
(d) All Warrants will be endorsed "Charge No3 Course, School of Army Education"
7. Travelling Each student travelling through MELBOURNE will report to R.T O SPENCER ST STA for rail ticket at 1240hrs on Monday 3 Jan 44 and proceed to SYDNEY NSW by train departing at 1325 hrs on that date

On arrival at SYDNEY NSW students will report to RTO Central Rly Sta who will arrange forward movement by train to LIVERPOOL LHQ School of Army Education will arrange for transport of personnel and baggage from LIVERPOOL Sta to the school. Personnel must be prepared to use their own messing utensils when served with meals at Railway refreshment rooms
8. Reporting Students will report to the Adjutant on arrival at the school, where accommodation and messing, together with batmen for Officer students are provided.

9. Pay and Travelling Claims

- (a) Pay books will be brought by personnel possessing them, pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date before proceeding to the School. All debit and credit entries will be signed
- (c) Travelling allowances for the forward journey only will be paid at the School on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the School they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city

10. Clothing, Equipment students will bring

Uniform S D
Working Dress
Personal necessities
P M clothing
Swimming costume
Note Books
Pencils

Any text books necessary will be supplied on loan by the school

11. Each student should be issued with a copy of this joining instruction before proceeding to the school

John M. M.
Col. G S.
Victoria L of C Area

Distribution

D A D Education, Vic L of C Area
Camp Comdt Vic L of C Area
L H Q School of Army Education
R T O Central Riv Sta Sydney
R T O Spencer St Sta
2 Aust Govt Control Gp
G C
A. C M G
D. F O.
D R. O.
War Diary
File
Spares

4
1
1
1
1
1
2
2
1
1
1
1
2
19

27 19 1196

AUSTRALIAN MILITARY FORCES
(Chief of the General Staff)

210438

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

Adv LHQ	(3)	HQ Qld L of C Area	(12)
HQ First Aust Army	(8)	" NSW L of C Area	(12)
HQ Second Aust Army	(12)	" Vic L of C Area	(9)
" NG Force	(8)	" SA L of C Area	(8)
" NT Force	(9)	" WA L of C Area	(8)
" 3 Aust Corps	(8)	" Tas L of C Area	(6)
" 1 Aust Corps	(6)		

Copies for information to LHQ School of Army Education (4), CGS (3), LGA (3), AG (3), QMG (3), MGO, "Q" Mvts, Aust Mvt Control Gps 1,2,3,4,5,6, 7,8, 2/1 Aust Mvt & Tn Gp, Mil Sec (3), OZE (10), CFO (2), D of E (6), Camp Comdt (2), RTO Central Sta Sydney

LHQ SCHOOL OF ARMY EDUCATION
COURSE NO.3 FOR OFFICERS AND OTHER RANKS OF AAES

- 1 LOCATION GLENFIELD N.S.W.
- 2 POSTAL ADDRESS LHQ School of Army Education,
Glenfield Camp,
N S W
- 3 COURSE Course No 3 for Officers and ORs of Aust Army Education Service, from 6 Jan to 2 Feb 44
- 4 VACANCIES The allotment of vacancies is as follows

	<u>Of. rs</u>	<u>ORs</u>
LHQ (for D of E)	1	1
First Aust Army	1	1
Second Aust Army	2	2
NG Force	1	1
NT Force	2	1
3 Aust Corps	1	1
1 Aust Corps		1
Qld L of C Area	2	2
NSW L of C Area	1	3 x
Vic L of C Area	1	2
SA L of C Area	1	2
WA L of C Area	1	1
Tas L of C Area		1
Reserved	6	1
	<u>20</u>	<u>20</u>

x incl one vacancy for N278916 Cpl McGAGH N J, DFO
Showgrounds Sydney (LHQ Army file M/2/683 part II refers)

5 OBJECT OF COURSE

- (a) to train officers and ORs of the A. Education Service in the technique of adult education as it has been adopted for military purposes in correspondence course work, vocational guidance and other allied matters,
- (b) to fit them for work in the field and other formations by instruction in their duties and responsibilities,

- (c) to qualify officers for appointment in the Army Education Service either before or after attending OCTU special short course

6 QUALIFICATIONS OF STUDENTS Students will be members of Aust Army on Service or personnel selected for training with a view to transfer to the service

NOTE Vacancies will exist at a later date for personnel serving as part time Unit Education Officers in accordance with GPO A197/43

7 NOMINAL ROLLS

- (a) Nominal rolls will be forwarded direct to the School to arrive seven clear days before the commencing date of the course
- (b) The School will be advised by Signal of any amendments to Nominal Rolls

8 TRAVELLING

- (a) Students will be issued with rail tickets (to LIVERPOOL) for the forward journey only
- (b) Warrants will be endorsed "Charge No 3 Course School of Army Education "
- (c) Transport will be arranged by formations concerned in conjunction with the local movement control groups.
- (d) The School will make arrangements for the return journey
- (e) Students will be despatched in time to arrive at the School two days before the commencing date of the Course
- (f) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms
- (g) Changes of unit location during the currency of the course should be notified to the School to ensure correct movement of personnel affected

9 ARRIVAL AND REPORTING

- (a) Students arriving at Central Railway Station SYDNEY, will report to RTO who will arrange forward movement by train to LIVERPOOL. LHQ School of Army Education will arrange for transport of personnel and baggage from LIVERPOOL Station to the School.
- (b) On arrival at the School all students will report to the Adjutant.

10 ACCOMMODATION AND MESSING

- (a) Accommodation and messing will be provided at the School
- (b) Batmen are provided and will not be brought by officer students

11 PAY AND TRAVELLING CLATIS

- (a) Pay books will be brought by personnel possessing them Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date before proceeding to the School All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only will be paid at the School on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the School they must report to a Leave and Transit Depot for rations and quarters If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city

12 CLOTHING

- (a) Students coming from tropical stations will be issued with warm clothing in accordance with GPO 208 of 17 Jul 42 prior to reporting at the School Such clothing is obtainable at L of C Area GDDs and LTDs on production of movement order endorsed "Service dress, greatcoat and winter underclothing not issued "
- (b) Students will bring
 - Uniform SD
 - Working dress
 - Personal necessities
 - PT Clothing
 - Swimming costume

13 EQUIPMENT

Students will bring Note books and pencils

14 TEXT BOOKS Any text books necessary will be supplied on loan by the School15 LEAVE

- (a) The Chief Instructor may authorize the grant of leave to a student at the termination of the course, if the student lodges with the Chief Instructor, at least 14 days before the end of the course, the written authority of his CO for such grant This leave will be granted by the LTD or GDD by which the student is despatched on leave
- (b) In cases where the special instructions issued for a particular school so provide, passes for leave so authorised may be issued by the School In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor
- (c) Leave (other than local leave or compassionate leave) will not be granted to students during the currency of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor

- (d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in GRO Q395 of 21 May 43. In the case of students coming from New Guinea or other places outside Australia, Northern Territory, and also in cases where leave passes are provided by the School, will be issued by the School. In all cases the student's unit will issue the necessary leave passes will be endorsed with the particulars of the issue

16 NOTE Before proceeding to the School each student will be issued with a copy of these joining instructions

R. Williams
Lieutenant General,
Chief of the General Staff.
20 Nov 43

War Diary

A. M. F.

27/29/237
HQ, Vic L of C Area,
339 Swanston St.,
MELBOURNE C1

6 Dec 43

VIC L of C AREA TRAINING INSTRUCTION No 1652/43

COURS NO 15 THEATRE VING A / A S

Commencing 6 Dec 43

Mer c e t c

L f Southern Rfc Trg Centre telephone advice of 2 Dec 43.

Para 1 of the above Trg Instn has been amended to read

1. Location 2 Aust MTED Cowra NSW

[Signature]
Col G S
Vic L of C Area
6/12

Distribution

ANVAS Vic L of C Area	1
4 Aust ATF Trg Bn Darley	1
HQ Stn Reinf Trg Centre	1
Camp Staff Officer Ingleburn	1
2 Aust MTED Cowra	1
2 Aust Movt Control Gp	1
RTO Spencer St. Stn	1
G.O 11 Tech Trg LHQ	1
GS	2
AQMG	2
DFO	1
DRO	1
War Diary	1
File	1

War Diary

A. H. F

27/11/1407

"G" Branch,
HQ Vic L of C Area
339 Swanston Street,
MELBOURNE C 1

7 Dec, 43

VIC L OF C AREA TRAINING INSTRUCTION NO 621/1943
COURSE NO 48. HY AA GUNNERY INSTRUCTION COURSE (P.O.s)
L.I.C. SCHOOL OF ARTY (AA) AND ICA Jo
3 JAN 44 26 FEB 44

1. Authority HQ memo 202492 of 19 Nov, 43, no second Aust Army memo 5351 of 1 Dec, 43.
2. Object of Course To train WCOs in all phase of Hy AA Gunnery both mobile and static
To train WCOs in all phase of AA Ops from procedure and co operation with RAAF Fighter sector and AAAL in air defence, in accordance with "Anti Aircraft Procedure Instructions (Aust) (Army Publication No. G45 31 May, 43)
To train WCOs in all phase of A/C identification
3. Vacancy is allotted as follows
Aust AA Group 4: 1 WCO
IMPORTANT Notice of, and reasons for, inability to fill the allotted vacancy must be submitted in writing to "G" Branch, HQ Vic L of C Area at least 2 days prior to the date on which the nominal roll is due at these HQ
4. Qualifications of student Care in the selection of student by units and formations is essential as the main purpose of the School is to train unit instructors
WCOs should require all students on return from courses to submit a report and take advantage of it in unit instruction.
All students should have a knowledge of elementary mathematics and must be trained in the mechanisms and drills of the guns and instruments with which their units are equipped
Students for the HY AA Courses should be conversant with AA Procedure Instructions (Aust)
Special attention is directed to the paragraphs concerning the object of the course and selection and qualification of student
If it is desired to nominate a student who is not qualified under the terms of the Joinin Instruction, it will be necessary to submit an application, stating the reasons why particular consideration should be given to the student selected, who is NOT to be sent to the course till approval has been given by this HQ
5. Nominal Roll (in duplicate) showing no, rank, name, Unit, home address and relationship of next of kin, and whether student will be travelling through MELBOURNE, should be endorsed "For attention "G" Branch" and forwarded to reach these HQs not later than 1000 hrs on Wednesday 15 Dec, 43. TWO copies of each student's Personal History Sheet (attached) must also accompany the nominal roll
6. Arrangements (a) Student required to travel through MELBOURNE to SYDNEY, NSW, will be issued with rail arrangement for forward journey only to MELBOURNE by unit

- 6 Warrants (b) Warrant for forward journey only from MELBOURNE to SYDNEY, NSW, will be issued by HQ Vic L of C Area,
- (c) Each student who is not required to travel through MELBOURNE to SYDNEY NSW will be issued with a warrant for forward journey only by unit
- (d) All warrants will be endorsed "Charles S of A (AA) Hy AA Course No. 48"

- 7 Travelling Student travelling through, or from, MELBOURNE, will report to R T O SPENCER ST STA for rail ticket at 1240 hrs on Saturday, 1 Jan 44, and proceed to SYDNEY by train departing at 1325 hrs on that date

On arrival in SYDNEY, student will report to R T O Central City Station where a representative of the school will be available to advise all students and arrange transport to LHQ School of Arty (AA)

The selected student must be prepared to use his own messing utensils when served with meals at railway refreshment rooms

- 8 Reporting student will report to the Adjutant LHQ School of Arty (AA) on arrival there. Accommodation and messing will be provided, but not cutlery. Messing utensils must therefore be brought,

9. Pay and Travelling Claims

- (a) Pay Books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay Books will be made up to date before leaving for the school. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable will be paid by the School on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in capital city when travelling to or from the School, they must report to Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied, the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowance in respect of the period spent in the capital city

- 10 Clothing, Equipment The following will be brought
- Full marching order, including steel helmet and respirator
 - Working dress (two suits)
 - Exercise book (good size)
 - Note books and pencils

Text books will be provided by the School

- 11 Student should be issued with a copy of this joining instruction

Distribution

Aust AA Gp H 3
 LHQ School of Arty AA 1
 2 Aust Mvt Control Gp 1
 RTO Sydney Central Railway Sta 1
 RTO Spencer St Sta 1
 G.S. 2
 A.C.M.G. 2
 D.F.O. 1
 D.H.O. 1
 Jar Diary 1

[Signature]
 Col G.S.
 Victoria L of C Area

File 1
 Spares 2

War Diary

Asst. R

27/27/109

Hq Vic L of C Area,
339 Stanston Street,
MELBOURNE C 1

8 Dec, 43

VIC L OF C AREA TRAINING INSTRUCTION NO 666/1943

AFVTTC (AELE) COURSES

SECONDARY, INC FIELD AND BASE SECTIONS

MOOREBANK, via LIVERPOOL, NS

- 1 Authority LHQ memo 210234 of 1 Dec, 43
2. Location AFVTTC AELE, Moorebank, via Liverpool, NS
- 3 Object of Courses To train tradesmen of the Corps of AELE responsible for the repair and maintenance of armoured equipment. The scope of these courses is set out in Appx "B" attached
4. Nature of Courses Base section (Duration 12 weeks)

B 1	Radial Petrol Engines
B 2	Diesel Engines
B 3	Hull and Power Train (American Tanks)
B.4	Hull and Power Train English Infantry (Matilda Tanks)
B 5	Air Fuel (Carburation & Diesel Injection Equipment)
B 6	Electrical

