AWM52 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

II JAN 1944

WAR DIARY or INTELLIGENCE SUMMARY (Erase heading not required)

Army Form 5 2118

int 1 1

L of C AreDate and Time -From .1 Dec 40

To 10 Dec 45

Place.			Summary of Events and Information	Remarks and references to Appendices Diaries, &c.	
HQ Vic L of C Area			Vic J of C A en _ r _ n _ n _ 10 65l1/l1	AB	
	2 "		Vic L of C Area Tra Instas Nos 056.657.662/1.5		
	3 "		Vic L of C Area Trg Instn No 658/43		
	<u> 1</u> 11		Vic L of C Area Trg Insuns Jos 655,659,660,661,664,665,670/43	M	
			Amdt to Vic L of C Area Trg Instn No 650/45	A	
	6 "		Vic L of C Area Security Repor vo 33	A.	
			Vic T of C Area mrg Instns Nos 663,669/45	A	
			Amdt to Vic L of C Area Trg Inutn No 652/112	A	
	7 "		Tic L of C Area Fro Instn No 671/13	A	
	8 "		Vic L of C 4rea Tr. Instns Nos 666.667.668.675/112		
			4mdt to Vic L o C Area Trg Instn No 654/43	<i>A</i>	
	9 "		Vic 7 of C 4res Trg 7nstns No 673,674,676,677/45	A	
-			Amdt to Vic L of C Area T g instn 10 657/40	M	
	10 "		Vic o area fro instrs os 672,620/1	se se	

WAR DIARY or INTELLIGENCE SUMMARY (Erase heading not required)

Place.	Date	Hour	Summary of Events and Information	Remarks and references to Appendices Diaries &c		
iQ Vic L of C Ar	a 10 Dec		Andt to Vic L of C Area Trg Insun No 650/40	AL		
	21 "		Vic L of C Area Trg Instn Jo 681/43	AL		
	וי כ1		Vic L of C Area Trg Instn Jo 678/43	A		
			Vic L of C Area Security Report No 34			
	<u> </u>		Vic T or C Area T & nutns Tos 679,685/45	A		
			Amut 10 2 to Vic L of C area Loch Sta emen. 6/43	M		
	15 "		Vic _ of ^ Area Trg Instns Nos 682,683,684,686/43	M		
			Amdt to Vic L of C Area Tr Instn Ho 654/43	40		
	16 "		Vic T of C Area Trg Instns Nos 687,688,689,690/43	M		
			Amd. to Vic 7 of C Area Trainstn No 656/45	M		
	17 "		Amd s to Vic T of C 4 ea Trnstns +0 654.657/45	Al		
	18 "		Vic I of C Area Trg_nstn_o 601/13	A		
			Amdt o 7ic L of C Area Trg Instn No 657/42	M		
	20 #		Vic L of C A ea Security Report Lo 35	M		

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

WAR DIARY or INTELLIGENCE SUMMARY
(Erase heading not required)

Army Form, C. 2118

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

Remarks and references Appendices Diaries (Summary of Events and Information	Place. Date Hour		
	Vic L of C Area Tre Instns Nos 692,694,695/45		21 Dec	Q Vic L of C Are
	Vic L o. C Area Tre Instns Hos 696,697,698,699,700/43		22 11	
	Vic T of C Area Trg Instn No 693/43		23 11	
	Amdts to Vic L of C Area Trg In the Mos 654,656,694/43			
	Amdt to Vic L of C Area Fro Instn No 639/43		21: 11	
	Vic L of C Area Securit: Report No 56		27 11	
9/43	Indts to Vic o C rea Tre In the os 600,667,677 690,699/43		28 11	
	Vic L of C area Trm Incons Tos 705,70k/kg	····	29 11	
	Amdt to Vic I of C Ares Tre Instn No 657/15			
	Vic L of C Area Trg Instns Nos 701.702.705.709/13		<u> 50 # </u>	
	Vic L of C Area Toon Statement No 7/43			
	Vic L of C Area Trg Instas Nos 706,707,708,710,711/43		31 ***	
	Amd s to Vic L of C Area Trg Instns Hos 658,702/43			

By Authority L. F J mueron Commonwealth Congrament Print r Canberra.

WAR DIARY or INTELLIGENCE SUMMARY (Erase heading not required)

Unit "G"Branch, HQ Vic L of C AreDate and Time From Dec 45 To

Place.	Date	Hour	Summary of Events and Information	Remarks and references to Appendices Diaries &c.		
			AP EFDICES			
			Vic L of C r a rr Instructions	Appendix 1 A		
			Amdt No 2 to Jic I of C Ar a Loca Stat mant 6/15 and Location Statement No 7/45	Appendix 11 A		
			Vic L of C Ar a Security Reports	Appendix 111 A		

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By A thority L. F Jonnaron Commonwealth Government Printer, Canberra.

Vic I of C Area 67

APPENDIX 1

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27/10/400

Meadquarters, Vic L of C Area, 339 Swanston St MELBOURITE C 1

0 654/1943 O'C APEA TRAINING INSTRUCTION COURSE NO 1" C 0 COOKS LHQ SCHOOL OF ARM COOKING & CATTRING, CHERNSIDT, QILAND 17 JAN 27 DEC 45

Authority LHQ memo 204709 of 25 Nov 43.

- 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 cookin, basic laws of nutrition, systems of messin, and the service of food, consilation of menus, unit catering, and inspection and storage of foodstuffs 2. Object of Course
- Vacancies are allotted as follows

LHQ Survey Directorate Toorak 1 (for V201126 Spr STE/ELS, L) LHL AAOC School, Broad 1 (for V52314 Pte BANEF, R G) moadows 1 (for VF396638 Cpl COOK,G M) 10 A D C S Club Melb

- Qualifications of Students 'CO Cools, selected Cooks Hosp tal (Trade Group I) or Cooks (Trade Gp II). Each selected student will be media ally examined before proceeding to the School and TVO copies of such medical certificate of fitness to attend full be forwarded to these "Q with information as requested in the following maragraph
- Nominal Roll (in duplicate) showing ko, Pank, Name, Unit, Name, Address and Relationship of Next of Min should be undersed "For attention "G" Branch" and forwarded to reach this "C not later team 1000 hrs on 5 Monday 13 Dec 43. TWO copies of each student's Personal History Savet (att) must be completed in det il and must accompany the nominal roll, together with medical certificate as requested in para 4 above
- Warr nts (a) Each student required to travel through MILBOURN to APISBANI QLD will be issued with rail warrant for forward journey only to MELB by unit (b) Warrant for forward journey only from AELB to BFISBANE QLE will be issued by MQ Vic L of C Area

 (c) Each student who is not required to travel through a LB 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 LNW School of Army Cooking and C tering 6.

LIN School of Army Cooking and C tering Course

- Travelling Each student travelling through or from WELB will report to RTO SPENCIR ST for rail ticket at 1240 hrs on Friday 24 Dec 43 and proceed to STH BRISBANF QLD by train departing SPENCIP ST STA at 1325 hrs o that date On arrival at SOUTH PRISBAVE students will report to the RTO Pers must be prepared to use their own messin, utensil meals at Railway Refreshment Rooms. hen served with
- Reporting All students will report to the Adjutant of the School as as as possible after arrival and not later than Sunday of Dec 43 Accommoda 8 tion and messin, will be provided
- Pay and Travellin Claims Pay books will be brought by hers po sess in them far certificates for other showin full particulars of pay will be forwarded with nominal rolls 9. Pay books will be made up to date before le ving for the school All debit and eredit entries will be signed Travelling allowance for the forward journey only, where applicable, will be paid at the School on the author ty 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 Le we and Transit Depot for rations and quarters. If, for any re on, ration, and quarters cannot be supplied at the IFD, a certificate to that aff must be obtained from the CO of the LTD to support my clair for travelling allowance in respect of the period spent in the capital city.

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Clothing Students will bring the following :
20.
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Male Personnel

1

Service Dress

Greatcoat

Personal Necessities

Cooks white suits (2) if available, otherwise khaki

working dress

Female rersonmel

Service Dress

Greatcoat

Personal necessities Overalls (2)

(3) Cooks Caps (2)

Apropa

Equipment: Students will being the following: 11

Hale Personnel

Full Marchin, Urder

Helmet Steel Respirator

Note Books

Ruler, pen and pencils

Female rersonnel

Helmet, Steel Respirator

Nete Books

Ruler, pen and pencils

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

> Management of Soldiers Messing Manual of ilitary Cooking and Dietary

> > Vio L'of C area

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DISTRIBUTION

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Liq Survey Directorate LHE ALOC SCHOOL BROADMELDOWS 2

10 a D C S Club, Molbourne 2 D a D A C, Vio L of C Area 1 LH2 School of army Cooking and Catering 1

R T O South Brisbane Ry Sta 2 Aust Movt Control G R T O Spencer St Sta G-S

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12211114 WAR DIARY FIE SPARES

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27.10 400

AUSTRALIAN MILITARY FORCES (Chief of the General Staff)

2047.09

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

23 Nov 143

SHI VDA	(3)	HQ NSW L of C Area	(16) (16) (8)
HQ First Aust Army	(3) (20)	HQ Vic L of C Area	(16)
HQ Second Aust Army	(20)	HQ SA L of C Area	(8)
HO Old L of C Area	(20)		

Copies for information to: CGS (3), LGA (1), AG (3), CMG (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)

LHO 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, Old

2 <u>POSTAL ADDRESS</u> LHQ School of Army Cooking and Catering, CHERMSIDE, Queensland.

3 VACANCIES. Vacancies are allotted as follows

	No. 9 Course 27 Dec 43 to 17 Jan 44	No 10 Course 17 Jan 44 to 7 Feb 44
	77 DOC 41 CO 27 OCA 44	2/ 000
First Aust Army	4	4 c 1
Second Aust Army	4	5
Qld L of C Area	4	5 \
NSW L of C Area	3	4
Vic L of C Area	ৰ	2
SA L of C A ca		
	20	20
	-	

Formations and L of C Areas unable to fill vacancies allotted to them will notify IHQ (DMT) at least 14 days before the date of commencement or 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 NO Cook. 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

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(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 All students before proceeding to the accompany nominal rolls

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 Cortrol Group
(d) The School will make arrangements for the eturn journey
(e) Students will be despatched in time to arrive at the School one day before the Course commences

(f) Personnel must be prepa ed 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 move ment or 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

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 ertificates 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 "ud nts 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 the poical 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 LTD s on production of Movement Order endorsed "Service D. ess, Greatcoat and winter under clothing not issued"

(b) Students will bring he following:

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

14 EQUIPMENT.

1

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Students will bring the following:

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

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

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

LEAVE 16

(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 seave 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

perticular 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 Nev 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 endo sed with the particulars of the issue.

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

Lieutenant-General, Chief of the General Staff

27:10 401 "G" Branch, HQ, Vic L of C Area, 339 Swanston Street, .ELBOURNE

2 UEC 1943

VIC 1 OF C AREA TRAILING IN TRUCTION NO 656/1943 LH' SCHOOL OF ARMY COOKING AND CAMERING CHERLSIDE Q.THD 17 JAN 144 7 FEB 1 1944

- Authority LHQ memo 204709 of 23 Nov 43 1
- To train NCO Cooks and potential NCO Cooks with experience 2 Object of Course as Cooks (Trade Group 11) or Cooks, Hos ital (Trade Group 1) in the use of cooking apparatus of all types, fundamental principles of cooking, basic laws d nutrition, systems of messin and the service of food, compilation of menus, unit entering, and inspection and storage of foodstuffs
- 3 Vacancies are allotted as follows:

AWAS Vic L of C frea 1 (for VF 395992 L/Cpl CORNALL, D B 16 AWAS Bks TOORAK)

1 (for V 143753 Ptc THOMPSON, RA Comp Staff Officer, 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

- Qualifications of S-udents 100 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 T70 copies of such medical certificate of fitness 4 to attend will be forwarded to these HQ with information as requested in the following paragraph
- Nominal Roll (in duplicate) showing To , Rank, Name, Unit, Name, Address and Relationship of Noxt 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 Londay 3 Jan 144 Tho copies of each studen '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
- Warrants (a) Each student required to travel through MELBOURNE to BRISBANE OLD WILL be leaded with Rail warrant for forward journey only to MELBOURNE by unit 6 (b) Warrant for forward journey only from MELBJURNE to BRISBAND QID

will be i sued by HQ Vic L of C area

(c) Each student who is not required to travel through MELBOURNE to BRISBAND ULD 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 "
- Each student travelling through or from HELBOURNE will report to RTO SPENCER ST for rail ticket at 1240 hrs on Friday 14 Jan 'ld and proceed to STH BRISBANE QLD by train departing SPENCER ST STA at 1325 hrs on that date On arrival at SOUTH BRISHAME students will report to the RTO Personnel must be prepared to use their own messing utensils with served with meals at Railway Refreshment Kooms
- All student will report to the adjutant of the School as soon as possible after arrival and not late than sunday 16 Jan 'lil Accommodation and messing will be provided.
- Pay and ravelling Claims Pay books will be brought by pers possessing them. Fay certificates for others showing full particulars of pay will be forwarded with Pay books will be m do up to date before leaving for the School All debit and

credit entries will be signed.

travelling all mance 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 De ot for rations and quarters

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

10 Clithing Students will bring the following :

Male Personnel

12

Service Dress

Greatcoat

Personal Recessities

Cooks white suits (2) if available, otherwise khaki

working dress

Female Personnel

Service Dress

Great out

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

Pemale Personnel

Helmet steel Respirator Note books

Ruler, sen and pencil.

12 Text Books

The following books will be brought, if available : --

"Management of Soldiers Messing"

"Manual of Military Cooking and Dietary"

Vic 1 of C Arma

DISTRIBUTION

AWAS Vict of C Area

CAM STAFF OFFICER, BONEGILLA

DADACVICLOFCAREA

LHQ SCHOOL OF ARMY COOKING AND CATERING

RTO SOUTH BRISDAME RY STA RTO SPENCER ST STA

2 AUST MOVT CONTROL GP

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AQMG

DFO

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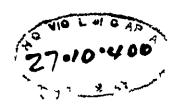
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AUSTRALIAN MILITARY FORCES (Chief of the General Staff)

204709

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

23 Nov 143

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

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

- 1. LOCATION. CHERMSIDE, Q1d
- 2 POSTAL ADDRESS LH2 School of Army Cooking and Catering, CHERMSIDE, Queensland
- 3. VACANCIES. Vacancies are allotted as follows .

	No 9 Course 27 Dec 43 to 17 Jan 44	No 10 Course 17 Jan 44 to 7 Feb 44
First Aust Army Second Aust Army Old L of C Area NSW L of C Area Vie L of C Area SA L of C Area	4 4 3 3 2 20	4554 a 20

Formations and I of C Areas unable to fill vacancies allotted to them will notify IHQ (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) o. 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

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(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 decompany rominal rolls

9 TRAVELLING.

(a) Students will be issued with rail tickets (to ERISBANE) 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 propered 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 move ment 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 s'ud nts ar obliged to remain overnight in a cap'tal 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 underclothing not issued"

(b) Students will bring the following

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

14 EQUIPMENT.

3

Students will bring the following :

rull 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 Mulitary 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, NORTHIRN 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

fr Lieutenant-General, Chief of the General Staff

14 F

27: 27: 108

"G" Brunch,

FQ, Vic L of C Area,

339 Swanston Street,

MELBOURNE C 1.

2 Dec '43

VIC L OF C 1REA TRAINING INSTRUCTION NO 657/1943 SPECIAL COURSE NOS 2 4 and 5 CARS, ARED HY M 6 (STAGHOUND) AFVITC (AEME) MOOREMANK N S W

Authority LHQ memo 208983 of 29 Nov 143

- 3 Object To train selected AFME 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:

Qualifications of Students: The menior AEME representative on Formation or I of C Area will ensure that only suitable personnel are elected Students selected should be Armt Art (AFV),

Fitters AFV or Lechanics AFV of superior ability

The complex nature of the Car, Armd Hy M 6

(Staghound) demands that students possess ability of high standard generally

Nominal Roll (in duplicate) showing No Rank, Name, Unit, nute, 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: —

्र Course 2 Monday 20 Dec 143 । 4 । 17 Jun 144 । 6 । 14 Feb 144

THO 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 imbility to fill the allotted number of vacancies must be notified in writing to "G" Branch, El, Vic L of C area not later than 7 days prior to the dates on which nominal rolls are due at these H.*s

Rail Marrants (a) Each Student required to travel through MELOCURNE to LIVERPOOL NSW will be issued with rail warrant for forward curney only to MELBOURNE by unit

(b) Warrant for forward journey only from AELBOURNE to LIVERPOOL MSW will be issued by FQ. Vio L of C area

(c) Each Student who is not required to travel through MELECURNE to LIVERPOOL MSW will be issued with rail warrant fof forward journey only by Unit.

(d) All warrants will be endorsed *Charge Special Course No 2 (or 4) (or 6) Cars Arnd Hy M. 6 (staghound) A F V T.T C (AFRE)

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 51 Dec 143 # 4 # 28 Jan 144 # 6 # 25 Feb 144

Each Student will then proceed to STRATHFIELD NSW by train departing SFENCER ST STA at 1325 hrs on the respective dates as mentioned in this vara 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 neals at Railway Refreshment Rooms.

. Y

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

Course	2	Saturday	1 Jan 144
	Ji	"	29 Jan 144
11	6	Ħ	26 Fob 144

Accommodation and messing will be provided

10 Pay and ravelling Claims :

11

- (a) Paybooks will be brought by personnel possessing them Pay certificates for others showing full particulars of pay will be forwarded with nominal rells
- (b) Pay books will be made up to date before proceeding to the coarse All debit and credit entries will be signed
- (c) Travolling 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.

