

AWM52

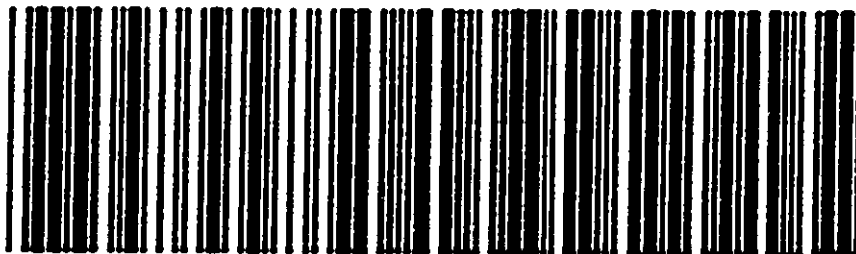
Australian Military Forces, Army headquarters,
formation and unit diaries, 1939-1945

1/8/36

**BASE AND LINE OF
COMMUNICATION
AREAS (SUB)**

9 (Res Base) Albury Sub Area

February - June 1941



1/8/36-0016

118/36

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

RECEIVED
7 MAR 1941
3RD DISTRICT RECORDS

Army Form C.2118
(adapted)

Unit E. Q. Reserve Base (Albury) Date and Time—From 10/2/41 To 28/2/41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Albury	10/2/41		Colonel James D.S.O., V.D. assumed command of Reserve Base (Albury) Sub-Area. Officers on Strength of Reserve Base (Albury) Sub-Area - Major L.G. Campbell & Capt. P. Wright. Officers attached to Reserve Base (Albury) Sub-Area - Capt. F.D. McKenzie - R.T.O. Albury, S. Comd. Capt. S.E. Wootten - A.P.M. Albury Lieut. R.I. Bourke - Hivings Officer Lieut. C.C.H. Ellis - S.Comd. Sigs.	
Albury	20/2/41 & 21/2/41		Infants. ex Personnel Darley & Balcombe moved to Bonegilla (23 Inf. Bde. A.I.F.)	S. Comd. T.D/Movement No. 64 of 17/2/41.
	25/2/41		2/29 Bn. Bonegilla transferred to Bathurst - 27 Inf. Bde.	S. Comd. Instruction No. 12451 of 19/2/41.
	28/2/41		23rd. Aust. Inf. Bde. A.I.F. Bonegilla, marched through streets of Albury.	

P. Wright
Staff Capt. Area Command, Albury. Capt.

COPY

Headquarters,
Reserve Base (Albury) Sub-Area,
"Tara"
Olive Street,
ALBURY
21/2/41.

AREA ADMINISTRATIVE INSTRUCTION NO. 1 1941

RE. GATES AND OPENINGS - PRIVATE PROPERTY

The co-operation of all concerned is earnestly requested in ensuring that all gates and openings in fences be securely closed after the passage of troops. The "boxing" of sheep at the present season of the year may involve heavy claims for compensation.

The Hirings Officer at Area Command Headquarters, should be notified at least forty eight hours prior to any property being entered upon, in order that we may contact owners before such entry.

It is requested that this instruction be strictly adhered to.

(Signed) W.E. James, Colonel

Area Commandant

AUSTRALIAN MILITARY FORCES
RESERVE BASE (ALBURY) SUB-AREA
ROUTINE ORDERS PART 1.

by

COLONEL W.E. JAMES D.S.O., V.D.

Headquarters
 "Tara" 621 Olive St.,
 Albury N.S.W.

18th February 1941.

NO. 1

1. APPOINTMENT OF AREA COMMANDANTS

The following appointments authorised by Southern Command No. 6512 of 28th January 1941 are published for information.

As from 10th February 1941, Colonel W.E. James D.S.O., V.D., now commanding 3rd. Trng. Bde. is appointed to administer command of the Reserve Base (Albury) Sub-Area and Area Headquarters will be established at "Tara" Albury.

Lt.-Col. C.R. Story V.D., Camp Commandant, Benagilla, will continue in the appointment of Camp Commandant, Benagilla but will hand over to Colonel James the functions of Area Commandant.

2. COMPENSATION COURT OF INQUIRY

A Court of Inquiry consisting of the undermentioned Officers will assemble at this Headquarters at such times as the President may determine for the purpose of investigating and reporting upon all claims for compensation arising from damages attributed to entry upon, or use, or occupation by the Army of land in the Albury Sub-Area.

PRESIDENT

Col. W.E. James D.S.O., V.D.

MEMBERS

1. Major L.G. Campbell
2. An Officer to be detailed (at the request of the President) from the formation or unit affected by the claim.
3. Lieut. A.C. Douglas, representing D.F.O.
4. An additional Officer whom the President is authorised to appoint whenever he considers it necessary to do so.

Lieut. R. Bourke, Htings Officer, will act in an advisory capacity to the Court of Inquiry.

This supersedes order appointing a Court dated 8th November 1940.

L.G. Campbell Major
 AREA COMMAND, ALBURY.

(Distribution over)

Distribution -

Camp Commandant Bonagilla
23rd. Inf. Bde. Bonagilla
1 AA Bde. A.A.S.C. Bonagilla
8 Div. Pst. Coy. Bonagilla
No. 2 O.T.S. Bonagilla
108 Gen. Hospital Bonagilla
Dental Unit Bonagilla
5th Works & Parks Bonagilla
5th Supply Coy. Bonagilla
7th Aux. Horse Transport Bonagilla
Ordnance Bonagilla
D.A.F.M. Albury
R.T.O. Albury
D.A.D. Hivings Albury
No. 8 Guard, 18th Garr. Bn.
District Records Office
File (2)
A.A.O.C. Ammunition Depot Albury

Headquarters,
Reserve Base (Albury) Sub-Area
"Tara"
621 Olive Street,
ALBURY,
26/2/41.

AREA ADMINISTRATIVE INSTRUCTION NO. 2. 1941

RE SALE OF BOTTLED LIQUOR TO TROOPS

In view of the non compliance with requests for co-operation in the matter of the sale of bottled liquor to soldiers by STRANGS HOTEL Smollet Street Albury, this Hotel is now OUT OF BOUNDS to all troops until further notice.

W. H. Jones Colonel
Area Commandant

Distribution :-

Camp Commandant, Bonegilla
23rd. Ans. Inf. Bde. Bonegilla
1 A.I. Bde., I.A.S.C., Bonegilla
8 Div. Pet. Coy. Bonegilla
No. 2 C.T.S. Bonegilla
106 Gen. Hospital, Bonegilla
Dental Unit, Bonegilla
5th Works & Parks, Bonegilla
6th Supply Coy. Bonegilla
7th Aux. Stores Transport, Bonegilla
Ordnance Sub Depot, Bonegilla
D.A.P.M. Albury
R.T.O. Albury
D.A.D. Hurlingham, Albury
No. 5 Guard, 12 Gurr. Bn., Albury
A.A.O.C. Ammunition Depot, Albury
2nd. Field Survey Coy. I.A.E. Gurrum
File
Superintendent of Police, Albury

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

Reserve Base (Albany) Unit AREA 1/3/41. (Date).
(To be furnished by all units and all Headquarter units.)

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

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
V. S/Sgt. Hall T.A.	E.S.B.		
Sgt. White H.A.	6th Buff Bns.		
Sgt. Hendrix	Area Sigs		

[illegible]

Army Form W. 3009
(page 2)

[illegible]

Reserve Base (Albany) Sub-Area W. K. James Col.
Unit 1-3-41 Signature of Commander.
- 1-3-41 Reserve Base (Albany) Sub-Area
Bldg., Dist., Area, etc., with which unit is serving.

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

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

FIELD RETURN OF OTHER RANKS.

FIELD RETURN OF OTHER RANKS. (Adapted)

Private 1st Class John A. Allen (Unit) 23-2-1941 (Date).

Allen.

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

Part A. Strength, Surplus or Reinforcements required.

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

* These totals should agree with the details shown in Part D on page 2 of Army Form W-2000.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
SET. WHISTLE. A.J.	6th Supply Regiment.		
SM. ARNOLD. A.J.	AREA SIGNALS.		

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

[illegible]

Roma Roma (Albany) Sub Area ^{hit.}

Army Form W. 3009
(page 2)

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

[illegible]

Person Born (Allbury) Sub. Aris

Date of Dispatch 26.2.48.

W. H. James Col.
Reserve Battalion (Aber) (Aber) (Aber)

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

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

FIELD RETURN OF OTHER RANKS.

RAILWAY RESERVE BASE AREA. (Unit) 15 FEB 1941. (Date).
(LATE) 3RD INF. TENG. BDE.
(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

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

* These totals should agree with the details shown in Part D on page 2 of Army Form W-300B.

Part B. Other Ranks attached from other Corps.

[illegible]

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

[illegible]

Albury Reserve Base Area Unit.
Albury.

Army Form W. 3009
(page 2)

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

[illegible]

Albany Reserve Base Area.
Unit Albany

Date of Disposal 17-2-41

W. B. Jones (C)
AREA. COMMANDER. Signature of Commander.
Army Reserve Base AREA. Albany.
Bldg., Dist., Area, etc., with which unit is serving.

FIELD RETURN OF OTHER RANKS.

BRINF. TNG. BOE. (Unit) 5-2-1941 (Date)
Albury.

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

Part A. Strength, Surplus or Reinforcements required.

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

* These totals should agree with the details shown in Part D on page 2 of Army Form W-300B.

Part E. Other Ranks attached from other Corps.

[illegible]

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

[illegible]

Unit.

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

[illegible]

3rd. MF. Twc. Bor.

Albert J. Smith

Date of Deposit 10-2-61

Padrigo, Cap. for Col.

3rd MF. TUG Boat. Albatross

Eds., Dims., Areas, etc., with which work is carried

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

Army Form W. 3009

(page 1)

(Adapted)

FIELD RETURN OF OTHER RANKS.

3rd INF. TNG. BDE (Unit) 1-2-41 1941 (Date).
ARMY.

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

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficit on establishment).
W.Os. Class I.			
W.Os. Class II.	1		
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants	1		
Corporals			
Troopers, Privates, &c.	15		
TOTALS	6.	.	.

* These totals should agree with the details shown in Part D on page 2 of Army Form W-3000.

Part B. Other Ranks attached from other Corps.[illegible]

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

[illegible]

3rd. INF. TNG. Bde. Unit.
Albury.

Army Form W. 3009
(page 2)

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

[illegible]

3rd INF TNG Bde.

Albany Unit

Date of Dispatch 3-2-41.

W. B. Jackson, Col
Signature of Commander.

300 INK TAG B/L, Albany.

But, Dim., Ave., Ac. with which word is any word?

20	1	45
----	---	----

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

7- APR 1941

Army Form C-2118
(adapted.)

3RD DISTRICT
RECORDS

RECORDS H.Q. Reserve Base

Unit (Alteryx) Sub-Area

Date and Time.—From 1st March 1941 To 31st March 1941

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Albury	11/3/41		2/22nd Bn. A.I.F. moved from this area	S.C. Instruction 928 of 5/3/41.
Albury	12/3/41		23rd. Inf. Bde. Replacement Depot established at Albury Sigrnds.	S.C. Movement Order 68.
Albury	14/3/41		Capt. W. Russell taken on Strength this H.Q. as G.S.O.III.	
Albury	18/28 Mar. '41.		23rd. Inf. Bde. moved from this Area	Movement Order S.M. 2549
"	"		2/21st Bn. A.I.F. moved from this area	" " "
"	"		2/40th Bn. A.I.F. moved from this Area	" " "
"	13/3/41		Colonel James proceeded to Melbourne for Conference	
"	25/27 Mar. '41.		Col. James accompanied by Capt. Russell did tour of this Sub-Area.	
"	28/3/41		Col. James proceeded to Melbourne for Conference	

P. W. English Capt.
Staff Capt. Area Command, Albany.

[Handwritten signature]

Headquarters,
Reserve Base (Albury)
"Tara",
Olive Street,
ALBURY.
13/3/41.

ADMINISTRATIVE INSTRUCTION NO. 3/1941.

CONTROL OF PHOTOGRAPHY.

Hereunder copy of M.I. 1941/34 - Southern Command 939
5/3/41, for your information.

[Handwritten signature] Capt.
Area Command.

1. In order that a clear conception may be gained of the position regarding the possession and use of Cameras by members of the A.I.F. overseas, and to facilitate uniform instruction of troops proceeding abroad, I am directed to forward for your information the following extract from A.I.F. Standing Orders, Palestine (Provisional) Pamphlet No. 1. :-

(NOT TO BE PUBLISHED).