Field Section (Duration 10 weeks)

F 1 American Tanks fitted with Radial Petrol Engines

- 5 Vacancies are allotted as follows

	<u>Vacancy</u>	<u>Type of Course</u>	<u>Date of Intake</u>
DDME (for 2/4 Aust Tk /Shop Coy	1	B 1	3 Jan 44
" " " "	1	B 2	17 " "
" " " "	1	B 6	24 " "
" " " "	1	B 3	7 Feb 44
" " " "	1	B 1	14 " "
" (for 1 Aust Veh Park /S	1	F 1	21 " "
" (for 2/4 Aust Tk /Shop Coy	1	B 4	6 Mar 44
" " " "	1	B 2	20 Mar 44
" " " "	1	B.5	27 Apr 44

NOTE Base Section Courses

The first eight weeks of Courses B 1 to B 6 (incl) will be held at the AFVTTC (AELE) and the final four weeks at 2 Tank Workshop Company, Rutherford or 4 Tank Workshop Company, Sandiana

On completion of this final four weeks training, trainees will be returned direct to units

6. Nominal roll (in duplicate) showing Number, Rank, Name, Unit, Name and address and relationship of Next of Kin and whether student will be travelling through MELBOURNE, will be endorsed "For attention "G" Branch" and forwarded to reach these Hqs not later than 1000 hrs on the following dates

<u>Date of Intake</u>	<u>Type of Course</u>	<u>Nominal Roll Due</u>
3 Jan 44	B 1	Friday 24 Dec, 43
17 " "	B 2	Saturday 8 Jan 44
24 " "	B 6	" 15 " "
7 Feb 44	B 3	" 29 " "
14 " "	B 1	" 5 Feb 44
21 " "	F 1	" 12 " "
6 Mar 44	B 4	" 26 " "
20 " "	B 2	" 11 Mar 44
27 " "	B 5	" 18 " "

TWO copies of each student's Personal History Sheet (attached) must also accompany the nominal roll

7 Warrants

- Each student required to travel through MELBOURNE to LIVEPOOL, NSW, will be issued with rail warrant for forward journey only to MELBOURNE by unit
- Warrant for forward journey only from MELBOURNE To LIVEPOOL, NSW, will be issued by HQ Vic L of C Area
- Each student who is not required to travel through MELBOURNE to LIVEPOOL, NSW, will be issued with rail warrant for forward journey only by unit
- All warrants will be endorsed "Charge AFV TTC (AELE)"
B.1 (or as applicable) COURSE "

- 8 Travelling Each student travelling through or from MELBOURNE will report to R T O SPENCE ST STA for rail ticket at 1240 hrs on the following dates

<u>Date of Intake</u>	<u>Report to RTO MELB</u>
3 Jan 44	Saturday 1 Jan 44
17 " "	" 15 " "
24 " "	" 22 " "
7 Feb 44	" 5 Feb 44
14 " "	" 12 " "
21 " "	" 19 " "
6 Mar 44	" 4 Mar 44
20 " "	" 18 " "
27 " "	" 25 " "

- Student will then proceed to STRATHFIELD NSW by train departing SPENCE ST STA at 1325 on the dates as set down for reporting to RTO MELBOURNE. On arrival at STRATHFIELD, student will detrain and take the suburban electric train to LIVEPOOL Rly Sta

- 9 Reporting On arrival at AFV TTC (AELE) student will report to the Adjutant. Messing and accommodation will be provided at the school

10. Pay and Travelling Claims

- Pay Books will be brought by personnel possessing them. Pay Certificates for others, showing full particulars of pay will be forwarded with nominal rolls
- Pay Books will be made up ^{to} date before proceeding to the course. All debit and credit entries will be signed.
- Travelling Allowance for the forward journey only, where applicable, will be paid at the AFV TTC (AELE) on the authority of the Chief Instructor
- In cases where students are obliged to remain overnight in a capital city, when travelling to or from the AFV TTC (AELE), they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for

travelling allowances in respect of the period spent in the capital city

11. Each student should be issued with a copy of this joining instruction before proceeding to the school
12. Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms

John J. W. W.
Col G S
Victoria L of C Area

Distribution

DDLE	12
AFVTC (AELE)	1
2 Aust Govt Control Gp	1
ATO Spencer St Sta	1
G S	2
A G G	2
D F O	1
D O	1
War Diary	1
File	1
Spares	8

AUSTRALIAN MILITARY FORCES
(Chief of the General Staff)

210234

Headquarters,
Victoria Barracks,
Melbourne S C 1

1st Dec, 43

HQ First Aust Army	(10)	HQ Qld L of C Area	(10)
HQ Second Aust Army	(10)	HQ NSW L of C Area	(10)
HQ NG Force	AIR (10)	HQ Vic L of C Area	(10)
HQ NT Force	MAIL (10)	HQ SA L of C Area	(6)
HQ 3 Aust Corps	" (10)	HQ WA L of C Area A Mail	(10)
		HQ Tas L of C Area	(6)

Copies for information to Adv Lnc (3), CGS(3), LGs(1), AG(3), MO(3), MGO(6), CTO(2), MS(3), OAA(10), QMG Mvts (1), LdL LdE School (3), AFVTC (AEME) (6), Aust Mvt Cont Gps no's 1,2,3,4,5,6,7,8,9(1 each), 2/1 Aust Mvt & Tn Gp (1), RTO Central Railway Station Sydney (1).

AFVTC (AEME)
COURSES SECONDARY WING FIELD & BASE SECTIONS

- 1 LOCATION AFVTC (AEME)
MOOREBANK, NSW
- 2 POSTAL ADDRESS AFVTC (AEME)
MOOREBANK,
Via LIVERPOOL, NSW
- 3 COURSES Notified in detail by Appendix "A"
- 4 VACANCIES Notified in detail by Appendix "A"
- 5 OBJECTS: To train tradesmen of the Corps of AEME responsible for the repair and maintenance of Armoured equipment
- 6 NOMINAL ROLLS
 - (a) Nominal rolls will be forwarded to reach the Chief Instructor by the Thursday of the week preceding that in which the relevant Course is to commence
 - (b) Nominal rolls will specify the particular Secondary Wing Course to be attended and as indicated by Appendix "A"
 - (c) Nominal rolls of personnel who are to commence the four weeks practical instruction in Tank Workshop Companies, will be forwarded by the Chief Instructor AFVTC (AEME) to reach CO Tank Workshop Company by the Thursday of the week preceding that in which instruction is to commence
- 7 BASE SECTION COURSES

The first eight weeks of Courses B 1 to B 6 (incl) will be held at the AFVTC (AEME) and the final four weeks at 2 Tank Workshop Company, Rutherford or 4 Tank Workshop Company, Sandiana

On completion of this final four weeks training, trainees will be returned direct to units

8 OPERATIONAL REQUIREMENTS

Applications for the release of personnel for urgent operational requirements are to be made direct to the Chief Instructor, AFVTC (AEME) who is hereby authorised to release personnel so requested

9 TRAVELLING

- (a) Students will be issued with rail tickets to LIVERPOOL for the forward journey only
- (b) Warrants will be endorsed "Charge AFVTC (AEME) P 1 (or as applicable) Course"
- (c) Transport will be arranged by the Formations concerned in conjunction with local Movement Control Groups
- (d) The AFVTC (AEME) will make arrangement for the return journey.
- (e) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms
- (f) Changes of unit locations during the currency of the Course should be notified to the AFVTC (AEME) to ensure correct movement of personnel affected

10 ARRIVAL AND REPORTING

- (a) Interstate students will detrain at STRATHFIELD station and take the suburban electric train to LIVERPOOL railway station
- (b) On arrival at AFVTC (AEME) students will report to the Adjutant.

11 ACCOMMODATION AND MESSING This will be provided at AFVTC (AEME)12 PAY AND TRAVELLING CLAIMS

- (a) Pay books will be brought by personnel possessing them Pay Certificates for others, showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date before proceeding to the course All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the AFVTC (AEME) on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the AFVTC (AEME), they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowances in respect of the period spent in the capital city

13 SCOPE OF COURSE As per Appendix "B"

Robertson
 Lieutenant General,
 Chief of the General Staff

APPENDIX "A"

3/1/43 TO 27/3/43

28 Feb	6 Mar	13 Mar	20 Mar	27 Mar
1(B6)		2(F1)		
5(F2)		5(F2)	5(F2)	
1(B6)	5(F3)			5(F3)
		1(F1)		
1(B6)		1(F1)		
	1(B4)		1(B2)	1(B5)
1(B6)	1(B4)		1(B2)	1(B5)
	2(B4)		2(B2)	1(B5)
	1(B4)		1(B2)	1(B5)
1(B6)				1(B5)
		1(F1)		

DURATION OF COURSES

AFVTTC
Weeks

Tk W/shop Cov
Weeks

10
10
9

8
8
8
8
8
8
8

4
4
4
4
4
4
4

ALLOCATION OF VACANCIES & DETAILS OF INTAKES TO AFVTTC

UNIT	3 Jan	10 Jan	17 Jan	24 Jan	31 Jan	7 Feb	
<u>1 Aust Armd Bde</u>							
1 Aust Armd Tps W/S)							
1 Aust Armd Bde W/S and LADs)	1(B1)	2(F1)		1(B6)	2(F1)		
<u>4 Aust Armd Bde</u> ^{W/S}							
2/6 Aust Armd Regt and LAD)							
2/9 Aust Armd Regt and LAD)		5(F2)	5(F2)	2(B6)	5(F2)	5(F2)	
Bde HQ LAD ^{W/S})							
3 Aust Tk Bn W/S & LAD	5(F3)			5(F3)			5
2/4 Aust Armd Regt W/S & LAD		1(F1)		1(B6)			
<u>2 Aust Tk Bn</u>							
2 Aust Tk Bn W/S & LAD		1(F1)			2(F1)		
<u>Armd Corps Trg Centre</u>							
Armd Corps Trg Centre W/S and LAD		1(F1)					
<u>1 Aust Tk W/S Coy</u>	1(B1)		1(B2)			1(B3)	1
<u>2/2 Aust Tk W/S Coy</u>			2(B2)			1(B3)	1
<u>3 Aust Tk W/S Coy</u>	1(B1)		1(B2)			1(B3)	1
<u>2/4 Aust Tk W/S Coy</u>	1(B1)		1(B2)	1(B6)		1(B3)	1
<u>5 Aust Tk W/S Coy</u>	1(B1)					1(B3)	1
<u>1 Aust Veh Park W/S</u>							
<u>2 Aust Veh Park W/S</u>					1(F1)		
<u>5 Aust Veh Park W/S</u>							
<u>6 Aust Veh Park W/S</u>							

NATURE OF COURSE

SYMBOL

Field Section

American Tanks fitted with Radial Petrol Engines	.	F1
American Tanks fitted with Diesel Engines	.	F2
English Infantry (Matilda) Tanks	..	F3

Base Section

Radial Petrol Engines	.	B1
Diesel Engines	.	B2
Hull & Power Train (American Tanks)	.	B3
Hull & Power Train English Infantry (Matilda) Tanks	.	B4
Air Fuel (Carburation & Diesel Injection Equipment)	.	B5
Electrical	..	B6

SCOPE OF COURSES

Secondary Wing

- (a) Because of the varying type and scope of work carried out in the four echelons of repair, and the varying equipment used by Armoured Formations, the Secondary Wing will be established in two sections, a Field Section, and a Base Section
- (b) The Field Section is divided into three courses, viz ,
 - (i) American tanks fitted with radial petrol engines (10 weeks duration)
 - (ii) American tanks fitted with diesel engines (10 weeks duration)
 - (iii) English Infantry (Matilda) tanks (6 weeks duration)

Being designed for the training of personnel from 1st and 2nd echelons, these field courses will deal mainly with a limited dismantling of components, changing components, adjustments, diagnoses of faults, and field inspections of complete tank units including armament and fire control instruments.

- (c) The Base Section provides courses of twelve weeks duration, of which eight weeks is spent under instruction in the Centre, and four weeks devoted to practical instruction in a base tank workshop

The Base Section is divided into six specialised courses

- (i) Radial petrol engines
- (ii) Diesel engines
- (iii) Hull and power train, American tanks
- (iv) Hull and power train English Infantry (Matilda) tanks
- (v) Air fuel (carburation)
- (vi) Electrical

These courses are for 4th echelon (Base Workshop) personnel, although the electrician course is common to all echelons.