Clothing and Text Books Students will brin

Uniform S D Working Dress Personal Mecessities

Text Books will be provided, as necessary, by the AFVT.C (AEME)

Vic 1 of 6 Area

44

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DISTRIBUTION

DIME 55
AFVITC (ARME) 1
2 AUST MOVT CUNTROL 37
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
SPARES 8

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AUSTRALIAN MILITARY FORCES (Chief of the General Staff)

208983

Headquarters, Victoria Barracks, MELBOURNF, S 1

29th, Nor 13

HQ Second Aust Army
" NT Force (Air Mail)

(20) HQ 3 Aust Corps (60, Air Mail) (15) "Vic L of C Area (8)

Copies for information to Adv LHQ(3), CGS(3), LGA(1), AG(3), QMG(3), MGO(6), CFO(2), MS(3), O2E(10), QMG lvts(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 Nots 1,2 3, ,5,6,7,3,9,(1 cach) 2/1 Aust Mvt & Tn Gp(1), RTO Central Rallway Sta ion Lycncy())

ARMOURED FIGHTING VEHICLES TRADE TRAINING CENTRE (AEIE)

SPECIAL COURSES CARS, ARMD HY M 6 STAGHOUND) COURSE NOTS 1 TO 7

1 LOCATION OF COURSE

AFJTTC (AEME)
MOOREBANK Now

2 POSTAL ADDRESS

AFVTTC (AEME) MOOREBANK,

Via LIVERPOCL, MSW

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 5 Course from 17 Jan 44 to 26 Feb 44 ; do
No 4 Course from 31 Jan 44 to 11 har 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 personner in the enginee ing maintenance and repair of Cars, Armoured, Heavy 1/6 (Staghourd' which are fitted with "Hydramatic" transmission system and othe special features.
- 6 QUALIFICATION OF STUDENTS The senior AEME epresentative on Formation or L of C Area will ensure that only suitable personnel are selected

students elected should be Armt Art (ATV), Pitter AFV o Mechanics AFV of superior ability

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

7. NOMINAL ROLLS

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

7

501.62 12

8 TRAVELLING

- (a) Students will be issued with rail tickets (to LIVTR DOCL) 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) AFVTTC (AEME)"
- (c) Transport will be arranged by the Formations concerned in conjunction with local movement control groups
- (d) The AFVTTC (AcAE) will make arrangements for the return journey
- (e) Students will be despatched in time to arrive at the AFVTTC (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 ATVITC (4 ME) to ensure correct movement of personnel affected

9 ARRIVAL AND REPORTING

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3.

- (a) Interstate students will detrain at STRATHFIELD station and take the subruban electric train to LIv_RPOOL railway station
- (b) On arrival at the AFVTTC (AEME) 11 students will report to the Adjutant.
- COMMODATION AND MESSING Accommodation and messing will be dead at the AFVTTC (AEME)

PAY AND TR-VILLING CLAI'S

- (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 AFVITC (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 Text books will be provided, as necessary, by the AFVTTC (AEME)

3

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 compassiona*e 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 JUINEA 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

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

Wileutenant General, Chief of the General Staff. (3

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SPECIAL COURSES FOR AEME PERSONNEL

ENGINEERING LAINTENANCE OF CARS, ARD, HVY, T 17E1 (STAGHOUND) APPENDIX "A" 24 Jan 31 Jan 7 Feb 14 Feb 21 Feb 28 Feb 6 Mar 13 der 27 Lar 20 Mer 27 Dec 3 Jan 10 Jan 17 Jan SO Dec Second on t Army (Armd Corps Irg 1 1 1 1 Centre I shoo and ________s) 2 3 Aust Corpe (1 Armd Tps Akshon, I Arnd 2 3 2 3 3 3 2 2 Bde akshur, 3 mo or Bde Wksnop & TWs, 5 Tk Wkslub COS) NT Force (LaDs, Bde We-shop, 2 MT /kshop 2 2 1 ı 1 1 1 10 Adv Weshous MT L of U Ar a Ykshop) Vic T of 1700 1 1 1 (2/ Tk Whahop 1 cc)

War Deary

27/29/240

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

2 Dec 40

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

- 1 Duration Incl 6 Dec 43- 3 Jan 44
- 2 Location 4 Aust A 1 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

AVAS

17

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 & 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 I of C Area.

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DISTRIBUTION

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

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A M F

27/29/238

"G" Branch,
Q Vic L of C Area,
339 Swanston 3treet,
MELBOURIF C 1

VIC LO C ARIA TRAINITS INSTRUCTION 10 658/1945 3 DEC 1943
NO 15 COU'S LIQ APMS WOMEN'S SERVICES SCHOOL

"GROIG GRONG" 657 TOORAK RD TOORAK 6 JAN 44 16 TB 44

- 1 Authority LNQ memo 08699 of 29 Nov 45
- 2 Object of Course To provide officer training for AWAS and AAMWS Officers who have not previously attended the course o qualify W and NCOs of AWAS and AAMWS for first appointment to commissioned rank
- Vacancies are allotted as follows

HQ AW 15 Vic L of C Aren 4
AAMWS " " 1 Total 5

INPOPTANT 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 Δ

- Qualifications of Students AVS pers selected to attend courses at AWSOS shall have the following auglifications
 - (a) Be an officer who has not previously attended a course at A.W S O S
 - (b) (1) Be approved b the AdS Prc 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 4CO School or
 (i) be approved by the A 7 ° Pre beleet on board for a
 - (c) (i) be approved by the A I o Pre beleetfor board for a specialist posting (such as physiotherapist) and who is exempted by the Board from ICO training
 - (11) Have completed an AWS Recruit Training syllabus
- Nominal Roll (in duplicate) showing lo, Rank, and, Unit, and Name Address and Relationship of Next of Kin should be endorsed "For att Bion "G" Branch" and forwarded to reach this " : not later than 1000 hrs on Thursday 25 Dec 45 Tro Copies of each student's Nomina tion Certificate (Pro forma att) must also accompany the Nominal Roll
- 6 Rail Warrant for forward journey only to 'ELBOUL' will be issued by unit and endorsed "Charge AWSOS To 15 Course"
- 7 Arrival Students who will be detraining at SPINCER ST STA will report to the R T O MILBOURNE immediately after arrival All students will report to the Adjutant on TUESDAY 4 JAN 44 Accormedation and messing will be provided
- 8. Pay and Travellin, Claims Pay books will be brought by pers possess ing them Pay certificates for others showing full particula s 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

Travelling allowance for the forward journey only, where applicable, will be paid at the School on the authority of the Chief enstructor

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9 <u>Clothing and Equipment</u> The following will be taken to the School

Uniform S D (additional drill in Summer) \(\)
working dress
Shows, three pairs (one heavy for bivouse, need not be uniform)
Person. I necessities
PT clothing and sandshoes
Bathing costume (optional)
Rug (if desired)
Messing utensils
Note books and pencils

DISTRIBUTION

 Victoria L of C Aroa

DMT/TSA(g)/RJB

AUSTRALIAN MILITARY FORCES (Chief of the General Staff)



208699

Headquarters, Victoria Barracks, MEIBOURNE, S C 1.

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

Copies for information to LHQ AWSOS (3), CGS (3), LGA, AG (3), MS (3), OPE (10), QMG (3), QMG Mvts, Aust Mvt Control Gps Nos 1,2,.,,5,6,7,8, DO, CPD; :XFR. (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. <u>POSTAL ADDRESS</u> LHQ AWSOS,
 "Grong Grong",
 637 Toorak Road,
 MELBOURNE, Vic.
- 5 TELEGRAPHIC ADDRESS As per 2 above
- 4. VACANCIES Vacancies have been allotted as follows

	2			/ A	8		ETMAA	TOTAL	
	Misc		RAA SL	CA	Signals	QMG			
Adv IHQ	1				1			2	
IHQ	3	2			1	2		88	
First Aust Army	1	2	1		1			5	
Second Aust Army	1	6	2	2	1			12	
3 Aust Corps		2		1				5	
Old L of C Area	1.						5	6	
NS# L of C Area	4						-8	12	
VIC L of C Area	4						1	5	
SA L of C Area	1	,	2				2	5	
NA L of C Area	2							2	
PAS L of C Area								*	
TOTAL.	18	R	5	3	4	2	~16	60	

5. OBJECT OF THE COURSE

(a) To provide officer training for AVAS and AAMIS officers who have not previously attended the course.

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(b) To qualify W and NCDs of AWAS and AAMWS for first appointment to commissioned rank

G. QUALIFICATIONS OF STUDENTS ANS personnel help to tourses at AVSOS shall have the following qualitications AWS personnel help ted to attend

- Be an officer who has not previously attended a course
- Be approved by the A'S Pre Selection Board Have completed an A'S Recruit Training Syllabus. Be an NCO not below the rank of corporal who has qualified at an NCO School **(b)** (11)(111)

Be approved by the AMS Pre Selection Board for a specialist posting (such as physiotherapist) and who is exempted by the Board from NCO training. Have completed an AMS Recruit Training Syllabus (c) (<u>1</u>\

7. HOMINAL ROLLS

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

8. TRAVELLING

- Students will be issued with _ail or scannor tickets to MEIBOURNE for the forward journey only
- (b) Warrants will be endorsed "Charge ATOOS No I5 Course".

	(c)	Trans	po t wil	l be	arra	nged h y r	Roymot	ions o	020022	A 4-
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10.	ACCOM	MODATI	ON AND M	SSI	NG.	Accomp	dation	ond m	osaing	will bo
prot	ided at	the S	chool			_				

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PAY AND TRAVELLING CLAIMS

- (a) Pay books will be brought b 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 de'at and crodit 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 <u>CLOTHING AND EQUIPMENT</u> The following will be taken to the School

Uniform SD (additional drill in Summer)
"orking dress
Shocs three pairs (one heavy for bivouae, need not be uniform)
Personal necessities
PT Clothing and Sandshoes
Bathing Costume (optional)
Rug (if desired)
Messing itensils
Note books and pencils

13 <u>LEAVE</u>

- (a) The Chief Instru tor may authorise the grant of leave to a student at the termination of the course, of the student lodges with the Chief Instructor, at le st 14 da,s before the end of the course, the written authority of he CO for such grant.
- (b) In cases where the special instructions issued for a par ticular school provide, passes for leave so authorised may be issued by the School In all other ca as such passes will be issued by the student s unit and trans mitted by the Uni o the Chief Instructor
- (c) Leave (other than local leave or compassionate or emorgoncy leave) will not be granted to students during the currency of the course, except in very exceptional circum stances 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 Qu95 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

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! Licutenant-General, Chief of the General Staff '9 Nov 43

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HQLWIC L of C Area 339 Swanston Street, MELBOUPNE

27/6/1573

4 Duc, 43

17 51 VIC L OF C AREA TRAINING INSTRUCTION No. 655/1943

No.9. Course "A" Wing Unit Commanders

LHQ Tactical School, Beenleigh, gland 1 1

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13 Dec. 43 22 Jan. 44

- Authority LHQ memo 202245 of 17 Nov, 43 and Adv LHQ nemo G/905 2 Trg of 20 Oct, 43
- 2. Object To provide for the tactical instruction of potenti l unit Commanders of all arms, and refresher courses for unit commanders Officers selected to attend vill be in the zone for command and should, if possible, have attended tactical courses in lover gr des

Although Armoured tactics will not be taught in detail, armoured Division Officers will be selected to attend so that a 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. Vaconcy is allotted a follows

(for TX 1593 Lajor Hearman J a 2/16 Aust Inf Bn) LTD Camp Pell 1

- 4. Qualifications Be medically fit, Class Al or A2 Be rank of Major or Lieutenant Colonel ()
 - Have a good knowledge of the tactic l hundling of his arm or service and a working knowledge of the co operation (b) of all arms
 - (c) Be recommended by his unit and formation commander as suitable to command a unit of their respective arms or service
- Nominal Roll (in duplicate) showing No , Rank, Name, Unit, Name and address of Next-of kin will be endorsed "For attention "G" Branch" and forw rded to re ch this HQ not later t' 201 on Tuesday 7 Dec, 43 THREE copies of the trached Pro Forma, correctly completed in detail and signed by the Formation etc Commander must lso accompany the nominal reli
- 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 BEENLEICH, Queensland, will be issued by HQ, Vic L of C Area.
 - (c) Each student who is not required to travel through HELBOURNE. to BEENLIGH, Queensland, will be issued with rail warrant for forward journey only by unit.
 - (d) All warrants will be endorsed "Charge to L.H Q TacticalSchool Beenleigh, No 9. Course.

WAR DIARY

- 8. Accommodation Etc (a) Accommodation (including beds and bedding) nd 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 Sketchin- 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 t the School

- 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 particular ly study F S.R Il and V.E s prior to arrival at the School
- il. Leave Leave I leave of absence during the course will only be gr nted in special cases to be approved by the Cheif 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

Distribution LTD Comp Pell 21221111 2 Aust Hovt Control Gp A Q II G D-F O. D-R O War Diary F1le IHQ Tactical School

G Victoria L of C Area T.

Neadquarters, Vic L of C Area, 339 Swanston St, NELBOURNE C 1

VIC L OF C AREA TRAINING INSTRUCTION NO 659/1943 4 DEC 1945

F

NO 3 COOKING COURSE A A C CORPS MOBILT 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 wsp, BALLARAT
- 3 Duration Incl 6 Jan 44 27 Jan 44
- 4 Object of Course To train A TAS and Latt 5 personnel s cook
- 5 Vacancies are allotted us rollows

A A M S Vic L of C Area 10
4 Aust A 3 Trg Bn, Darley 8 (for AWAS Holding Co Barle 62 A W 4 S Sks 1 (for VF511000 Ptc CLAPKSON 1 (for TQ Aust Base Wishops, AEME, Bandiana)

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IMPORTANT Notice of, and reasons for inabilit, to fill the allotted number of vacancies must be notified in writing to "G" Brancl, II Q, Vie L of C area at least 1 days prior to he date on w high horinal Roll is due

- Nominal Roll (in duplicate) showing Jumber, Ran, I'me, Unit no ame Address and Relationship of Next of kin will be endorsed "For ttention" "G" Branch" and forwarded to reach this H not later than 1000 are on 28 Dec 43. TWO comics of each student's Personal Histor, Shout as per pro forma att must also accompany he nominal roll
 - 7 Rail Warrants for forward and return journeys to BALTARAT will be issued by units and endorsed, "Charge No 3 Cooling Course A A C Corps Mobile Wing"
- 8 Trivelling Students travelling through MELBOURN will proceed to BALLAHAT by train departing SPINCER ST STA at 0755 hrs on Wed 5 Jan 44
- 9 Reporting All students will report at 108 A G .. B.LLARAT not later then 1700 hrs on Wed 5 Jun 44
- 10 Accommod tion and Messing will be provided by 108 A G H BALLAP T for the duration of the course
- 11 Clothing and Equipment Students will bring the following

Service Dress Greatcoat Personal Nice s ties Overalls (2) Caps Cooks (2) Aprend Cooks (3) Note books, pen and pencils

12 Pay Students will be in possession of pay books

Pocords All records including 7200, 77140, 15033, B 122, A 210, 1 A D 00 (if saued) and records of leave entered up to date will be forwarded to the C 1 under su table arrangements

14 <u>instructors</u> The course will be conducted by the following

V12560 % O I. WILTOIL S. VX176750 O II C \P IAN D L VX121963 St TOBIAS,

Victoria L, of C Area

D_STRIBUTION

AWAS Vic L of C Area	1 14	(for	infm)
1 Aust AWS Tr Bn DAPLEY			
LD IT DaDAC_Vic_L of C Area	3		
CO 108 AGT LALLARAT R T O Sponcer Lt Sta	2		
2 Aust Movt Cont Gp	2		
A Q 11 G D 7 O D R O	221		
War Diary File	1		
Spares	6		

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"G" Branch, HQ, Vic L of C Area, 339 Swanston Street, MEL BOURNE

4 DEA 1943

OF C AREA TRAINING INSTRUCTION NO 660/ 1943 E No 3 SUPERVISORY PLRSONNEL MOMENS ERVICES COURSE No L AUST A W S TRG EN DARWEY

10 JAN 144 7 FEB 14

Authority EEQ memo 209069 of 29 hov 43

- 2. To train personnel of AMAS in the duties pertaining to supervision and maintenance of discipline and good conduct of members of AWAS and AAMTS inconformity with GRO A524/45
- 3 Vacancies are allotted as follows :

AnAS 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, MQ Vic L of C Aren, at least 4 days prior to the date on which nominal rolls are due at

- 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 Students will be suitable personnel who will be volunteers approved by the Assistant Controller AWAS in the L of C free concerned in consultation with HQ L of C Area, after psychology testing
- Nominal Boll (in duplicate) showing No , Rank, Name, Unit, Name, address and relationship of Mext of Kin should be endorsed "For attention "G" Branch" and 5 forwarded to reach this HQ not later than 1000 hrs on Monday, 27 Dec '42 THO copies of each student's Nomination Certificate (attchd) must be completed in dotail and must also accompany the nominal roll
- 5. 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 RECO SPENCER ST STA at 1230 hrs on Saturday 8 Jan 'Lile andprocoed 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 Al'S TRG BN as soon as possible after arrival at DARLEY Accommodation and messing will be provided
- Regimental Documents will accompany students to the School 9 Pay books will be carried by all mersonnel and must be made up to date prior to attendence
- 10. Clothing Equipment Etc The following will be taken to the School

Uniform SD (additional drill in summer) Porsonal nocessities norking dress Pm clothing and sandshoes Rug (if desired) Notebooks and pencils

Vio L of C Aron

DISTRIBUTION ASS. CONT. AWAS VIC L OF C AREA 1 2 AUST 1 OVT CONT GP 1

RTO SPELCER ST STA L AQMG

AUSTRALIAN MILITARY FORC S (Chief of the General Staff)

27 29.239

209069

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

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 QLd L of C Area HQ NSW L of C Area	(30) (30)	HO TAS L OF C Area	407

Copies for information to CGS (3), IGA, AG (3), MS (3), O2T (10), OMG (3), QLG (Mvts), MGO (6), CTO, HQ AVAS (3), 4 AVS Tre Bn DARLEY (4), 'ust Mvt Control Gps Nos 1,2,3,4,5,6,7,8, 2/1 'ust Mvt Control Gp, RTO Spencer St Railway Station, 29 AVAS Barracks, Berry St, EAST MEIBOURNE

SUPERVISORY PERSONN'L 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. TETEGRAPHIC ADDRESS As per para 2 above
- 4. VACANCIES 40 vacancies are allotted as follows

Old L of C Area	11
NEW 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

Total. 40

5 OBJECT To train personnel of AVAS in the duties pertaining to supervision and maintenance of discipline and good conduct of members of AVAS and AAMVS inconformity with GRO A524/43

6 SELECTION OF STUDENTS

Application will be called for these appointments in Armios 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 Controllors 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 AWAS in the L of C Area concerned in consultation with HQ L of C Area, after psychology testing.

7. TRAVELLING

سيد په 🗶

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 AWAS Supervisory Personnel". Transport will be arranged by formations concerned in conjunction with local movement control groups.