REGISTRATION OF CAMERAS AND CONTROL OF PHOTOGRAPHY.

42. The following instructions will apply to all ranks, including all personnel at Schools and Courses of Instruction.

43. Comds. all Units will arrange for ALL Cameras in the possession of all ranks to be registered. The register will contain the following information:-

No., Rank, Name, Unit, Make of Camera, Maker's No. (if any) Description (i.e. type, film size).

44. (a) Any Officer or O.R. acquiring a Camera will report the fact to his Commanding Officer immediately and supply all the particulars set out in para. 43 of this instruction.

(b) Any Officer or O.R. disposing of a Camera subsequent to the publication of this instruction, will forthwith inform his Commanding Officer of the name and address of the person acquiring the Camera.

45. In certain eventualities the Order "COLLECT CAMERAS" will be issued. Comds. will make arrangements so that Cameras can quickly be collected if it should prove necessary. All Cameras will then be immediately collected, and will be sent for safe custody to Officer i/c 2nd Echelon.

46 Photography of the following is prohibited:-

Military vehicles of all sorts.	Aerial views.
Tanks.	Aerodromes.
Signal Equipment.	Fortifications.
Artillery Weapons.	Camps.
Defences.	Military Operations.
Aircraft.	Weapons.
Ships of any kind.	Diagram of weapons.

When photographs are being taken special care must be exercised to ensure that none of these prohibited subjects appear in the background of any picture taken.

47. (a) Orders for developing and printing of film will be placed only with approved firms. The authority for granting approval is the Area or Brigade Commander, but the names of any firms which have already been approved by him and do not appear on the list, attached as Appendix "G", should be forwarded to H.Q. 1 Aust. Corps, for "vetting". Similarly, all future applications should be checked in this manner before approval is given. There is no objection to an approved firm stating on its notepaper or in its window "Approved photographer to H.M. Forces" if it so wishes.

(b) Comds. will obtain an undertaking in writing from the photographer - who is the actual owner of his business - that all work for H.M. Forces will be performed on the premises, and that none will be sub-let to other firms or contractors.

(c) Unit security Officers will make inspection of all premises at irregular intervals to ascertain whether the undertaking given is being duly observed.

48. The processing of non-colour cinematograph films will not be carried out in Palestine, and if it is desired to have such cinematograph films processed and developed, the following procedure will apply:-

(a) The film will be done up in two covers.

(b) The inner cover will be addressed to Messrs. Kodak Ltd., CAIRO, and the full postage will be affixed to this cover. A certificate will also accompany the film, to the effect that no subjects of military value have been taken in this film.

(c) The outer cover will be addressed to the Deputy Chief Field Censor, JERUSALEM, who will make arrangements for such films to be passed to EGYPT for processing.

49. As it has been found that there are no facilities for processing and developing coloured cinematograph films either in PALESTINE or EGYPT, such films will NOT be used and will NOT be sent out of the country.

50. Exposed and undeveloped films or plates will NOT be exported from PALESTINE, with the exception of the cinematograph films mentioned in para.48.

51. The use of Cameras is a privilege, and contraventions to the above instructions may lead to the withdrawal of such privilege. Any infringement of the above instruction will result in disciplinary action.

Note. Appendix "G", referred to above, has not been included, as it is not relevant at this stage.

(Sgd) S.P. WHITTINGTON, LT.COL.
for COL. G.S.

ALL UNITS WILL ACKNOWLEDGE RECEIPT OF THIS INSTRUCTION.

DISTRIBUTION:-

Camp Commandant, BONEGILLA.	20	No. 5 Guard, Albury.	1
23 Aust. Inf. Bde.	1	A.A.O.C., Imm. Depct.	1
D.A.P.M., Albury.	1	23 Bde. Hqmt. Depct.	1
R.T.O., Albury.	1	War Diary	1
Hirings Officer, Albury.	1	File	2

Headquarters, (Albany) 2nd Div.
Reserve Base (Albany) Sub-Area,
"Tara",
621 Olive Street,
ALBURY N.S.W.

15th March 1941.

ADMINISTRATIVE INSTRUCTION NO. 4/1941.

LOSS OF RIFLE NO. 94578 BOLT NO. 6876 ON ISSUE TO
NO. 74892 PTE. ELLIOTT D.P.

Commanding Officers are instructed to have thorough check made of all rifles on charge to various units under their command with a view to recovery of the abovementioned rifle, and report the result of check to this H.Q. as early as possible.

P. A. Elliott Capt.
Staff Capt. Area Command, Albury.

Sparrow

HEADQUARTERS,
Reserve Base, (Albury) Sub Area,
"MORRIS"
Olive Street,
ALBURY,
15/3/41.

ADMINISTRATIVE INSTRUCTION NO. 5/1941.

The following is copy of Headquarters, S.Comd. Circular No.Q.5. of 7/3/41, and is promulgated for the information of all concerned.

P. J. ...
.....Capt.
Staff Capt. Area Command.

OPERATION AND MAINTENANCE OF REFRIGERATORS IN
CAMPS, HOSPITALS, DEPOTS, ETC.

The following instructions with regard to the operation and maintenance of refrigerators in Camps etc. are promulgated for the information and guidance of all concerned, in order to obviate certain irregularities which have been reported.

The principal irregularities referred to are as follows:-

- (a) Steaming hot meat and hot liquid fat being placed in cool chambers.
- (b) Interference with refrigerating hints by Administrative and Regimental officers without reference to E.S.B. personnel.

Refrigerators are specialised equipment and unless the maintenance can be properly controlled the value of the service will be neutralised.

In order to obtain efficient and lasting service from plant and equipment these instructions are to be strictly observed at all times.

1. Refrigerators must not be regarded as storage for meat only; they are provided for the preservation of all kinds of perishable foods and to make cold foods more palatable.
2. Units occupying camps etc. where refrigerators are provided are to have access to the cool storage chamber only.
3. The maintenance of refrigeration plants and mechanism is the sole responsibility of the Engineering Services Branch.
4. Unauthorised officers or other personnel causing interference with refrigeration equipment will be held personally liable for damage to equipment or any other consequent charges.
5. Failure of plant, irregular, or inefficient operation must be reported to nearest E.S.B. personnel.
6. The general efficiency and utility of refrigerators can only be maintained by the co-operation of Units using them.
7. Commanding Officers should only permit access to cool storage chambers by authorised personnel.
8. Doors of cool chambers must only be opened when necessary and remain open for an absolute minimum time - they are to be kept tightly and securely closed.

2.

9. Under no circumstances must hot - or even warm - food or material be placed in cool chambers - serious damage and loss of equipment may result.

10. A separate small compartment is provided - and must be used - for milk and butter only.

11. An externally visible thermometer is to be provided on each refrigerator; its temperature should be noted each time the cool room door is opened. The temperature should only vary a few degrees plus or minus 40° F.

12. The operation of the pilot light should be observed to ensure that the light in the chamber is not left switched on.

13. The inside of the cool chamber must be kept thoroughly clean to avoid contamination of food. When necessary to strip shelves and wash inside of chamber, E.S.B. maintenance personnel are to be advised to switch off electricity supply until chamber is ready for closing and re-cooling.

(Sgd) H. PASCOE, LT. COL.
A.Q.M.G. S.COMD.

DISTRIBUTION:-

Camp Commandant, Bonegilla.	20
23 Aust. Inf. Bde., Bonegilla.	1
D.A.P.M. Albury.	1
R.T.O. Albury.	1
Hirings Officer,	1
No. 5 Guard, Albury.	1
A.A.O.C., Amm. Depot, Albury.	1
23 Bde. Hqpt. Depot, Albury.	1
War Diary	1
File	2✓

Spare

Headquarters,
Reserve Base (Albury) Sub-Area,
"Marek",
621 Olive Street,
A L B U R Y N.S.W.

15th March 1941.

ADMINISTRATIVE INSTRUCTION NO. 6/1941

The following is copy of H.C. S. Comd. Circular No. Q.7 of 22/2/41, and is promulgated for information of all concerned.

[Signature]
Capt.
Staff Capt. Area Command, Albury.

OPERATION AND MAINTENANCE - MOTOR CYCLES

The following instructions relative to the operation and maintenance of motor cycles are to be read in conjunction with Standing Orders for the Operation and Maintenance of Mechanical Vehicles (Australia) 1940.

These instructions are to be strictly observed by all concerned and the general principles relating to the operation and maintenance of motor cycles adhered to.

SPEED

When a new machine is taken on strength, the Officer in charge of transport will ensure that a maximum speed of 30 m.p.h. for the first 1000 miles is not exceeded. This shall constitute the "running-in" period.

After "running-in" the maximum speed shall not exceed 40 m.p.h.

RESPONSIBILITY

The attention of O.C. is drawn to Section 4 of "Standing Orders".

When a machine is taken on strength, one driver shall be made responsible for its mechanical condition and cleanliness.

Due regard shall be paid to Sec. 1 para. 5(5) in "Standing Orders".

No driver shall be permitted to ride machine unless in possession of an Army Licence.

Learners shall be taught on certain machines designated for that purpose. Vide Sec. 2 para. 22(a) "Standing Orders".

STORES.

These shall be stored in such a manner that all water and foreign bodies are excluded. All stores and spares shall be kept in a serviceable condition, parts not actually required on vehicle to be stored.

"Tables of Tools and Equipment for Mechanical Vehicles"
Nos. 15-16-17 relate to Motor Cycles -

Spares include (per machine)
H/L & T/L bulbs
Plugs (sparking)
Cores (valve)
Links (chain)
Tubes - inner

Expense Stores.
Emery paper
Cleaning cloths, etc.
Dist. water
Battery acid
Petroleum jelly.

Attention is directed to Section 6 para. 120 "Standing Orders" relative to expense stores.

DRIVERS.

Shall keep both hands on handles at all times except in case of gear changing (when by hand).

Shall not ride two abreast unless in formation.

Shall not carry pillion passengers.

Shall wear goggles.

Shall not practice or demonstrate "trick" riding.

MAINTENANCE.

DAILY - In addition to the morning check over a daily maintenance period of not less than 30 minutes (exclusive of the time occupied in drawing petrol and oils) will be arranged at the close of a day's work and will be supervised by the Transport Officers, who will not permit a motor cycle to be placed on the lines till this maintenance has been carried out. Daily maintenance included complete spanner check and cleaning the cycle.

WEEKLY - Weekly maintenance is vitally important, as it includes greasing and oiling, checking battery level, cleaning terminals and coating with petroleum jelly.

250 MILES - Motor cycle must be greased. Chains are to be adjusted to correct tension. Check valve clearances, ignition and plug points and brake adjustments.

500 MILES - Primary and secondary valves are to be removed, soaked in kerosene and oil and refitted. Controls to be checked and lubricated.

750 MILES - Oil change, S.A.E. 60 to be used. Crankcase and oil circulating system including filters to be flushed. Flushing oil to be used for this purpose.

1000 MILES - Gear box to be drained, flushed and refilled. Wheel hub and steering head bearings to be greased. Front fork links and springs to be greased. Footbrake cam spindle, front brake link pin, speedometer drive, saddle bar controls to be lubricated. The generator chain to be lubricated by hand.

2000 MILES - Decarbonization to be carried out in District Ordnance Workshops or Camp Workshops. Steering head bearings to be cleaned out and repacked.

AS REQUIRED - The generator charging rate to be watched and adjusted. The steering dampers to be kept at correct tension. and wheel bearing adjustment checked.

GENERALLY - After the running-in period, care is to be exercised in order that the useful life of the machine will not be shortened. To this end it is prohibited to over-rev in low gear or on a stand; to travel fast over unsuitable country; to corner too fast or to drive on the brake.

(Signed) W.R. Walsh, Major
for Lt.-Col.
A.Q.M.G. S. Comd.

HEADQUARTERS,
Rosenko Bldg (Albury) Sub Area,
"Tara",
Olive Street,
ALBURY,
17/3/41.

ADMINISTRATIVE INSTRUCTION NO. 7/1941.

The following is copy of H.Q., S.Comd. Circular No. Q.8. of 6/3/41, and is promulgated for information of all concerned.

.....Capt.
Staff Capt. Area Command.

CONTRACTS FOR CARRYING OUT FUNERAL ARRANGEMENTS FOR DEFENCE SERVICES:
SHEPPARTON, BENALLA, WANGARATTA, ALBURY, BENDIGO, HAMILTON DISTRICTS.