During the eight weeks in the Centre, students will dismantle and reassemble the relevant equipment, followed by running, testing, fault finding and inspections

In the four weeks practical instruction in a Base Workshop, normal overhaul jobs will be carried out in relation to the specific course being attended and to provide experience in workshop practice and procedure

27/12/1255

"G" Branch,
HQ, Vic L of C Area
339 Swanston St,
MELBOURNE CI

87 Dec 1943

VIC L of C AREA TRAINING INSTRUCTION NO 667/1943

COURSE No 123 NCO's AND POTENTIAL NCO's (TA)

L H C SCHOOL OF ART (PD) LIVERPOOL NSW

16 JAN 44 18 MAR 44

- 1 Authority LHQ memo 210134 of 1 Dec 43
2. Object of Course To train NCO's and Potential NCO's (TA) in tactical and technical duties
3. Vacancies are allotted as follows

11 Aust C R L (Wks) 2.

IMPORTANT Notice of, and reasons for inability to fill the allotted number of vacancies must be notified in writing to "G" Branch HQ Vic L of C Area at least 5 days prior to the date on which the nominal roll is due for this course

- 4 Qualifications of Students Candidates are to be selected from suitable engineer personnel of field units and preference should be given to those who have not attended such a course. Personnel from L of C Units should only be included if suitable for transfer to field units
- 5 Nominal Roll (in duplicate) showing No., Rank, Name, Unit, Age, address and Relationship of next of kin, and whether students will be travelling through Melbourne, should be endorsed for attention "G" Branch and forwarded so reach this HQ's not later than 1000 hrs on Monday 3 Jan 44. Two copies of each student's Personal History Sheet (attached) must also accompany the nominal roll
- 6 Warrants
 - (a) Each student required to travel through Melbourne to LIVERPOOL NSW will be issued with rail warrant for forward journey only to MELBOURNE by unit
 - (b) Warrant for forward journey only from MELBOURNE to LIVERPOOL NSW will be issued by HQ, Vic L of C Area
 - (c) Each student who is not required to travel through Melbourne to LIVERPOOL NSW will be issued with rail warrant for forward journey only by unit
 - (d) All warrants will be endorsed "Charge School course No 123"
- 7 Travelling Each student travelling through, or from MELBOURNE, will report to the School of Art at STATION for rail ticket at 1545 hrs on Saturday 15 Jan 44, and proceed to LIVERPOOL NSW by train departing at 1615 hrs on that date. Transport from the school will meet trains at LIVERPOOL only. Between the hours of 1100 and 1430 on the scheduled date of arrival personnel must be prepared to use their own Messing utensils when served with meals at Railways refreshment rooms
- 8 Reporting All students will report to the Adjutant on arrival at the school, where messing and accommodation will be provided.
9. Pay and Travelling claims
 - (a) Pay books will be brought by personnel possessing them. Pay certificates or others showing full particulars of pay will be forwarded with nominal rolls.
 - (b) Pay books will be made up to date before leaving the school. All debit and credit entries will be signed.
 - (c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of

the Chief Instructor.

- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the school, they must report to a leave and transit Depot or rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city.

10 Clothing, equipment students will bring the following

Clothing

Service Dress

Working Dress (two suits)

Equipment

Full marching order, including rifle

Notebooks

Material for making dimensional sketches

NOTE It should be ensured by inspection before the student leaves his unit that he is fully equipped and that all articles are in a serviceable condition.

11 Text Books The following will be brought

Notes on Map Reading

MTF 30 Parts 1 to 5

MTF Vol 11.

Maps 1 to 10

- 12 Each student should be issued with a copy of his joining instruction before proceeding to the school.

A. C. M. R.
Col G S
Vic L of C Area

Distribution

11 Aust C P Mics	5
LHC School of L (d)	1
2 Aust Govt Control Gp	1
RTO Spencer St Sta	1
GS	2
AQMG	2
DFO	1
DRO	1
War Diary	1
File	1
Spares	3
	<u>19</u>

DMT/T2B(d)/IW.

AUSTRALIAN MILITARY FORCES.
(Chief of the General Staff)

Headquarters,
Victoria Barracks,
Melbourne, S C 1.

210134

1st Dec 43

Adv LHQ	(3)
HQ First Aust Army	(25)
HQ Second Aust Army	(45)
HQ NG Force	(30)
HQ NT Force	(24)
HQ 3 Aust Corps	(35)
HQ 1 Aust Corps	(18)
HQ Qld L of C Area	(8)
HQ NSW L of C Area	(8)
HQ Vic L of C Area	(8)

Copies for information to LHQ SME (fd) (3), CGS (3), LGA (3), AG (3), QMG (3), MGO (3), CFO (2), O2E (10), Mil Sec (3), E in C (4), QMG (Mvts), Aust Mvt Control Gps Nos 1,2,3,4,5,6,7,8, 2/1 Aust Mvt & Tn Gp, ETC, Wagga

LHQ SCHOOL OF ME (FD) NCO's and
POTENTIAL NCO's (RAE) COURSE NO 123

1. LOCATION LIVERPOOL, NSW
2. POSTAL ADDRESS. LHQ School of ME (Fd), LIVERPOOL, NSW
3. TELEGRAPHIC ADDRESS. ENGSCHOOL LIVERPOOL
4. (a) COURSE. NCO's and potential NCO's RAE Course No 123 from 16 Jan 44 to 18 Mar 44 (9 weeks).

(b) VACANCIES Vacancies are allotted as follow—

First Aust Army	10
Second Aust Army	16
Second Aust Army (for RAE	
Trg Centre)	12
NG Force	12
NT Force	8
3 Aust Corps	10
1 Aust Corps	6
Qld L of C Area	2
NSW L of C Area	2
Vic L of C Area	2
	<hr/>
	80

5. OBJECT OF COURSE. To train NCO's and Potential NCO's (RAE) in tactical and technical duties

6. QUALIFICATIONS OF STUDENTS. Candidates are to be selected from suitable engineer personnel of field units and preference should be given to those who have not attended such a course Personnel from L of C Units should only be included if suitable for transfer to field units.

7. NOMINAL ROLLS

- (a) Nominal rolls will be forwarded to reach the School seven clear days before the commencing date of the course and at the same time a copy will be sent to LHQ 'E in CO.
- (b) The School will be advised by signal of any amendments to nominal rolls.

8. TRAVELLING

- (a) Students will be issued with rail, steamer, etc tickets, (to LIVERPOOL) for the forward journey only
- (b) Warrants will be endorsed "Charge SNE Course No 123 "
- (c) Transport will be arranged by Formations concerned in conjunction with local movement control groups
- (d) The School will make arrangements for the return journey
- (e) Students will be despatched in time to arrive at the school on the day advised for the commencement of the course
- (f) Personnel must be prepared to use their own messin' utensils when served with meals at railway refreshment rooms.
- (g) Changes of unit location during the currency of the course should be notified to the School to ensure correct movement of personnel affected

9. ARRIVAL AND REPORTING

- (a) Transport from the School will meet trains at LIVERPOOL Railway Station between the hours of 1100 and 1430
- (b) All students will report to the Adjutant on arrival at the School

10. ACCOMMODATION AND MESSING Accommodation and messing are provided by the School

11. PAY AND TRAVELLING CLAIMS

- (a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date before leaving the School. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the School they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city.

12. CLOTHING

- (a) Students coming from tropical stations will be issued with warm clothing as laid down in GRC 208 of 17 Jul 42, prior

to reporting at the school. Such clothing is obtainable at L or C Area GDDs and LTDs on production of Movement Order endorsed 'Service dress, great coat and winter underclothing not included'.

(b) Students will bring the following:

Service dress
Wo king d.o (two suits)

13 EQUIPMENT Full marching order including rifle, notebook and material for making dimensional sketches.

It should be ensured by inspection before the student leaves his unit that he is fully equipped and that all articles are in serviceable condition.

14 TEXTBOOKS

Notes on Map Reading
MPP 30 Paras 1 to 5
MFE Vol II
FE pams 1 to 10

15 LEAVE

- (a) The Chief Instructor may authorise the grant of leave to a student at the termination of the course if the student agrees with the Chief Instructor, at least 14 days before the end of the course, the written authority of his CO for such grant. Such leave will be granted by the LTD or GDD by which the student is despatched on leave.
- (b) In cases where the special instructions issued for particular schools so provide, passes for leave are authorised may be issued by the School. In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor.
- (c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor.
- (d) Students who are proceeding on leave will be issued with combined food coupon sheet in accordance with the scale laid down in GPO 2395 of 2 May 43. In the case of students coming from New Guinea or other places outside Australia, Nothern Territory and also in cases where leave passes are provided by the School, the food coupons will be issued by the School. In all other cases the student's unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue.

16 NOTE Before proceeding to the School, each student will be issued with a copy of these joining instructions.

Chapman
Lieutenant General,
Chief of the General Staff.

War Diary
A.M.F.

27/19/1192

H^c Vic L of C Area,
339 Swanston St.,
MELBOURNE CI
8 DEC 1943

VIC L OF C AREA TRAINING INSTRUCTION NO 668/1943.

COURSE No 11/44 JUNIOR OFFICER R.A. D POST OCTU COUR

H^c SCHOOL OF M^c (FD) LIVERPOOL ST

16 JAN 44 27 MAY 44

1. Authority LHQ memo 208698 of 29 Nov 43.
2. Object
 - (a) To provide technical training for junior officers R.A. who have not previously attended this school
 - (b) To qualify in engineering subjects, and MOS RAE for commissioned rank, either before or after qualifying at the basic training Vires at OCTU.
3. Vacancies are allotted as follows
11 Aust C R (Rks) 2.
IMPORTANT Notice of and reasons for inability to fill the allotted numbers of vacancies must be notified in writing to "G" Branch H^c Vic L of C Area at least 5 days prior to the date on which the nominal roll is due at this HQ's
4. Qualifications of students Junior Officers selected will be those who have been commissioned in the field and who have not attended an SME
5. Nominal Roll (in duplicate) showing No, Rank, name, Unit, and address and relationship of next of Kin should be endorsed "For attention 'G' Branch" and forwarded to reach this HQ's not later than 1000 hrs on Monday 3 Jan 44. Two copies of each student's Personal History Sheet (attached) must also accompany the nominal roll. The nominal roll should also show whether student will be travelling through Melbourne
6. Warrants
 - (a) Each student required to travel through MELBOURNE to LIVERPOOL NSW will be issued with rail warrant for forward journey only to MELBOURNE by unit
 - (b) Warrant for forward journey only from MELBOURNE to LIVERPOOL NSW will be issued by H^c, Vic L of C Area
 - (c) Each student who is not required to travel through MELBOURNE to LIVERPOOL NSW will be issued with rail warrant for forward journey only by unit
 - (d) All warrants will be endorsed "Charge of Course No 11/44"
7. TRAVELLING Each student travelling through, or from MELBOURNE, will report to R.T.O. PRINCIPAL STA for rail ticket at 1545 hrs on Saturday 15 Jan 44 and proceed to LIVERPOOL NSW by train departing at 1615 hrs on that date. Transport from the school will meet trains at LIVERPOOL Rly Sta, between the hours of 1100 and 1430 on the day scheduled for arrival. Personnel must be prepared to use their own messing utensils when served with meals at Railway Refreshment Rooms
8. REPORTING All students will report to the Adjutant on arrival at the school where accommodation, messing and batmen are provided. Officer students are advised to bring valises.
9. Pay and Travelling Claims
 - (a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls.

- (b) Paybooks will be made up to date before leaving the School. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor.
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the school they must report to a leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the JC of the LTD to support an claim for travelling allowance in respect of the period spent in the capital city

10 Clothing The following will be brought
Service dress
Working dress (two suits)

11 Equipment Items as listed hereunder will be brought

Web equipment complete	Protractors
Compass Prismatic	Rubbers
Respirator	Pencils
Steel helmet	Ruler
Ointment AG	Notebooks
Detectors individual	Map Case
Cape AG	Compasses
Eye shields	

12. A copy of this joining instruction should be handed to each student before proceeding to the school

[Signature]
Col GS
Vic L of C Area
8/5

Distribution

11 Aust CRE Wks	5
LHQ School of ME (rd)	1
2 Aust Movt Control Gp	1
RTO Spencer St Sta	1
GS	2
ACMG	2
DFO	1
DRO	1
War Diary	1
File	1
Spares	3
	<u>19</u>

DMT/T2B(d)/11.

27 19 1192

AUSTRALIAN MILITARY FORCES
(Chief of the General Staff)

Headquarters,
Victoria Barracks,
Melbourne, SC1

200698

29 Nov 43

Nov 43

Adv LHQ (3)
HQ First Aust Army (18)
HQ Second Aust Army (30)
HQ NG Force (35)
HQ NT Force (20)
HQ 3 Aust Corps (18)
HQ Q'ld L of C Area (12)
HQ NSW L of C Area (12)
HQ Vic L of C Area (8)

Copies for information to LHQ SUE (Fd) (3), CGS (3), LGA (3), AG (3), QMG (3), MGO (3), CFO (2), O2E (10), M11 Sec (3), E in C (4), QMG (hvs), Aust Mvt Control Gps Nos 1,2,3,4,5,6,7,8, , 2/1 Aust Mvt & Tn Gp, ETC, Wagga

LHQ SCHOOL OF ME (Fd) JUNIOR OFFICERS
RAE AND POST OCTU COURSE, NO. 11/44.