الدسية الإ الدسية الر ध. 239 All students will report to RTO Spencer Street station not 1 tor than 1230 hrs on 8 Jan 44

On arrival in MEIBOURNE, students travelling interstate will report to RTO Spencer St station, who will direct them to 29 AVAS Barrack while awaiting envard movement. Vic L of C Area will ar-Barrack thile awaiting onward movement range 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

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

REPORTING

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

- 9. __ ACCOMMODATION Accommodation and messing will be provided at the Support
- 10 NOMINAL ROLLS Nominal rolls (vide pro forms, Appendix A:, attached) will be forwarded direct to the School to arrive seven days before the course begins. Copy of nomiral roll of students travelling interstate showing number, rank, name and probable date of arrival in MELBOURNE, I of C.A.oa in which serving, will be forwarded to "'WAS Barrack
- REGIFENTAL DOCUMENTS will accompany students to the school. 11.
- PAY Pa, books will be carried by all personnel and must be 12 made up to date.
- 13 CLOTHING, EQUIPMENT, ETC School The following will be taken to the

Uniform SD (additional drill in summor) Personal nocessities Working dress PT clothing and sandshoes Rur (if desired) Notebooks and pencils

- 14 VE Leave of absence during the course vill 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 who have accumulated roave due to them "ach 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.
- Students will be issued with a copy of this circular before proceeding to the School.

Pris Bug Licutonant Gonoral, Chief of the General Staff.

17 Nov 43



AUSTRALIAN MILITARY FORCES

NONIHATION CANDIDATE FOR ATTENDANCE AT INQ SCHOOL SUPPRISORY PERSONNEL VOICE SERVICES COURSE 3
NO RANK WULL NAME
L OF C AREA IN THICH SERVING
STANDARD REACHED
PREVIOUS SERVICE, UNITS AND PERIODS
DATE OF APPOINTMENT TO PRESENT RANK
SCHOOLS AND COURSES ATTRIDED

CAMDIDATES SIGNATURE

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A M F

27/19/1193

"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 COURSE NO 12 ARMAMENT ARTITICERS (WIRELESS) ENQ E & ME SCHOOL, INGLEBURY CAMP, N S W 17 JAN 44 25 MAR 44

- ı LHQ memos 198107 of 12 Nov 43 and 209760 of 30 Nov 43 Authority
- 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) 2
 - 3 Vacancies are allotted as follows

^3

DDM 2 (for Ba c Wishops)

IMPORTANT Notice of and reasons for inability to fill the allotted number of vacancies must be notified in writing to "G" Branca H Q Vie 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 sen_or ALME representative on Formator L of C Area will ensure that only suitable personnel are selected The senior AIME representative on Formatio

Students selected will be enior NCO: not under the r rk of agt and capable of assimilating more advanced training. They should have been enlisted as qualified tradesmen or be trainees who have complited a basic trade course and have either

- (a) Yualified at an approved conversion course for Mechanics Wireless and had at least 3 morths! workshop experience on above equipment or
- (b) Had at least 12months workshop experience on above quipt
- 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 MELBOURNF should be endorsed, "For attention "G" Branch" and forwarded to reach these IF Q not later than 1000 hrs on 5 Monday 3 Jan 14 TWO copies of cach student's Personal History Sheet must also accompany the nominal roll
- Rail Warrants (a) Each tudent required to travel through .ELBOUTL to LIVERFOOL, Now will be assued with rail warrant for forward journey only to MELEOUPHE by unit

(b) Warrant for forward journe, only from MELBOUPP to LIVERPOOL NSW will be issued by H Q, Vie 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 un't
(d) All warran will be endorsed, "Charge F & I School Armament Artificors (Wireless) No 12 Course" 1

Travelling Pach student required to travel through or from MILEOURNE WILL report to RTO SPENCEP 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 buservice to INGLEBURE CAMP (Aero 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 after arrival and not later than Saturday 15 Jan 44 Students will report to the Adjutant as soon as possible Accommodation and messing will be provided at the School
- 9 Pay and Travelling Claims Paybon.s.will-be brought by per posses Ing 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 p occading to the School Alideb't and credit entries well 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 the, must report to a Leave and m_T ansit Depot for rations and quarters. If If, for any reason, rations and quarters cannot be supplied at he LTD, a certificate to that effect must be obtained from the C O 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

Toxt 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

DISTRIBUTION

7.4

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D D M F LHQ E & M E School 51110 211112 2 Aust Movt Cont Gp RTO Spencer St Sta G S AQIG DFO D.P O War Diary Filo Spares

d∕s Victoria C Aron,

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AUSTRALIAN MILITARY FORC ... (Chief of the Gene al Stail)

27 19 1193

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He dou rters,
Victoria Barrac ,
MELBOURN SC

12 Nov 43

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#Q irst Aust Army

#O become Aust Almy

HQ NG Force HQ NT orc 42 Wla L of C Ar (8)

Copie for information to: CGs (3), LGA (1), AC (3), OB (3), ALO (6), ChO (2), Ms (3) O2a (10) QLG vt (1) LHO ac MI school (c), Aust Mvt Cont Gps No. 1,2,3,4,, 6 7,8,9 (1 cacn), 2/Aust Mvt & Tptn Gp (1) RTO Central Pailway Station Sydney (1)

HO C SCHOOL ARTHICERS (/IT.L.SS) VO 12 COUPS 17 JAN 44 TO 25 LAR 44

1 COURS rmament artifice s 'areless' To 12 ourse from 77 Jan 44 to 25 ar 44 (10 weeks ours ion)

? OPTICE O. COURS. To prov de fu ther instruction for mechanics ireless in the principles of construction, functions ir engineering maintenance of all field, Li. Visual and littless Signa equipmen s, maken trader, to enable them or outling or appointment as armamon artificers (fireless)

' VACANCIES Vacancies are allot ed as rollows

Secon aust Arms ?
No ore ?
NT so ce ?
Old 1 of C area

10

ormations and L of C Areas unable to fill v cancies allott a so them will notify iHQ (DMT) at least 14 day before to date of commencement of the Course

4. QUALIFICATIONS OF STUDENTS.

The senior AFL representative on orm. ton o Lo C Area will ensue that only suitable personnel at a selected

Students selected will be senior NCO s low under the rand of Sgt and capable of assimilating more advanced training. They should have been enlisted as qualified tradesmen or be traineds who have completed a basic trade course and have either a

(a) Qualified at an approved conve. s on cour e for dechang. Wireless and h.d a least 3 months workshop experience on above equipment

or

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

5 WARRATTS warrants will be encommend "chinge & in school amount artificers (lireless) No 12 "ourse"

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6 LOCATION INCLUBURN Camp Abu

7 <u>POST MILRISS</u> LH, school of a & Millingleburn Canp
Ng

8 <u>Nowthau Rolls</u>

- (a) Mominal 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 solls

9 TR Valling

- (a) Students will be issued with rail tickets (to LIVERPOOL) for the f rward journey only
- (b) "ransport will be arranged by the ormations concerned in conjunction with local movement control roups
- (c) The School will me e arrangements for the return journey
- (d) students will be despetched in time to arrive at the school, two cays prior to the commencial 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 ARTV & AND REPORTING

- (a) Interstate students will detrain at STRATHFILLD station, take the suburban electric train to LIVLAPOOL railway station and proceed by bus service to INGL_BURY CAPO Read)
- (b) On arrival at the school all students will report to the Adjutant.

11. ACCOUNTOL PION W MESSIE G

- (a) Accommodetion and messing will be provided at the school
- (b) Batman are provided and will NOT be brought by student officers

12 PAY AND TR VELLI G CLAIMS .

- (a) Paybooks will be brought by personnel pessessing them Fay 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 3chool on the authority of the Chicf 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. CLOPHING

- (a) students coming from tropical at t one will be issued with warm clothing in accordance 'th GRO 208 of 17 Jul 42 such clothing is obtainable at a of a Caus and LTDs on production of movement order endorsed "service dress, rest-coat and winter underclothing not issued "
- (b) students ill bring Uniform Survin dress rersonal noce sities

14. TEXT BOO ->

e t books and note books ill be provided, as nacessary, by the school

15. L T

- (a) The Crice instructor may uthorize the grant of le ve is a stu en at the termination of the course, if the student lod equith the Chie instructor, at less 14 days bet re the end of the course, the written authority of his CO for such rant such leve will be granted by the LTD or Co by hich he student is despatched on le ve
- (b) In cases here the occial instructions issued for a particul rachool so provide, passes for leave so authorized may be issued by the school. In all other cases such passes will be issued by he student's unit and transmitted by the unit to the hier instructor.
- (c) Le ve(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 hief Instructor.
- (d) students who are proceeding on leave will be sayed with combined food coupon sheets in accordance with the scale laid down in GAC 1395 of 21 may 43 In the case of students comin from No. GUIA or other places outside AUDIALLIA, ORIGINAL TERRITOR' and also in cases where Thave pass a 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 encorsed 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

Chief of the General staff

War Deary

A M F

27/11/1405

"G" Branch,
H Q Vit L of C Area,
359 Swanston Street,
HELBORNE C 1

4 7FC 1943

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

- Authority LHQ memo 2029°6 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 Arca Sights)
- 3 Vacancy is allotted as follows

- S

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 II ?

- 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 mathematic 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
- 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 T70 copies of each student's Personal History Sheet (att) must lso accompany the nominal roll
 - 6 Warrant (a) Student required to travel through MELBOURNY to SYDNEY (SE Will be issued with rail warrant for forward journey only to MELBOURNE by unit

(b) Warrent fo forward journey only from NELBOURNE to SIDNEL NSW will be issued by HQ Vie L of C Area

(c) Each student who is not required to travel through MELB to SYDNEY will be issued with a rail warrant fo forward journey only by unit

(d) All warrants will be endorsed "Charge S of A | La |)
Lt A / Course No 49"

S



- Travelling Student tr v lling through or fr m HTLLOUT will report t FTO SP CER ST LTM for r il tielet t light as on S turd y l Jan and proceed to YDM SW b tr in descrifing t light as on that date. On rriv l in SVIMEY student will report to 1.0 C ntral Rly Sta where a represent tive f to se oul vill be available and will rrange transport to the School Student must be prepried to use his own mesain at a sils when provided with mesals at R ilway kefres ment hoo s.
- 8. Reporting Student will report to the djutant in arrival at the School where ressing one commedation will be provided butter, will not be supplied and student must therefore brin his own messing utensils
- Pay and The velling Claims Pa books will be brought be more possessing them Pay contificates for others showing full perticulars of may will be forwarded ith nominal rolls a books will be made up to date be one leaving for the School All debit and credit entries will be signed Travelling allowance for the forward journe only, where applicable, will be made by the class on the uthorit of the CI In cases where students are obliged to remain overn ht in a claim when travelling the or from the school they must remore to a Levente Transit Debot for relians an quarters. It, is any reason, rations in quartic sense be substituted to the Levente to the test estimates be obtained from the CO for the Levente support an claim for the viling llowance in spect of the continual spent in the court leaf.
- 10 Clethin, and quipment Student will brin to the course

will murchin proof incl steel helmet in respir tor working cress (two suits) exercise book (god si e) to books and pencils liep Boards Chinamaph pencils Protractors

Tert books will be provided by the School

11 Students should be issued with a copy of this joining instruction

Victoria L of C .r.

DILT UTION

ust Gr (3
LTQ School of Lrty ()...) 1
2 wust Lovt cont G , 1
RTO Spencer St Str 1
RTO Central Rly ste 1
Sydney 1
G , 2
L Q G 2
D P.J. 1
D.R O 1
War Diary 1
File 1
Spares 3

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27/11/1 06

WAR DIARY

"G" Br nch,
TQ Vic L of C area,
339 Swangton St,
["LBOUP! C 1
4 Dec. 43

VIC L OT C ARL/ TR. INING INSTRUCTION 10 665/19 3 COURSE 10 17 IT A GUINERY INSTRUCTORS COURSE (O TRS) L 11 12 SCHOOL OF ARTY (A.) RANDVICA NSW

3 Jan 11 26 FIB 4/

Authority 1 R memo 202095 o 18 Nov 13 and Second Aust Arry 6 to 5232 of 28 Nov 10

A M. F

2 Object of Course To train officers in all phases of Hy u Gunnery both nobile no static

To train officers in all phases of An Ops Room procedure and co operation sith RAAF Fighter Sectors and A. S. in air defence, in accordance with "anti Aircraft Procedure Instructions (Aust' (Arm, Public t'on No \$15 31 isy 13)

To train officers in all phases of A/C identification

To train officers in all phisos of A/C identification of qualify W and PCOs for commissioned rank in Ty

* Units offer having qualified at the basic training vinds to OCTU

3 vacanc, is allotted as follows

Aust in Group in 1 Officer

IMPORMANT Notice of, and reasons for, inabilit, to fill the allotted vacancy must be submitted in writing to "G" pranch, which is for the few on the control the nominal roll is due to these

4 <u>Qualific tions of Student</u>
Care in the selection of students by units and formations is essential so the main purpose of the school is to train unit instructors

COs should require ll students on return fro courses to sub it report and take adventage of it in unit instruction

All students hould have a knowledge of elementary a then ties and must be trained in the mechanisms and the drills of the runs and instruments with which their units are duringed

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

Special attention is directed to the pragraphs 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 indication, stating the reasons why in recular 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

- Nominal Roll (in duplic to) showing No, Rank, Name, Unit, Name, address and relationship of Next Of Kin, and hether student will be travelling through MELBOU NE, should be endorsed "For attention "G" Branch" and forwarded to reach these HQs not later than 1000 hrs on 'ednesday 15 Dec, 43. Two copies of each student's Personal History Sheet (attached) must lso accompany the nominal roll
- 6 L_rrents (c) student required to travel through ELBOURIE to SYDEY, ISB, vill be issued with rail marrant for for and journey only to lELBOURIE by unit

- 6. Ligrants (b) 'I reent for for rd journey only from LELBOUTHE to SYD FY, NSW will be issued by HC Vie L of C Area
 - (c) E ch student the is not required to tr vel through MELBOUTNE to SYDNEY NEW will be i sued with r il warr nt for forward journey only by unit
 - (d) All varr nts will be endorsed "Charge S of A (ab) Hy aA Course No. 47"
- 7. Tr.volling Student travelling through, or from, LELBOU NE vill report to R T O SPENCEL ST STA for reil ticket t 1240 hrs on Saturday, 1 Jan, 44, and proceed to SYDNEY, NSW, by tr in degree at 1325 hrs on th t date

On arrive 1 in SYDELY, student will report to: TO Central Rly St where a represent tive of the school will be av il ble to dvise all students and rrange transport to LHC School of P diophysics South Head, SYDILY, which students will attend from 3 J n 1944 8 Jan, 1944 The selected student must be prepared to use his own messing utensils

- 8 Reporting Student will r port to the Adjut nt IH, School or Padiophysics on arriv 1 there t Accomposation, ressing nd bathen till be provided, but not cutlery likesing utensils must therefor b brought and value vould be adviscable
- Pry and Trivellin. Claim.

 () Pr Books ill be brought by personnel po sessing the Pry certific tes for others showin, full predicules of previous processing the price of the processing t
 - (b) Pry books ill be m de up to date before le vin, for the school All debit and credit entries ill be signed
 - (c) Tr v lling llorance for the forward journey only, here pplie ble will be p id by the School on the uthority of he Chief Instructor
 - (d) In cases here students or obliged to remain overni ht in a pit 1 city when travelling to or from the school they mu to report to Leave and Transit Depot for rations no cultures. If, for ny reason, rations and quarters cannot be uplied to the LTD, a certific to to that effect must be obtained fro the CO of the LTD, to support ny claim for travelling 110 near respect of the period spent in the capit 1 city
- 10 Clothing, Equipment The following will be brought
 Full marching order, including steel helmet and espir to
 'orking dress (two suits)
 Exercise book (good size)
 Note books and pancils

Text books "Il be provided by the "chool

Il Student should be issued with copy of this joinin in truction

Distribution
Aust an Gp He 3 Viotor
LHQ School of Arty AA 1
LHQ School of Rediophysics 1
2 Aust Lovt Control Ep 1
R T O Sydney Central D.F.O
Rlwy St 1 D.E. O
A T O Spender St Str 1 Tar Di.ry
G.S 2 File
A-Q-1 G 2 Spares

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27/15/864

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

4 Dec, 1943

Vic L of C Area Training Instruction No. 670/1943 NO. 12 SENIOR OFFICERS IT COURSE L.H. . SCHOOL OF ECHANILATION SEX. OUR 13 Dec. 43 25 Dec. 43

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

30

AA & QUG (MW & Int)

DDST

I (for Lt Col Chisholm 51 Aust Ern Coy

(for OC 2/108 Aust Gen Tpt Coy)

AA Gp HQ

(for OC 30 Aust Hy AA Bty)

- 4 Nominal Roll (in duplic to) showing No., Pank, N me, Unit, k me, address and relationship of Next of Kin should be endorsed "For attention "G" Branch" and forwarded to reach this H, not 1 ter than 1000 hrs on Tuesday, 7 Dec, 43 TWO copies of e ch student's Personal History Sheet attached, must also accomp ny the n minal roll
- 5. Rail-Warrints for forward journey only to SEYLOUR will be issued by unit, and endorsed "Charge No 12 Senior Officers LT Course School of Mech"
- 6. Travelling Each student will proceed to seyhour by train departing SPENCER ST STA at 1850 hrs on Saturday, 11 Dec, 43
- ? Reporting All students will report to the School Adjutant on arrival
- 8 Attention is drawn to paras 10, 11, 12 and 13 of att ched IHQ memo in order that the requirements as set out therein are fully observed

<u>Distribution</u>

AA & QLG (P. & Int)
DDST
LHQ Hy Wireless Gp
Aust AA Gp HQ
LHQ School of Hech Seymour
2 Aust Movt Control Gp
G.S
A Q.M G
D.F O
D.R O
Wor Diary
File
Spares
51 Aust Orn Coy, P.K

Col GS Victoria L of C Area

25

1

3333112211

AUSTRALIAN MILITARY FORCES (CFT F OF TH' GENERAL ST'PP)

headquarters, Victorian Barracks, MELBOURNE, S C 1

192581

9 Nov, 43

Adv LHq ? Second Aust Army old L of C Aren NSW L of C Aren	(2) (2c) (45) (25)	HO Vic L of C Area HO SA L of C Area HO Tas L of C Area
Naw L or C Area	(55)	

Copies for information to CGS (5), AG (3), OMG (3), MGO (5), CFO (2), CE (10), SO in-C (6), E in C (3), LHo School of Mechani ation (4), OMG Mvts (1), Aust Mvt Cont Gps No , 1, 2, 5, 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)

LHO SCHOOL OF MECHANIZATION SENIOR CAFICERS MT COURSES

- COURSE Senior Officers M T Courses 1 <u>COURSE</u> Senior Officers M T Courses Number of Course, commencing and completion dates show by appendix "A" attached
- 2. OBJUCT OF COURS, S To trair C C's of Units and starf Officers concerned with the supervision of M T trainin and/or operation, in their responsibilities and duties.
 - QUALIFICATIONS. The following personnel are cli thle
 - (a) Staff Officers whose dutie app rain o of their rinin, Operation, maintenance, or supervision of M
 - C O's of Units and C C 's A SC Coy not curlified a set out in LHO Circular 63001 dated 17 \pr, 45 para 5 (d) (b)

Proference in selection will be given to 0 %s of units which have substantial numbers of & T on t ength

V1C. NCIPS V cancies are alletted in accordance with Appendix ''" attached

LOC TION SEYMOUR Vic

LHO "cheel of Mechani ation, POST L ADDRESS STYMOUR, Vic

NOMIN, L ROLLS

- (a) Nominal colls will be forwarded direct to he School as arrive
- seven clear days prior to the commencia, date of the Lour copy of the Tominal Roll will be forwarded to IMG (EM). The School and Lro (DMT) will be advised by signal of any amendment to Nominal Polls (b) ₹c)

<u>,</u> 8 TR VILLING

- Students will be I sued with rail ticket (to SEYMOUR) for he forward journey only
- (b) warrants will be endorsed "Charge No Schior Officer HT Course, School of Mech "
- Transport will be arr ased by Permation. concurred in conjunction (c) wi h local Movement Centrel Group
- (a) The achool will make arrangement for the return journe,

(e) Students w+11 depart in +ime to ar ive at he cahool two days before the Course commences.