The following contracts have been arranged in connection with the funerals of personnel of the A.M.F. in the Shepparton, Benalla, Wangaratta, Albury, Bendigo and Hamilton Districts:-

DISTRICT.
Shepparton.

CONTRACTOR.
Kittle Bros.,
Maude Street,
SHEPPARTON.

Benalla.

B. Matthews Pty. Ltd.,
102 Toorak Road,
SOUTH YARRA. Tel. Wins. 65.

Wangaratta.

Geo. B. Handley,
Ovens Street,
WANGARATTA.

Albury.

J.S. Adams and Sons,
Dean Street,
ALBURY, N.S.W.

Bendigo.

H.W. Farmer,
McCrae Street,
BENDIGO.

Hamilton

B. Matthews Pty. Ltd.,
102 Toorak Road,
SOUTH YARRA. Tel. Wins. 65.

An alternative contract has been arranged in respect of the Shepparton and Bendigo Districts with B. Matthews, 102 Toorak Rd., South Yarra, Windsor 65, and in the event of death occurring in either of these Districts the ordering officer will exercise his own judgement as to whether the local contract is used or arrangements made with B. Matthews Pty. Ltd.

In cases where interment is desired outside the Bendigo and Shepparton Districts and it is cheaper for the Melbourne Contractor to conduct the funeral arrangements the ordering officer will contact B. Matthews Pty. Ltd.

It will be apparent, however, that for funerals within these Districts it will be more economical for the local contractor to arrange the funeral.

If there is any doubt as to which contract is to be used the ordering officer will immediately get in telephonic communication with A.Q.M.G. Branch, Headquarters, Southern Command, for instructions.

These contracts shall be in force for a period of four (4) years from the 1st January, 1941.

These instructions are to be read in conjunction with the Regulations referred to herein.

1.A.M.R & C. 1500.

N.O.K. or relatives to be notified of death without delay.

2.N.F.R & T. 304-311.

N.O.K. relatives or other representatives of the deceased to be informed of the conditions with regard to Departmental liability and that the funeral will either be arranged by the Department or they can make private arrangements for burial, according to their own wishes.

In addition the following should be carefully explained to the N.O.K., relatives or other representatives.

1. Funeral arrangements made by the Department.

It should be clearly explained that arrangements for the funeral will only be undertaken provided that the relatives agree to bear the cost of any services which may be required in addition to those provided in the contract. The Department will only accept liability for the following items provided in the contract:-

- (a) Supply and delivery of coffin.
- (b) Undertakers attendance.
- (c) Hearse and driver.
- (d) Motor for conveyance of Chaplain.
- (e) Motor for conveyance of relatives.
- (f) Cemetery fees.
- (g) Chaplain fees.
- (h) Advertisements, Death Notices etc. if ordered by the Department.

2. Relatives make own arrangements.

The N.O.K., relatives or other representatives to be advised that a grant not exceeding an amount of ten pounds (£10) will be paid towards the cost of the funeral on production by them of receipts showing that the total cost of the funeral has been paid by them.

The importance of obtaining from the N.O.K., relatives or other representatives their wishes with regard to funeral arrangements and of advising them of the conditions with regard to the payment of the grant referred to above is particularly emphasised and in every case it is desired that a complete report of the arrangements made be submitted to Headquarters, Southern Command, with as little delay as possible.

(Sgd) H. Pascoe, Lt. Col.
A.Q.K.G. S. Comd.

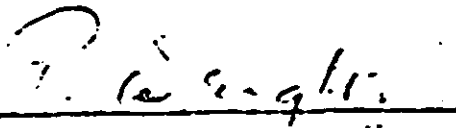
Headquarters,
Reserve Base (Albury) Sub-Area,
"Tara",
621 Olive Street,
ALBURY N.S.W.

18th March 1941.

ADMINISTRATIVE INSTRUCTION NO. 2/1941.

RE SALE OF BOTTLED LIQUOR TO TROOPS

In view of the non-compliance with requests for co-operation
in the matter of the sale of bottled liquor to soldiers by
THE CARRIERS ARMS HOTEL, HUME STREET, WODONGA, this Hotel
is now OUT OF BOUNDS to all troops until further notice.


Capt.

STAFF CAPT. AREA COMMAND, ALBURY.

Distribution -

Camp Commandant, Bonegilla	(30)
23rd. Aust. Inf. Bde. Bonegilla	(1)
D.A.P.K. Albury	(1)
R.T.O. Albury	(1)
No. 5 Guard, 12 Carr. Bn. Albury	(1)
A.A.O.C. Ammunition Depot, Albury	(2)
Superintendent of Police, Albury	(1)
Superintendent of Police, Wodonga	(1)
War Diary	(1)
File	(2)
Spares	(12)

Headquarters,
Reserve Base (Albury) Sub Area,
"Gurra",
Olive Street,
ALBURY.
22/3/41.

ADMINISTRATIVE INSTRUCTION NO. 9/1941.

DATE OF BOTTLED LIQUOR TO TROOPS.

Reference this Headquarters Administrative Instruction No. 2/1941 it is notified for information of all concerned that Strangs Hotel, Smollett Street, Albury, is now "IN BOUNDS" to all troops.

.....Capt.
Staff Capt. Area Command.

DISTRIBUTION:-

Camp Commandant, Benegilla.	30
23rd Aust Inf. Bde.	1
D.A.P.M.	1
R.M.O.	1
No. 5 Guard.	1
A.A.O.C. Amm. Depot.	1
Superintendent of Police, Albury.	1
" " " " Wodonga.	1
War Diary	1
File	2
Spares.	12

Headquarters,
Res. Base (Albury) Sub Area,
"Barracks",
61-63 Street,
ALBURY
20/1/41.

ADMINISTRATIVE INSTRUCTION NO. 11/1/41

The following is copy of General Order Memo. 18778 of 17/3/41 and is promulgated for information of all concerned.

.....Capt.
Staff Capt. Area Command,
Albury.

1. PRE-EMBARKATION LEAVE A.I.P. MOVEMENT TO WESTERN AUSTRALIA.

With reference to M.B. Memo. No. 35427 of 15th August, 1940, which sets out the conditions of pre-embarkation leave travel, I am directed by the Quartermaster-General to advise that members of the A.I.P. located in Camps and Training Depots in Eastern States will ONLY proceed on pre-embarkation leave to their homes in Western Australia under instructions issued by A.H.Q. (Movement).

2. Immediately notification is received that Units are to be granted pre-embarkation leave, the Commands concerned will obtain from Units a nominal roll of all personnel whose homes are in Western Australia and forward such information to Army Headquarters (Movement Section) in order that movement arrangements may be finalized.

3. SUCH PERSONNEL WILL NOT RETURN TO THEIR UNITS, BUT, ON COMPLETION OF LEAVE, WILL REPORT TO THE RECRUIT RECEPTION DEPOT, CLAREMONT, FOR SUBSEQUENT EMBARKATION WITH PARENT UNITS. NO VARIATION OF THIS DIRECTION WILL BE PERMITTED UNLESS SANCTIONED BY ARMY HEADQUARTERS.

4. RAIL WARRANTS.

Combined leave pass and rail tickets will be issued in accordance with instructions contained in Military Board Circular No. 55427 of 13th, August, 1940, and special attention is directed to paragraph 2, sub-section (a).

Important note: Rail warrants to be issued by the Recruiting Officer, Claremont, and the leave pass and rail tickets must be appropriately endorsed, e.g.

For travel from Seymour (Vic.) to Norseman (W.A.) the rail portion of combined ticket will be endorsed thus:-

Valid if endorsed	RAILWAY TICKET
	No.
	MILITARY ISSUE
	<u>SOLDIER IN UNIFORM</u>
	<u>SECOND CLASS</u>
	<u>SECTOR</u>
	NORSEMAN
	State W.A.
	AND RETURN
	NORSEMAN TO CLAREMONT, W.A.
	Available until.....
	NOT TRANSFERABLE

2.

NOTE. Camp Commandant, Recruit Reception Depot, Cleveburn, will collect the combined leave pass and rail tickets and forward intact to the Auditor of Revenue, Railway Buildings, Room 191, Spencer St., MELBOURNE, who will make necessary accounting adjustments with the Railway System concerned.

5. PERSONAL ARMS AND EQUIPMENT (including universal and sea kit bags) will be issued by each soldier who will be personally responsible for safe custody throughout the period of his leave.

6. These instructions are to be promulgated to all concerned.

(Sd) W. Alderman, Lt. Col.
1914

Headquarters,
 Pas. Base (Albury) Sub Area,
 "Leave"
 Olive Street,
 ALBURY.
 22/3/41.

ADMINISTRATIVE INSTRUCTION NO. 10/1941.

The following is copy of Southern Command M.B.16775 of 18/3/41, and is promulgated for information of all concerned.

.....Capt.
 Staff Capt. Area Command,
 Albury.

ISSUE OF PRE-EMBARKATION LEAVE TICKETS, A.I.F.

It has been brought to notice that members of A.I.F. Units in certain areas are being issued with Active Service Concession Leave and Rail Tickets for travel by rail when proceeding to their homes on pre-embarkation leave, and I am commanded by the Military Board to state that the special Combined Leave Pass and Rail Ticket as prescribed in M.B. Memorandum 55427 of 15th August, 1940, is to be issued to all members of the A.I.F. on leave abroad and the contrary practice referred to must cease.

It will be incumbent upon Commands and Districts to ensure that adequate stocks of the Special Pre-embarkation Leave tickets are at all times available in A.I.F. Camps or Training Depots, and that Units are fully conversant with the conditions of issue.

(Sgd) C.B. Laffan,
 Secretary to the Military Board.

DISTRIBUTION:-

Camp Commandant. Benagilla	30.
28 Aust Inf. Bde.	"
D.J.P.M. Albury.	"
S.E.O.	"
1st 5 Guard, "	"
A.A.O.C., AMB. Depot, Albury.	"
23 ECo. Rptat. Depot,	"
War Diary.	"
File.	2.
Spares.	12.

Headquarters,
Reserve Base (ALBURY) Sub Area,
VERBUL,
Olive Street,
ALBURY.
25/3/41.

ADMINISTRATIVE INSTRUCTION NO. 12.

J E W I S H H O L Y D A Y S .

-000-

It is notified for information of all concerned that Leave will be granted to Jewish members of the Forces on the following occasions, provided that the nature of their duties will permit of such leave:-

From Friday, 11th April, 1941	(Sunset)
To Sunday 13th April, 1941	(All day)
From Thursday 17th April, 1941	(Sunset)
To Saturday 19th April, 1941	(All day)

P. J. J. J.
.....Capt.
Staff Capt. Area Command.

DISTRIBUTION:-

Camp Commandant, Bonegilla.
1 AA Bde. A.A.S.C. Bonegilla.
8 Div. Pet. Coy., Bonegilla.
No. 2 C.T.S., Bonegilla.
106 Gen. Hosp. Bonegilla.
Dental Unit, Bonegilla.
5th W. & P. Bonegilla.
5th Supp. Coy., Bonegilla.
7th Aux Horse Trans. Bonegilla.
Ordnance, Bonegilla.
D.A.P.H., Albury.
R.T.O., Albury.
Hirings Officer, Albury.
No. 5 Guard. Albury.
A.A.O.C. AMM. Depot, Albury.
File.

Headquarters,
Reserve Base (Albury) Sub Area,
"Tara",
Olive Street,
ALBURY,
27/3/41.

ADMINISTRATIVE INSTRUCTION NO. 13 1941.

WEEKLY STRENGTH AND CAMP RETURNS.

Headquarters Southern Command No. 22700 of 20/3/41 is forwarded herewith for necessary action by all Units. In this connection, attention is directed to M.B. 16529 of 17/3/41 which states:-

STRENGTH RETURNS A.I.F.

With reference to M.B. memoranda Nos. S.M. 5492 and 5701 dated the 8th November, and the 16th November, 1940, respectively, I am directed by the Adjutant-General to state that the above mentioned return submitted under M.B. memorandum No. 57387 of the 26th August, 1940, is to show in column 1 the designation of each reinforcement authorized for raising (e.g. "2/5th Bn. Rein".)

-000-

All Units located in Bonegilla Camp will submit Weekly Strength and Camp Returns to Camp Headquarters, Bonegilla, who will consolidate and forward to reach Reserve Base (Albury) Sub Area, Headquarters, by 1000 hours every Monday.