- 1 Location LIVERPOOL, NSW
- 2 Postal Address LHQ School of ME (Fd), LIVERPOOL, NSW
- 3 Telegraphic Address ENGSCHOOL LIVERPOOL
- 4 (a) Course. Junior Officers RAE and Post OCTU Course No 11/44 from 16 Jan to 27 May 44 (19 weeks)

(b) Vacancies Vacancies are allotted as follow

First Aust Army	6
Second Aust Army (for Frt)	1
Second Aust Army (for RAE Trg Centre)	14
NG Force	16
NT Force	7
3 Aust Corps	6
Q'ld L of C Area	4
SW L of C Area	4
Vic L of C Area	2
	<u>60</u>

5 Object of Course.

- (a) To provide technical training for junior officers RAE who have not previously attended this School
- (b) To qualify in engineering subjects W and NCOs RAE for commissioned rank, either before or after qualifying at the basic training W in s at OCTU

6 Qualifications of Student. Junior Officers selected will be those who have been commissioned in the field and who have not attended an SUE

7. Nominal Rolls.

- (a) Nominal rolls will be forwarded to reach the School seven clear days before the commencing date of the course and at the same time a copy will be sent to L Q (F in C)
- (b) The School will be advised by signal of any amendments to nominal rolls

8. Travelling.

- (a) Students will be issued with rail, steamer, etc tickets (to LIVERPOOL) for the forward journey only
- (b) Warrants will be endorsed "Charge SME Course No 11/44".
- (c) Transport will be arranged by Formations concerned in conjunction with local movement control groups
- (d) The School will make arrangements for the return journey
- (e) Students will be despatched in time to arrive at the School on the day advised for the commencement of the course
- (f) Personnel must be prepared to use their own means when served with meals at railway refreshment rooms
- (g) Changes of unit location during the currency of a course should be notified to the School to ensure correct movement of personnel affected

9. Arrival and Reporting

- (a) Transport from the School will meet trains at LIVERPOOL Railway Station between the hours of 1100 and 1430.
- (b) All students will report to the Adjutant on arrival at the School

10. Accommodation and Messing

- (a) Accommodation and messing are provided by the School
- (b) Batmen are provided and will not be brought by officer student.
- (c) Officers are advised to bring valises

11. Pay and Travelling Claims.

- (a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls.
- (b) Paybooks will be made up to date before leaving for the School. All debit and credit entries will be signed
- (c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the school they must report to a leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city

12. Clothing.

- (a) Students coming from tropical stations will be issued with warm clothing as laid down in GRO 206 of 17 Jul 42, prior to reporting at the School. Such clothing is obtainable at L of C Area GDDs and LTDs on production of Movement Order endorsed "Service dress, greatcoat and winter underclothing not issued."
- (b) Students will bring the following.

Service Dress
Working Dress (two suits)

13. Equipment. Officer attending will bring

Web equipment complete
Compass orismatic
Respirator
Steel helmet
Ointment AG
Detectors individual
Cap AG
Eye shield
Protractor
Rubbers
Pencils
Ruler
Notebooks
Map Case
Compasses

14. Leave.

- (a) The Chief Instructor may authorize the grant of leave to a student at the termination of the course if the student lodges with the Chief Instructor, at least 14 days before the end of the course. The written authority of his CO for such grant. Such leave will be granted by the LTD or GDD by which the student is despatched on leave.
- (b) In cases where the special instructions issued for a particular school provide, passes for leave so authorized may be issued by the School. In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor.
- (c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor.
- (d) Students who are proceeding on leave will be issued with combined food coupon book in accordance with the scale laid down in GRO Q395 of 21 May 43. In the case of students coming from New Guinea or other places outside Australia, Northern Territory and also in cases where leave passes are provided by the School, the food coupons will be issued by the School. In all other cases the student's unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue.

15 Note. Before proceeding to the School, each student will be issued with a copy of these joint instructions.

(Signature)
Lieutenant-General,
Chief of the General Staff.

War Diary

A. M. F

27/29/242

Headquarters,
Vic L of C Area,
339 Swanston St.,
MELBOURN C1

8 Dec 43

VIC L OF C AREA INSTRUCTION NO 675/1943

A. W. A. S. ADMINISTRATION & ORGANISATION COURSE

NO 6

1. DURATION Incl 13 Dec 43 25 Dec 43
2. LOCATION 4 Trg Bn A. W. S. DARLEY
3. OBJECT To train A. W. A. S. personnel in Administration and Organization
4. VACANCIES are allotted as follows
4 Trg Bn A. W. S. 16
5. NOTIFIAL ROLL (in duplicate) showing No, Rank, Name, Unit, and Name, Address and Relationship of Next of Kin will be endorsed "For attention 'G' Branch", and forwarded to reach this HQ not later than 1000 hrs on Friday 10 Dec 43.
6. REPORTING Students will report to CO, 4 Trg Bn, A. W. S. DARLEY at 0900 hrs on 13 Dec 43
7. ACCOMMODATION AND MEALS will be provided at the School for the duration of the Course
8. DRESS Service Dress will be worn
9. EQUIPMENT Exercise books, pens and pencils will be brought
10. RECORDS The following personal records will be forwarded to C.O., 4 Trg Bn A. W. S. DARLEY under suitable arrangements F200, I 5083 A 240, WF 140 B 122, AAB83 (if available) and record of leave entered up to date
1. PAY Students will be in possession of pay books
12. PERSONAL NECESSITIES All personal necessities including towel (marked) soiled linen bags, studs back and front, coat hangers, tooth mug, pegs, and shoe cleaning kit will be brought An electric torch will be found useful.
13. VALUABLES, TRIPLES & CAMERAS will NOT be brought to the Course

DISTRIBUTION

4 Trg Bn A. W. S.	6
HQ, Vic L of C Area A. W. A. S.	2
CI (Capt Moore)	2
G S.	2
A. Q. M. G.	2
DFO	1
DZO	1
Camp S. O. Darley	1
Camp Pay Office Darley	1
War Diary	1
File	1
Spares	2

Col G S
Vic L of C Area

War Diary A. M. F.

27/10/400

Headquarters,
Vic L of C Area
339 Swanston St ,
MELBOURNE C1

8 DEC 1943
27 Dec 43

VIQ L OF C AREA TRAINING INSTRUCTION NO 654/43

COURSE No9 1 C O COOKS.

LHQ SCHOOL OF ARM COOKING AND CATERING CHERMSID Q'LAND

27 Dec 43 17 Jan 44

Amendment No 1

Para 3 of the above Training Instruction has been amended to read

(3) Vacancies are allotted as follows

L H Q Provost Trg School Darley	1	(for V296202 Pte Cheney B F)
L H Q AAC School B'meadows	1	(for VX86097 Pte Shill M G)
10 ADCS Club, Melbourne	1	(for VF396638 Cpl Cook G M)

John W. H. S.
M Col G/S
Vic L of C Area

Distribution

LHQ Survey Directorate	1
LHQ Provost Trg School Darley	2
LHQ AAC School	1
DADAC Vic L of C Area	1
LHQ School of Army Cooking and Catering	1
RTO Sth Brisbane Rly Sta	1
RTO Spencer St Sta	1
2 Aust Movt Control Gp	1
GS	2
AQMG	2
DFO	1
DRO	1
War Diary	1
File	1
Spares	3

27/18/341

"G" Branch

Headquarters,
Vic L of C Area,
309 Swanston St.,
MELBOURNE, C 1

9 DEC 1943

VIC L OF C AREA TRAINING INSTITUTE 673/1943
COURSE NO 44 SPECIAL COURSE OF PHYSICAL TRAINING AND UNARMED COMBAT
LTC SCHOOL OF PT RA RSTO
11 Jan, 41 16 Feb 41

- 1 AUTHORITY LHM memo 201799 of 13 Nov, 3
- 2 OBJECT To train instructors in physical training and unarmed combat
- 3 VACANCIES are allotted as follows

DDME	3 (includes 1 Officer)
DAD Labour	1 (for V577.34 L/Cpl STAMPFL R 8 Aust Emp
DDMF & DB	1 (or S/Sgt TLAGUE, Det Bks BENDIGO) Coy)

IMPORTANT Notice of, and reasons for inability, to fill the allotted number of vacancies must be notified in writing to "G" Branch, Vic L of C Area not later than 1 day prior to the date on which the nominal roll is due at these O's

4. QUALIFICATIONS OF STUDENTS Special consideration must be given to the selection of personnel It is essential that they be
 - (a) Medically fit, and under the age of 35
 - (b) Of proved instructional ability
 - (c) Specially suited physically for this type of work
 - (d) Be medically examined prior to attending the Course and be in possession of a Medical Certificate of fitness to undergo this type of training
5. NOMINAL ROLL (in duplicate) showing No., Rank, Name, Unit, M.A.C., Address and Relationship of next of Kin should be endorsed "For attention 'G' Branch" and forwarded to reach these HQs not later than 1800 hrs on Friday 21, Dec, 3. Two copies of each student's Personal History Sheet must also accompany the nominal roll
6. RAIL ARRANT for forward journey, only to FRANKSTON will be issued by Units and endorsed "Charles L. School of PT, Course of PT and UC No 14"
7. TRAVELLING Students arriving at SP RICE ST STA will report to the R T O who will direct forward journey to FRANKSTON Transport from FRANKSTON Rly Sta to the School (about 1 mile) will be available through Mc Combe Motors.
8. REPORTING. All students will report to the Adjutant immediately after arrival at the School and NOT LATER than Monday 10 Jan, 44. Accommodation and messin, and batmen (for Officer Students) are provided
9. PAY AND TRAVELLING CLAIMS
 - (a) Pay books will be brought by personnel to session, then Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls.
 - (b) Pay books will be made up to date including entries regarding Schools, courses, etc., before proceeding to the School. All debit and credit entries will be signed
 - (c) Travelling allowance for the forward journey only, where applicable will be paid at the School on the authority of the Chief Instructor

(d) In cases where students are obliged to remain overnight in a capital city when travelling to and from the school they must report to a Leave and Transit Depot for rations and quarters. If, for any reason rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowance in respect of the period spent in the capital city

10. CLOTHING AND EQUIPMENT Personnel will attend the school in full marching order (rifle, bayonet (where issued) and respirator essential) and bring, in addition the following kit which cannot be made a charge against the department and which cannot be issued at the school

- 1 pair Gym shoes rubber
- 2 Singlets white
- 1 belt
- 1 pair shorts
- 1 bathing costume

The necessary text books or syllabus of the course will be issued to students on arrival

DISTRIBUTION

DDME	7 (3 LHQs)
DAD Labour	3 (2 LHQs)
DDMP & DB	3 (2 LHQs)
LHQ School of PT	1
Supvr P & RT	1 (LHQs)
2 Aust Movt Control Gp	1
RTO Spencer St Sta	1
GS	2 (2 LHQs)
AQMG	2 (2 LHQs)
DFO	1
DRO	1
War Diary	1 (1 LHQ)
File	1
Spares	4

Handwritten signature
 Col G'S
 File L of C Area

AUSTRALIAN MILITARY FORCES
(CHIEF OF THE GENERAL STAFF)

201799

Headquarters,
Victoria Barracks,
MELBOURNE S C 1
18 Nov 43

Adv L.H.	(3)	HQ NSW L of C Area	(15)
HQ First Aust Army	(16)	HQ Vic L of C Area	(15)
HQ Second Aust Army	(12)	HQ SA L of C Area	(9)
HQ NT Force	(12)	HQ WA L of C Area	(8)
HQ 3 Aust Corps	(16)	HQ Tas L of C Area	(8)
HQ Qld L of C Area	(15)	HQ USAFFE	(16)

Copies for information to LHQ School of PT (2), HQ 2 Aust Corps (2), CGS (3), IG (1), AG (3), MS (3), OZE (10), JMG (3), JMG (Mvts) Aust Mvt Control Gps Nos 1,2,3,4,5,6,7,8,9, 2/1 Aust Mvt & Tn Gp, MGO (3), CFO (2), DGMS (5), RTO Spencer Street Station

LHQ SCHOOL OF PHYSICAL TRAINING
SPECIAL COURSE OF PHYSICAL TRAINING
AND UNARMED COMBAT NO 44

1. LOCATION FRANKSTON VIC
2. POSTAL ADDRESS LHQ School of P.T
FRANKSTON VIC
3. TELEGRAPHIC ADDRESS P T Frankston
4. (a) COURSE Special Course of Physical Training and Unarmed Combat No 44 will be held over the period 11 Jan 44 to 16 Mar 44
- (b) VACANCIES Vacancies are allotted as follows

HQ First Aust Army	6	includes 1 Officer
HQ Second Aust Army	6	" 1 "
HQ NT Force	6	" 1 "
HQ 3 Aust Corps	2	" 1 "
HQ Qld L of C Area	5	" 1 "
HQ NSW L of C Area	5	" 1 "
HQ Vic L of C Area	5	" 1 "
HQ SA L of C Area	3	" 1 "
HQ WA L of C Area	2	" 1 "
HQ Tas L of C Area	2	" 1 "
Reserved (10 including 7 for officers for USA personnel)	16	includes 3 officers
Total	60	10

5. OBJECT OF COURSE To train instructors in physical training and unarmed combat

6. QUALIFICATIONS OF STUDENTS Special consideration must be given to the selection of personnel It is essential that they be

- (a) Medically fit, and under the age of 35
- (b) Of proved instructional ability
- (c) Specially suited physically for this type of work.
- (d) Medically examined prior to attending the course and be in possession of a valid certificate of fitness to undergo this type of training

7 NOMINAL ROLLS

(a) Nominal rolls will be forwarded direct to the School to arrive seven clear days before the commencing date of the Course.

(b) The School will be advised by signal of any amendments to nominal rolls.

8 TRAVELLING

(a) Students will be issued with rail tickets to Frankston for the forward journey only

(b) Warrants will be endorsed "Charge LH, School of PT Course of PT & UC No 44"

(c) Transport will be arranged by Formations concerned in conjunction with local movement control groups

(d) The school will make arrangements for the return journey

(e) Students will be despatched in time to arrive at the School one day before the commencing date of the course.