T + +

9. ARRIVAT AND REPORTING

- (a) Transport will be provided from SEVMOUR Railway Station to the school
- (b) All streents on arrival at the School will report to the Adjuta

FIC. ACCOMMOD TION AND MISSING

- (a) ac ammodations and messing will be provided at the school
- (b) Batmen are povided and will NOT be brou ht by Oificer students
- (c) Office is his rdvised to be no in sec

II. TRAVELLING CLAIMS

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- (u) irry lling allowance for the forward journey only will be p id at the School n the tuthority of the Chief Instructor
- (b) In cases whe c sudents a c obliged to remain overnight in a captual city when travelled to or from the Schol they mus report to a weave and T ansit Depot for rations and quarters If, for any reason, ration, and quarters cannot be supplied at the wall D a contribute to that effe t must be obtained from the CO of the LTD to support any claim for the avelling allowance in respect of the period spent in the captual city.

12 CLOTHING Studen s will bring

Uniform ".D
Personnel nucessities
(Torking dres i supplied by the School)

EQUIPMEN. Students will bring the following

物工务工厂

Steel helmets and respir tor Note Books, Penciis (including coloured) Dr win, mate iris

TEXT FOOKS Such text books as are available will be unplied on loan by the School.

15. NOTE Before proceeding to the School with a copy of thes joining instructions

(Sgd)

trm

for Lieuterant- General Chief of the General Staff

♣ />sad

SENIOR OFFICERS COURSES

4 1 T

APPENDIX "'."

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COURSE			SECOND AUST		I	OF C	IRE.	AS	
מיובוניים י	COMMENCES	FINISHES	ARMY	ψīD	NSW	VIC	S	T.S	TOTAL
1234567 9012	29 Nov, 43 13 Dec, 43 27 Dec, 43 17 Jan, 44 31 Feb, 44 28 Feb, 44 28 Feb, 44 27 Mar, 44 28 May, 44	11 Dec, 43 25 Dec, 43 8 Jan, 44 29 Jan, 44 20 Feb, 44 11 Mar, 44 25 Mar, 44 22 May, 44 27 May, 44	2121	2300444445	UN W W W W W W W W W W W W W W W W W W W	640000000440	111, 211111111	1 1 1 1	11 11 11 11 12 13 13 1

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

- Seller

War Brary

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27/13/342

"G" Branch,
H Q Vic L of C A.ea,
339 Swanston 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

EMENDMENT NO 1

Authority L HQ memo 210138 of 1 Dec 43

The above course has been CANCELLED

Victoria o y 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 0 1
D R 0 1
War Diary 1

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Mary.

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

Vic I of C Area Training Instruction No. 667/1943 No. 21/44 R.A E. Officers' Refresher Course ING School of NE (Fd) Livernool. NSW 16 Jan 44 25 Mar. 44

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

11 Aust CRE (Wks) I

INPORTANT

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

- 4 <u>Qualifications of Student</u> Priority of selection must be given to
 - (a) Officers who have not attended SME since the outbreak of war
 - (b) Officers the 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

- Nominal Roll (in duplic te) showing No , Rank, N nc, Unit, Name address and relationship of Next of kin, and whether student will be travelling through MEIBOURNE, should be endorsed "For attention "G" Br nch" 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 MEIBOURNE to LIVERPOOL, NSW, will be issued with rail warrant for forward journey only to MEIBOURNE by unit
 - (b) Warr nt 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"
- Travelling Student travelling through NELBOUINE 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 departting 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 cheduled date of rrival. Personnel must be prepared to use their own nessing utensils when served with meals at railway refreshment rooms

8 Reporting Student will report to the Adjutant on arrival to the school then accommodation, m ssing ant b then are provided. Student is dvised, however, to bring a value

9. Pay and Travelling Claims

- (a) Paybooks will be brought by personnel possessing them Pay certificates for others showing full perticulars of pay will be for read with nominal relis.
- (b) Paybooks vill be ade 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 c ses where students are obliged to remain over night in a capital city, then travelling to or from the school, they must report to a Le ve & Transit Depot for rations and quarters. If, for my re son, rations and quarters cannot be supplied at the LTD, a certificate to that effect must be obtained fro the CO of the LTD to support any cl i for trivelling allow nee in respect of the period spent in the c pit l city
- 10 Clothing Student vill bring the following

Scrvice Dress (tro suits)

11 Equipment The following items should be brought

Web equipment complete Comp as prismatic Respirator Steel Helmet Ointment AG Detectors individual Cump AG Eye Shield

Protr ctors
Rubbers
Princils
Ruler
Notebooks
hap Case
Compasses
Pistol and 12 rounds Ammunition

12. Text Books student should bring the following

rSR Vols 1, 11, 111
Notes on Map Feading
TP No 30 Parts 1 to 5
_E Vol 111, 1V with pamphlets for Vol 111
RLPD
FE Pomphlets 1 to 10
PAG Pamphlets 1, 2 and 3
Engr Tre Vols I, 11, 1940
IFE Vol 11
FSPD

Distribution

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2 Aust ovt Control

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D T O

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File

Spires

Victoria L of C Area

AUSTRALIAN HILITARY FORCES (Chief of the General Staff)

208781

Lhoacquarters, Victoria Barracks, Melbourne, S C 1

-41

29 Nov 43

Adv IHQ (3)
HQ First Au t 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 V1c L of C Area (6)

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Copies for information to IHQ SME (Fd) (3), CCS (3), IGA (3), AG (3), QMG (3), MGO (3), CFO (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

IHQ SCHOOL OF N.E (FD) RAE OFFICERS REFRESHER COURSE NO 21/44

- 1 LOCATION. LIVERPOOL NEW
- 2 POSTAL ADDRESS INQ School of ME (Fd), LIVERPOOL, NSW
- 3. TELEGRAPHIC ADDRESS ENGSCHOOL LIVERPOOL
- 4. (a) COURSE RAE Officers Refresher Course No 21/44, from 16 Jan 44 to 25 Mar (10 weeks)
 - (b) <u>VACANCIES</u> Vacancies are allotted as follow

First Aust Army Second Aust Army Second Aust Army NG Force	(for	rae	Trg	Centre	6 2 4 12	entrans, and the
NT Force 3 Aust Corps Q'ld L of C Area NSW L of C Area Vic L of C Area	ì				46221	ę,
Reserved			.2		3	•

5 OBJECT OF COURSE To p cylide 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 SIE.
 - (c) Officers who have attended a S. LIVERPOOL prior to Course No 42. (held Apr 42)

et

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

7. NOMINAL ROLLS.

r

- (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. TRAVELLII G.

- (a) Students will be issued with rail, steamer, etc, tick ets, (to LIVERPOOL) for the for ard journey only
- (b) Warrants will be endorsed "Charge SME Course No 21/44"
- (c) Transport will be arranged by Formations concerned in conjunction with local Movement Control Groups.
- (d) The School will make arran ements 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.

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- (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 ME SING

- (a) Accommodation and messing will be provided by the School
- (b) Batmen are provided and will not be prought by officer students
- (c) Officers are advised to brin vali es

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11. PAY AND TRAVELLING CLAILIS

- (a) Paybooks will be brought by versonnel possessin, then Pay certificates for others snowing 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) Travellin, 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

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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. 3

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- (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 Laovement Order endorsed "Service dress, greatcoat and winter underclothing not issued."
- (b) Students will bring the following

Service Dress (two uits)

13. LOUIPMITT.

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.

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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
Fr Pamphlets 1 to 10.
PAG Pamphlets 1, 2 and 3
Engr Trg Vols I, II 1940
MFE Vol II.
FSPB

15. LEAVE.

- (a) The Chief Instructor may authorise the grant of leave to a student t 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 i_sued for a particular school so provide, passes for leave so authori ed may be issued by the School In all other cases such passes will be issued by the student's unit and transmi ted 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

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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 the scale laid combined food coupon sheets in accordance with the scale laid down in GRO 0395 of 21 May 43. In the case of studen s coming fr m New Guinea of other places outside Australia, coming fr m New Guinea of 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. issue the necessary coupons. Leavith the particulars of the issue.

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

Crock Licutement-General; Chief of the General Staff.

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Was Deary A. M F.

27/19/1196 "G" Branch, HQ, Vic L of C Area 339 Swanaton St., MELBOURNE C1.

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

6 Jan 44 2 Feb 44

- AUTHORITY L H Q memo 210438 of 1 Dec 43.
- Object of Course (a) To train officers and ORS of the AA ducation 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.

Total 3. Vacancies are allotted as follows Offre O Rs DAD Education

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 "ducation Service or personnel selected for training with a view to transfer to the service

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

- 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 45. Two copies of each student's Personal History Sheet (attached) must also accompany the nominal roll
- Fach student required to travel through MELBOURNE to LIVERPOOL PSW will be issued with rail warrant fo forward journey only to MELBOURNE by unit Warrant for forward journey only from MELBOURNE to LIVERPOOL NSW will be issued by HQ, Vic I of C Area. Fach student who is not required to travel through METEROURNE to ITUERPOOL NSW with next 6. Warrants (a)
 - (b)
 - (c) MELBOURNE to LIVERPOOL NEW will be issued with rail
 - warrant for forward journey only by unit All Warrants will be endorsed "Charge No3 Course, School of Army Education" (a)
- Travelling Each student travelling through MELBOURNE will report to L.TO 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 Fducation 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

Reporting Students will report to the Adjutant on arrival at the 8. 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 cortificates for others showing full particulars of pagewill
 be regreated with no final rolls
- (b) Pay books will be undo 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 then tr velling 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 carnot be supplied at the LTD, a certificate to the 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, "quipment students will bring Uniform S D Torking Dress
Personal necessities
Per clothing
Swimming costume

Note Books Peneils

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

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

Col. GS. Victoria L of C Area

Distribution
DAD Education, Vic L of C 4rea
Comp Comdt Vic L or C 4rea
L H Q School of Army ducation
R T O Central Rly Sta Sydney
R T O Spencer St Sta
2 Aust 1 ovt Control Gp
G 5
A.C M G
D.F C.
D R.O
Var Diary
File
Spares

1112211112

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27 19 1196

AUSTRALIAN MILITARY FORCES (Chief of the General Staff)

2 210438		Headquarters, Victoria Barracks, MELSOURIE S C 1 1 Dec 43	
Adv LHQ HC First Aust Army HC Second Aust Army " NG Force " NT Force " 3 Aust Corps " 1 Aust Corps	(3) (8) (12) (8) (9) (8) (6)	HQ Qld L of C Area (12) " NSW L of C Area (12) " Vic L of C Area (9) " SA L of C Area (9) " WA L of C Area (8) " Tas L of C Area (6)	

Copies for information to LHQ School of Army Education (4), CGS (3), LGA (3), AG (3), QMG (3), MGO, "Q" "Ivts, Aust Mvt Control Gps 1,2,3,4,5,6,7,8, 2/1 Aust Mvt & Th Gp, Mil Sec (3), O2E (10), CFO (2), D of E (6), Camp Comdt (2), RTO Central Stn Sydney

LHQ SCHOOL OF ARMY EDUCATION COURSE NO. 3 FOr OFFICERS ADD OTHER RANKS OF AAES

1 LOCATION GLENFIELD N.S.W.

2 <u>FOSTAL ADDRESS</u> LHQ School of Army Education, Glonfield Camp,

3 <u>COURSE</u> Course No 3 for Officers and ORs of Aust Army Education Service, from 6 Jan to 2 Teb 44

4 VACANCIES The allotment of vacancies is as follows

LEQ (for D of E) First Aust Army Second Aust Army ING Force NT Force 3 Aust Corps 1 Aust Corps Qld L of C Area ASW L of C Area Vic L of C Area SA L of C Area WA L of C Area Reserved	2 1 2 1 2 1 2 1 1 1 1	ORS 1 2 1 1 1 2 3 2 2 1 1 1 2 2 0
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x incl one vacancy for N278916 Cpl McGAGH N J , DFO Showgrounds Sydney (LHQ Army file M/Z/683 part II refers)

5 OBJECT OF COURSE

- (a) to train officers and ORs of the An 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 Sorvice cither before or after attending OCTU special short course

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6 QUALIFICATIONS OF STUDENTS Students will be members of Aust Army L a on Service or personnel selected for training with a view to train e 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 R LLS

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- (a) Nominal rolls will be forwarded direct to the School to arrive seven clear days before the commencin 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 LIVEPPOOL) for the lorward journey only
- (b) Warrants will be endorsed "Charge No 3 Course School of Army Education "
- (c) Transport will be arranged by hormations concerned in conjunction with the local movement control groups.
- (d) The School will male 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 utens is 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 bagsage from LIVERPOOL Station to the School.
- (b) On arrival at the School all students will report to the Adjutant.

10 ACCOM'ODATION A'D MESSING

- (a) ccommodation 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 cortificates 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 <u>forward</u> 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

P

- (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 Swimmin, costume

15 EQUIPMENT

Students will bring Jote books and pencils

14 TEXT BOOKS Any text books necessary will be supplied on loan 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 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 ITD 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 i sued 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 Teave 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 c s s is student's unit will issue the necessary cave 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

Lieutenant General, Chief of the General Staff.

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War Diary

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27/29/237
HO, Vic L of C Area,
339 Swanston St.,
NTLBOURNE C1

6 Dec 43

VIC L OF C AR A TRAINING INSTRUCTION NO 1652/43

COURS NO 15 THEELTD TING A // A S

Commencing 6 Dec 43

mencet c

Lt Southern Rfc Trg Contre telephone acvice of 2 Dec 43.

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

1. Location 2 Aust MTTD Cowra MSW

Vic L of C Area

Distribution

199 6 661 - 6 6 6	_
AWAS Vic L of C Area	1
4 Aust ATO Trg Bn Darlov	1
HQ Sthn Reinf Trg Centre	ī
Come Chook Addition To Johnson	
Camp Staff Officer Ingleburn	1
2 Aust MTTD Cowra	1
2 Aust Movt Control Gp	11112
RTO Spencer St. Stn	1
GO 11 Tech Trg LHQ	7
G8	2
AQMG	2
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27/11/1407

"G" Branch,
HQ Vic L of C Area
339 Swanton Street,
LELBOURIT C 1

7 Dec, 43

VIC L OF C A. LA TRAISING LISTRUCTION 10 671/1943 COULSE 10 48. HY AA GUN, LAY INSTRUCTION 10 671/1943 L.I O. SCHOOL OF ALTY (AA) A'D ICA IS 3 JAN 44 26 FEB 44

- 1. Authority III: neno 702492 of 19 Nov, 43, no second Aust arry reno 5351 of 1 Dec, 43.
- 2. Object of Course To train JCOs in all phase of Hy AA Gunnery both mobile no static

 To train JCOs in all phase of AA Ons Poon procedure and co oper tion ith WAAF Fighter sector and AASL in air defence, in acco dance ith WAATI Aircraft Procedure Instructions (Aust) (army Public tion Jo. 645 31 Hay, 43)

 To train COs in all phase of A/C identification
- 3. Vacancy is allotted as follows

Au_t An Group 4) 1 'CO

TIPORTAIT Votice of, and reasons for, insbility to fil' the allotted vacancy must be submitted in writing to "G" Br neh, HQ Vic L of C area at least 2 d ys prior to the date on which the nominal roll i due at these HQ

4. <u>ualifications of student</u> Care in the selection of student by units and formation is es ential s the main purpose of the School is to train unit instructors

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

All students should have a kno ledge of elementary ratheratics and must be trained in the mechanis s and drills of the auns and instruments with which their units are equipped

Students for the HY An Courses should be conversant tith An Procedure Instructions (Aust)

Special attention is directed to the paragraphs concerning the object of the course and election and qualification of student. If it is desired to no inute a student ho is not qualified under the terms of the Joinin Instruction, it ill be necessary to subsit an application, stating the reasons by particular consideration should be given to the student selected, ho is "Of to be sent to the course till approval has been given by this Hamiltonian to the course till approval has been given by this Hamiltonian till approval has been given by the student till approval has been given by the student till approval has been given by this Hamiltonian till till be necessary to such that the student till approval has been given by the student till approval has been given by the student till approval has been given by this Hamiltonian till till be necessary to such that the student till approval has been given by the student till approval has been given b

- 5. Honinal Roll (in duplicate) sho ing o , hank, me, Unit, Tame address and relationship of Next of ain, and hether student will be travelling through ELBOURNE, should be endorsed "For attention "G" Branch" and forwarded to reach these Has no later than 1000 hrs on Mednesday 15 Dec. 43 TO copies of each student's Personal History Sheet (attached) must also accompany the nominal roll
- 6. <u>corrents</u> (a) Student required to travel through IELBOURNE to SYDVEY, NSU, will be issued with rull tarrent for forward journey only to IELBOURNE by unit

- 6 Tarrants (b) \arrant for forward journey only from IDLBOURGE to \SYDNEY, NS', ill be issued by HQ Vic L of C Area,
 - (c) Each student ho is not required to travel through TELBOUTHE to SYDNEY HS 111 be issued ith r il varr nt for forward Journey only by unit
 - (d) All warrants vill be endorsed "Charle S of A (AA) Hy AA Course No. 48 "
 - 7 Travelling Student tr velling through, or from, IELBOU IE, will report to I T 0 SPENCER-ST-STA for rail ticlet at 1740 hrs on Saturday, 1 Jan 44, and proceed to SYDNEY 's by train departing at 1375 hrs on that date