Other Units located in this Area Command, will submit returns direct, to reach Area Headquarters, not later than 1000 hours every Monday.

P. J. Smith Capt.
Staff Capt. Area Command.

Camp Commandant, Bonegilla.	30.
D.A.P.M., Albury.	1.
No. 5 Guard, " "	1.
A.A.O.C., Amm. Depot, Albury	1.

135/A/825

AUSTRALIAN MILITARY FORCES : SOUTHERN COMMAND

HEADQUARTERS,
VICTORIA BARRACKS,
MELBOURNE.

22700

20th March 1941.

WEEKLY STRENGTH AND CAMP RETURNS

The attention of all concerned is drawn to certain anomalies which occur between weekly strength returns and the Order of Battle.

M.B. 57388 of 26th August 1940, states that strength returns are to be furnished in accordance with the Order of Battle i.e., in the same sequence and nomenclature. It is desired that in future returns be corrected to eliminate any discrepancies that occur in this respect and that the instructions contained in M.B. 57388 and S.M. 4645 of 17th October 1940, be strictly adhered to.

In instances where, prior to troops being called up for war service, separate P.M.F. and Citizen Force personnel were raised in accordance with P.M.F. and Training Establishments, and subsequently personnel of both categories were welded into one unit designated in the Order of Battle, all such personnel, whether P.M.F. or Citizen Force are to be shown in the weekly strength return in one line under the appropriately headed column as members of the unit shown in the Order of Battle.

Training Units for A.I.F.: Reinforcements were laid down in M.B. 79145 of 28th November 1940, and as far as possible were training units already shown O.B. It is desired that, in future, returns clearly indicate which training units are training reinforcements and which are training unallotted A.I.F. personnel.

Artillery - Fd. and Med. Regts. In future the strengths of these are to be shown in Regiments and not by Batteries, except in the case of detached Batteries which are to be shown by Batteries as heretofore.

(Signed) W.C. Coleman, Major
for Lt.-Col.

A.A.G. SOUTHERN COMMAND.

Headquarters,
Reserve Base (Albury), Sub-Area,
"Tara",
621 Olive Street,
ALBURY.

3rd. APRIL 1941.

ADMINISTRATIVE INSTRUCTION NO. 14/1941.

ALTERATIONS TO HUTMENTS, FITMENTS, OR SERVICES

No alterations are to be made to any hut, fitments or Services without approval having first been obtained from the Assistant Director of Works Southern Command.

Written application for such approval for alterations or demands for Engineer Services will be submitted as follows:-

IN CAMPS : By Units to Camp Commandant who will forward same to Area H.Q.

OTHER MILITARY PROPERTIES : By O.C. property to Area H.Q.

Form A.A.F. P.26 will be used for submission of these demands.

If authority is given the work will be done under the supervision of the Garrison Engineer or the Military Foreman of Works stationed in the Area.

Any other Officer who authorizes alterations will be responsible for restoration at his own expense.

EASTER LEAVE

Ordinary leave only will be granted during the Easter Holiday period and in this connection the Railway Department has advised that concession military leave tickets will not be available for travel on certain dates as set out hereunder:-

- (a) THURSDAY - 10th APRIL 1941
- (b) FRIDAY - 11th APRIL 1941 (travel will not be permitted before 1200 hrs.)
- (c) MONDAY - 13th APRIL 1941

INTERSTATE TRAVEL - In addition to the above, a limited number of Interstate tickets at concession fares will be issued for travel on Wednesday, 9th April 1941.

Reservations for accommodation on Interstate trains are to be made through the D.A.C.M.G. (M) S.C. H.Q.

Sgt. J. M. G. Major
D.A.A. & Q.M.G. Area Command, Albury.

Distribution -

Camp Commandant	30
Mrings	1
Engineers S. Branch	1
D.A.P.M. Albury	1
No. 5 Guard	1
A.A.O.C. Arm. Depot	1
R.T.O. ALBURY	1

**AUSTRALIAN MILITARY FORCES
RESERVE BASE (ALBURY) SUB-AREA**

ROUTINE ORDERS PART 1

BY

COLONEL W.E. JAMES D.S.O., V.D.

Headquarters,
"Tara",
621 Olive Street,
ALBURY N.S.W.

10th MARCH 1941.

NO. 2

1. UNITS VACATING BONEGILLA CAMP

So that there may be no confusion in regard to Transport, Rations and Strength Returns, Units in occupation in Bonegilla Camp will please advise this Headquarters and the Camp Commandant Bonegilla as soon as they receive orders which will remove them from their occupancy of this Camp.

2. COURT OF INQUIRY

A Court of Inquiry consisting of the undermentioned Officers will assemble at Camp H.Q. Bonegilla at 1000 hrs. on Wednesday the 12th March 1941 to inquire into and report upon the circumstances connected with a fire in the Bonegilla Camp on the 2nd March 1941.

PRESIDENT	Major L.G. Campbell	Area Command
MEMBERS	Lieut. R. Bourke	Area Command
	Lieut. R.J. Ether	Bonegilla Camp

3. COURT OF INQUIRY

V.L. 36781 Pte. A.E. Carey, Ammunition Details Southern & Western Command.

A Court of Inquiry consisting of the undermentioned Officers will assemble at Area Command Headquarters "Tara" 621 Olive Street Albury at 1400 hours on Wednesday the 12th March 1941 for the purpose of investigating and making a report upon the circumstances surrounding the injury to V.L. 36781 Pte. A.E. Carey of the Ammunition Details, Southern & Western Command.

PRESIDENT	Major L.G. Campbell	Area Command
MEMBER	Capt. S.E. Hootton	Area Command

L.G. Campbell Major
Area Command, Albury

Distribution 6

Camp Commandant Bonegilla	(10)
23 Aust. Inf. Brigade	(1)
D.A.P.M. Albury	(1)
R.T.O. Albury	(1)
D.A.D. Hirings Albury	(1)
Hq. 5. Guard Carr. Bn.	(1)
A.A.O.C. Ammunition Depot Albury	(1)
War Diary	(1)
File	(2)

1942 1943 1944

1. The following is a list of the names of the personnel who were present at the camp during the period 1.1.42 to 31.12.42.

2. The following is a list of the names of the personnel who were present at the camp during the period 1.1.43 to 31.12.43.

3. The following is a list of the names of the personnel who were present at the camp during the period 1.1.44 to 31.12.44.

4. The following is a list of the names of the personnel who were present at the camp during the period 1.1.45 to 31.12.45.

5. The following is a list of the names of the personnel who were present at the camp during the period 1.1.46 to 31.12.46.

6. The following is a list of the names of the personnel who were present at the camp during the period 1.1.47 to 31.12.47.

7. The following is a list of the names of the personnel who were present at the camp during the period 1.1.48 to 31.12.48.

8. The following is a list of the names of the personnel who were present at the camp during the period 1.1.49 to 31.12.49.

9. The following is a list of the names of the personnel who were present at the camp during the period 1.1.50 to 31.12.50.

10. The following is a list of the names of the personnel who were present at the camp during the period 1.1.51 to 31.12.51.

11. The following is a list of the names of the personnel who were present at the camp during the period 1.1.52 to 31.12.52.

AUSTRALIAN MILITARY FORCES.

RESERVE BASE (ALBURY) SUB AREA. ROUTING ORDERS.

PART I.

XX

COLONEL W.E. JAMES, D.S.O. V.D.

Headquarters,
Reserve Base (Albury) Sub Area,
"Tara",
Olive Street,
ALBURY.
22/3/41.

NO.3.

1. RECREATION LEAVE.

Members on continuous full time duty (other than members of the P.M.F. enlisted or appointed prior to 6/10/39, Graduates of the Royal Military College, since appointed, and A.I.F.)
S.Cmd. R.O. Pt.1. No.49 dated 19/3/41, republished for information of all concerned.

- 96/10/397 (a) The following copy of an M.B.I. shortly to be issued under the above heading is promulgated in advance for action.
1. Recreation Leave will be granted in accordance with A.M.R. & O., Part VI., Division 1.
Approval is given for 6 days of the Recreation Leave which may be granted in accordance with A.M.R. & O. 855, to be granted at the end of each 4 months' Service.
 2. RAIL WARRANTS WILL NOT be issued to members proceeding on Recreation leave.
 3. M.B.I., A.53 of 1940 is cancelled.
- (b) Consequential Amendment, S.Cmd., R.O.'s (Pt.1.), 1941, No.7(5).-
S.Cmd. R.O.'s (Pt.1.), 1941, No.7.(5), is amended by deleting sub-par."(c)" and substituting the following sub-par.:-
"(c) Leave to which a member becomes entitled at the expiration of each four months' service will normally be granted when due.

2. GOVERNMENT-A.I.F. UNITS AT BONEGILLA.

S.Cmd. R.O Pt.1. No. 63 dated 19/3/41 is republished for information of all concerned:-

3/1/62.

With reference to S.Cmd., Circular 57121, of 16/10/40, as H.Q. 23 Inf. Bde. have now moved from Bonegilla, the Command of all A.I.F. Units in the Albury Area is vested in H.Q., Albury Sub Area.

3. APPOINTMENTS-OFFICERS.

The following appointment authorized by S.Cmd. No. 20521 of 15/3/41 is published for information:-

CAPT. W. RUSSELL, M.C.

To be G.S.O. III. Reserve Base (Albury) Sub Area, as from 14/3/41.

.....Capt.
Staff Capt. Area Command.

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

RES-BASE (ALBANY) SUB AREA 29/3/1941. (Date).

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

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficit on establishment).
W.Os. Class I.			
W.Os. Class II.	1		
Squadron or Company Quartermaster-Serjeants	.		
Staff Serjeants	1		
Serjeants	3		
Corporals	2		
Troopers, Privates, &c.	5		
TOTALS	12.	.	.

* These totals should agree with the details shown in Part D on page 2 of Army Form W-2008.

Part B. Other Risks attached from other Corps.[illegible]

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

[illegible]

REF BASE (ALBANY) SUB-PAGE

Army Form W. 3009
(page 2)

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

[illegible]

Res Base (Albany) Sub-Area

Date of Deposit 21-2-41

R. Campbell Major
for Col. *Signature of Commanding Officer*
Ras Base (Bhopal) Sub Area
Sd/-, Dm, Asst, etc. with which units is serving.

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

Reserve 1300 (Albany) Sub Area (Unit) 92-3- 19 61 (Date).

Part A. Strength, Surplus or Reinforcements required.

* These totals should agree with the details shown in Part D on page 2 of Army Form W-2000.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
S/SGT . 1.	L. S. B.		
CAR. . 1.	R. T. O.		

[illegible]

Rec. Base (Albany) Sub. Ans. Unit.

Army Form W. 3009
(page 2)

[illegible]

**TOTALS (No agree with Columns
3 and 4 of Part A.)**

Pop. Brn (all brs) Sub. Area.

Date of Deposit 24.3.41

10. W. K. James, Col
For Base (Albany) Sub. Area.
 Sig. of Commander.
 Mo., Dia., Area, etc. with which unit is serving.

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

RESERVE BASE (ALBANY) SQA AREA 16-3-1961 (Date).

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Footed strength counting against authorized establishment (including attached).	Surplus to Establishment.	Reinforcements required (i.e. deficit on establishment).
W.Os. Class I.			
W.Os. Class II.	1		
Squadron or Company Quartermaster-Sergeants			
Staff Sergeants	1		
Sergeants	3		
Corporals			
Troopers, Privates, &c.	6		
TOTALS	11	.	.

Part B. Other Banks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
S/SGT 1	F.S.B.		
CPL 1	R.T.O.		

[illegible]

Army Form W. 3009
(page 2)

[illegible]

RESERVE BASE (ALBUQUERQUE) SUB AREA *W. B. James, Col.*
Unit *Signature of Commander.*
Date of Dispatch *17-2-41* RESERVE BASE (ALBUQUERQUE) SUB AREA
Ref. Dism. Acc. etc. will be sent in separate.

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

Army Form W. 3009

(page 1)

(Adopted)

FIELD RETURN OF OTHER RANKS.

Reserve Base (allergy) Sub-Plan (Unit) B-3-1941 (Date).

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

Part A. Strength, Surplus or Reinforcements required.

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

* These totals should agree with the details shown in Part D on page 2 of Army Form W-2008.

Part B. Other Ranks attached from other Corps.

[illegible]

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

[illegible]

RESERVE BASE (Albany) Sub-Area nit.