(f) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms

(g) Changes of unit location during the currency of the course should be notified to the School to ensure correct movement of personnel effected

9 ARRIVAL AND REPORTING

(a) Students arriving at Spencer Street Railway Station MELBOURNE will report to the R T O who will direct forward journey to FRANKSTON

(b) Students will be transported from FRANKSTON Railway Station to the School (about one mile) by McCombe Motors

(c) On arrival at the School all students will report to the Adjutant

10 ACCOMMODATION AND MESSING

(a) Accommodation and messing will be provided by the School

(b) Batmen are provided and will NOT be brought by officer students

11 PAY AND TRAVELLING CLAIMS

(a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls

(b) Pay books will be made up to date including entries regarding schools, courses, etc., before proceeding to the School. All debit and credit entries will be signed

(c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor

(d) In cases where students are obliged to remain overnight in a capital city when travelling to and from the school they must report to a Leave and Transit Depot for rations and quarters. If, for any reason rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowance in respect of the period spent in the capital city

12 CLOTHING AND EQUIPMENT

(a) Students coming from tropical stations will be issued with warm clothing in accordance with GRO 208 of 17 Jul 42, prior to reporting at the School. Such clothing is obtainable at L of O GDDs and LTDs on production of movement order endorsed "Service dress, greatcoats and winter underclothing not issued"

(b) Personnel will attend the school in full marching order (rifle, bayonet (where issued) and respirator essential) and bring, in addition, the following kit, which cannot be made a charge against the department and which cannot be issued at the school

- 1 pair Gym shoes rubber
- 2 Singlets white
- 1 belt
- 1 pair shorts
- 1 bathing costume,

13 TEXT BOOKS The necessary text books and syllabus of the course will be issued to students on arrival

14 LEAVE

() The C of Instructor may authorize the grant of leave to student at the termination of the course, if the student lodges with the Chief Instructor, at least 14 days before the end of the course, the written authority of his CO for such grant. This leave will be granted by the LTD or GDD by which the student is despatched on leave

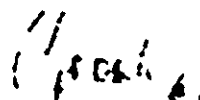
(b) In cases where the special instructions issued for a particular school so provide, passes for leave so authorized may be issued by the School. In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor

(c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor

(d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in GRO 395 of 21 May 42. In the case of student coming from New Guinea or other places outside Australia, Northern Territory, and also in cases where leave passes are provided by the School, the food coupons will be issued by the School

In all other cases the students unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue.

15 NOTE Before proceeding to the school each student will be issued with a copy of these joining instructions


 Lt-Gen
 Lieut. nant-General,
 Chief of the General Staff

War Diary

A M F

27/15/866
"G" Branch
Headquarters,
Vic L of C Area,
339 Swanston St,
MELBOURNE, C 1

9 DEC 1943

VIC L OF C AREA TRAINING INSTN NO 674/1943-

NC 2 COURSE SUPPLY NCO's

LHQ AASC SCHOOL NORTH GEELONG

31 Jan, 44 3 Mar, 44

- 1 AUTHORITY LHQ memo 211181 of 2 Dec, 43
- 2 OBJECT OF COURSE. To provide instruction and practical work in
 - (a) Provision, inspection, handling storage and distribution of supplies at home stations and in the field,
 - (b) Detailed organization and operation of Supply Office, Depot Railhead, Refilling Point, etc, at home stations and in the field
 - (c) Indenting and accounting for supplies,
 - (d) The training of supply details and tradesmen etc
- 3 VACANCIES are allotted as follows

D D S T 4

IMPORTANT Notice of and reasons for inability to fill the allotted number of vacancies must be notified, in writing, to "G" Branch, HQ Vic L of C Area, at least 5 days prior to the date on which the nominal roll is due at these HQs.
- 4 QUALIFICATIONS OF STUDENTS NCO's (Cpl and above) who have clerical ability for supply and accounting
- 5 NOMINAL ROLL (in duplicate) showing No., Rank, Name, Unit, Name, Address and Relationship of Next-of-Kin should be endorsed "For attention "G" Branch" and forwarded to reach these HQ's not later than 1000 hrs on Monday 17 Jan, 44. TWO copies of each student's Personal History Sheet (attached) must also accompany the nominal roll
- 6 RAIL WARRANT for forward journey only to GEELONG will be issued by units and endorsed "Charge No 2 Supply NCO's Course LHQ AASC School"
- 7 TRAVELLING Each student travelling through or from MELBOURNE will proceed to GEELONG by train departing SPENCER ST STA at 1230 hrs on Saturday 29 Jan, 44. On arrival at HQ T² GEELONG or GEELONG the school will be communicated with, making known the station to which transport should be sent (Telephone No's Geelong 3482 or 3730)
- 8 REPORTING All students will report to the Adjutant on arrival and not later than Saturday 29 Jan, 44. Accommodation and messing will be provided
- 9 PAY AND TRAVELLING CLAIMS
 - (a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
 - (b) Pay books will be made up to date before leaving for the School. All debit and credit entries will be signed
 - (c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor

9. (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the school they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city.
10. CLOTHING, EQUIPMENT, TEXT BOOKS Students will bring.
- | <u>CLOTHING</u> | <u>EQUIPMENT</u> | <u>TEXT BOOKS</u> |
|----------------------|---------------------|-----------------------|
| Service Dress | Full marching order | RASC Tr Vol 1 1937 |
| Great Coat | Rifle | RASC Tr, Vol 111 1933 |
| Working Dress | Helmets steel | WSPB complete |
| Personal Necessities | Respirator | FSR Vol 1, Vol 11 |
| | Compass Prism etc | |
| | (if available) | |
| | Note Book, pen, | |
| | ruler, pencils | |
| | (incl colored) | |
11. SPORTS FACILITIES Facilities exist at the School for tennis, cricket, football and swimming
12. Each student should be issued with a copy of this joining instruction before proceeding to the School

DISTRIBUTION

D D S T	9
LHQ AASC School	1
2 Aust Mvmt Control Gp	1
RTO SPENCER ST STA	1
GS	2
AQJG	2
DFO	1
DRO	1
War Diary	1
File	1
Spares	2

Col G S
 File L of C Ar

DMT/T3(d)3p1/4

327/7/315

27 15 866

AUSTRALIAN MILITARY FORCES
(CHIEF OF THE GENERAL STAFF)

211181

Headquarters,
Victoria Barracks,
MELBOURNE S C 1
2 Dec 43

HQ First Aust Army	(10)	HQ Qld L of C Area	(10)
HQ Second Aust Army	(6)	HQ NSW L of C Area	(8)
HQ NG Force	(15) Air Mail	HQ Vic L of C Area	(10)
HQ NT Force	(12) Air Mail	HQ SA L of C Area	(6)
HQ 3 Aust Corps	(1) Air Mail		

Copies for information to Adv LHQ(3), CGS (3), AG (3), QMG (6), MGO (7), MS (3), O2E (10), QMG Mvts (1), CFO (2), DST (4), HQ 1 Aust Corps (2), HQ WA L of C Area (2), LHQ AASC School (4), Aust Mvt Cont Gps Nos 1,2,3,4,5,6,7,8,9, (1 each), 2/1 Aust Mvt & Th Gp (1), RTO Spencer Street Railway Station (1)

LHQ AASC SCHOOL
NO 2 SUPPLY NCO'S COURSE
31 JAN 44 TO 3 MAR 44.

1 LOCATION NORTH GEELONG, Vic Telephone GEELONG 3482 & 3730

2 POSTAL ADDRESS LHQ AASC School
Osborne House
NORTH GEELONG, Vic

3 TELEGRAPHIC ADDRESS 'SCHOOL' GEELONG

4 COURSE No 2 Supply NCO's Course from 31 Jan 44 to 3 Mar 44 (duration 5 weeks), for which the following vacancies have been allotted.

First Aust Army	(3)	(incl 2 for 1 Aust Corps)	
Second Aust Army	(1)	Qld L of C Area	(4)
NG Force	(7)	NSW L of C Area	(3)
NT Force	(6)	Vic L of C Area	(4)
3 Aust Corps	(1)	SA L of C Area	(1)

Total vacancies 30

Formations or L of C Areas unable to fill vacancies will notify LHQ (DMT) at least 14 days before the date of commencement of the Course

5 OBJECT OF COURSE To provide instruction and practical work in

- (a) Provision, inspection, handling, storage and distribution of supplies at home stations and in the field,
- (b) Detailed organization and operation of Supply Office, Depot, Railhead, Refilling Point, etc, at home stations and in the field
- (c) Indenting and accounting for supplies,
- (d) The training of supply details and tradesmen etc

6 QUALIFICATIONS OF STUDENTS NCO's (Cpl and above) who have clerical ability for supply and accounting

7 NOMINAL ROLLS

(a) Nominal rolls will be forwarded direct to the school to arrive seven clear days before the commencing date of the course

(b) The School will be advised by signal of any amendments to nominal rolls

8 TRAVELLING

(a) Students will be issued with rail tickets ~~(to GEELONG)~~ for forward journey only

(b) Warrants will be endorsed "Charge No 2 Supply "CO's Course LHQ RASC School"

(c) Transport will be arranged by Formations concerned, in conjunction with local movement control groups;

(d) The School will make arrangements for the return journey

(e) Students will be despatched in time to arrive at the School, two days before the Course commences.

(f) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms

(g) Changes of unit location during the currency of the course should be notified to the School to ensure correct movement of personnel affected

9 ARRIVAL AND REPORTING

(a) On arrival in MELBOURNE students will proceed by the first available train to NORTH GEELONG or GEELONG and will telephone the School (GEELONG 3462 or 3730) on arrival making known the station to which transport should be sent

(b) When no train is available on date of arrival at MELBOURNE, students will report to the RTO, Spencer Street Station.

(c) On arrival at the School all students will report to the adjutant

10 ACCOMMODATION AND MESSING

(a) Accommodation and messing will be provided by the School

11 PAY AND TRAVELLING CLAIMS

(a) Pay Books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls

(b) Pay books will be made up to date before leaving for the School. All debit and credit entries will be signed

(c) Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief Instructor

(d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the school they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowance in respect of the period spent in the capital city

12 CLOTHING

(a) Students coming from tropical stations will be issued with warm clothing as laid down in GRO 208 of 17 Jul 42 prior to reporting at the school. Such clothing is obtainable at L of C Area GDDs and LTDs on production of Movement Order endorsed "Service dress, great-coat, and winter underclothing not issued"

(b) Students will bring

Service Dress
Great Coat
Working Dress
Personal necessities

13. EQUIPMENT Students will bring the following

Full Marching Order
Rifle
Helmets Steel
Respirator
Compass prismatic (if available)
Note books, pen, pencils (incl coloured) and ruler

14. TEXT BOOKS Students will bring relevant text books These will include

RASC Trg Vol I 1917 and Vol III 1933
RJB Complete
FSR Vol I and Vol II

15. LEAVE

(a) The Chief Instructor may authorize the grant of leave to a student at the termination of the course, if the student lodges with the Chief Instructor, at least 14 days before the end of the course, the written authority of his CO for such grant. Such leave will be granted by the LTD or GDD by which the student is despatched on leave.

(b) In cases where the special instructions is used for a particular school so provide, passes for leave so authorized may be issued by the School. In all other cases such passes will be issued by the students unit and transmitted by the unit to the Chief Instructor.

(c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor.

(d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in CRO 2395 of 21 May 43. In the case of students coming from NEW GUINEA or other places outside AUSTRALIA, NORTHERN TERRITORY and also in cases where leave passes are provided by the school, the food coupons will be issued by the School. In all other cases the students unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the issue.

16. SPORTS FACILITIES

Facilities exist at the School for tennis, cricket, football, and swimming.

17. NOTE. Before proceeding to the school each student will be issued with a copy of these joining instructions.

W. H. B. B. B.
for Lieutenant-General,
Chief of the General Staff

War Diary A. M.

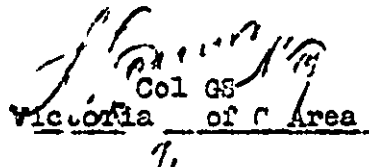
27/9/243

Headquarters,
Vic L of C Area
339 Wanstou St,
MELBOURNE C1
9 Dec 43

VIC L OF C AREA TRG INJUN NO 676/1943

O 34 R CRUIT COURSE

- 1 Duration Incl 13 Dec 43 10 Jan 44
- 2 Location 4 Aust Trg Bn, DARLE
- 3 Object o train recruits for Army (oncl's Services
- 4 VACANCIES Are allotted as follows
HQ, Vic L of C Area
A.W.S 18
A.A.M / S 6 Total 24
- 5 Accommodation & Messing will be provided at the school for the duration of the course
- 6 Travelling In accordance with arrangements, A.A.G Branch, Vic L of C Area
- 7 Syllabus will be in accordance with directions contained in L.H.Q. 128187 of 3 Jul 43 Recruit Training Syllabus A.W.S


Col GS
Victoria of C Area
7.