On arrival in SYD'EY, student will report to R T O Centr 1 Ply Sta where a representative of the school will be av ilable to advise all students and arrange tr asport to IMQ School of Arty (AA)

The selected student nu t be prepared to use his own messing utensils then served with neals at railway refreshment rooms

- 8 Reporting Student vill report to the Adjutant LH, School of arty (AA) on arriv 1 there t Accommodation and messing will be provided, but not cutlery essing utensils must therefore be brought.
- 9. Pay and Travellin, Clains
 () P y Books will be brought by personnel possessing them Pay certificates for others showing full particulars of p'w will be forwarded with nominal rolls
 - (b) Pay Books ill be n de up to date before le ving for the school. All debit and credit entries vill be signed
 - (c) Travellin, allowance for the for and journe; only, where applie ble will be paid by the School on the outhority of the Chief Instructor
 - (d) In c ses here students re 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 cuarters If, for my rea on, a rations and cuarters cannot be sumplied to the LTD, a certificate to that effect must be obtained fro 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 respir tor
 Working dress (two suits)
 Exerci e book (good size)
 Note books and pencils

Text books "il' be provided by the School

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

Victoria L of C Area Distribution Aust AA Gp H. LH, School of Arty AA 1/~ 2 Aust Howt Control Gp 1 PTO Sydney Central Risy sta RTO Spencer St Sta 1 22 چەي A Q.II.G D.F O 1 F11e D.J. 0 11 2 Speres Jar Diary, 7 ء س La

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A. I. F

27/27/109

Hy Vic L of C Area, 339 Stanston Street, ELBOU ME C 1

8 Dec, 43

VIC L OF C AREA TRAILING INSTRUCTION NO 666/1943 AFVITC (AD E) COURSES SECONDARY ING FIELD A ID BASE SECTIONS HOOR BANK, VIA LIVERPOOL, AS

- 1 Authority LHQ memo 210234 of 1 Dec, 43
- 2. Location AFVTTC AEIE, Moorebank, via Liverpool, No
- 3 Object of Courses To train trades men of the Corps of all responsible for the repair and maintenance of armoured equipment.
 The scape of these courses is set out in Aprx "3" attached

4. Nature of Base section Courses	(Duration 12 weeks)
B 1 Fadial Petrol Engines B 2 Diesel Engines B 3 Hull and Power Train (B.4 Jull and Power Train	english Inf ntry (Matilda
B 5 Air Fuel (Carburation a	Tanks) & Die el Injection
B 6 Electrical	Equipment)

Field Section (Duration 1C ree's)

F 1 American Tanks fitted with Fadial Petrol Engines

5 Yacancies are allotted as follows

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'n,

			Vacancy	Type of Course	Pate of _ntake
u u u u ^p (for	2/4 Au t Tk / " " " 1 Aust Veh Pa 2/4 Aust Tic /	n n n rk /s		1 4631 14 25 BERREERBER	3 Jan 44 17 " " 24 " " 7 Feb 44 14 " " 21 " " 6 Mar 44 20 Jar 44 27 I r 44

NOTE Base Section Courses
The first eight reess of Courses B 1 to B 6 (incl) will be held at the AIVTTC (AELE) and the final four eeks at 2 Tank orkshop Company, Futherford or 4 Tank orkshop Company, Bandiana

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

6. Hominal oll (in duplicate) showing Number, tank, Mane, Unit, Mame and address and elationship of Newt of Min and hether stude to will be travelling through L. LBOULT, will be endorsed "Fo attention "G" Branch" and forwarded to reach these Mys not later than 1000 hrs on the following dates

Date of Intake	Type of Course	Nominal Roll Due
3 Jan 44 17 " " 24 " " 7 Feb 44 14 " " 21 " " 6 Har 44 20 " "	, , , , , , , , , , , , , , , , , , ,	Friday 24 Dec, 43 Saturday 8 Jan 44 15 " " 10 29 " " 10 5 Feb 44 11 12 " " 11 Mar 44 11 T8 " "

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

- 7 (a) Each student required to travel through IELBOURNE to LIVEPPOOL, NSW, vill be issued with rail wan ant for forward journey only to LELBOURNE by unit

 - (b) Jarrant for forward journey only from LELBOUF JE To LIVERPOOL, No 1, will be issued by HQ Vic L of C Area
 (c) Each student who is not required to travel through MEIBOURNE to LIVEPPOOL, No 1, will be issued with rail warrang for forward journey only by unit
 (d) All warrants will be endorsed "Charge AFVITC (AEME)
 B.1 (or as applicable) COURSE"
 - B.1 (or as applicable) COURSE "
- Travelling Each student tra elling through or from MELBOURNE will report to R T O SPENCER ST STA for rail ticket at 1240 hrs on the following dates

Date of Intake	Report to RTO :ELB
3 Jan 44 17 " " 24 " " 7 Feb 44 14 " " 21 " " 6 Mar 44 20 " " 27 " "	Saturday 1 Jan 44 15 " " 12 " " 12 " " 12 " " 19 " " 14 Mar 44 18 " " 19 " "
∠ / " "	-/

- Student will then proceed to STRATHFIELD MS; by train departing SPENCEP ST STA at 1325 on the dates as set down for reporting to RTO LELBOURNE On arrival at STRATHFIELD, student will detrain and take the suburban elect ic train to LIVEPPOOL Rly Sta
- On arrival at AFVITC (AELE) student will report to the Reporting On arrival at AFVTTC (AELE) student will report to the Adjutant. Messing and accommodation will be provided at the school
- Pay and Travellin Claims 10. (a) Pay Books will be brought by personnel possessing them Certificates for others, showing full particulars of pay will be forwarded with nominal rolls
 - (b) Pay Books will be made up date before proceeding to the course All debit nd c dit entries will be signed.

1/4

- (c) Travelling Allowance for the forward journey only, where applicable, will be paid at the AFYTTC (AEIE) 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 AFVITC (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

- 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

Victoria L of C area

Distribution

DDLE 12
AFVTTC (AELL) 1
2 Aust lovt Control Gp 1
TO Spencer St Sta 1
G 5
A C G 2
D F 0 1
D 0 1
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AUSTRALIAN MILITARY FORCES (Chief of the General Staff)

210234			i			Headquarters, Victoria Barra <u>Melbourne</u> S		
					ls	t De	ec, 43	
HQ First Aust Army HQ Second Aust Army HQ NG Force h_ NT Force H^ 3 Aust Corps	AIR MAIL	(10) (10) (10) (10) (10)	ng old Ho Naw Hi Vic Hi sa Hi va Hi Tas	L of L of L of L of	C Area C Area C Area C Area	i i i A	Mail	(10) (10) (10) (6) (10) (6)

Copies for information to adv Ln2 (3), CG5(3), LGA(1), AG(3), LG(3), MGO(6), CFO(2), MS(3), OzL(10), QMG MVts (1), Ld2 Ld2 School (6), AFVITC (1EME) (6), Aust MVt Cont Gps vo's 1,2,3,4,5,6,7,8,9(1 each), 2/1 Aust MVt & Tn Gp (1), RTO Central Rail Ly Sta ion Sydney (1).

COURSES SECONDARY VING FILLD & BASE SECTIONS

1 <u>LOCATION</u> AFVITC (ALME)
NOOREBANK, NSW

2 POSTAL ADURASS AFVITC (AMAL)
MOOREDANK,
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 ALME 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 ling 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 ATVITC (ALLE) to reach CO Tank Workshop Company by the Thursday of the week preceding that in which instruction is to commence

7 BASE SLOTION COURSLS

The first eight weeks of Courses B 1 to B o (incl) will be held at the FVTTC (ALME) and the final four weeks at 2 Tank .o kshoo Company, Authorized or 4 Tank .orkshop Company, pendisna

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

S OPER TIONAL REQUIRE ENTS

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

9 TR VELLING

- (a) Students will be issued with rail tickets to LIVERPOOL for the forward journey only
- (b) marrants will be endorsed "Charge AFVTTC (AndE) F 1 (or as applicable) Course"
- (c) Transport will be arranged by the Formations concerned in conjunction with local Movement Control Groups
- (d) The AFVITC (Assus) 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 AFVITC (ALLE) to ensure correct movement of personnel affected

10 ARRIVAL AND REPORTING

- (a) Interstate students will detrain at STRATHFIELD station and the the suburban electric train to LIVERPOOL railway station
- (b) On arrival at-AFVTTC (AEML) students will report to the Aljutant.
- 11 ACCOMMOD TION AND MESSING This will be provided at AFVITC (ALMA)

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 —Il cebit and credit entries will be signed
- (c) Travelling allow nce for the forward journey only, where applicable, will be paid at the AFVITC (_Lat) on the authority of the Chief Instructor
- (d) In cases where students re obliged to remain overnight in a capital city when tr velling to or from the AFVITC (AFE), they must report to a Leave and Trensit 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 COURSES As per Appendix "B"

Lieutenent General, Chief of the General Staff

APPENDIX "A"

3/1/43 TO 27/3/43

^{აგ} ენ	6 Mar	13 Mar	20 Mar	27 Mar
1(B6)		2(F1)		
1(50)		2(11)		<u> </u>
5(F2)		5(F2)	5(F2)	<u> </u>
1(B6)	5(F3)	1(F1)		5(F3)
1(B6)		1(F1)	j	
<i>j</i>) { {	
¥	1(B4)) 	1(B2)	1(85)
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

<i>y</i>	AFVITC Weeks	Tk W/shop Cov Weeks			
	10 10 9				
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ALLOCATION OF VACANCIES & DETAILS OF INTAKES TO AFVITC

UNIT	3 Jan	10 Jan	17 Jan	24 Jan	31 Jan	7 Feb	
1 Aust Armd Bde 1 Aust Armd Tps W/S 1 Aust Armd Bde W/S and LADs)	1(B1)	2(F1)		1(B6)	2(F1)		
4 Aust Armd Bde WS 2/6 Aust Armd Regt, and LAD) 2/9 Aust Armd Regt and LAD) Bde HQ LAD W/)		5(F2)	5(F2)	2(B6)	5(F2)	5(F2)	
3 Aust Tk Bn W/S & LAD	5(F3)			5(F3)		ļ	5
2/4 Aust Armd Regt W/S & LAD		1(F1)		1(B6)			
2 Aust Tk Bn W/S & LAD		1(F1)			2(F1)		
Armd Corps Trg Centre Armd Corps Trg Centre W/S and LAD		1(F1)					
1 Aust Tk W/S Coy	1(B1)		1(B2)			1(B3)	1
2/2 Aust Tk W/S Coy			2(B2)			1(B3)	1
3 Aust Tk W/S Cov	1(81)	[1(B2)		ĺ	1(B3)	1
2/4 Aust Tk W/S Coy	1(B1)		1(B2)	1(B6)		1(B3)	1
5 Aust Tk W/S Coy	1(B1)					1(B3)	1(
1 Aust Veh Park W/S							
2 Aust Veh Park W/S					1(F1)		
5 Aust Veh Park W/S							
6 Aust Veh Park W/S							
				: :			

NATURE OF COURSE		SYMBOL
Field Section American Tanks fitted with Radial Petrol Engines American Tanks fitted with Diesel Engines English Infantry (Matilda) Tanks	•	F1 F2 F3
Radial Petrol Engines Diesel Engines Hull & Power Train (American Tanks) Hull & Power Train English Infantry (Matilda) Tanks Air Fuel (Carburation & Diesel Injection Equipment) Electrical	•	B1 B2 B3 B4 B5 B6

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SCOPE OF COURSES

Secondary Wing

- 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,
 - (1)American tanks fitted with radial petrol engines (10 weeks duration)
 - (11)American tanks fitted with diesel engines (10 weeks duration)
 - (111) English Infantry (Matilda) tanks (o weeks Juration)

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 armamen and fire control instruments.

(0) The Base Section provides courses of twelve weeks duration, of which eight weeks 's 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

- Radial petrol engines (i)
- Diesel engines (11)
- (11) Hul and power train, American tanks
 (1v) Hull and power train English Infantry (Matilda) tanks
 (v) Air fuel (carburation)
- (vi) Electrical

7

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

During the eight weeks in the Contre, 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 p ovide experience in workshop practice and procedule

27/12/1255

"G" Branch,
HO, Vic L of C Area
339 Swanston St,
NILBOUR C1
87 Peg 1943

VIC TOL C ARLA TRAINING INSTRUCTION NO 667/1943

COUNT : 0 193 NCO'S AND POT TIAL 7 CO'S (RAL)

L H C SC 1001 O 1 1 (FD) LIV RPOOL 151

16 Jai 44 18 LAP 44

- 1 Authority Lho memo 210134 of 1 Dec 43
- 2. Object of Course To train CO's and Potential 100's (RAL) in tactical and technical duties
- 3. <u>Vacancies</u> are alloated a follows
 11 4us. C.R., (Wks) 2.
 - O 'ce o , and reasons for inability to will the allotted number o varancies must be notified in writing to "G"

 Br nch to Vic L of C Area of a st 5 d ys prior to the date on which the nomin 1 roll is que to this role
- 4 Ou liftications of Students Canada to reto be selected area suit ble engineer personnel of field units and preserence should be given to those who have not attended such a course personnel area Loi C Units should only be included if suitable for transfer to field units
- 5 Torinal Roll (in cuplicate) showin No, Pank, Tame, Unit, a e address and Pelationship of ext of in, and who her udents ill be travelling through TBOUT, should be endor at or attention "G" Branch' and forwarded to reach this T's not later than 1000 hrs on Monday 3 Jan 44 TVO copies of each student's Personal history Sheet (attached) must also accompany the nominal roll
- (a) ach student required to travel hrough; Bod '
 to LIVERPOOL 1° I will be issued ith rail warrant for
 forward journey only to MELBOURT by unit
 (b) Warrant for orward journey only from FELBOUT to
 LIVERPOOL; 'will be issued b Ho, Vic T of C Area
 (c) ach student who is not required to travel through
 TBOLD to TIVERPOOL; Will be issued with rail
 war at for forward journey only by unit
 (d) All warrants will be endorsed "Charge of ourse
 o 133
- 7 Provelling ach student provelling through, or from NIL 3017, will report to a specific T STA for rail ticke at 1545 hrs on Saturday 15 Jan 44, and proceed to IV RPOOL and by train department at 1615 hrs on that date.

 Transport from he school will meet trains at TV RPOOL by tabetween the hous of 1100 and 1430 on the scheduled date of arrival personnel ust be ore ared to use their own Messing utensils when served with meals at Railwa refreshme t 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 laims
 (a) Pa, books will be brought by personnel possessing then
 Pay certilicates or others showing full particulars of my
 will be forwarden with nominal rolls.
 - (b) Pay books will be made up to date be one leaving or the "chool. all debit and credit entries will be signed.
 - (c) Travelling allowance for the forward journey only, where applicable, will be haid at the School on the authority of

the Chief Instructor.

Α,

(d) In cases where students are obli ed to remain overnight in a capital cit, when travelling to or from the chool, they must report to a eave and ransit Depot or rations and quarters If, for any reason, rations and cuarters 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, quipment students will brin the following

Cloching Cervice Dress

forking Dress (two suits)

Trilprent Tull marching order, including rifle

sycodes o

Faterial for makin dimensional sketches

NOT It hould 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

Totes on Map reading MTF 30 Parts 1 to 5 Parts 1 to 5 pams 1 to 10

ach student should be issued with a copy o his joining instruction be ore proceeding to the school

Distribution

11 Aust C P T Tks 5
LHC chool of la (d) 1
2 Aust rowt Control Gp 1
2TO Spencer St Sta 1
GS 2
AQMG 2
DTO 1
DRO 1
Tar Diary 1
Tile 1
Spares 3

Vid L of C Area

AUSTRALIAN MILITARY FORCES. (Chief of the General Staff)

210134

Headquarters, Victoria Barracks, Melbourne, S C 1.

1st Dec 43

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

Copies for information to IHQ SME (fd) (3), CGS (3), LGA (3), AG (3), QAG (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, LTC, Wagga

LHO SCHOOL OF HE (FD) NCO's and POTENTIAL NCO'S (RAE) COURSE NO 123

- 1. LOCATION LIVERPOOL, NSV
- 2. POSTAL ADDRESS. LHQ School of ME (Fd), LIVERPOOL, NSW
- 3. TELEGRAPHIC ADDRESS. ENGSCHOOL LIVERPOOL
- 4. (a) COURSE. NCO's and potential NCO's RAB Course No 123 from 16 Jan 44 to 18 Mar 44 (9 weeks).
 - (b) <u>VACANCIES</u> Vacancies are allotted as follow-

First Aust Army Second Aust Army	10 16 -
Second Aust army	(for RAE Trg Centre)
	12
NG Force IT Force	12 8
3 Aust Corps	1Ō
1 Aust Corps	6
NSI L of C Area	2
Vic L of C Area	2
	80_
1 aust Corps Q'ld L of C Area NS/ L of C Area	10 6 22 2 80

- 5. OBJECT OF COURSE. To train NCO's and Potential NCO's (RAE) in tactical and technical duties
- 6. <u>CULLIFICATIONS OF STUDENTS</u>. 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 cou.se and at the same time a copy will be sent to LHQ'E in CQ.

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

8. TRAVELLING

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- (a) Students will be issued with rail, steamer, etc tickets, (to LIVERPOOL) for the forward journey only
- (b) Warrants will be endorsed "Charge SHE Course No 123 "
- (c) Transport will be a ranged by Formations concerned in conjunctio, with local movement control groups
- (d) The School will make arrangements for the return journes
- (e) Students will be despatched in the 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 duri g the cu rency of the cours should be notified to the School to ensule co rect movement of personnel affected

9. ARRIVAL AND REPORTA G

- (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 ACCO.MODATIC! A D PLESSING Accommod tion and messing are provided by the School

11 PAY AND TRAVELLING CLAYS

- (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 .ade up to date before leaving "cr the School All debit .nd credit entries will be signed
- (c) Travelling allowance for the forward jou ney only, where applicable, will be paid at the School on the authority of the Chief Instructor
- (d) In cases where studen's are obliged to remain overnight in a capital city when travelling to or f on the School they must report to a Leave and Transit Depot for rations and quarters. If, for any reason, rations and quarters cannot be sumplied at the LTD, a certificate to that effect must be obtained from the CO of the LTD to sumport any claim or travelling allowance in respect or the period spent in the capital city.