Army Form W. 3009

(page 2)

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

[illegible]

Reimer Base (Albany) York Ave.

W. B. Jones. Col.
Signature of Commander.

b Date of Dispatch 10-3-41

Signature of Commander.
Frederic Ross (Albany) Sub. Area
 Adm., Disc., Army, etc., with which unit is serving.

3RD DISTRICT		
20	1	52
RECORDS		

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

RECEIVED
5 MAY 1941
3RD DISTRICT RECORDS

Army Form C2118
(adapted.)

H.Q. Reserve Base

(Albury) Sub-Area

Date and Time.—From 1/4/41

To 31/4/41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Albury	2/4/41		Area Comdt. & G.S.O. III Wangaratta & Byawatha on Recon. of Area	
	4/4/41		G.S.O. III to Melb. for V.D.C. Conference	
	5/4/41		Lt. Wright Asst. R.T.O. reported for duty Albury.	
	7/4/41		1st A.A. Bde. A.A.S.C. left this Area	
	8/4/41		Area Comdt., D.A.Q.M.G. & G.S.O. III inspected Bathanga/ Tallangatta Area.	
	10/4/41		Area Comdt. & G.S.O. III to Wangaratta, Conference V.D.C.	
	14/4/41		Area Comdt. & G.S.O. III inspection of Holbrook, Jingellic, Tallangatta areas.	
	16/4/41		2/22nd Battalion, marched out from this Sub-Area.	
	17/4/41		G.S.O. III & Dist. reader V.D.C. inspected Katamatite, Cobram, Yarrawonga, Pechelba Areas.	
	25/4/41		Area Comdt. to Melbourne for Conference.	
	"		Personnel 8 Div. Pet. Coy. marched out from this Sub-Area	S. Comd. No. 35270 22/4/41
	"		Personnel 23rd Anti Tank left this Sub-Area	Admin. Ins. No. 193
				" " " "

P. Wright Capt,
Staff Capt. Area Command Albury.

Headquarters,
Reserve Base (Albury), Sub-Area,
"Tara",
621 Clive Street,
ALBURY.

3rd. APRIL 1941.

ADMINISTRATIVE INSTRUCTION NO. 14/1941.

ALTERATIONS TO HUTMENTS, FITMENTS, OR SERVICES

No alterations are to be made to any hut, fitments or Services without approval having first been obtained from the Assistant Director of Works Southern Command.

Written application for such approval for alterations or demands for Engineer Services will be submitted as follows:-

IN CAMPS : By Units to Camp Commandant who will forward same to Area H.Q.

OTHER MILITARY PROPERTIES : By O.C. property to Area H.Q.

Form A.A.F. P.26 will be used for submission of these demands.

If authority is given the work will be done under the supervision of the Garrison Engineer or the Military Foreman of Works stationed in the Area.

Any other Officer who authorises alterations will be responsible for restoration at his own expense.

EASTER LEAVE

Ordinary leave only will be granted during the Easter Holiday period and in this connection the Railway Department has advised that concession military leave tickets will not be available for travel on certain dates as set out hereunder:-

- (a) THURSDAY - 10th APRIL 1941
- (b) FRIDAY - 11th APRIL 1941 (travel will not be permitted before 1200 hrs.)
- (c) MONDAY - 13th APRIL 1941

INTERSTATE TRAVEL - In addition to the above, a limited number of Interstate tickets at concession fares will be issued for travel on Wednesday, 9th April 1941.

Reservations for accommodation on Interstate trains are to be made through the D.A.C.M.G. (N) S.C. H.Q.

W. J. M. G. Major
D.A.A. & C.M.G. Area Command, Albury.

Distribution -

Camp Commandant	30
Brigs	1
Engineers S. Branch	1
D.A.P.M. Albury	1
Co. 5 Guard	1
A.A.O.C. Arm. Depot	1
R.T.O. ALBURY	1

H.Q.
Reserve Base (Albury) Sub-Area,
"Tara",
621 Olive Street,
ALBURY.

8th APRIL 1941.

ADMINISTRATIVE INSTRUCTION No. 15/1941

Reference this Headquarters Administrative
Instruction No. 8/1941 of 18th March 1941, it is
notified for information of all concerned that
"The Carriers Arms Hotel" Hume Street, Wodonga
is now "IN SOUNDS" to all troops.

R. Campbell Major
D.A.A. & Q.M.G. Area Command, Albury.

H.Q., Reserve Base (Albury) Sub-Area,
"Tara", Olive St., ALBURY, N.S.W.
18/4/41

ADMINISTRATIVE INSTRUCTION No. 16/1941

Attention is directed to the following which is promulgated for the information of all concerned.

R. Campbell Major.
D.A.A. & Q.M.G., Area Command, Albury.

S. Comm'd No. 31610-8/4/41

CLOTHING ISSUES UPON DISCHARGE : FULL TIME DUTY PERSONNEL.

With reference to the above subject the following sub-joined extract of A.R.Q. Memo 17329 of 20/3/41 is forwarded for information and necessary action as indicated therein :-

"It is directed by the Master-General of Ordnance that approval is given for the instructions contained in Military Board Instruction O.17 of 1940, para 7 (b) sub-para (1) (11) (111) (1V) (V) to apply also to personnel called up for full time duty upon discharge.

This approval will not apply to personnel already discharged and from whom the items mentioned in sub-para (1) of the instruction have been withdrawn. The necessary amendment will be issued in due course, promulgation of which may be anticipated."

(Sgd) J.D. Kelly (Capt)
for A.Q.M.G., S. Comm'd.

000

S. Comm'd No. 32040-5/4/41

REQUESTS FOR "LIFTS" FROM MOTORISTS BY SOLDIERS ON FOOT.

Attention has been drawn to incidents of unhappy behaviour on the part of some soldiers in soliciting "lifts" from passing motorists, and in some areas there has been a tendency for men to congregate at points and hold all motor cars that pass.

It is in no way desired to deter soldiers on foot from accepting offers of transport from passing motor-car drivers who willingly offer "lifts", but it is very undesirable that the willingness of some motor drivers in this regard should be abused by any systematic soliciting from motor car drivers generally. Such soliciting not only interferes with traffic, but tends to detract from the good name of the Army.

The matter is one which should be watched by Commanders and Camp Commandants with a view to suitable action being taken when ever occasion demands.

(Sgd) V.G. Browne Lt. Col.,
A.Q.M.G., S. Comm'd.

SK/e 10/3, a-10, 4/41

000

LAUNDERING OF COOKS' UNIFORMS.

The following procedure should be adopted by Units regarding the laundering of Cooks' uniforms.

"Quotes should be obtained from local laundries. The lowest price should be accepted and accounts, duly certified, should be rendered with a T.S.4 to Ordnance. Provided all is in order accounts will then be paid."

"If it is not possible to arrange for local laundering, the clothes are to be sent for laundering with the Camp Hospital Laundry."

(Sgd) L.W. Gribble Major.
Catering Supervisor, S. Comm'd.

ADMINISTRATIVE INSTRUCTION No. 16/1941-CONTINUED. PAGE 2.

D.F.O. INSTRUCTION 26 - 1/4/41

I refer to D.F.O. Instruction No. 10, relative to :-

MONEYS PAID IN BY MEMBERS FOR CREDIT TO PAY LEDGER ACCOUNTS.

and to advise that a further Finance General Memorandum 22 has been issued, reading as under:-

"With reference to A.I.F. Finance General Memorandum No. 5 in regard to the above subject, the question has been raised as to whether a member who refrains from drawing his pay and thereby accumulates a credit in his pay-book will be allowed also to pay in the maximum amount of £125 to the credit of his pay-book.

It has been decided that, as the maximum amount is fixed at £125, a member shall not be permitted to pay in sums which would result in his credit exceeding this amount at the time of proceeding overseas.

In those cases, however, where a member by refraining from drawing his full entitlement of pay and allowances, accumulates a credit greater than £125, no action will be taken to compel him to reduce the credit before proceeding overseas, and he will be permitted to draw the full amount abroad."

D. FOREYCE

Colonel.

DISTRICT FINANCE OFFICER - 3 M.D.

Headquarters,
Reserve Base (Albury) Sub Area,
"Tara",
Olive Street,
ALBURY.
22/4/41.

ADMINISTRATIVE INSTRUCTION NO.17/1941.

Herewith copy of S.O.M.B. S.Comd. 58892 of 8/4/41.
Please promulgate to Units concerned.

R.G. Campbell Major,
D.A.A. & Q.M.G. Area Command.

MEMORANDUM OF EXAMINATION FOR B. L. & Q.F. ORDNANCE. ENTERING
OF RECORDS.

Appended is a copy of A.H.Q. memo. No. 8555 dated 10th February, 1941, for information.

"I am directed by the Master-General of the Ordnance to advise that an inspection of certain Memoranda of Examination reveals the fact that several instances exist where the records of rounds have apparently not been posted correctly.

The matter is an important one as it prevents an accurate record being maintained on the performance and serviceability of the gun or mortar. Should an accident occur as the result of records not being correctly maintained the matter is one to be viewed seriously and you are requested to bring this to the notice of Commanding Officers.

Instances have also occurred where the prescribed series have been exceeded without an examination being carried out by an O.M.E. It is the responsibility of the Commanding Officer to check the record of rounds fired and to submit a requisition (Army Form G.875 or G.875A) for Ordnance or Mortars, which have fired the prescribed number of rounds, to be examined.

It is also noted that several cases exist where a consolidated total of rounds have been entered instead of those for each day's practice.

(Cpt. H.R. McEwan,
Lt. Col., A.A.O.C.,
C.S.M.E. S.Comd.

SECURITY.

1. Further to previous correspondence in which was forwarded an extract from A.I.F. Standing Orders, Palestine (Provisional) Pamphlet No.1, regarding the "Registration of Cameras and Control of Photography", it is desired to invite your attention to the following report which has been made by the Senior British Naval Officer, Suez Canal Area. He states that frequent instances of infringement by Australian troops of censorship regulations regarding photography from merchant ships have come to light through the Anglo-Egyptian Censorship Organization.
2. In the extract from A.I.F. Standing Orders, referred to in para. 1, reference is made to a number of objects of which photographs must not be taken. In order to prevent photography of the kind to which exception is taken by the Senior British Naval Officer, Suez Canal Area, and which is undesirable in the interests of Security, it is requested that when the attention of A.I.F. troops is drawn to the objects which may not be photographed, the following should be specifically mentioned:-

EMBARKATION	CONVOY ESCORT SHIPS
ATTACKS ON CONVOYS	ARMAMENTS AND SHIRE DEFENCES
BRITISH AND ALLIED HARBOURS AND ANCHORAGES	
ANY OBJECTS IN THE SUEZ CANAL AREA.	

3. It is further desired to request that arrangements should be made to register cameras belonging to troops on embarkation, as set out in para. 43 of A.I.F. Standing Orders, Palestine (Provisional), Pamphlet No. 1, which reads as follows:-

"Comds. all Units will arrange for all cameras in the possession of all bands to be registered. The register will contain the following information:-

No., Rank, Name, Unit, Make of camera, maker's No. (if any), description (i.e. type, film size)".

4. It is requested that troops should be warned that should there be any infringement of the A.I.F. Standing Orders during the journey overseas, cameras will be withdrawn:-

- (2) Before arrival at a port en route and returned after departure from the port.
- (01) Before entering the Canal Zone and held until immediately prior to disembarkation.

5. Films for development may be developed only in accordance with regulations in force in the countries at ports of call and disembarkation. Early action should be taken by responsible officers to see that such notification is obtained and fully circulated. Action contrary to this may lead to the confiscation of films.

(Capt) GEORGE JUTTON, Maj.
for Col. G.S.

H.Q. Reserve Base (Albury) Sub-Area,
"Tara",
621 Olive Street,
A L B U R Y

25th April 1941.

ADMINISTRATIVE INSTRUCTION NO. 18/1941.

UNIT ACCOUNTING FOR PETROL, FUEL OIL, LUBRICANTS ETC.

REFERENCE : Southern Command Circular No. 31100 of 7/4/41.

For the purpose of the above mentioned Circular Area H.Q. will function as Formation H.Q. for the Albury Reserve Base Area.

Units in this Area other than 19 Res. M.T. Coy., which have hitherto forwarded summaries direct to A.D.S.T. Melbourne by the fifth day of the month following that for which the summaries apply, will in future send these summaries to Area H.Q. by that day.