DISTRIBUTION

Cont A.V.A.S LHO	1	Camp Staff Officer Darle	1
Asst Cont Vic L of C A.V.S	2	Camp Pay Office, Darle	1
" " A.A.M/S	2	G S	2
A.A.G (Org)	1	A. A. G	2
D.A.A.C (Rec)	1	D O	1
Vic L of C Area A.V.R.D.,	1	D R.O	1
Victoria St, C1	1	War Diary	1
4 Aust Army Trg Bn, Darle	1	File	1
		copies	2

War Diary

AUSTRALIAN MILITARY FORCES

27/15/864

"G" Branch
HQ, Vic L of C Area
339 Swanston St,
MELBOURNE
9 Dec 1943

VIC L OF C AREA TRAINING INSTRUCTION IO 677/1943

NO 13 SENIOR OFFICERS MT COURSE

THE SCHOOL OF MECHANISATION S YMOUR

27 Dec 43 8 Jan 44

1. Re: attached copy of LHQ memo 195501 of 9 Nov, 43
2. Object of Course To train COs of Units and Staff Officers concerned with the supervision of training and/or operation, in their responsibilities and duties
3. Vacancies are allotted as follows

M G (P & I)	1	(for Lt Col Forbes 717 Aust Grn Bn)
DD5	1	(for O 2/108 Aust Gen Mpt Coy)
	<u>2</u>	
4. Nominal Roll (in duplicate) showing No, Rank, Name, Unit, and Address and relationship of next of kin should be endorsed "or attention 'G' Branch" and forwarded to reach this HQ not later than 1000 hrs on Thursday 16 Dec, 43. Two copies of each student's Personal History Sheet (attached) must also accompany the Nominal Roll
5. Rail Warrant for forward journey only to S YMOUR will be issued by unit, and endorsed "for 13 Senior Officers MT Course School of Mech"
6. Travelling Each student travelling through, or from MELBOURNE will proceed to S YMOUR by train departing MELBOURNE at 1350 hrs on Saturday 25 Dec 43
7. Reporting All students will report to the School Adjutant on arrival, and not later than Saturday 25 Dec 43
8. Attention is drawn to paras 10, 11, 12, and 13 of attached LHQ memo in order that the requirements as set out therein are fully observed.

Col GS
Victoria L of C Area

DISTRIBUTION

M G (P & Int)	3
DD5	3
LHQ School of Mech Seymour	1
2 Aust Mvmt Control Gp	1
G S	2
A. M.G.	2
DFO	1
DRO	1
200 SYDNEY ST STA	1
War Diary	1
File	1
Spares	<u>2</u>
	19

10(d) 2p8/7

27/15/864

AUSTRALIAN MILITARY FORCES
(CHIEF OF THE GENERAL STAFF)

Headquarters,
Victorian Barracks,
MELBOURNE, S C 1

195581

9 Nov, 43

Adv LHO	(2)	H Vic L of C Area	(50)
HQ Second Aust Army	(20)	HQ SA L of C Area	(16)
HQ old L of C Area	(45)	H Tas L of C Area	(12)
HQ NSW L of C Area	(55)		

Copies for information to CGS (2), AG (3), QMG (3), MGO (2), CWO (2), OZE (10), SO in-C (6), A in C (3), LHO School of Mechanization (4), QMG Mvts (1), Aust Mvt Cont Ops Nos, 1, 2, 3, 4, 5, 6, 7, 8, 9 (1 each), 2/1 Aust Mvt & Tptn Gp (1), RTO Spencer St Railway Station (1), RTO Seymour (1), M S (2)

LHO SCHOOL OF MECHANIZATION
SENIOR OFFICERS MT COURSE

1. COURSE Senior Officers M Course Number of Course, commencing and completion dates shown by Appendix "A" attached

2. OBJECT OF COURSE To train C C's of Unit and Staff Officers concerned with the supervision of M T training and/or operation, in their responsibilities and duties

3. QUALIFICATIONS The following personnel are eligible

(a) Staff Officers whose duties appear in either or both, Operation, maintenance, or supervision of M T

(b) C O's of Units and C C's A.S.C Coys not qualified set out in LHO Circular 63001 dated 17 Apr, 43 para 3 (d)

NOTE Preference in selection will be given to C O's of units which have substantial numbers of M T on strength

4. VACANCIES Vacancies are allocated in accordance with Appendix "A" attached

5. LOCATION SEYMOUR, Vic

6. POSTAL ADDRESS LHO School of Mechanization,
SEYMOUR, Vic

7. NOMINAL ROLL

(a) Nominal rolls will be forwarded direct to the School to arrive seven clear days prior to the commencing date of the Course

(b) A copy of the Nominal Roll will be forwarded to LHO (21) &

(c) The School and LHO (DMT) will be advised by signal of any amendments to Nominal Roll

8. TRAVELLING

(a) Students will be issued with rail ticket (to SEYMOUR) for the forward journey only

(b) Warrants will be endorsed "Charge To Senior Officers LHO Course, School of Mech"

(c) Transport will be arranged by Formations concerned in conjunction with local Movement Control Group

(d) The school will make arrangements for the return journey

- (e) Students will depart in time to arrive at the School two days before the Course commences

9. ARRIVAL AND REPORTING

- (a) Transport will be provided from SEYMOUR Railway Station to the School
- (b) All students on arrival at the School will report to the Adjutant

10. ACCOMMODATION AND MESSING

- (a) Accommodations and messing will be provided at the School
- (b) Batmen are provided and will NOT be brought by Officers' servants
- (c) Officers are advised to bring valises

11. TRAVELLING CLAIMS

- (a) Travelling allowance for the forward journey only will be paid at the School on the authority of the Chief Instructor
- (b) In cases where student are obliged to remain overnight in a capital city or travelling to or from the School they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the L & T a certificate to that effect must be obtained from the C.O. of the L & T, to support any claim for travelling allowance in respect of the period spent in the capital city

12. CLOTHING. Students will bring

Uniform S.D.
Personal necessities
(Working dress is supplied by the School)

13. EQUIPMENT Students will bring the following

Steel helmet and respirator
Note Books
Pencils (including coloured)
Drawing materials

14. TEXT BOOKS Such text books as are available will be supplied on loan by the School

NOTE. Before proceeding to the School each student will be issued with a copy of these joining instructions

(Sgd)

Maj
for Lieutenant General
Chief of the General Staff

SENIOR OFFICERS COURSES

APPENDIX "A"

COURSE NUMBER	COMMENCES	FINISHES	SECOND LUST ARMY	V A C A N C I E S					TOTAL
				L O F C A R E A S					
				OLD	NSW	VIC	S.A.	TAS	
11	29 Nov, 43	11 Dec, 43	1		2	6	1		11
12	13 Dec, 43	25 Dec, 43	2	2	2	4	1		11
13	27 Dec, 43	8 Jan, 44	1	3	2	3	1	1	11
14	17 Jan, 44	29 Jan, 44	2	3	2	3	1		11
15	31 Jan, 44	12 Feb, 44	1	3	2	3	1		11
16	14 Feb, 44	26 Feb, 44		4	2	3	1		11
17	28 Feb, 44	11 Mar, 44		4	2	3	1		11
18	13 Mar, 44	25 Mar, 44		4	2	3	1		11
19	27 Mar, 44	8 pr, 44		4	3	3	1	1	12
20	10 Apr, 44	22 pr, 44		4	3	3	1	1	12
21	24 Apr, 44	6 May, 44		4	3	4	1	1	13
22	15 May, 44	27 May, 44		5	3	2	1	1	13
									11

Notifications and L of C areas unable to fill vacancies allotted to them will notify LHQ (DMT) at least fourteen days prior to the date of commencement of the Course.

27/27/108

Headquarters,
Vic L of C Area,
339 Swanston St,
MELBOURNE C1
9 Dec 43

VIC L OF C AREA TRAINING INSTRUCTION 10 657/1943

SPECIAL COURSES 2 3 4 5 and 6 CARS AND EV 16 (STAGHOUND)

A VTC (A.V.T.C.) MOORLEIGH

AMENDMENT 10 1

Authority HQ memo 211760 of 9 Dec 43.

Paras 2 4 6 7 8 and 9 of the original Training Instruction 657/1943 will be amended to read as follows

<u>Para 2</u>	<u>Duration</u>	<u>Course</u>	<u>Incl</u>	<u>3 Jan 44</u>	<u>12 Feb 44</u>
		1	3	17 Jan 44	26 Feb 44
		"	4	31 Jan 44	11 Mar 44
		"	5	14 Feb 44	25 Mar 44
		"	6	28 Feb 44	8 Apr 44

Para 4 Vacancies are allotted as follows

Course 2	DDI	1	(for 2/4 Aust Tk Tk/shop Coy)
Course 3	DDI	1	(for 1 Aust Veh Pk Tk/shop)
Course 4	DD	1	(for 2/4 Aust Tk Tk/shop Coy)
Course 5	DDI	1	(for 1 Aust Veh Pk Tk/shop)
Course 6	D	1	(for 2/4 Aust Tk Tk/shop Coy)

Para 6 Nominal Roll (in duplicate) showing No, Rank, Name, Unit, Name, Address, and Relationship of next of kin, and whether student, will be travelling through MTC will be endorsed "For attention G Branch, and forwarded to reach this HQ's not later than 1000 hrs on the following dates

<u>For Course 2</u>	<u>Monday 20 Dec 43</u>
"	3
"	4
"	5
"	6

Para 7 Rail Warrants Delete text of sub para (d) and substitute "All warrants will be endorsed, Charge Special Course 2 (or Course 10 applicable) Cars And Ev 16 (Staghound) A.V.T.C (A.V.T.C.)"

Para 8 Travelling Each student travelling through or from MTC will report to HQ P.C.R.S. for rail ticket at 1240 hrs on the following dates

<u>For Course 2</u>	<u>Friday 31 Dec 43</u>
"	3
"	4
"	5
"	6

Each student will then proceed to STRATHFIELD NSW by train departing SPENCER ST STA at 1325 hrs on the respective dates as mentioned in this para. On arrival at STRATHFIELD each student will detrain and take the suburban electric train to LIVERPOOL NSW. Personnel must be prepared to use their own messin utensils when served with meals at Railway Refreshment Rooms.

Para 9 Reporting Each student will, on arrival, report to the Adjutant, A.V.C (A.V.C.) LIVERPOOL NSW and not later than the following dates

For Course 2
 " " 3
 " " 4
 " " 5
 " " 6

SATURDAY 1 Jan 44
 " 15 Jan 44
 " 29 Jan 44
 " 12 Feb 44
 " 26 Feb 44

Col G
 Vic L of C Area

DISTRIBUTION

DD
 AVMTC ()
 2 Aust Movt Control Gp
 RMO, CP, CER T STA
 GS
 AJMC
 DMO
 DMO
 War Diary
 File
 Spares

8 (incl 3 original 1rg Instns)
 1
 1
 1
 2
 2
 1
 1
 1
 1
 6

War Diary

A I F

27/29/241

Headquarters,
Vic L of C Area,
339 Swanston St.,
MELBOURNE, C 1

VIC L OF C AREA TRAINING INSTN NO 672/1943 10 DEC 1943
NO 8 COURSE P & R T AWAS

- 1 DURATION. Incl Wednesday 29 Dec, 43 Monday 10 Jan, 44
2. LOCATION. 4 Aust AWS Trg Bn DARLEY.
- 3 OBJECT To train AWAS personnel in elementary P & R T and Organised Games
- 4 VACANCIES are allotted as follows

Tas L of C Area	2
Aust AA GP HQ	1
D D O S	1
3 Aust Salvage Depot	1
DDAE	1
Camp Comdt	
Vic L of C Area	2
4 Aust AWS Trg Bn	2
16 A W A S Bks	1
33 AWAS Barracks	1
38 AWAS Barracks	1
40 AWAS Barracks	1
41 AWAS Barracks	1
42 AWAS Barracks	1
	<u>16</u>

IMPORTANT Notice of and reasons for inability to fill the allotted number of vacancies must be notified to "G" Branch HQ, Vic L of C Area at least 5 days prior to the date on which nominal roll is due at these HQs

- 5 SELECTION OF CANDIDATES Students will be carefully selected and only personnel showing aptitude for P & R T will be nominated
6. NOMINAL ROLL (in duplicate) showing number, rank, name, Unit and Name, Address and relationship of next of kin will be endorsed "For attention "G" Branch" and forwarded to reach these HQs not later than 1000 hrs on Wednesday, 22 Dec, 43
A copy of the nominal roll must, at the same time, be forwarded to CO, 4 Aust AWS Trg Bn, DARLEY
- 7 WARRANTS Rail and steamer tickets and/or warrants will be issued by units and endorsed "Charles No 8 P & R T Course AWAS "
- 8 TRAVELLING
 - (a) Personnel from TAS L OF C AREA will arrive in MELBOURNE on 26 Dec, 43, report to RTO SPENCER ST on arrival and proceed to 29 AWAS Bks, Berry Street, EAST MELBOURNE where rations and quarters will be provided until date of movement to DARLEY
 - (b) All students will report to RTO SPENCER ST STA at 1650 hrs on Tuesday, 28 Dec, 43 and travel to BACCHUS MARSH by train departing at 1730 hrs on that date. Command SO, DARLEY will arrange transport from BACCHUS MARSH to DARLEY.
9. ACCOMMODATION AND MESSING will be provided at the School for the duration of the course
- 10 DRESS Service Dress will be worn In addition sandshoes, working dress, plain overall, gymnasium tunic and shorts will be brought

11. EQUIPMENT Exercise books, pen and pencils will be brought.
12. RECORDS F200, W140, I5033, A240, B122, AM 80 (if available) and Record of leave entered up to date will be forwarded or brought to the School under suitable arrangement Personnel will be in possession of paybook
13. PERSONAL NECESSITIES All personal necessities including rug, towel, soiled linen bag, studs (back and front), coat hangers, tooth mug, and shoe cleaning kit will be brought An electric torch would be useful JEWELLERY, VALUABLES and CAMERAS WILL NOT BE BROUGHT

DISTRIBUTION

Tasmania L of C Area (by Air Mail)	6	
2 Aust Movt Cont Gp HOBART	2	(by air mail)
Aust AA Gp HQ	3	
D D O S	3	
3 Aust Salvage Depot	3	
D D M E	3	
Camp Comdt Vic L of C Area	5	
4 Aust AWS Trg Bn	4	
16 AWAS Bks	3	
33 " "	3	
38 " "	3	
40 " "	3	
41 " "	3	
62 " "	3	
AWAS VIC L OF C AREA	1	(for inform)
29 AWAS Barracks	2	(ref para 8)
2 AUST MOVT CONTROL GP MELE	1	
RTO SPENCER ST STA	1	
CAMP S O DARLEY	1	
CAMP PAY OFFICE DARLEY	1	
G E	2	
A Q M G	2	
D F O	1	
D R O	1	
WAR DIARY	1	
FILE	1	
SPARES	8	

Col G S
Vic L of C Area.