12. CLOTHING.

(a) Students coming from tropical st tion, will be issued with warm elething as laid down in GRO 208 of 17 Jul 42, prior

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

(b) Studen+s will bring the to low ig

Service dress
Wo king d_o ('wo suits)

FOULD TWI. Tul. m.rching orde including rifle, notebools and material for making dimensional sket he

It should be ersured by inspection before the student leaves his uni that he i fully equipped and that all alticles are in se viceable condition

14 TELTBOOKS.

Not s or Lap R ading MTP 30 Par s 1 to 5
MTE Vol 11
FE pams : to 10

15 LEAVE.

- (a) The Chief In t ueto may author energy and of leave to a student at the termination of the course if the student leaves with the Chief Instructor, at least 14 days before the end of the course, the written authority of his CD 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 school so provide, passes for leave o 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) Teav (other than local Teave or compassionate or emergency leave) will not be granted to students during the currenc of the course, except in very exceptional circumstances and then only at the discretion of the Chief Instructor.
- (d) "tudents we or are proceeding on leave with be issued with combined food coupon sheet in accordate with the scale laid down in 630 9395 of a Lay 43. In the case of students coming from New Guinea or other places outside Australia, No therm Te ratory and also in cases where leave passes are provided by the "encol, the food coupons will be issued, the School. In all other cases the student's unit will issue the necessary corpons. Tenve passes will be endo sed with the particulars of the ssue

16 NOTE, refore p o eeding to the School, each student will be i sued at the copy of these joining instructions.

ALicuten_nt General, Chief of the General Staf. War Deary N. F.

27/19/1192

Hr Vic L of C Area, 339 Swanston St., MILBOURN C1 870 foc 1943

VIC L OT C AR 4 TRAISING ITS STUCTION TO 668/1943.

COURST No 1/44 JUNIOR O'TICTR' R.A. D POST O C T U COUR.

H CHOOL O'M T (FD) LIVEROOL S!

16 J J 44 27 MAY 44

- 1 authority LH, memo 208698 of 29 Nov 45.
- 2. Object

 (a) To provide technical training for junior officers

 RA, who have not reviously attended this chool
 - (b) To qualify in engineerin/ subjects / and MOS RAF for commissioned rank, either before or after qualifying at the basic training /ings at OCTU.
- 3. Vacancies are allotted as follows

11 Aust C R (/ks) 2.

otice of and reasons for inability to fill the allotted numbers of vacancies must be notified in writing to 'G"

Branch H Vic L of C Area at least 5 days prior to the date on which the nominal roll is due at this HO's

- 4 Qualitications o Students Junior Officers selected will be those who have been commissioned in the field and who have not attended an SMD
- ominal Roll (in duplicate) showing No , Rank, ame, Unit, amuaddress and relationship of ext of Kin should be endorsed "For attention 'G" Branch' and forwarded to reach this Ho's not later than 1000 hrs on Konday 3 Jan 44 TO copies of a ch student's Personal "istory Sheet (attached) must also accompany the nominal roll The nominal roll should also show whether saude t will be travellin, though lelbou ne
- 6. Warrants (a) Each student required o travel theou h "BOUR to LIV RPOOL MS 7 will be issued with r il warrant for forward journey only to MILBOUR! by unit
 - (b) Tarrant for forward journey only from MILBOURT to LIV RPCOL HTT will be issued by H , Vic L oi C Area
 - (c) Lach student who is not required to travel through MILBOUR to LIV RPOOL and will be issued with rail warrant for forward journer only by unit
 - (d) All warrants will be encorsed "Chare o I Course o 11/44"
- 8. REPORTING All students will re ort to the Adjutant on arrival at the school where accommodation, messing and between are provided. Officer students are advised to bring valises.
- 9. Pay and Travellin, Cl ims
 - (a) an books will be brought by personnel possessing them.
 Pay certificates for others showing full particulars of
 pay will be form red 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 .0 of the LTD to support any claim for travelling allowance in respect of the period spent in the capital city
- 10 <u>Clothing</u> The following will be brought service dress Torking dress (two suits)
- 11 <u>quipment</u> Items as listed hereunder will be brought

Web equipment complete
Compass prismatic
Respirator
Respirator
Steel helmet
Cintment AG
Detectors individual
Cape AG
Pye shields
Protractors
Rubers
Rubers
Ruler
Notebooks
Map Case
Compasses

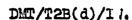
12. A copy of this joining instruction should be handed to each student before proceeding to the school

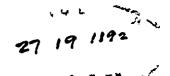
Vic I or C Area

Distribution

31

11 Aust CRE Wks 5
LHQ School of MC (Td) 1
2 Aust Movt Control Gp 1
RTO Spencer 2 Sta 1
GS 2
AOMG 2
DFO 1
DRO 1
Var Diary 1
File 1
Spares 3





AUSTRALIAN MILITAR/ FORCES (Chief of the General Staff)

Headquarters,
Victoria Barracks,
20-698 29 ov 43 Lelbourne, SC1

Nov 43

Adv IHQ (3)

TQ First Aust Ar y (18)

HQ Second Au t Army (30)

HQ NG Force (25)

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 SLE (Fd) (3), CGS (3), LGA (3), AG (3), QMG (3), MGO (3), CFO (2), O2E (10), Mil Sec (3), E in C (4), QMG (hvts), Aust Mvt Control Gps Nos 1,2,3,4,5,6,7,8, , 2/1 Aust Mvt & Tn Gp, ETC, Wagga

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

- 1 Location LIVERPOOL, NSW
- 2 Postal Address IHQ School of ME (Fd), LIVERPOUL, NST
- 3 Telegraphic Address ENGSCHOOL LIVERPOOL
- 4 (a) Course. Junio. 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
Second Aust Army (for Frt)
Second Aust Army (for Frt)
Second Aust Army (for Frt)
Centre

14
NG Force
T Force
Aust Corps
Q'ld L of C Area
SW L of C Area
Vic L of C Area
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5 Object of Cour e.

- (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 Win s at OCTU
- 6 <u>Qualifications of Student.</u> Junior Officers selected will be those who have been commissioned in the field and who have not attended an SHE



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 for ard 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 advi ed for the commencement of the course
- (f) Personnel must be prepared to u e their own me sing uten il when served with meals at rail may 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 wall meet trains at LIVERPOOL Railway Station between the nours 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 b brought b officer student.
- (c) Officers are advised to brin, valises

11. Pay and Travelline Claims.

- (a) Pay books will be brought by performed postessing them Pay certificates for others showin full particulars of pay will be forwarded with nominal roll.
- (b) Paybooks will be made up to date before leaving for the school. All debit and credit entries will be simed
- (c) Travelling allowance for the forward journey onl, 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 o. from the school they must report to a leave and Transit Devot for rations and quarters. If, for any rea on, 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

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12. Clothing.

- (a) Students coming from tropical stations will be issued wit' 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 or production of Movement Order endorsed "Service dress, greatcoat and winter underclothing not i sued,"
- (b) Students will bring the following

Service Dress Working Dres (two suits)

13. Equipment. Officer attending well bring

Teb equipmant complete
Compass or smatic
Respirator
Steel he set
Ointment AG
Detectors individual
Caps AG
Eye shield.
Protractor
Rubbers
Pencils
Ruler
Notebooks
Map Cale
Compas es

144 Loave.

- (a) The Chief Instructor may authori e the grant of leave to a student at the termination of t e corre if the student lodges with the Chief Instructor, at lea t 14 days before the end of the course he written authority of hi co for such grant. Such leave wall be granted by the LTD of GDD by which the student is despatched on leave
- (b) In ca es where the special instructions i sued for a particular school o provide, passes for leave so authoriced may be is ued by the School In all other cases such passes will be assued by the student's unit and transmitted by the unit to the Ch ef 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 neet in accordance with the scale laid down in GRO Q395 or 21 av 43. In the case of students coming from New Gu near or other places outside Australia, hortnern Territory and also in cases where leave passes are provided by the School, the food coupons will be insued by the School. In all other cases the student's unit will insue the necessary outpost Leave passes will be endorsed with the particulars of neinsue.
- 15 Note. Before proceeding to the School, each studen will be issued with a conv of these joining instruction.

(" .ech ...
! !vLieutenant-General,
Chief of the Goneral staff.

A_ h F

27/29/242

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

8 Dec 43

VIC L OF C AREA INSTRUCTION 10 675/1943 A.V A.S ADMINISMRATION & ORGANISATION COURSE

NO 6

- 4. DURATION Incl 13 Dec 43 25 Dec 43
- 2. LOCATION 4 Trg Bn A 7 S DARL Y

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- 3 OBJ To train A/AS personnel in Administration and Or anization
- 4 VACANCES are allotted as follows

4 Trg Bn A. il s 16

- 5. MOI IT AL ROLL (in duplicate) showing No, Rank, Name, Unit, and Fame, Address and Pelationship of Next of Fin will be endorsed "For attention "G" Branch", and forwarded to reach this H Q not later than 1000 hrs on Friday 10 Dec 43.
- 6. PORTING Students will report to C 0 , 4 Trg Bn, A. S DARLLY at 0900 hrs on 13 Dec 43
- 7. ACCOMMODATION AD MISSING will be provided at the School for the duration of the Course
- 8 DRCS: Service Dress will be worn
- 9 EQUIPMENT Frencise books, pens and pencils will be brought
- 10 RECORDS The following personal records will be forwarded to C.O., 4 Trg En A.W S DARLEY under suitable arrangements F200, I 5053 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
- PPRSON L PROSSITION All personal necessities including towel (marked) soiled linen bags, stude back and front, coat hangers, tooth mug, pegs, and shoe cleaning kit will be brought An electric torch will be found useful.
- VALUABLES. TWELTER & CAMERAS will NOT be brought to the Course

DISTRIBUTION

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4 Trg Bn A V S

HQ, Vie L of C Area ATAS

CI (Capt Hoore)

G S.

A.Q.M.G

DTO

DRO

Camp S,O. Darler

Camp Pay-Office Darler

War Diarr

Pile

Spares

Victor CArea.

27/10/400

Headquarters, Vic L of C Area 339 Swanston St , MCLBOURN C1 R, DEC 1945

VIQ.L OF C ARA TRAINING INSTRUCTION NO 654/43 COURS NO 1 C O COOKS.

LHO SCHOOL OF ARM COOTING AID CATTRING 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 ochool Darley 1 (for V296802 Pte Cheney B F)

L H Q 4AOC School B'merdows 1 (for VX86097 Pte Shill F G)

10 ADCS Club, relbourne 1 (for VF396638 Cpl Cook G M)

m Col G/S m Vic L of C Area

Distribution

LHQ Survey Directorate	1
LHQ Provost Trg School Darley	Ž
LHQ AADC 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 1 2 2
GS	2
AOMG	2
DFO	1
DRO	1
War Diary	1
File	1113
Spares	3

27/18/341

"G" pranch

Headquarters, Vic L of C Area, 309 Swanston St , MELBOURNE, C 1 9 DFL 1943

13 VIC L O' C APEATRAINI G I STI'O 673/1943

SPECIAL COUPSE O' PRISICAL "RJ A'D U'AR MED CO LAT
LIQ SCHOOL O' P T RA ESTO COURSE NO 44

16 °cb ₹ **1**. LL Jen, 41

1 AUT"ORITY LIP memo 201799 o, 13 lov, o

2 OBJECT To train instructors in physical training and unarrow combat

3 VACANCIES are allotted as follows

DDIÆ

3 (includes 1 Officer)
1 (for V377:34 L/Cpl STAMPFL T 7 8 Aust Emp
1 (or S/Sut TEAGUE, Det Bks BENDIGO) Coy) DAD Labour DDMP & DB

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

- QUALIFICATION'S OF STUDENTS Special consideration must be given to 4. the selection of personnel It is essential that they be

- (a) Medically fit, and under the a e o 35
 (b) Of proved instructional ability
 (c) Specially suited ph smeally for this type of work
 (d) Be medically examined prior to attendin the Course and be in possession of a if De cortificate of fitness to underso this type of training
- NOTINAL ROLL (in duplicate) showing To, Rank, Name, Unit, Na. c, Address and Relationship o 'ert of Kin should be endorsed "Tor attention "G" Branch" and forwarded to re enthuse "Qs not later than 1800 hrs on Triday of, Dec, o ""O copies of a ch student's Personal History Sheet must lso accompany the nominal roll
- RAIL ARRANT for forward journe, only to FRANKSTON vill be issued by Units and endorsed "Charge L'M School of PT, Course of PT and UC Lo 14" 6.
- TRAVELLING Students arriving at SP NCEP ST JTA will report to the R T O who will direct forward journey to TRAFASTON Transport from TRAFASTON Rly Sta to the School (about 1 mile will be available through Mc Combe fotors. 7
- REPORTING. All students will report to the Adjutant irradiately after arrival at the School and NOT LATER than onda 10 wan, 12.

 Accompodation and messing and bathen (for Officer Students) are 8 provided
- 9 PAY AND TRAVELLING CLAIMS (a) Pay books will be brought by pe onnel no sessing them Pacertificates for others showing full patient s of pay will be Pay forwarded with nominal rolls.
 - (b) Pay books will be made up to date includin 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 then 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 travellin, illowance in respect of the period spent in the capital city 72

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- CLOTHING AND EQUIPMENT Personnel will attend the school in full marching order (riflo, 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 lo. at the school
 - 1 pair Gym shoes rubbe
 - 2 Singlets white
 - 1 belt
 - 1 pair shorts
 - 1 bathin, costume

The necessary text books ar syllabas o the course will be issued to students on arrival

DISTRIBUTION

DDME 7 (0 IFT a) DAD Labour DDMP & DB 031111221111 (S TIME) LHQ School of PT Super P & RT 2.Aust Movt Control Op (llina) RTO Spencer St sta GS (2 LIIQs) AQMG DF0 (2 LHOs) DRO War Diary (I LHQ) Pile. Spares

Col G'S

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LSTR LI N 'ILIT RY FORC. (CHIEF OF THE COVER I STIFF)

201799	Hoadqu ar Victoria MELBOURNI	Barracks,
adv L.H 2 HQ First Aust Army HQ Second Aust Army HQ NT Force HQ I aust Corps HQ Q'ld L of C Area	(3) HC NSW L of C area (16) HC Sa L of C area (12) HC Sa L of C area (12) HC Tas L of C area (16) HC Tas L of C area (15) HC USAFFE	

Copies for information to LHQ School of PT (2), Hr 2 Aust Corps (2), CGS (3), LGa (1), aG (3), MS (3), O2E (10), 7MG (3), CMG (Mvts) aust Mvt Control Gps Nos 1,2,3,4,5,6,7,8,9, 2/1 wast Mvt & Tn Gp, MGO (3), CFO (2), DGMS (5), RTO Spencer Street Station

LFQ SCHOOL OF PHYSIC I TRAINING SPECIAL COURSE OF PHYSICAL TRAINING ND UN RMED COMB. T NO 44

- LOC TION FR. NKSTON VIC
- LH. School of P.T FR.NKSTON VIC POSTAL - DDRESS
- TELECR.PHIC DDRESS P T Frankston
- 4 (a) COURSE Sp ciel Course of Physical Training and Unermed Combat No 44 will be held over the period 11 Jan 44 to 16 Mar 44
 - (b) Vac NCIES Vacancies are allotted as follows

HQ First Aust army HC Second aust army HQ N T Force HQ 3 aust Corps HQ Qld L of C area HQ NSW L of C area HQ Vic L of C area HQ SA L of C area HC WA L of C area HC Tas L of C area HQ Tas L of C area Reserved (10 including >	6682555522	includes n n n n	1111111	Officer n n n
for officers for USA personnel)	16	includes	3	officers

Total 60 10

- OBJECT OF COURS. To train instructors in physical training and unarmed combat
- 6 -QUALIFICATIONS OF STUDENTS Special consideration must to the selection of personnel It is essential that they be Special consideration must be given

 - (a) Medically fit, and under the age of 35
 (b) Of proved instructional ability
 (c) Specially Suited physically for this type of work.
 (d) odjectly examined prior to attending the Course and be in possession of a L-Ms certificate of Titmess to undergo this type of training

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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 I TRAVELLING

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- (a) Students will be issued with rail tickets to Frankston for the forward journey only
- (b) Warrants will be endorsed "Charge IH. school of PT Course of PT & UC No 44"
- (c) Transport will be arranged by Formations concurred in conjunction with local movement control groups
- (d) The school will make arrangements for the return journey
- (c) 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 trailway refreshment rooms
- (8) 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 erriving 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 <u>accompodation</u> and atssing

- () 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

- (c) Pay books will be brought by personnel po sessing them Pay certificates for others showing full particulars of pay will be forwarded with nominal rolls
- (b) Fay 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 p id t 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 t the LTD, a certificate to that effect must be obtained from the CO of the LTD, to support any claim for travelling allowence in respect of the period spent in the capital city



12 CLOTHING ND QUIPMENT

- (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 I of 0 GDDs and LTDs on production of movement order endorsed "Service dress, greatecats and winter underelothing not issu d"
- (b) Porsonnel will attend the school in full merching order (rifle, beyonet (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

 - l p ir shorts l bething costume,
- TEXT BOOKS The necessary text books and syllrbus of the course will be issued to students on arrival

LEAVE 14

- () The C of Instructor may uthorize 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 cuthority of his CO for uch grant. This le ve will be granted by the LTD or GDD by which the student is despatched on leave
- (b) In c ses where the special instructions issued for a particular school so provide, p sscs for leave so authorized mry be issued by the School In 11 other c ses such preses will be insued 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 exception 1 circumstances and then only at the discretion of the Chief Instructor
- (d) Students who are proceeding on leave will be issued with combined food ecupon sheets in accordance with the scale 1 id down in GRO & 395 of 21 May 4" In the case of student coming from New Guinca or other places outside Australia, No thern Territors, and also in cases where leave passes are provided by the Sch ol, the food coupons will be issued by the Sorcel

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

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

> (south & In Licut nint-General, Chief of the General Staff

> > تتكاسر

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

9 DEC 1943

VIC L OF C AREA TRAINING INSEN NO 674/1945 NC 2 COURSE SUPPLY NCO'S AASC SCHOOL NORTH GLELONG LHQ 3 Mar, 44 31 Jan,44

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

DDST

Notice of and reasons for inability to fill the allotted **IMPORTANT** number of vacancies must be notified, in writing, to "G" Branch, EQ Vic L of C Arca, at least 5 da, s prior to the date on which the nominal roll is due at these HQs.