In the case of 19 Res. M.T. Coy. the present practice of sending the necessary details to the Coy. H.Q. Melbourne will continue.

Camp H.Q. Bonegilla will function as one Unit and Area H.Q. will function as another Unit under these instructions, and each will, accordingly keep separate accounting records of receipts and issues.

The first Returns under these instructions will be for the month of April 1941 and should reach Area H.Q. Albury by the 5th May 1941.

R. G. Campbell Major
D.A.A. & Q.M.G. Area Command, Albury.

Distribution :-

Camp Comdt. Bonegilla	30
No. 5 Garr. Guard Albury	2
A.A.O.C. Ammn. Depot	2
Hirings Officer	1
D.A.P.M. Albury	1
D.D.S.T.	1
A.D.S.T.	1
C.A.S.C. Albury	1
19 Res. M.T. Coy.	1
17 Garr. Bn. Tatura	1
File	1
Spares	12

H.Q.,
Reserve Base (Albury) Sub-Area,
"Tara"
621 Olive street,
ALBURY.

26th April 1941.

ADMINISTRATIVE INSTRUCTION NO. 19/1941.

Herewith copy of A.I.F. Section, S. Cmd. memo. 1941/104
of 21st April 1941. - DRAFT ROUTINE ORDER.

Please instruct personnel accordingly.

R. F. Campbell Major
D.A.A. & Q.M.G. Area Command, Albury.

SECURITY OF INFORMATION IN CORRESPONDENCE

Correspondence sent overseas to members of the Australian Forces, Naval, Military and Air Force continues to contain a large percentage of letters in which are mentioned particulars of past or impending embarkations of individuals and arrivals and departures of troop ships.

The authorities view this practice with deep concern. The majority of such letters travel by air. Misfortune may easily deliver them into the hands of the enemy before even the ships, to which reference is made, have had time to clear home ports. The ultimate result of such criminal thoughtlessness may well be the destruction, by enemy action, of the ships and personnel.

Mention of such matters in letters by the general public, and particularly by the friends and relatives of men serving overseas, must cease forthwith.

If this cannot be effected voluntarily, the only alternative open to the authorities will be to withhold transmission of air mail letters until examination is complete or delay despatch until the danger which may arise from such injudicious revelations has passed.

In either case considerable delay must be caused in the delivery of mail to the troops serving overseas.

FIELD RETURN OF OFFICERS

5 MAY 1941
2d District Route

Res. Bone (alburn) Int. R. m. c.

PART D.-NOMINAL ROLL OF OFFICERS ON STRENGTH.
(i) Officers posted to Unit (Total to agree with column 2 of Part A)

1	2	3	4
Ranks.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficits on establishment).
COLONEL	1		
Lieut.-Colonels ...			
Majors ...	1		
Captains ...	2		
Lieutenants ...	1		
2nd Lieutenants ...			
Quartermasters ...			
TOTALS ...	5		

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

[illegible][illegible][illegible][illegible]

Substantive rank, and higher company rank, if held.	Personnel Number.	Name and Initials.	Corps	Date of attachment.	Nature of attachment.
CAPT	16074	WILSON SE	A.P.M.	10-2-41	D.A.P.M. & P.O.
CAPT	11693	MACKENZIE ED	A.C.R.T.O.	"	R.T.O. "
1ST LT	10036	EDWYKE RI	W.D.H.A.S.	4-2-41	MILITARY S.
1ST LT	13566	WRIGHT HS	A.C.R.T.O.	5-2-41	A.P.T.O.

Res Base (Albany) Sub-Area R. Campbell Major L. Colonel
(Dist.) (Signature of Commander.)
28. 4. 44 Res Base (Albany) Sub-Area
(Date of Dispatch) (Bk., Dism., down, etc., with which Unit is serving.)

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

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

FIELD RETURN OF OTHER RANKS.

Rev. Boro (Cellar) Sub. Ans (Unit) 19 Apr 1961 (Date)

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

Part A. Strength, Surplus or Reinforcements required.

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

* These totals should agree with the details shown in Part D on page 2 of Army Form W-2000.

Part B. Other Rains attached from other Corps.

Detail.	Det. and Corps to which they belong.	Detail.	Det. and Corps to which they belong.
8/891 1	E.S.B.		
2/891 1	Postal Unit		

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

[illegible]

Rev. Bae (Albany) Ind. Area Unit.

Army Form W. 3009
(page 2)

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

[illegible]

Rice Base (Albany) Feb. 1900.

Date of Deposit 21-6-61

L. Campbell *for* *for*
Signature of Commanding Officer

Signature of Commandr.
R. B. (Albany) Sub. Area.
 Dir., Dist. Arty. etc., with which unit is service.

Army Form W. 3009
(page 1)

(Adapted)

RECEIVED

.....1944..... (Date).
5 MAY 1944

3rd District Executive

* These totals should agree with the details shown in Part D on page 2 of Army Form W.300B.

[illegible][illegible]

Army Form W. 3009
(page 2)

[illegible]

Reserve Base (cellary) Sub Area W. B. James Col.
 Date 14-8-44 Signature of Commander.

Date of Disposal 14-8-44 Res Base (cellary) Sub Area
 Dis., Dism., Avoc., defunct which unit is serving.

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

Reserve Bank (all) (Unit) 5 -
Sub-Area
(To be furnished by all units and all Headquarter units.)

1	2	3	4
Detail.	Posted strength consisting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Sergeants			
Staff Sergeants	2		
Sergeants	3		
Corporals	1		
Troopers, Privates, &c.	5		
TOTALS	12	.	.

[illegible][illegible]

Army Form W. 5009
(page 2)

[illegible]

Per [Signature] (Allison) Sub. Area. [Signature] for Col.
Date of Dispatch 7-6-60 Signature of Commander.
Per [Signature] (Allison) Sub. Area
File, Dis. Area, with which work is carried.

20 1 65

(Erase heading not required)

Army 5 C.2118
RECEIVED (adapted.)
-4 JUN 1941

**SAN DIEGO DISTRICT
RECORDS**

Unit H. Q. 9 (Reg. Base Albury) Sub-Area Date and Time.—From 1/5/41 To 31/5/41.

[illegible]

T. Wright Capt.
Staff Capt. Area Command, Albany.

Headquarters,
Reserve Base, (Albury) Sub Area,
"Tara",
Olive Street,
ALBURY,
7/5/41.

ADMINISTRATIVE INSTRUCTION NO.20/1941.

M.B.25565 of 23/4/41, states:-

NOTIFICATION OF CASUALTIES TO NEXT OF KIN..

With reference to M.B. memoranda Nos.24231 (para 2) and 10717 (last para) dated 29th April, 1940, and 19th February 1941, respectively, relative to the notification by letter of sick casualties to next-of-kin of members of the Australian Military Forces, I am directed by the Adjutant-General to state that approval has been given for the notification of such sick casualties to be discontinued forthwith.

Dangerously and seriously ill cases will be dealt with by telegram as heretofore.

Army Headquarters, Victoria Barracks, No.2370 of 15/4/41, states:-

UNIFORM : PERSONNEL OF GARRISON BATTALIONS AND CITIZEN MILITARY FORCES CALLED UP FOR FULL TIME DUTY.

With reference to Army memorandum No.6246 dated 31/1/41, on the above subject, I am directed by the Master-General of the Ordnance to advise that the following amendment is approved:-

"Section 4".

Badges, Chevrons,
Worsted on Khaki sets"

Amend scale for "other ranks" to read "4".

Southern Command circular of 1/5/41, states:-

QUARTERMASTERS.
MESSING OFFICERS.

RE : CLEANSING OF VEGETABLES.

Owing to severe attacks of cabbage moth, growers are using quantities of chemicals on Cabbage and Lettuce, therefore it is requested that the abovementioned vegetables should be thoroughly washed before using.

Southern Command, No.27662 of 30th April, 1941 states:-

PACKING OF UNIT WAR EQUIPMENT : A.I.P.

The attention of all concerned, with the packing of equipment for transport by sea, is directed to Standing Orders for A.I.P., para 155 and the following extract from A.H.Q. memo 85576 of 27/12/40.

2.

"It is reported that timber used for packages has frequently been too light and that many packages are not steel or wire strapped. Packages issued by Ordnance to Units and obtained by them from other sources for the packing of Unit War Equipment for embarkation must be selected with a view to the nature of stores to be packed therein. They must be of sufficient strength to withstand unavoidable rough handling at transshipment ports where efficient loading and unloading facilities may not be available. Instances have occurred in which loss of and extensive damage to valuable technical stores have occurred through the inadequacy of the protection afforded by cases and crates.

As regards batteries and cells, it is directed that these be in a dry condition for shipment overseas. Where A.I.F. Units have been equipped for training purposes with cells and batteries in a wet condition, such cells and batteries be withdrawn and replaced by others in a dry condition prior to embarkation. Emphatic instructions should be widely promulgated with the object of ensuring that this exchange of cells and batteries is not overlooked."

SOUTHERN COMMAND ROUTINE ORDERS, PART 1. NCS. 122-136 CF 30/4/41.

Particular attention is directed to the under mentioned:-

NO. 124 62/1/1555 and NO. 125 7/1/115 (a) (b) & (c).

R. Campbell Major,
D.A.A. & Q.M.G. Res. Base (Albury)
Sub Area.

H.Q.,
Reserve Base (Albury) Sub-Area,
"Tara",
321 Olive Street,
ALBURY.

ADMINISTRATIVE INSTRUCTION NO. 21/1941

15/5/41.

Herewith copies of Southern Command Instructions for promulgation to all personnel:-

R. G. Campbell Major
D.A.A. & Q.M.G. AREA COMMAND.

SOUTHERN COMMAND 1941/104 - 1910 of 3rd May 1941.

MILITARY INFORMATION IN PRIVATE CORRESPONDENCE.

A letter, written by a private in the A.I.F. proceeding overseas in a transport, was recently brought to the attention of the Headquarters of one of the Commands.

In this letter much information was given regarding the composition of the convoy and expected destination. The following statement was also made:-

"I have the opportunity of writing a few lines in the sly; one of the crew will post this when the ship returns to SYDNEY. He is making quite a little business out of it too."

Military Headquarters abroad have been informed of the letter and the name, number, rank and unit of the writer.

It is desired to draw your attention to the danger of troops proceeding abroad avoiding censorship of letters by entrusting them to members of the crew for posting on return to Australia, and to request that all troops who will later proceed overseas should be warned against this practice.

SOUTHERN COMMAND 1941/104 1911 of 3rd. May 1941 - PARAS. 2 & 3.

It is desired that all Troops be constantly warned against giving letters to members of the crews of ships or to persons on the wharf or in launches in an endeavour to evade censorship. It is suggested that they should be advised that --

(a) To do so is an offence.

(b) Letters which may evade unit censorship are treated by censorship in Australia and that already many cases have been detected and extracts forwarded to formations abroad for disciplinary action against the individuals concerned.

It is also requested that Troops about to embark for overseas should be reminded of the necessity for absolute security of information regarding their own movements and shipping and that it should be explained to them that any disclosure of such a nature imperils the lives of all in the ship or in the convoy in which they sail and the lives of those who may follow them later.

SOUTHERN COMMAND CIRCULAR Q.13 of 7th May 1941.

It is advised that S. Comd. Circular Q93 of 1 Oct. 40 is to be amended by deleting on page 1 the last four lines and by substituting the following:-

"Should a soldier report to the R.T.O. for a rail warrant and be unable to produce his leave pass the R.T.O. may issue a rail warrant TO COVER THE JOURNEY BACK TO CAMP conditional upon the soldier accepting a debit in his pay-book for the amount involved."

H.Q.
Reserve Base (Albury) Sub-Area,
"Tars",
621 Olive Street,
ALBURY.

22nd MAY 1941.

ADMINISTRATIVE INSTRUCTION NO. 22, 1941

Herewith copy of S. Comd. Memo. No. 44005 of 16th May 1941.

Personnel concerned to be advised accordingly.

R. G. Campbell Major
D.A.A. & Q.M.G. Area Command, Albury.

LEAVE - JEWISH SOLDIERS - JEWISH FESTIVAL OF PENTECOST

With reference to the above mentioned Jewish Festival, leave may be granted to Jewish members of the Forces from Friday, 30th May 1941 (in time to reach home before sunset), until Sunday night 1st June 1941, provided that the nature of their duties will permit of the grant of such leave.