A.M.F.

27/29/244

Headquarters,
Vic I of C Ron,
339 Swanston St.,
MELBOURNE, C 1

Lee Perry

VIC I OF C RE. TRAINING INSTN NO 680/1943 10 DEC 44
HQ SCHOOL OF ARTY AA
HY AA GUNNERY COURSE (AWAS) NO 51
3 Jan, 44 12 Feb, 44

1. AUTHORITY. HQ memo 209417 of 30 Nov, 43 and Second Aust Army memo 5458 of 7 Dec, 43.

2. OBJECT.

- (a) To train officers and NCO's (AWAS) in all phases of static Hy AA gunnery.
- (b) To train officers and NCO's (AWAS) in all phases of Ops Room procedure and co operation with RAAF Fighter Sectors and AASL in air defence, in accordance with "Anti Aircraft Procedure Instructions (Aust)" (Army publication No 845, 31 May, 43.)
- (c) To train Officers and NCO's (AWAS) in all phases of A/C identification.
- (d) To provide pre AWSOS training for 7 and NCO's (AWAS) in Hy AA Arty.

Special attention is directed to the paragraphs concerning the object of the course and selection and qualifications of student. If it is desired to nominate a student who is not qualified under the terms of the Joining Instruction, it will be necessary to submit an application, stating the reasons, for particular consideration should be given to the selected student, who is NOT to be sent to the course till approval has been given by this HQs.

3. QUALIFICATIONS OF STUDENTS.

Care in the selection of students by units and formations is essential as the main purpose of the school is to train unit instructors.

COs should require all students on return from courses to submit a report and take advantage of it in unit instruction.

All students should have a knowledge of elementary mathematics and must be trained in the mechanisms and the drills of the guns and instruments with which their unit is equipped.

Students for the Hy AA Courses should be conversant with AA Procedure Instructions (Aust).

4. VACANCIES are allotted as follows

AA GP HQ

AWAS
2

5. NOMINAL ROLLS showing No. Rank, Name, Unit, Name, Address and Relationship of Next of Kin should be endorsed "for attention G Branch" and forwarded to reach this HQ not later than 1000 hrs on 10 DEC 43. TWO copies of each student's Personal History Sheet, (attached) must also accompany the Nominal Roll.

6. WARRANTS

- (a) Students required to travel from a unit to the school will be issued by unit with rail warrant for outward journey only to MELBOURNE.

6. (b) Warrant for forward journey only to SYDNEY will be issued by HQ, Vic L of C Area.
- (c) Each student who is not required to go on through MELBOURNE to SYDNEY will be issued by unit with rail warrant for forward journey only.
- (d) All warrants will be endorsed "Charge 3 of 1 (AA) By AA Course No 51"

7. TRAVELLING. Each student travelling through or from MELBOURNE will report to RTO SPENCER ST STA for rail tickets at 1240 hrs on 1 Jan, 44 and proceed to SYDNEY by train departing at 1325 hrs on that date.

Students on arrival at SYDNEY CENTRAL RLY STN will report to RTO where there will be a representative of the School to advise students and arrange transport to RANDWICK.

Students must be prepared to use their own messing utensils when served with meals at Railway Refreshment Rooms.

8. REPORTING. Students will report to the Adjutant on arrival at the School. Accommodation and messing will be provided but not cutlery. Messing utensils must therefore, be brought.

9. PAY AND TRAVELLING CLAIMS

- (a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls.
- (b) Pay books will be made up to date before leaving for the School. All debit and credit entries will be signed.
- (c) Travelling allowance for the forward journey only, where applicable will be paid by the School on the authority of the Chief Instructor.
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the school they must report to HQ AWS in that L of C Area for rations and quarters. If, for any reason, rations and quarters cannot be supplied a certificate to that effect must be obtained from the Assistant Controller of the L of C Area to support any claim for travelling allowance in respect of the period spent in the capital city.

10. CLOTHING AND EQUIPMENT

Clothing

- (a) The following articles will be taken

Uniform SD (additional drill in summer)
Working dress
Sandshoes and PT clothes
Personal necessities

- (b) Students will bring

- (i) Full marching order including helmets steel and respirators.
- (ii) Working dress (two suits)

EQUIPMENT. Students will bring

Exercise book (good size)
Note books and pencils

Text books will be provided by the School.

1. ~~Edon~~ should be issued with a copy of this joining instruction.

DISTRIBUTION

A/ Gp HQ
 JAG (PS)
 LHQ School of Arty AA
 RTO SYDNEY CENTRAL RLY STN
 RTO SPENCER ST STN
 2 Aust Movt Control Gp
 G S
 A. J. M. G
 D F O
 D R O
 War Diary
 File
 Sparos

4
 1
 1
 1
 1
 1
 2
 2
 1
 1
 1
 1
 2

Col G 9.
 Vic L of C roa.

War Diary A.M.F.

27/28/339

Headquarters,
Vic L of C Area,
339 Stanaton St.,
MELBOURNE, C.L.

10 DEC 1943

VIC L OF C AREA TRG INST. NO 653/43
COURSE NO 67 SERIAL VIC/4 TECHNICAL TRG
RETRIGGERATION MECHANICS

ATTACHMENT NO 1

AUTHORITY LHQ memo 214965 of 8 Dec, 43 and GTV 162/4/15 of 10 Dec, 43

Para 3 has been amended to read

(3) Vacancies are allotted as follows:-

11 Aust C.R. . (ks) 4

[Signature]
Col G S.
Vic L of C Area

DISTRIBUTION

11 Aust CRE /ks	4
3 A.D. Camp Pell	1
GEO II Tech Trg (LHQ)	1
2 Aust Movt Control Gp	1
GS	2
AUG	2
DFO	1
DRO	1
War Diary	1
File	1

War Diary

A.M.F.

27/29/45

Headquarters,
Vic L of C Area,
339 Swanston St.,
MELBOURNE, C 1.

VIC L OF C AREA TRAINING INSTN NO 681/43
COURSE NO 16 WHEELLED WING AWAS
COMMENCING 20 Dec, 1945.

11
12

1. LOCATION 2 Aust M.T.T.D. INGLEBURN. 1 3
2. VACANCIES are allotted as follows
4 Aust AWS Trg Bn DARLEY 12
HQ 3 Aust Salvage Depot 1 (for VF396557 Pte LUDLOW)
D.D.O S. 1 (for VF510986 Pte HUNTER M.L.)
14
3. NOMINAL ROLL (in duplicate) showing No, Rank, Name, Unit, Name and Address, Relationship of Next of Kin should be endorsed 'For attention "G" Branch' and forwarded to reach this HQ not later than 1000 hrs on Tuesday 14 Dec, 43. TWO copies of the nominal roll must also be taken to the School by the draft conducting N.C.O.
4. WARRANTS
 - (a) Each student required to travel through MELBOURNE to LIVERPOOL NSW will be issued with rail warrant for forward journey only to MELBOURNE by unit.
 - (b) Warrant for forward journey only from MELBOURNE to LIVERPOOL NSW will be issued by HQ, Vic L of C Area.
 - (c) Each student who is not required to travel through MELBOURNE to LIVERPOOL NSW will be issued with rail warrant for forward journey only by unit.
 - (d) All warrants will be endorsed "Charge Course No 16 Wheelled Wing (AWAS)"
5. TRAVELLING Students travelling through or from MELBOURNE will report to R.T.O. SPENCER ST ST for rail ticket 1240 hrs on Friday 17 Dec, 43 and proceed to STRATHFIELD NSW by train departing at 1325 hrs on that date.

Students will detrain at STRATHFIELD ST and take the Suburban Electric train to LIVERPOOL. On arrival at LIVERPOOL D.C NCO will notify the school by phone.

Personnel must be prepared to use their own messing utensils when served with meals at Railway Refreshment Rooms.
6. REPORTING 11 students will report to the School NOT later than Saturday 18 Dec, 43.
7. CLOTHING Essential clothing will include 2 pairs jeans and 2 pairs shoes (in good repair).
8. RECORDS F200, WF 140, I.5033, A 240, and B 122, if available will be forwarded to the school under suitable arrangements.
9. PAY Students will be in possession of pay books

DISTRIBUTION

AWAS Vic L of C Area	2 (for info)
4 Aust AWS Trg Bn Darley	13 R.T.O. Spencer St
DDOS	2 GSO II Tech Trg LH 1
HQ 3 Aust Salvage Depot	2 G.S.
HQ Stn Reinf Trg Centre	1 A.Q M G.
Camp Staff Offr. Ingleburn	1 D.T.O.
2 Aust MTTD, Ingleburn	2 DRO

N Balla
Col G S.
Vic L of C Area.

12	War Diary	1
	File	1
	Spares	4

War Diary

A M F.

27/19/1199
"G" Branch

Headquarters,
Vic L of C Area,
39 Swanston St,
MELBOURNE, C 1

13 DEC 1943

VIC L OF C AREA TRAINING INSTRUCTION NO 678/1943
COURSE NO 9 O C T U WOODSIDE S A
Commencing 10 Jan, 1944

1. AUTHORITY LHQ memo 213171 of 4 Dec, 43.
2. QUALIFICATIONS OF STUDENTS Ref GRO A604 of 1943.
 - (a) First Appointment will not be granted (unless under exceptional circumstances) to any member of the AMF without prior qualification at OCTU.
 - (b) Preference will be given to candidates who have had actual field service in operations against the enemy.
 - (c) Candidates will not have reached their thirty first birthday at the time of admission to OCTU (10 Jan, 44) except
 - (d) Warrant Officers and NCOs who have proved to be successful leaders in active operations in this war, and who will not have reached their thirty sixth birthday, at the time of admission to OCTU (10 Jan, 44) In such cases a special recommendation must be submitted by the Commanding Officer and attached to the normal nomination form.
 - (e) Candidates will not be below the rank of Corporal or Bombardier.
 - (f) It is desirable that candidates should be able to ride a moto cycle.

3. VACANCIES are allotted as follows

	<u>Inf</u> <u>Units</u>	<u>AASC</u>	<u>AAOC</u>	<u>AEME</u>	
HQ Vic L of C Area	1				(for "G" Branch)
D D S T		1			
D D O S			2		
D D M E				1	(for NK11863 WO 1 SMART, R.C
					2/2 Aust W/shop Coy)
	<u>1</u>	<u>1</u>	<u>2</u>	<u>1</u>	

4. ALLOTMENT OF VACANCIES

- (a) In cases where LHQ Officer Pre Selection Board has made selections, only those candidates nominated by the Board will fill vacancies.
- (b) In cases where Local Officer Pre Selection Boards have made selections, but such selections have not been considered by LHQ Officers Pre-Selection Board, only those candidates listed in Category "A" vide LHQ SM20967 of 25 Aug, 43, will be nominated.
- (c) In cases where neither LHQ Officer Pre Selection Board nor Local Officer Pre-Selection Boards have made selections, Formations will nominate their own selections.

5. NOMINAL ROLL (in duplicate) showing No., Rank, Name, Unit, Name, Address and Relationship of Next of Kin should be endorsed "For attention 'G' Branch" and forwarded to reach this HQ not later than 1000 hrs on Monday 27 Dec, 1943. Two copies of each student's Nomination Certificate as per pro forma attached, must also accompany the Nominal Roll. This certificate must be correctly completed in every detail and must be signed by the nominee's Commanding Officer.
6. WARRANTS (a) Each student required to travel through or from MELBOURNE to AMBLESIDE SA will be issued with rail warrant for forward journey only to MELBOURNE by unit.
 (b) Warrant for forward journey only from MELBOURNE to AMBLESIDE SA will be issued by LTD CAMP PELL
 (c) Each student who is not required to travel through MELBOURNE to AMBLESIDE SA will be issued with rail warrant for forward journey only by Unit.
 (d) All warrants will be endorsed "Charge No 9 Course OCTU "
7. REPORTING FOR TRAVEL. Each student travelling through or from MELBOURNE will report to LTD CAMP PELL not later than 1500 hrs on Tuesday 4 Jan, 1944 for instructions relative to onward movement to OCTU on Wednesday 5 Jan, 1944. Personnel must be prepared to use their own messing utensils when served with meals at Railway Refreshment Rooms.
8. ARRIVAL AND REPORTING Transport from AMBLESIDE SA will be arranged by the School. In the event of no transport being available at that station, the senior candidate will telephone OCTU. On arrival hereat all students will report to the Adjutant. Accommodation and messing will be provided at the school
9. PAY AND TRAVELLING CLAIMS
 - (a) Pay books will be brought by personnel possessing them. Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls.
 - (b) Pay books will be made up to date before leaving for the School. All debit and credit entries will be signed.
 - (c) Travelling allowance for those not travelling with a draft or rationed in transit for the forward journey will be paid at OCTU.
 - (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the School they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city.
10. CLOTHING, EQUIPMENT Students will bring -

<u>CLOTHING</u>	<u>EQUIPMENT</u>
Service Dress	Rifle
Working Dress (two suits)	Full Marching Order
Two good pair of boots	Messing utensils
Personal necessities	

It should be ensured by inspection before the student leaves his Unit that he is fully equipped and that all articles are in a serviceable condition.