- -UALITICATIONS OF STUDENTS VCO's (Cpl and above) who have clerical 4 ability for supply and accounting,
 - NOMINAL ROLL (in duplicate) showing No., Pank, Name, Unit, Name, Address and Relationship of Next-of-Kin should be endorsed "For attention "G" Branch" and forwarded to reach these Fr's not later than 1000 hrs on Monday 17 Jan. 44. Two copies of each student's Personal History Sheet (attend) must also accompany the nominal roll 5
- RAIL WARRANT for forward journey only to GRELONG will be issued by units and endorsed "Charge No 2 Supply NCO's Course LHC AASC School" 6
- TRAVELLING Each student travelling through or from ELBOURNE will proceed to GEELONG by train departing SPTICIR ST STA at 1230 hrs on Saturday 29 Jan, 44 On arrival at NOTT GEELONG or GEELONG the school ill be communicated with, making known the station to which transport should be sent (Telephone ko's Geelong 3482 or 3730) 7
- REPO TING All atudents will report to the adjutant on arrival and not later than Saturday 9 Jan, 44 Accommodation and messing fill be provided
- 9 PAY AND TRAVFLLING CLAIMS
 - (a) Pay books will be brought by p rsonnel possessing them Pay cortificates for others showing full particulars of p y 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
 - (c) Travelling allowance for the forward journey only, where applie able, will be p id 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 first report to a Le ve and Transit Depot for rations and quarters of 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. 9.

CLOTHING, EQUIPMENT TEXT BOOKS Stidents will b ing. 10.

CLOTHING SURVICE Dress Great Coat Working Pruss Pursonal Mecessities	EQWIPMENT 'ull marching order Riflo Helmets stoel. Respirator Compass Prist the (if available) 'ote Book, pen, ruler, pencils (incl colored)	TEXT BOOKS RASC Tr Vol 1 1937 RASC Tr, Vol 111 1933 TSPB complete FSR Vol 1, Vol 11
	(Incl colored)	

Facilities e ist at the School for tennis, SPORTS FACILITIES 11 cricket, football and swimming

Each student should be issued with a copy of this joining instruction 12. before proceeding to the School

DISTRIBUTION פעע LMQ AASC School 2 Aust Movt Control Sp 11221111 RTO SPINCER ST STA GS AQLIG DFO DRO War Diars rilo Spares

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AUSTRALIAN MILITARY FORCES (Chl.F OF I HE GENERAL STAFF)

327/7/315

211181

Headquarters, Victoria Barracks, L'ELBOURNE

HQ First Aust Army	(10) (6)	HC Cld L of C Area HQ NSW L of C Area	(10) (8) (10)
HQ Second Aust Army HQ NG Force	(15) Air Mail	FC Vic L of C Area) <u>10</u>)
HQ NT Force HQ 3 Aust Corps	(12) Air Mail (1) Air Mail	HQ SA L of C Area	(6)

Copies for information to Adv LHQ(3), CGS (3), AG (3), QMG (6), MG0 (7), MS (3), OZE (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)

HO AASC SCHOOL SUPPLY NCO'S COURSE THO TO_ 3 L'AR 44

1 LOCATION NORTH GEELONG. Vic

Telephone GEELONG 3482 &3730

Vic

2 POSTAL ADDRESS IHR AASC School Osborne House NORTH CELLONG,

3 TILEGRA-HIC AUDRES 'LERLCHUOL' GEALUNG.

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

first Aust Army	(3) (1	incl 2 f	or 1	<i><u>aust</u></i>	Corps)	
Second Aust Army	(1)			of C		(4) (3) (1)
NG Force	(7)	Ŋ	SN I	of T	Arca	(3)
NT Force	(6) (1)	V	ic L	of C	Area	(4)
3 Aust Corps	(1)	S	A L	of C	ATOB	(1)

Total vacancies 30

Formations or I of C Areas unable to fill vacancies will notify IH2 (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) Prevision, 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 ffeld

- (c) Indenting and accounting for supplies, (d) The training of supply details and tradesmen etc
- QUALIFICATIONS OF STUDENTS NCO's (Cpl and above) who have clerical ability for supply and accounting

NOMINAL ROLLS 7

The state of the state of the

- (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

11 *

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1 4 C. S. C.

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- (a) Students will be issued with rail tickets (to de ELONG) for forward journey only
- (b) Warrants will be endorsed "Charge No 2 Supply "CO's Course LHQ AASC School "
- (c) Transport will be arranged by Forma ions 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) Counges 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 Malsourne students will proceed by the first avail able train to NORTH CLELONG or GUELONG and will telephone the School (GEELONG 3482 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 NEIBOURNE, students will report to the RTO Spencer Street station.
- (c) On errivel at the School all students will report to the adjutant

10 ACCOMMOD TION AND MESSING L

(a) Accommodation and massing 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 forward ed with nominal rolls
- (b) Pay books will be made up to date before leaving for the School All debit and credit entri s 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 evernight in a capital city when travelling to or from the school they must report to a Leeve and Transit Depot for rations and quarters. If; for any reason, ations 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 recording at the school. Such clothing is obtainable at 1 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 Or er
Riflo
Helmets Steel
Respirator
Compass prismatic (if available)
Note books, pen, pencils (incl coloured) and ruler

14 TEXT BOOKS Students will bring releve * text books These will include

RASC Trg Vol I 19 7 and Vol III 1933 : JB 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 le ve will be granted by the LTD or GDD by which the tudent i despatched on leave
- (b) In cases where the special instructions is used for a particular school so provide, passes for leave so authorized m y 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 23. In the case of students coming from NEW GUINEA or other places outside AUSTRALIA, MORTHARN 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, end swimming

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

Licutement-General, Chief of the General Staff

27/-9/243
Headquarters,
Vic L of C Area
339 wanston St ,

9 Dec 43

2

VIC L OT C AP A TRG II JAN NO 676/1943 O 34 R CRUIT COURS A W 5

- 1 Duration Incl 13 Dec 43 10 Jan 44
- 2 Location 4 Aust 1 Trg 3n, DUL 1
- 5 Object o train recruits for Army Jone 1's Services

HO, Vic L of C Area

17 v. S A. A. h / S 6 Total 24

- 5 Accommodation & Messing will be provided at the school for the duration of the course
- 5 Travelling In accordance with arrangements, 4.7 ! G Branch, Vic L of C Are
- 7 Syllabus will be in accordance with directions contained in L H. 7. 128137 of 3 Jul 43 Pecruit raining Syllabus A. # S

Victoria of c Area

DISTRIBUTION

			
Cont A. T A. 3 LHO	1	Camp Staff Officer Darle	1
Asst Cont Vic L of C J-S	2	Camp Pay Office, Darley	1
" AANTTS	2	GS	2
A.A.G (Org)	1	A. G	2
D range (Rec)	1	D O	1
Vic L of C Area A. 7 R.D ,		D 7.0	1
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4 Aust Am Trg En, Darley	1	mile	1
,		°pares	2

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"G" Branch
Ho, Vic L of C Area
339 Swanston St,
his Bours C1
9 Dec 1943

VIC 1 OF C AR 4 TRAINING TO STRUCTIO 10 677/1943

23 אויס ייס ייסותבף 13 אייס ייסותבף 13 אויס ייסותבף

H : SCHOOL O ATTHAIL ATION S YHOUR

27 Dec 43 8 Jan 44

- 1. Rel attached copy of LH2 memo 195583 of 9 for, 43
- 2 Object of Course To train COs of Units and Staff Officers concern ed with the supervision of "" training and/or operation, in their responsibilities and duties
- 3 Vacancies are allotted as follows

- dominal Roll (in duplicate) showing No , Ran', ame, Unit, and Address and relation hip of erion, in should be endorsed " or attention 'G' manch' and orwarded to reach this To not later than 1000 hrs on hursday 16 Dec, 45 TO copies of each student's Personal History Sheet (a tached) must also accompany the Tominal Roll
- 5 Rail Warrant for forward journer only to b is OUP will be issued by unit, and endorsed " har e to 13 Senior Officers T Course choose of Fech
- 6 ravelling ach student travellin through, or from a LBOUR will proceed to STROUR by train departing of ST at 1850 his on aturday 25 Dec 43
- 7 Reporting all students will report to the 'chool adjutant on arrival, and not later than saturdar 25 Dec 43
- 8 4ttention is dra m to paras 10, 11, 12, and 13 o attached LH memo in order that the requirements as set out therein are fully observed.

Victoria L of C Area

DISTRIBUTIO

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AA () G (P7 c. Int)	
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LH' School of Mech Sermour	
2 Aust Novt Control Gp	:
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AUSTRALIAH MILI AKY FORC S (CHIFF OF THE GENERAL ST FF)

Horaquarters, Victorian Barracks, MELBOURNE, S C 1

195581

9 Nov, 43

\dv LHO HO Second Aust \rmy HO Old L of C Area	(2) (2¢) (45) (25)	H, Vic L of C Area HO SA L of C Ar a H) Tos L of C Ar a	(50) (16) (12)
HO NSW L of C Area	(5د)		•

Copies f r information to CGS (3), AG (3), AMG (3), MGO (3), CFO (2), OZE (10), SO in-C (6), E in C (3), Lin School of lichani ation (4), AMG Myts (1), Aust Myt Cont Gps Nos, 1, 2, 3, 4, 5, 6, 7, 8, 9 (1 each), 2/1 Aust Myt & Tptn Gp (1), RTO spencer at Railway Station (1), RTO Seymour (1), M S (3)

LHO SCHOOL OF MECHANIZATION SENIOR CEPICLES MT COURS'S

- l <u>COURSE</u> Senior Officers M Cour e Number of Cour e, commencing and completion dates shown by Appendix "A" a tached
- 2. To train C C s of Unit and that Officers OBJUCT OF COURS S concerned with the supervision of M T trainin nd/or oper tion, in their responsibilities and duties
 - 3. QUALIFICATIONS Tre following pe sonnel in li ible
 - Staff Officers whose dutio apper ain o ither or inin, Operation, main enance, or supervision of h .
 - C O's of Units and C C 's Amsc Coys not qualified in LHA Circular 63001 dated 17 lpr, 45 para 3 (d) (b) set out

NOTE Preference in a lection will be given $c \in \mathbb{Q}^*$ s of units which have sub-antial numbers of M T on strength

- 4 V1C'NCIES V cancies are allo ted in accordance with Appendix """ attached
- 5 LOCITION STYMOUR, Vic
- 6 POST, L ADDRESS LHO School of M chani ation, TYMOUR, Vic

, 7 NOMIN L ROLLS

- (a) Nominal : olls will be forwarded direct to the School to arrive
- seven clear days prior to the commencia, date of the Course, copy of the acminal Roll will be forwarded to LHO (Z1) & The School and LHO (DMT) will be navised by signal of any amendments to acminal Roll (b) ŧēŚ

8 TR. VILLING

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- Student. Will be i sued with rail ticket (to STYMOUP) for he forward journey only
- Warrats will so endorsed "Charge Vo **(b)** School Ouficers ha Course, School of Mech '
- Treesport will be arr no d by Pormations come rac in conjunction (c) With local Movement Centrel Group
 The school will make arr ngement for the return journey

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

1

S. ARRIVAL AND REPORTING

_L and? .

- (a) fransport Wil' be provided from SEYMOUR Railway Station to he School
- (b) all students on a lival at the School vall report o the adjut no

10. ACCCMMOD TION AND MUSSING

- (a) accommodat one and m seing will be provided at the school
- (b) Batmen are provided and will NOT be brought by Offic r tunents
- (c) Officer a condvised to bring values

11. TRAVELLING CLAIMS

- (a) I aveiling allowance for the forward journey ally will be raid at the School on the turbority of the Chicf Instrueor
- (b) I cases where student are obliged to emain overnight in a up 'all city or travelled to or from the School they must report to a Leave and Transit Depot for rations and quarters If, for any rea on, rations and quar ers cannot be supplied a the LiD a certificate to that effect must be obtained from the CO of the TiD, to support my claim for travelling allow mee in a spect of the period spent in the capital city

12 CLOTHING. Students will bring

Uniform S D
Perconnel necessities
(Vorking dress i supplied by the Schoo')

EQUIPMENT Students will bring the following

Steel helmet and respir tor Note Books Pencius (including coloured) Drawin, materi ls

IL. TEXT BOOKS Such text books as re available will be supplied on oan by the School

NOTE. Before proceeding to the School each tudent will be is wed with a copy c these joinin instructions

(Sgd)

Mij

for Licutenant General Chief of the General Staff

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SENIOR OFFICERS COURSES

) 	4		<u> </u>					APPENDIX	11 Å 11
d.						Λ Ψ (NAC	CIES	
COURS			SECOND \UST		I	OF (IRE.	S	
NUMBER	COMMENCES	FINISHES	ARMY	DID	NSW	VIC	S4:	TAS	TOTAL
12 13 14 15 16 17 18 19 21 22	29 Nov, 43 13 Dec, 43 27 Dec, 43 17 Jan, 44 31 Jan, 44 14 Feb, 44 28 Feb, 44 28 Feb, 44 27 Mar, 44 27 Mar, 44 21 Apr, 44 21 Apr, 44	11 Dec, 43 25 Dec, 43 8 Jan, 44 29 Jan, 44 12 Feb, 44 26 Feb, 44 21 Mar, 44 25 Mar, 44 3 pr, 44 22 pr, 44 27 May, 44		<u> </u>	אממט אף רף מממף	64304000440	ממחחחחחחחח	ם י החחם	11 11 11 11 11 12 13 13

will notify LHA (DMT) at least fourteen days prior to the date of measurement of the Course.

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'n

Headquarters, Vic L of C Area, 339 wanston 't, LJ BOURN C1 9 Dec 43

VIC L O C AR A TRAITING I STRUCTION 10 657/1943 SP CIAL COURS S S S 4 5 and 6 CARS ARD A M6 (STAGHOUPD)

A WTC (AIT) MOOR 54 1

AMEDIE T 10 1

Authority IHO memo 211760 of o Dec 43.

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

⊃ara 2	Duration	ourse "	3 4	11	17 31	Jan Jan	14 14	12 seb 44 26 Peb 44 11 lar 44
			5		_	Tub		25 Mar 44
		1	6	40	28	Peb	41	8 lpr 44

Para 4 Vacancies are allotted as sollows

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Course 2 DD: 1 (for 2/4 Aust Tk *k/shop Coj)
Course 3 DD: 1 (for 1 Aust Veh Pk *k/shop)
Course 4 DD 1 (for 2/4 Aust *k *N/shop Cov)
Course 5 DD: 1 (for 1 Aust Veh Pk *N/shop)
Course 6 D: 1 (for 2/4 fix *K/shop Cov)
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Para 6 Nominal Roll (in du plicate) showing to, Rank, ame, Unit, Name, Address, and Relationship of ext of I in, and whether student will be travelling through TOBOUP will be endorsed Tor attention 'G' Branch, and forwarded to reach this H's not lake than 1000 hrs on the following dates

Por	Course	2	ronday.	20	Dec	43
	,	3	11	3	Jan	44
•	tf	4	47	17	Jan	44
1	10	5	44	31	an	44
u		6	41	14	теb	4

Para 7 Rail 'arrants Deleuc text of sub para (d) and substitute 'All warrants will be endorsed, Charme "pecial Course o 2 (or course o applicable) Cars Arnd Hv ! 6 (Staghound) ATVT C (ALP)"

Para 8 Travelling Lach student travelling through or from BOUTET Will report to 0 P CP Sm PA for rail ticket at 1240 hrs on the following dates

Each student will then proceed to STRAHTILD NS7 by train departing SFIFCIP ST STA at 1325 hrs on the respective dates as mentioned in this para. On arrival at STRA TTIED each student will detrain and take the suburban electric train to LIVEROO FS7 Personnel must be prepared to use their own messin usensils hen served with meals at Railway Refreshment Pooms.

Para 9 Reporting ach student will, on arrival, report to the Adjutant, AV C (____) LIV-DOOL To and not later than the following dates

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For	Course	2	CATUEDAY 1 Jan 44
tı	11	3	" 15 Jan 44
11	11	4	" 29 Jan 44
11	11	5	1 12 eb 44
11	17	6	" 26 Teb 44

Vic L of C Area

DISTRIBUTIO

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2 Aust Movt Control Gp	<u> </u>
RTO, OP COR T STA	1
GS	2
AMG	2
D#O	1
DRO	1
dar Diary	1
File '	1
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Heatquarters, Vic L of C Area, 339 Swanston et., HELBOURNE, C 1

VIC L OF C AREA TRAINING INSTN 10 672/19431 0 DEC 1943 NO 8 COURSE P & R T AWAS

(

- 1 DURATION. Incl Wednesday 29 Dec. 43 Monday 10' Jan. 14
- 2. LOCATION. 4 AUST A W S TRO B; DARLEY.
- 3 OBJECT To train AWAS personnel in elementary P c RT and Or anised Cames
- 4 VACANCIES are allotted as follows

Tas L of C Area Aust nA GP HQ	2 1 1 1
DDOS	î
3 Aust Salvase Depot	
 DD Æ	1
 Camp Condt	
Vic L of t area	2
4 Aust AWS Trg Bn	2
16 A W A S Bks	1 1 1
o3 AWAS Barracks	l
38 AWAS Barracks	1
40 AWAS Barracks	1
G1 /WAS Barracks	1
of AWAS Barracks	1
	16

IMPORTANT Notice of and reasons for inability to fill the allotted number of vacancies must be notified to "G" Branch MQ, Vic. L of C Area at least 3 days prior to the date on which nominal roll is due at these HQs

- 5 <u>SELECTION Or CANDIDATES</u> Students will be carefully selected and only personnel showing aptitude for P & P T will be nominated
- 6. NOMINAL POLL (in duplicate) showing rumber, mank, har,e Unit and Name, Aidress and relationship of Mert of Kin will be encorsed "for attention "G" Branch" and forwarded to reach these Ik's not later than 1000 hrs on Wednesday, 22 Dec, 45 A copy of the nominal roll must, at the same time, be forwarded to CO, 4 Aust AWS Trg Bn, DARLIY
- 7 WARRANTS Rail and steamer tickets and/or warrants will be issued by units and endorsed "Charle No 8 P & R T Course AWAS"
- 8 TRAVILLING
 - (a) Personnel from TAS L OF C AREA will arrive in MELBOURNE on 26 Dec, 43, report to RTO SPINCER ST on arrival and proceed to 28 AWAS Bas, Berry Street, LAST MILLOURNE 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 Tuesda, 28 Dec, 43 and travel to BACCHUS MARST by train den ting at 1730 hrs on that date. Comm SO, DARLEY will arrange transport from BACCHUS MARSH to DARLEY.
- 9. ACCOMMODATION AND AUSSING will be provided to the School for the duration of the course
- 10 DRESS Scrvice Dress will be worn In addition sandshoes, working dress, plain overall, gramasium tunic and shorts will be brought

- 11. EQI IPMENT Exercise books, pen and pencils will be brought.
- RECORDS F200, 700140, I5033, A240, B122, AME 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 12. possession of paybook
- 13. PERSONAL NECESSITIES All personal necossities including rug, towel, soiled linen bag, stude (back and front), coat han, ore, tooch mug, and shoc cleaning kit will be brought An electric torch would be useful JEWELLIRY, VALUALES and CAERAS WILL NOT BE BROUGHT

Fic Lor DISTRIBUTION Tasmania L of C area (by Air Mail) 2 Aust Movt Cont Gp HOBART 233335 (by air mail) Aust AA Sp TQ DDOS 3 Aust Salvage Depot DDME Camp Comdt Vic L of C area 4 Aust AWS Trg Bn Ġ 16 AWAS Bks 33333312 33 11 Ħ 38 n n 40 n ø 41 62 AWAS VIC L OF C AREA (for infmn) (ref para 8) 29 AWAS Barracks 1111221111 2 AUST MOVT CONTROL GP MILLB RTO SPENCER ST STA CAMP S O DARLEY CAMP PAY OFFICE DARLEY GE ACMG DFO DRO WAR DIARY FIE SPARES

11

Col G S

C Area.