H.Q.,
Reserve Base (Albury) Sub-Area,
"Tara",
621 Olive Street,
ALBURY

22nd May 1941.

ADMINISTRATIVE INSTRUCTION NO. 23/1941

Herewith copy of Southern Command Instruction No. 44004 of
20th May 1941, for promulgation to all personnel:

R. G. Campbell

Major

D.A.A. & Q.M.A. Area Command, Albury.

SELECTIONS OF N.C.Os. FOR ARMoured DIVISION SCHOOLS - JULY -
AUGUST 1941.

1. Formations are requested to invite applications from N.C.Os. and other personnel considered suitable for training as N.C.Os. for Armoured Division A.I.F., the selected applications being forwarded on attached pro forma to this Headquarters.
2. This Headquarters will then, after further consideration of the applications and with due consideration to the vacancies, instruct formations to make certain personnel available at a time and place to be arranged for interview by a selection committee.
3. Militia and other unit N.C.Os. successful in final selection, will then be enlisted A.I.F. as and when required for entry into schools. and will, upon such entry, be promoted to acting N.C.O. rank equivalent to that held in Militia or A.M.F. Unit.

ARMED DIVISION I.I.A.

APPLICATION FOR ENTRANCE TO N.C.O.s. SCHOOLS.

NO. _____ RANK _____ NAME _____
(SIGNATURE IN BLOCK LETTERS)

PRESENT UNIT _____

PREVIOUS MILITARY
SERVICE
(UNIT SERVED IN AND
PERIODS OF SERVICE) _____

MILITARY SCHOOLS OR
COURSES ATTENDED _____

CIVILIAN OCCUPATION
AND QUALIFICATION _____

EDUCATIONAL STANDARD
& QUALIFICATIONS _____

MARRIED OR SINGLE _____ AGE _____

ANY FURTHER INFORMATION
DESIRED TO SUBMIT _____

SIGNATURE _____

C.O.s. REPORT AND RECOMMENDATION _____

SIGNATURE _____

TO HEADQUARTERS, SOUTHERN COMMAND.

H.Q. 9 (Reserve Base Albury) Sub-Area,
"Tara",
621 Olive Street,
ALBURY N.S.W.

29th May 1941.

ADMINISTRATIVE INSTRUCTION NO. 24/1941

The following Instruction is promulgated for your information and co-ordination.

Le Campbell Major

D.A.A. & R.M.G. Area Command, Albury.

USE OF TRANSPORT

1. WONEGILLA CAMP

With a view to economizing in the use of M.T. and petrol, the following arrangements will be brought into operation forthwith.

- (a) Carriage of stores, goods, parcels &c within the Camp Area will be effected by Horse Transport. Units requiring H.T. will requisition on A.A. Form G.1 as provided in Standing Orders No. 36 for operation & maintenance (Aux. H.T. Coys.) A.A.S.C. dated 31st Jan. 1941. Requisitions (G.1) will be lodged with O.C. 6 Aux. H.T. Sectn. not later than 1800 hrs. on the day preceding use. Unforeseen requirements which demand immediate attention may be covered by later lodgment of G.1.

- (b) The Area Transport Officer located at Camp H.Q. will be advised by Units, of stores, goods, parcels &c requiring to be moved out of or into camp by them. He will co-ordinate the lifting of such stores etc, to ensure the minimum use of H.T.

To meet the position where small parcels &c have to be transported to or from Wodonga and/or Albury, he will arrange for a vehicle of appropriate size to proceed to Albury via Wodonga to reach Albury Railway Station three times daily, at 0715 hrs. 1510 hrs. and 2200 hrs. respectively.

- (c) Personnel moving in or out of Camp to/from Wodonga/Albury, will be similarly advised as in (b), to Area Transport Officer, who will arrange where possible, for their transport on the vehicle/vehicles provided under (b).
- (d) A convenient Camp Assembly Point for stores, parcels &c and for personnel, will be arranged by Camp H.Q.
- (e) The driver will report to R.T.O. Albury on arrival and will not leave on return journey until instructed by him.
- (f) The vehicle detailed under (b) will pick up stores, parcels etc. and personnel, and return by same route to Camp.
- (g) The vehicle provided under (b) will be cancelled for any journey when the Area Transport Officer is without advice of goods or personnel to be lifted for that particular trip. The R.T.O. will be informed by teletype.

- (k) Camp H.Q. and Unit transport (other than 3 S.P.C.) in Bessville, will be used to meet the needs of this instruction, and as far as possible, the work will be distributed equally. The Supply Truck may be used on the inward journey to railhead each morning and on the outward journey after delivering the last of supplies in the afternoon.

2. TRANSPORT AVAILABLE TO AREA COMMAND H.Q.

To meet urgent and/or extensive requirements, all transport in the Area will be made available to Area Command H.Q. as and when required, by direction of C.A.S.C. Area Command H.Q.

3. CONSUMPTION OF PETROL IN COMMANDS

Attention is drawn to M.B.I. Q.50 of 30 April 1941.

FIELD RETURN OF OFFICERS

~~H.Q. Res. Base (Aldbury) Sub-Area (Unit)~~

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1	2	3	4
Ranks.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficits on establishment).
Colonel * *	1		
Lieut.-Colonels ...			
Majors ...	1		
Captains ...	2		
Lieutenants ...	1		
2nd Lieutenants ...			
Quartermasters ...			
TOTALS ...	5		

* Insert detail of higher ranks as necessary.

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

Officers JOINED during week.

[illegible]

Officers QUITTED during week.

[illegible]

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

[illegible]

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

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

[illegible]

(G) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive rank, and higher temporary rank, if held.	Personnel Number.	Name and Initials.	Corps	Date of attachment.	Nature of attachment.
Capt.	T. 5074	EDDIE OTTON	S.E.	A.P.R.	10/2/41 D.A.P.R. ALBANY
Capt.	T. 1992	HACKENZIE	F.D.	S/C. R.T.O.	R.T.O. ALBANY
Lieut.	T. 9036	BOURKE	A.I.	WINGS	19/2/41 D.A.D. WINGS
Lieut.	T. 25000	WRIGHT	E.E.	S/C. R.T.O.	1/4/41 A/R.T.O. ALBANY

~~E. G. Ross, Esq. (Library) Sub-town~~

~~SECRET~~

(Date of Disposal)

W. H. Jones, Jr.
(Signature of Commander.)

H.Q. Res. Base (Albury) Sub-Area (Unit)

1	2	3	4
Ranks.	Posted strength counting against authorised establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficit on establishment).
Colonel	1		
Lieut.-Colonels			
Majors	1		
Captains	2		
Lieutenants	1		
2nd Lieutenants			
Quartermasters			
TOTALS	5		

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

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

[illegible]

Substantive rank, and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps	Date of attachment.	Nature of attachment.
Capt.	V. 5074	WOOTTON S.E.	A.P.M.	10/2/41	D.A.P.M. ALBURY
Capt.	V. 1692	WACKENIE P.D.	S.C.R.T.O.	"	R.T.O. ALBURY
Lieut.	V. 2036	BOURKE R.I.	A.D.Hirings	19/2/41	D.A.D.Hirings
Lieut.	V. 85666	WRIGHT E.S.	S.C. R.T.O.	5/4/41	A/R.T.O. ALBURY

H.Q. Res. Base (Albury) Sub-Area
(Unit)

19/5/43

(Date of Disposal)

H.Q. Res. Base (Albury) Sub-Area.
(Bk., Dim., Inv., etc. with which Unit is serving.)

FIELD RETURN OF OFFICERS

H.Q. RESERVE BASE (ALBURY) SUB-AREA (Unit)

PART A--STRENGTH SURPLUS OR REINFORCEMENTS REQUIRED.

1	2	3	4
Ranks.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficits on establishment).
•			
COLONEL •	1		
Lieut.-Colonels ...			
Majors ...	1		
Captains ...	2		
Lieutenants ...	1		
2nd Lieutenants ...			
Quartermasters ...			
TOTALS ...	5		

• Insert detail of higher ranks as necessary.

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

Officers JOINED during week.

[illegible]

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Case.
Lieut.	CROUGHAN J.P.	Reg. Base	28/4/41	Evacuated to Hospital

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

[illegible]

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

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

[illegible]

(B) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive rank, and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps	Date of attachment.	Nature of attachment.
Capt.	V.6074	W OTTON S.R.	A.P.M.	10/2/41	D.A.P.M.S. BURY
Capt.	V.1692	MACKENZIE P.D.	S.C.R.T.O.	"	R.T.O. A. BURY
Lieut.	V.9056	BOURKE H.I.	D.A.D.H.I.	19/2/41	H.I.Fings
Lieut.	V.95666	WRIGHT H.S.	S.C.R.T.O.	5/4/41	A/R.T.O. ALBURY

Res. Base (Albury) Sub-Area

(Over)

5/5/42.

(Date of Despatch.)

H.Q. Res. Base (Albury) Sub-Area.

(Date, Day, Area, etc., and which Unit is serving.)

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

H.Q. Res. Base (Albury) Sub-Agent: 51/5/41 19 (Date).

Part A. Strength, Surplus or Reinforcements required.

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

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
<u>W.O.11</u> 1	Eng. Services Br.		
<u>I./Sgt.</u> 1	S.C. Postal		
<u>Sgt.</u> 1	S.C. Salvage		

[illegible]

Army Form W. 3009
(page 2)

[illegible]

Date of Disposal 2/16/61

W. Campbell Major
Signature of Commander for Col
for Col
H. G. Ross, Base (Albany) Sub-Area
Bic, Dim, Area, etc, with which unit is serving.

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

H.Q. Res. Base (Albury) Sub-Area (Unit) 24/5/41 19..... (Date).

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

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

* These totals should agree with the details shown in Part D on page 2 of Army Form W.2008.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
W.O. <u>11</u> 1	Eng. Serv. Br.		
1/Sgt. 1	S.C. Postal		
Sgt. 1	Salvage Corps		

[illegible]

Unit.

Army Form W. 3009
(page 2)

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

[illegible]

~~H.Q. Res. Base (Albury) Sub-Area~~
~~Unit~~

Date of Despatch—24/5/63

~~Rec. Desc. (Albany) Sub-Area~~
 Rec. Desc. Area, etc., with which unit is serving.

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

H.Q. Res. Base (Albury) Sub-Area (Unit) 17/5/41 19 (Date).

Part A. Strength, Surplus or Reinforcements required.

* These totals should agree with the details shown in Part D on page 3 of Army Form W-2008.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
W.O., 11	1	Eng. Serv. Br.	
1/Sgt.	1	S.C. Postal	
Sgt.	1	Salvage Corps	

[illegible]

Army Form W. 3009
(page 2)

[illegible]

W. E. James.
Signature of Commander.

Reg. Name (All) Sub-Area.
Dir., Dist., Area, etc., and which unit is serving.

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

H.Q. Res. Base (Aldbury) Sub-Area 10/5/41 19. (Date).

Part A. Strength, Surplus or Reinforcements required.

* These totals should agree with the details shown in Part D on page 3 of Army Form W-2000.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
W.O., 11	1	Eng. Serv. Br.	
L/Sgt.	1	S.C. Postal	

[illegible]

Army Form W. 3000
(page 2)

[illegible]

Rampbell Major
Col Signature of Commandant

Res. Base (Albury) Sub-Area.
Bld., Dist., Area, Ac., with which unit is serving.

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

H.Q. Reserve Base (Albury) Sub-Area (Unit) 3/5/41 19 (Date).

Part A. Strength, Surplus or Reinforcements required.

* These totals should agree with the details shown in Part D on page 2 of Army Form W-200B.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
S/Sgt. 1	E.S.B.		
I/Sgt.	D.A.D. (Postal)		

[illegible]

Army Form W. 3009
(page 2)

[illegible]

Date of Dispatch 3/5/43

[Signature] Capt.
Signature of Commander.
for Col.
H. C. Res. Base (Albany) Sub Area
Adm., Com., Area, etc. with which unit is serving

95

(Erase heading not required)

Army Form C.2118
(adapted.)

Unit H.Q. 9 (Res. Base Albury) Sub-~~Area~~ and Time.—From 1/6/41 To 30/6/41

54

P. W. Long Capt.
Staff Capt. Area Command, Albany.

FIELD RETURN OF OFFICERS

H.Q. 9. Res. Base Albany) Sub Area. (Unit)

PART A.—STRENGTH SURPLUS OR REINFORCEMENTS REQUIRED.