Appropriate text books will be provided by O.C.T.U.

11. Each student will be issued with a copy of this joining instruction before proceeding to the School.

DISTRIBUTION

ANG (PS)	1	(1 LHQ)
Camp Cndt Vic I of C Area	3	(1 LHQ)
D.D.S.T.	3	(1 LHQ)
D.D.O.S.	5	(1 LHQ)
D.D.M.E.	3	(1 LHQ)
LTD Camp Pell	2	(1 LHQ)
C.C.T.U. Woodside S.A.	1	
2 Aust Movt Control Gp	1	
G.S.	2	(1 LHQ)
A.Q.M.G.	2	(1 LHQ)
D.F.O.	1	
D.R.O.	1	
War Diary	1	(1 LHQ)
File	1	(1 LHQ)
Spares	4	
	<u>31</u>	

Stewart
 Col. W. E.
 Vic I of C Area.
 1/17

SECRET/T2B(b)/T1

27.19.1199

AUSTRALIAN MILITARY FORCES
(Chief of the General Staff)

Headquarters,
Victoria Barracks,
Melbourne S C 1

213171

4 Dec 43

Adv LHQ	(4)	HQ NSW L of C Area	(15)
HQ First Aust Army	(25)	HQ Vic L of C Area	(10)
HQ Second Aust Army	(25)	HQ WA L of C Area	(4)
HQ NG Force	(120)	LHQ School of Signals	(4)
HQ NT Force	(40)	LHQ AEE School	(8)
HQ 3 Aust Corps	(20)	Aust Spec W/T Gp	(3)
HQ 1 Aust Corps	(20)	1 Aust Ind Sig Gp	(3)
4 Aust Armd Bde	(4)	LFQ Hy W/T Gp	(3)
HQ Qld L of C Area	(20)		

Copies for information to CGS (3), LGA, AG (3), MS (6), O2E (10), QMG (3), QMG (Mvts) (3), DST (3), MGO (6), CFO (2), MGRA (4), PL, HQ Tas L of C Area, HQ SA L of C Area, Aust Mvt Control Gps 1,2,3,4,5, 6,7,8, 2/1 Aust Mvt & Tn Gp, RTO Adelaide, RTO Spencer Street, Melbourne, RTO Sydney, RTO Perth, RTO Brisbane, RTO Launceston, OCTU (3), LHQ AASC School (2), LHQ AAOC School (2),

OCTU WOODSIDE SA NO 9 COURSE

1 The abovementioned course will be held at the OCTU, Woodside SA commencing 10 Jan 44

2 VACANCIES. The 150 vacancies have been allotted as follows

Formation	Inf Etc Units (a)	Sigs	AASC	AAOC	AEE (b)	Total
First Aust Army	5	4	1		1	11
Second Aust Army	4	3	1		2	10
NG Force	24	20	8		4	56
NT Force	8	4	1	3	3	19
1 Aust Corps	6		3	1		10
3 Aust Corps	4	3			2	9
4 Aust Armd Bde		1				1
Qld L of C Area	1		1	5	3	10
NSW L of C Area	1		2	4		7
Vic L of C Area	1		1	2	1	5
WA L of C Area	1					1
LHQ S of Signals		2				2
LHQ E & NE School					4	4
LHQ E W/T Gp		1				1
Aust Spec W/T Gp		1				1
1 Aust Indep Sig Gp						1
Reserved						2
Total	55	40	18	15	20	150

(a) A proportion of the vacancies for Inf, Pnr, MG, Commando unit commissions may be allotted to suitable personnel from other arms for training as infantry officers

1941 (8) DME has selected the undermentioned personnel as suitable candidates and it is recommended that they be nominated. It will be noted that no recommendation has been submitted regarding AEM personnel in NG Force

NX 28322	S/Sgt	GREEN, L F	75 Aust AA S/L Wkshop Sec
SX 1314	S/Sgt	LAMSHED, R G	115 Aust Bde Wkshop
NX 28957	S/Sgt	WATT, G.T	136 Aust Bde Wkshop
NX 113193	WO II	SCHJAEZER, W	223 Aust LAD
NA 87682	WO II	KING, E	220 Aust LAD
VX 35640	S/Sgt	ALLEN, J	2/70 Aust LAD
TX 130437	WO I	BLAND, L J	1 Aust MT Wkshop
TX 11480	S/Sgt	HOLDEN, N.T	107 Aust Bde Wkshop
QX 8619	Sgt	LANCASTER, I A	1 Aust Tank Wkshop Coy
NX 71428	WO II	LEGGITT, T W.	2/1 Aust Adv Wkshop
WX 13609	Sgt	GOMM, J L	1 Aust Tank Wkshop Coy
NA 11363	WO I	SMART, R C	2/2 Aust Wkshop Coy
TX 173023	Lieut	P FIELDPAKE.	
NX 147028	Lieut	J FITZPATRICK	
NX 174899	Lieut	M S KIRKPATRICK	
TX 13103	WO I	ROBERTSON, M.K	

3. Formations will allot vacancies as follows

- (a) In cases where the LHQ Officer Pre Selection Board has made selections, only those candidates nominated by the Board will fill vacancies
- (b) In cases where the Local Officer Pre Selection Boards have made selections, but such selections have not been considered by the LHQ Officer Pre Selection Board, only those candidates listed in Category "A" vide L Q SM 20967 of 25 Aug 43 will be nominated
- (c) In cases where neither the LHQ Officer Pre-Selection Board nor Local Officer Pre Selection Boards have made selections, Formations will nominate their own selections

4. QUALIFICATION Ref GRO 4604 of 1943

- (a) First Appointment will not be granted (unless under exceptional circumstances) to any member of the AMF without prior qualification at OCTU
- (b) Preference will be given to candidates who have had actual field service in operations against the enemy
- (c) Candidates will not have reached their thirty first birthday at the time of admission to OCTU (10 Jan 44) except
- (d) Warrant Officers and NCOs who have proved to be successful leaders in active operations in this war, and who will not have reached their thirty first birthday, at the time of admission to OCTU (10 Jan 44) In such cases a special recommendation must be submitted by the Commanding Officer and attached to the normal nomination form
- (e) Candidates will not be below the rank of Corporal or Bombardier
- (f) It is desirable that candidates should be able to ride a motor cycle

5. INSTRUCTION ON GRADUATION PROCEDURE It must be clearly understood that successful candidates of OCTU or Post OCTU, when Commissioned, become general reinforcement officers and possess only Arm identity. Their future posting to units is controlled by LHQ 2nd Echelon who issue the necessary instructions for movement to OCTU

or Post OCTU Such orders as are subsequently issued by OCTU or Post OCTU regarding movement must be implicitly obeyed.

6. DURATION OF COURSE The duration of course for candidates for Infantry commissions will be from 10 Jan 44 to 1 Apr 44

The duration of the course for candidate for commissions in other Arms and Services will be from 10 Jan 44 to 4 Mar 44, after which they will proceed to Post OCTU courses at Schools of their respective arm of the Service

7 POST OCTU COURSES Particulars of Post OCTU Courses, and/or dates on which candidate will report are set out hereunder

School	Location	Date of Course	Period	Date of reporting to School
LHQ 8 of Sigs	BO GILLA, Vic	20 Mar 10 Jun 44	12 weeks	18 Mar 44
LHQ AASC School	NORTH GERRING, Vic	13 Mar 29 Apr 44	7 weeks	11 Mar 44
LHQ AAC School	BROAD MEADOWS, Vic	Will be notified later		
LHQ A&E School	INGLEBURG, IS	13 Mar 24 Apr 44	6 weeks	11 Mar 44

8. NOMINAL ROLLS

- (a) Nominal rolls, (vide attached pro forma) accompanied by the necessary certificates, will be forwarded direct to OCTU to arrive seven clear days before the commencing date of the course

NOTE Attention is directed to instructions regarding the certificate. This certificate is to be completed correctly and must be signed by the nominee's commanding officer.

- (b) Nominations from other arms for Infantry Commissions must have the fact clearly stated on the nomination form
- (c) The OCTU will be advised by signal of any amendments to nominal rolls

9. TRAVELLING

- (a) Students will be issued with rail, steamer, etc., tickets to AMBLESIDE, SA (from East) and to WOODSIDE (from South and West) for the forward journey only
- (b) Warrants will be endorsed "Chairman of 9 Course OCTU"
- (c) Formations will despatch candidates in drafts and arrange bulk bookings with local movement control groups
- (d) Details of personnel travelling will be passed to local movement control groups or RTO seven days before the date of travel
- (e) Local movement control groups or RTO's will arrange for the issue of AAF A59 or meal tickets for the entire journey
- (f) Draft conducting LCO's will report to RTOs at each of the following railway stations passed through:
- BRISBANE, SYDNEY, MELBOURNE, ADELAID, PERTH and LAUNCESTON

- (g) Candidates will be despatched in time to arrive at OCTU four days before the course commences. Candidates travelling from NEW GUINEA will report to LTD BRISBANE not later than 27 Dec and will be despatched to reach OCTU by the due date (6 Jan 44)
- (h) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms
- (j) Arrangements for movement from OCTU to subsequent LHQ Schools will be made by OCTU
- (k) Arrangements for movement from post OCTU courses at LHQ Schools and from OCTU (for infantry candidates) will be made by LHQ Schools and OCTU respectively on advice from O of I/c Second Echelon (see para 16 re personnel travelling on leave)

10 ARRIVAL AND REPORTING

- (a) Candidates will arrive at ADELAID (from North and West) and AMBLESIDE (from East) Railway Stations
- (b) Candidates arriving at ADELAID will be despatched to RIVERVIEW Station by LTD ADELAID
- (c) Transport from stations to OCTU will be arranged by the School. In the event of no transport being available at AMBLESIDE the senior candidate will telephone OCTU
- (d) All students on arrival at OCTU will report to the Adjutant

11 ACCOMMODATION AND MESSING Accommodation and messing will be provided at OCTU

12 PAY AND TRAVELLING CLAIMS

- (a) Pay books will be brought by personnel possessing them. Pay certificates for other showing full particulars of pay will be forwarded with nominal rolls
- (b) Pay books will be made up to date before leaving for the School. All debit and credit entries will be signed
- (c) Travelling allowance for those not travelling with a draft or rationed in transit for the forward journey will be paid at OCTU
- (d) In cases where students are obliged to remain overnight in a capital city when travelling to or from the school they must report to a Leave and Man it Depot for rations and quarters. If, for any reason, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city

13. CLOTHING

- (a) Candidates coming from tropical stations will be issued with warm clothing as laid down in GRO 208 of 17 Jul 42 prior to reporting at OCTU. Such clothing is obtainable at L of C Area GDS and LTDs on production of Movement Order, endorsed "Service dress, greatcoat and winter underclothing not issued".

(b) Students will also take

Service Dress
Working Dress (two suits)
Two good pairs of boots
Personal necessities

14 EQUIPMENT

(a) Students will take equipment as follows

Rifle
Full marching Order
Messing utensils

(b) It should be ensured by inspection before the student leaves his unit that he is fully equipped and that all articles are in a serviceable condition

15 TEXT BOOKS Appropriate text books will be provided by OCTU

16 LEAVE

(a) The Commandant may authorise the grant of leave to a student at the termination of the course, if the student lodges with the Chief Instructor, at least 14 days before the end of the Course, the written authority of his CO for such grant. This leave will be granted by the LTD or GDD by which the student is despatched on leave

(b) In cases where the special instructions issued for a particular school provide, passes for leave so authorised may be issued by the School. In all other cases such passes will be issued by the student's unit and transmitted by the unit to the Chief Instructor

(c) Leave (other than local leave or compassionate or emergency leave) will not be granted to students during the currency of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor

(d) Students who are proceeding on leave will be issued with combined food coupon sheets in accordance with the scale laid down in GPO Q395 of 21 May 43. In the case of students coming from New Guinea or other places outside Australia, Northern Territory and also in cases where leave passes are provided by the School, the food coupons will be issued by the School. In all other cases the student's unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the student's use

17 NOTE Each student before proceeding to the School will be issued with a copy of these joining instructions

G. Gooch
Lieutenant General,
Chief of the General Staff

QUESTIONS TO BE ANSWERED BY THE CO
IN RESPECT OF ANY NOMINATIONS FOR OCTU.

NOMINEE Regt'l No _____
Name _____ Rank. _____
Unit _____
Candidate for Commission in _____ (State Arm or Service)

NOMINATING OFFICER

Name _____
Appointment _____ Rank. _____
Unit _____

1 The nominee has completed the following periods of Military Service

(a) Period of Service and ranks served in present unit

(b) Particulars of other Military Service, stating Units and ranks held

2. Accumulated leave due at commencement of course _____ days

3 (a) The nominee was educated at _____

(b) The nominee reached the following educational standard _____

4. Schools Courses attended _____

5. Has the nominee the necessary general educational qualifications and command of the use of language to enable him to carry out orders and clear instructions? _____

(a) Has the nominee practical ability as an Instructor? _____

6. (a) Has the nominee the necessary general intelligence and initiative to enable him to organise and supervise any task allotted to him and his men? _____

(b) Has the nominee demonstrated ability to command? _____

7 Has the nominee shown ability to adapt and utilise in the field normal military knowledge gained in training? _____

8. In the field, has the nominee ability to think clearly, and plan behaviour under mental and physical stress? _____

9. Has the nominee shown readiness to act to the limit of his physical capacity? _____