A.M.F

27/29/244

bo Dianj

Hesdeu rters, Vic I cf o rea, 339 Twanston St., INLIBOURNE, C 1

VIC L OF C ..RE. TRAINING INSTN NO 680/1943 | 0 DEC 1948

LHO SCHOOL OF RTY A A

HY A A GUNNERY COURSE (AV.,S) NO 51 7

3 Jan,44 12 Feb. 444

1. AUTHORITY. LHQ memo 209417 of 30 Nov, 43 and Second \ust rmy memo 5458 of 7 Dec, 43.

2. OBJECT.

- (a) To train officers and NCO'S (ANNS) in all phoses 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 Fi hter Sectors and AASL in air defence, in accordance with " nti ircraft Procedure Instructions (Aust)" (Army publication No g 45, 31 May, 43.)
- (c) To train Officers and NCO's (A-AS) 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 paraments concerning the object of the course and selection and qualifications of sudent. If it is desired to nominate a student who is HO? qualification, the terms of the Jeining Instruction, is till be a cessary so submit an application, stating the reasons which pricule consideration should be given to the selected student, who is NOT to be send to the course fill 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 s hool is to train unit instructors

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

*Il 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 Prodedure Instructions (lust).

4. VACANCIES are allotted as follows

AA GP HQ

NW S

5. NOMINAL ROLLS showing No. Rank, "ame, Unit, Name, ddress 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 LOHD. Y 13 Dec, 43. Two copies of each student's Personal History Sheet, (ttached) must also accompany the Nominal Roll.

6. W.RR.NTS

(a) Students required to travel thrown Or to a DTK MS/ ill be issued by unit with rail arrant to order Journey only. to MELBOURNE.

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- (b) Warrant for forward journey only to SYDNEY Will be issued by HQ, Wie L of C Area.
 - Each student who is not required to volume ough MLLBOURNE to SMDNEY will be issued by unit ith rail to ant por orward (c) journey only.
 - (d) All warrants will be endorsed "Charge S of / (AA) Hy AA Course No 51"

7. TRAVELLING. Each student travelling through or from MELBOURNE will report to RIO SPENCER ST STA for rail tigkets at 1240 hrs on 1 Jan, 44 and proceed to SYDNEY by train dep rting 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 R.MD./ICK.

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

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

PAY AND TRAVELLING CL. IMS

- Pay books will be brought by personnel posses ing 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 by the School on the autho it? of the Chief Instructor.
- In wases where students are obli ed o commin overni ht in (a) a capital city when travelling to or from the school they must report to HQ AWAS in that I of C area for rations and querters. If, for any reason, rations and quarters cannot be supplied a certificate to that effect must be obtained from the ssistant Controller of the L of C trea to support any claim for travelling allowance in respect of the period spant in the capital city

13. CLOTHING ND 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
 - Full marching order including helmets steel and respirators.
 - (11) Working dress (two suits)

FOUTPMENT. Students will bring

Exercise book (good size) Note books and pencils

Text books will be provided by the School.

don's whould be issued with a copy of this joining instruction.

1

DISTRIBUTION
Gp HO
AMG (PS)
LHQ School of Arty AA
RTO SYDNEY CENTRAL RLY STN
RTO SPENCER ST STN
2 Aust Movt Control Gp
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Headouarters, Vic L of C Area, 339 Swanston St., MELBOURNE, C 1.

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QUESE NO 67 SERVATE VICH TECHNICAL TRO

A TON TO 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 rollows -- ll Aust C.R. . (ks) 4

Col G S.

DISTRIBUTION

Il Aust CRE /ks 4
3 ATD Camp Pell 1
GBO II Tech Trg (IHQ) 1
2 Aust Movt Control Gp 1
GS 2
DFO 1
DRO 1
War Diary 1
File 1

The year of the

Hay Deary

Headquarters, Vic L of C rea, 339 Swanston St., MELBOURNE, C l.

COURSE NO 16 WHINTED WING AWAS COMMENCING 20 Doc, 1943.

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- 1. LOCATION 2 Aust M. T. T. D. INGLEBURN. 13 '
- 2. VATANCIET are allotted as follows

4 Aust AWS Trg Bn D.RLEY
HQ 3 .ust Solvage Depot
D.D.O S.

12
1 (for VF396557 Ptc LUDLOY)
1 (for VF510986 Ptc HUNTER M.L.)

- 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 H o 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.
- (a) Each student required to travel through MELBOURNE to LIVERPOOL

 NSW will be issued with rail warrant for forward journe, only
 to MELBOURNE by unit.
 - (b) Warrant for forward journey only from MELBOURNE to LIVERPOOL NSW will be issued by HE, Vic L of C 'rea.
 - (c) Each student who is not required to travel through MELBOURNE to LIVIRPOOL NSW will be issued with rail warrant for forward journey only by unit.
 - (d) All warrants will be endorsed "charme Course No 16 Mecled Wing (AWAS)"
- 5. TRAVELLING Students travelling through or aron LEOUT will report to R.T.O. SPINGER ST ST for oil siere 1200 hrs on Friday 17 Dec, 43 and proceed to ST if ILID HSW ow tr in departing at 1325 hrs on that date.

Students will detrain at STR.THFIEID ST and take the Subu ban lectric 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 prs jeans and 2 prs 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 arrangemen s.
- 9. PAY Students will be in possession of pay books

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DISTRIBUTION

AMAS VIC L of C area 2 (for infn)

A Aust AWS Trg En Darley 13 R.T.O. Spencor St 1

DDOS 2 GSO II Tech Trg LHol /2

HQ 3 Aust Salvage Depot 2 G.S. 2

HQ Sthn Reinf Trg Centre 1 A.Q H G. 2 Wor Diary 1

Camp Staff Offr.Ingleburn 1 D.T.O. 1 File 1

2 Aust MTTD, Ingleburn 2 DRO 1 Spares 4

War Deary

27/19/1199 "G" Branch

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

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 INQ 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) Condidates will not have reached their thirty first birthday at the time of admission to OCTU(10 Jan, 44) except
 - (4) 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.
 - (1)
 It is desirable that candidates should be able to ride a moto cycle.
- 3. VACANCIES are allotted as follows

Units AASC AAOC AEME

HQ Vic L of C Area 1
D D S T
D D O S
D D M E

1 (for "G" Branch)
2
1 (for NX11863 WO 1 SMART, R.C.
2/2 AUSt W/shop Coy)

4. ALLOTHENT OF VACANCIES

- (a) In cases where IHQ 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 IMQ Officers Pre-Selection Board, only those candidates listed in Category "A" vide IMQ SM20967 of 25 Aug, 43, will be nominated.
- (c) In cases where neither LHP 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 roll 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
 - '(e) Each student who is not required to travel through LOUINE to MBLESIDE SA will be is use with rail warrant to lory rd 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 /cdnesday 5 Jan, 1944 Personnel must be prepared to use their own messing utensils when served with meals at Railway. Refreshment Rooms.
- 8. ARRIVAL .ND REPORTING Transport from .MBLESIDE S. 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 thereat 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 oblimed to rem in overni ht in a capital city when travelling to or from the School they must report to a Leave and Ir noit people for rations and quarters. If, for my reason, tions no must correct anot be supplied at the ITD, a ce time to be entained from the CO of the LED to support my claim for travelling allowance in respect of the period spent in the capital city.
- 10. SLOTHING, EQUIPMENT Students will bring -

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

EQUIPMENT RITIO Full Marching corder Mossing utensils

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

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

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

DISTRIBUTION

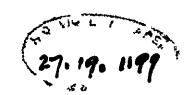
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D.D.O.S.
D.D.M.E.
LID Comp Pell
Court. Woodside S.A. 2 Aust Moyt Control Gp (1 LHQ) G.S. ...Q.M.G. D.F.O. D.R.O. uar "lary 7110 Spares

Vic I of C Area



AUSTRALIA: LILITAR FORCES (Chief of the General Staff)

Headquarters,
Victoria Ba. acks,
Lelbourne S C 1

213171

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4 Dec 43

Adv LHQ "Q Fir t Au t Army Q Second Aust Army HQ NG Force HQ NT rorce "Q 3 Aust Corps HQ 1 Aust Corps 4 Aust Armd Bde	(4) (25) (25) (120) (40) (20) (20)	nQ 1S. L of C Area nQ Vic L of C area HQ WA L of C area InQ School of Signals InQ EME School Aust Spec W/T Gp 1 Aust Ind Sig Gp IFQ Hy W/T Gp	(15) (10) (4) (4) (3) (3)
HQ Q'ld L of C Area	(20)	with war ab	(3)

Copies for information to CGS (3), LGA, AG (3), MS (6), O2r (10), QMG (3), QLG (Mvts) (3), DST (3), MGO (6), CFO (2), MGRA (4), Pl., MQ Tas L of C Area, AQ SA L of C Area, Au t Mvt Control Gps 1,2,3,4,5, 5,7,8, 2/1 Aust Mvt & Tn Gp, RTO Adelaide, RTO Spencer Street, Melbourne, RTO Sydnev, 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 CCTU, Hoodside SA commencing 10 Jan 44

2 <u>VACA CIES</u>. The 150 vacancie, have been allotted as follows

▶ Formation	Inf Etc Units (a)	Sigs	AASC	AAOC	AELE (b)	Total
First Aust Army Second Aust Army MG Force MT Force 1 Au.t Corps 3 Aust Corps 4 Aust Armd Ede C'l- L of C Area Vic L of C Area Vic L of C Area WA L of C Area HEG S of Signals Life & WT Go Aust Spec U/T Go 1 Aust Indep Sig Go Reserved	544864 TITE	4m04 mm N ====	11813 121	31- 542	1243 2 3 1 4	110699091075-2411-2
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

(b) DNE 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 reparding AEM personnel in NG Force

75 Aust AA S/L WI shop Sec 115 Au t Bde Wkshop 136 Aust Bde Wkshop 223 Aust LAD 220 Aust LAD IIX 28322 S/Sgt SX 1314 S/Sgt % 28957 S/Sg NX 113193 WO II % 87682 WO II GRIEN, L F LAMSHED, R G WATT, G.T SCHIARZER, T KING, H
ALLEN, J
BLAND, L J
HOLDEN, N.T
LANCASTER, I A
LEGGTT, T W. VA 35640 S/Sgt VA 130437 WO I TX 11480 S/Sgt QX 8619 Sgt VX 71428 WO II 2/70 Aust LaD 1 Aust MT Wkshop 107 Aust Bde Wkshop 1 Aust Tank Whishop Coy 2/1 Aust Adv Wkshop GOLL, J'L SHART, R C P TELDPAKE. J FITZPATRICK 77% 13509 Sgt 1 Aust Tank Wishop Coy NA 11063 WO I IX 173023 Lieut IX 147028 Lieut 2/2 Aust Wkshop Coy NX 174899 Lieut M S KIRKPATRICK TX 13103 WO I ROBERTSON, M.K

3. Formations will allot vacancies as follows

- (a) Incases we cre LHQ Officer Pre Selection Board has made selections, only those candidates nominated by the Board will fill vacancies
- (b) In cases he e Local Officer P.e Selection Boards have made selections, but suc selections are not been considered by L.Q Officers Pre Selection Boa d, only those candidates listed in Category "A" vide L Q SL 20967 of 25 Aug 43 will be nominated
- (c) In cases where L Q Officer Pre-Selection Board nor Local Officer Pre Selection Boards have made selections, Formations will nominate their own selections

4 QUALIFICATIO. D Ref GRO 4604 or 1943

- (a) Fir t Appointment will not be granted (unless under exceptional circumstances) to any Lember of he 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 eached their thirty first birthday at the time of admission to OCTI (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 and ty into birthday, at the tile of adminision to OCTU (10 Jan 44). In such cases a special recommendation much be submitted by the Commanding Officer and attached to the normal nomination form
- (e) Candidates will not be below the ran. of Comporal or Bombardier
- (f) It i desirable that candidates should be able to ride a motor cycle

J JUSTRICTION O GRADUATIO, PROCEDURE. It must be clearly understood that successful candidates of OCTE of Post OCTU, when Commissioned, become general reinforcement officers and postess only Arm identity. Their future posting to units is controlled by IHQ 2nd Ech lon who issue the recessary instruction, for movement to OCTU

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

6. DUR TRON OF COURSE The duration of course for cardidates 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 COURGES. Particulars of Post OCTU Courses, and/or dates on which candidate vill report are set out hereunde

School.	Location	Date of Course	Period	Date of reporting to School
L.Q 8 of Siss L.D AASC School IHO AAOC School IHQ Ac.E School	ORTH GLLLOTG, Vic	13 max 29 Apr 44' Will be notified la	7 weeks	18 Mar 44 11 Mar 44 11 Mar 44

8. HOLITYAL ROLLS

7)

- (a) Nominal rolls, (vide attached pro forma) accompanied by the necessary cutificates, will be orwarded direct to OCTU to allive seven clear days before the commencing dat of the course
- OTE Attention s directed to instructions egarding the certificate. This certificate is to be completed conjectly and mus be signed by the nominee's commanding official.
- (b) Fomilations from other arms for Infaltry Commissions must ave the fact clearly stated on the momination form
- (c) The CCTU will be advised by signal or any amendme to to nominal rolls

9. TRAVELLI G

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- (a) Students will be issued with rail, steamer, etc., tick-ts to AMBLESIDE, SA (from Past) and to WOODSIDE (from 10 th and West) for the forward journey only
- (b) Warrants fill be endorsed "Char c no 9 Course OCTU!
- (c) Formutions will despatch candidates in drauts and all ange bulk bookings with local movement co trol groups
- (d) Details or personner travelling will be massed to local movement control groups or RTC seven days before the day of travel
- (e) Local movement control groups of RTO's will arrange or the issue of AAF A59 or meal tickets to the entire journey
- (f) Draft conducting LCO's will report to RTOs at each of the following railwa statuo s passed through

BRISBAIE, STONEY, MILBOURNI, ADELAID, PRITE and LAUNCESTON

- (h) Personnel must be prepared to use their own messing utensils when served with meals at railway refreshment rooms
- (j) rangements for movement from OCT, to subsequent LHQ Schools will be made by OCT;
- ('k) arrangements for movement from post OCTU courses at L_Q Schools and from OCTU (for intentry candidates) will be made b, L_O_Schools and OCTU respectively on advice from Ofi/c Second Echelon (see para 16 re personnel travelling on leave

10 AR IVAL AND REPORTI G

- (a) Candidates will arrive at ADELAID (from North and West) and ANBLESIDE (from East) Railway Stations
- (b) Condidates arriving at ADELAIDs will be despatched to RIVER VIEW Station by LTD ADELAIDE
- (c) Transport from stations to OCTU will be arranged by the School. In the event of no transport being available at AMBLESIDs the senior candidate will telephone OCTU
- (d) All students on a. ival at OCTU will report to the Adjutant
- 11 ACCOMMOD.TIO.I AND MESSING Accommodation and messing wall be provided at OCTU

12 PAY AND TRAVE LING CLAT'S

- (a) Pay books will be brought by personnel possessing them Pay certificates for other showing full part culars of pay will be forwarded with nominal rolls
- (b) Pay books will be ade 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 diaft or rationed in transit for the forward journey will be paid at 0°TU
- (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 than 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. CLOTHI. G

(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 GDDS and LTDs on production of Movement Order, endorsed "Service dress, greatcoat and winter underclothing not issued".

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(b) Students will allo tale

Service Dress Workin: Dress (two suits) Two good wairs of boots Personal necessities

14 <u>LOUIPHIT</u>

(a) Students will tale equipment as follows

Rifle Full a ching Order Messia, Uten ils

- (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 Lest books will be provided by OCTU

16 LE.VO

- (a) The Commandant ma 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 a can the student is despatched on le ve
- (b) In cases where the special istructions issued for a particular school oprovide, passes for leave so author ised may be i sued by the School In all o er cases such passe 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 of emergency leave) will not be granted to students during the currency of the courie, elect in very exceptional circumstances and then only at the discretion of the Chief Instructor
- (d) Students who are proce dieg on leave will be issued with combined rood 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 cuts de Australia, No therm Territory and also in cases the eleave passes as e provided by the School, the food coupons will be in used by the School. In all other cases the strength unit will issue the necessary coupons. Leave passes will be endorsed with the particulars of the is us

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

Milieutena.t General, Chief of the General Staff I

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QUISTIONS TO BUANTED BY TAUCO IN RESPECT OF ANY NOMI ATIONS FOR OCTU.

NOLINEE	Reqtl No
	Name Rank.
	Unit
	Candidate for Commission n (State Arm or Service)
NOMI ATI	G OFFICIR
	Name
	Appointment Rank.
	Unit
1 Th Service	e nominee has completed the following periods of Military
·) P riod of Service and ranks served in present unit
ranks held) Particulars of other Hilitary Service, stating Units and d
	cummulated leave due at commencement or course days
3 (a)	The nominee was educated at
(b)	The nominee reached the following educational standard
	nools Courses attended
and commar	the nominee the necessary general educational qualifications and of the use of language to enable him to carry out orders instructions?
	Has the nominee practical ability as an Instructor?
initiative	Has the nominee the necessary general intelligence and to enable him to organise and supervise any task allotted his men?
(b)	Has the nominee demonstrated ability to command?
7 Has normal mil	the nominee shown ability to adapt and utilise in the field itary knowledge gained in training?
8. In behaviour	the field, has the nominee ability to think clearl, and plan under mental and physical stress?
9. Has	the nominee shown readiness to act to the limit of hi