1	2	3	4
Ranks.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficits on establishment).
Colonel	1		
Lieut.-Colonels			
Majors	1		
Captains	2		
Lieutenants	1		
2nd Lieutenants			
Quartermasters			
TOTALS	5		

* Insert detail of higher ranks as necessary.

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

Officers JOINED during week.

[illegible]

Officers QUITTED during week.

[illegible]

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

[illegible]

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

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

[illegible]

(G) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive rank, and higher temporary rank, if held.	Personal Number.	Name and Initial.	Corps	Date of attachment.	Name of attachment.
Capt.	V. 4074	Hutton,	I.E.S.C.A.P.R.	10/2/43	D.A. P.M. Albury
Capt.	V. 1608	MacKenzie,	F.D.S.C.R.T.O.	"	R.T.O. Albury.
Lieut.	V. 8866	Wright,	E.S.	3/4/43.	"
Lieut.	V. 9036	Bourke,	R.I.S.C.	19/2/43	Hiringa, Albury

No. 9, (Res. Base Albany) Sub Area.
(Duc.)

30/6/02

(Date of Disposal.)

Area Commandant, T. E. Thomas Col. (Signature of Commander.)

~~H. Q. B. (Mon. Page 22) - Sub Area.~~
~~(Dir., Down, Area, etc., with which Unit is serving.)~~

FIELD RETURN OF OFFICERS

H.Q. Reserve Base (Albury) Sub-Area (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1	2	3	4
Ranks.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficits on establishment).
Colonel	1		
Lieut.-Colonels	2		
Majors	1		
Captains	1		
Lieutenants			
2nd Lieutenants			
Quartermasters			
TOTALS	5		

* Insert detail of higher ranks as necessary.

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

Officers JOINED during week.

[illegible]

Officers QUITTED during week.

[illegible]

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

[illegible]

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

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

[illegible]

(H) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive rank, and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps	Date of attachment.	Nature of attachment.
Capt.	V. 6074	EDDIESON S.E.	A.F.M.	10/2/42	D.A.F.M. Albury
Capt.	V. 1892	MACKENZIE P.D.	S.C. R.T.C.	"	R.T.C. "
Lieut.	V. 2036	DOONES R.I.	A/D Airings	12/2/42	D.A.D. Airings
Lieut.	V. 28688	WATSON R.S.	S.C. R.T.C.	5/4/42	A/R.T.C. "

~~Doc. Page (Agency) Sub Area~~
(Unit)

2/8/41

(Date of Disposal)

R. Campbell Major
for (Signature of Commander)

Res. Bone (Alimony) Sub-Area
(Det. Div., Area, etc., with which Unit is serving.)

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

H.Q.9. (Reserve Base Albany) Sub Area (Unit) 28/6/41 1941 (Date).

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficit on establishment).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Sergeants	1		
Staff Sergeants	1		
Sergeants	2		
Corporals	2		
Troopers, Privates, &c.	5		
TOTALS	12	.	.

Part B. Other Banks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
XXXXXX			
<u>S.O. II</u>	<u>S.S.2.</u>		
<u>L/Sgt.</u>	<u>S.C. Postal</u>		
<u>W/O/II.</u>	<u>S.C. Catering</u>		

[illegible]

Army Form W. 3009
(page 2)

[illegible]

~~Area Command:~~

Unit

Date of Dispatch 30/6/42

I.Q.S. (Res. Base Albany) Sub Area.

But, then, how, etc., with which one is serving.

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

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

FIELD RETURN OF OTHER RANKS.

H.Q.9 (Res. Base Aldbury) Sub-Area. (Unit) 21/6/41: 19..... (Date).
21/6/41

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

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Funded strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reimbursements required (i.e. deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Sergeants	1		
Staff Sergeants	1		
Sergeants	2		
Corporals	2		
Troopers, Privates, &c.	5		
TOTALS	12	.	.

* These totals should agree with the details shown in Part D on page 2 of Army Form W-300.

Part B. Other Resins attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
<u>F.O.11</u> 1	E.S.E.		
L/Sgt 1	S.C.Postal		
<u>W.O.11</u> 1	S.C.Catering		

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

[illegible]

H. 69 (Res. Base Albury) Sub-Area Unit.

Army Form W. 3009
(page 2)

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

[illegible]

E.C. 9(Res. Base Albury) Sub-Area.

Unit _____
25/6/42
Date of Dispatch _____

W. Campbell *Major*
Reserve Brig. (Adjutant) Area
H.Q. 9 (Reserve Artillery) Sub-Area.
Pls. Disa. Area, Ac. with which work is service.

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

H.Q. 9 (Res. Base Albany) Sub-Area (Unit) 14/6/41 19. (Date).

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Foster strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficit on establishment).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Sergeants	1		
Staff Sergeants	1		
Sergeants	2		
Corporals	2		
Troopers, Privates, &c.	5		
TOTALS	12	.	.

Part B. Other Banks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
W.O. 11 1	Eng. Serv. Br.		
L/Sgt. 1	S.C. Postal		
W.O. 11 1	S.C. Catering Services		

[illegible]

Army Form W. 3009
(page 2)

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

[illegible]

Fig. 9 (Eos. Base ALBERT) Sub-Area
East

Date of Dispatch 16/6/63

R.C. 2 (Res. Base Albany) Sub-Area.
Mr. Dia. Ac. Ac. with child and is serving

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

~~H.Q. 9 (Res. Base Aldbury) Sub-Area Unit.~~

Army Form W. 3009
(page 2) -

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

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

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e. deficit on establishment).
W.Os. Class I.	1		
W.Os. Class II.			
Squadron or Company Quartermaster-Sergeants	1		
Staff Sergeants	1		
Sergeants	2		
Corporals	2		
Troopers, Privates, &c.	5		
TOTALS	12	.	.

* These totals should agree with the details shown in Part D on page 2 of Army Form W-300B.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
H.O. 11 1	Eng. Serv. Br.		
XXXX			
Lt/Sgt. 1	S/C. Postal		
Sgt. 1	S.C. Salvage		

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

[illegible][illegible]

H.Q.2 (Res. Base Albany) Sub-Area
Unit

Date of Dispatch 9/6/42

R. Campbell May
for Cb. Signature of Commanding.

H. C. 2 (Hon. Ross Aldbury) Subaltern
Bde, Divn, Arty, etc. with which unit is serving

H.Q.9, (Res. Pass Albury) Sub Area,
"Tara",
Oliver Street,
ALBURY,
26/6/41.

ADMINISTRATIVE INSTRUCTION NO.26/1941.

Military Board No.41239 of 20/6/41 states:-

MAINTENANCE : A.I.F. IN AUSTRALIA AND C.M.F.

1. I am directed by the Adjutant-General to state that A.I.F. and C.M.F. Units serving within the Command in which they were raised will be maintained in accordance with Command instructions.

2. Units stationed in Commands and Districts other than those in which they were raised will be maintained in accordance with the following instructions:-

- (a) An "X" List for each Unit will be maintained by the District Record Office of the District in which the Unit is stationed. Instructions for the maintenance of "X" Lists are contained in Appendix "A" attached.
 - (b) A.I.F. Units.
 - (i) The Weekly Return submitted on A.F.W. 3009 (adapted) in accordance with H.B.57387 of 26th August, 1940, for the first Saturday in each month will in future be submitted, in duplicate, completed in all parts. Where necessary additional trades will be added to Part "D" in alphabetical order.
 - (ii) District Records Office will indicate on A.F.W. 3009 for each Unit what deficiencies will be met during the current month by transfer from the "X" List and will forward one copy of each Unit Return to A.H.Q. 2nd Echelon, by Air Mail.
 - (iii) Army Headquarters will collate the information contained in the Returns and issue instructions, when necessary, to the Commands concerned for the provision and movement of the required reinforcements.
 - (c) C.M.F. Units.
 - (i) Units will submit on first Saturday in each month a return on A.F.W. 3009 (adapted) in duplicate. Where necessary additional trades will be added to Part "D" in alphabetical order.
 - (ii) 7th Military District will, after allowing for transfers to Units from "X" Lists collate the Returns and submit a consolidated demand on Eastern Command for the personnel required.
- A DUPLICATE COPY WILL BE SUBMITTED TO A.H.Q.
- (iii) Northern Command will maintain all A.M.F. Units in the Command irrespective of whether they were raised in Northern Command or not. Northern Command will advise A.H.Q. by 10th of each month the numbers of C.M.F. personnel required for each station outside Queensland. The necessary movement instructions will be issued by A.H.Q. Movements.

P. I. O.

(Sgd) Colonel
Director of Organisation and Recruiting.

INSTRUCTIONS FOR MAINTENANCE "Y" LISTS.

(e) Personnel who have been recommended for commissions and have taken up duty but are awaiting general or appointment to commissioned rank.

Struck off "X" List	rejoined Unit.
" " " "	discharged.

De Campbell Major
D.A.S. & L.C. 1875. Page 1888.

Headquarters,
H.Q.S. (Reserve Bush- Albany) Sub Area,
"Tare",
Olive Street,
Albany,
30/6/41.

ADMINISTRATIVE INSTRUCTION NO.27 1941.

Southern Command No. 54864 of 26 6/41 states:-

CORRESPONDENCE ALPHONSEL TO MINISTER.

It is desired to state that no letter addressed to the Minister is to be used as the basis of a charge against a member of the Australian Military Forces unless the Minister's permission be first obtained.

MILITARY BOARD NO. 38351 of 21 6/41 states:-

FATAL CASUALTIES : NOTIFICATION OF

With reference to Military Board memorandum No. 38362, dated the 10th June, 1941, relative to the despatch of telegrams notifying FATAL CASUALTIES, I am directed by the Adjutant-General to say that arrangements have been completed in the State of New South Wales for the reporting of FATAL Casualties in accordance with the procedure outlined in the above mentioned memorandum.

It is desired therefore, that on and from the 30th June, 1941, the new double telegram scheme be extended to cover messages to next-of-kin residing in New South Wales.

R. G. Campbell Major,
H.Q.A. & Q.M.G. Reserve Bush Area.

MILITARY BOARD NO. 38352 of 24/6/41 states:-

FATAL CASUALTIES : NOTIFICATION OF.

With reference to Military Board memoranda Nos. 37362 and 38351 dated 10th and 18th June, 1941, respectively, relative to the despatch of telegrams notifying FATAL CASUALTIES, I am directed by the Adjutant-General to say that arrangements have been completed in the State of Western Australia for the reporting of FATAL CASUALTIES in accordance with the procedure outlined in the above mentioned memorandum No. 357362 of the 10th June, 1941.

It is desired, therefore, that on and from the 1st July, 1941, the double telegram scheme be extended to cover messages to next-of-kin in Western Australia.

R. G.

30/6/41

War Diary

H.Q. 9 (Reserve Base Albany) Sub-Area
"Mara",
221 Olive Street,
ALBURY.

16th June 1941.

ADMINISTRATIVE INSTRUCTION No. 25/1941.

The following instruction is promulgated for your information and attention.

R. G. Campbell Major

D.A.A. & C.A.S. Area Command Albany.

UNIT ACCOUNTING FOR PETROL, FUEL OIL, LUBRICANTS ETC.

REFERENCE :- Southern Command Circular No. 31/40 of 7.4.41 and
Area Command Administrative Instruction 18/1941
of 25/4/41.

The reference to 19 Res. M.T. Coy. in the above Administrative
Instruction is cancelled.

As from 1st June 1941 (inclusive) Vehicles of 19 R.M.T. attached
to a Unit will be treated for purposes of these accounting
returns, as on the strength of that Unit.

A.I.F. F.115 and associated records will then show a complete
summary covering all vehicles working for the Unit.

The summaries for June are to reach Area Command H.Q. by
3rd July '41 and thereafter by the third day of the month
following that for which the summaries apply.

This cancels the previous instruction in Administrative
Instruction 18, 1941 requiring them by the fifth day of the month.

Distribution -

Camp Comdt. Benegilla
C.A.S.C. Albany
Ammunition Depot Albany
No. 5 Garr. Guard Albany
D.D.S.T. S. Comd.
A.D.S.T. S. Comd.
File
War Diary
Spares

(h) Reports on Officers

(i) Honours & awards.

(j) Adm. War Diary.

G.S.O. 3

(a) Intelligence

(b) Training

(c) O.Cs. & Instructions

(d) Codes & Ciphers

(e) War Diary "G"

(f) Comdr. Battle Map

(g) Defence of H.Q.

(h) Act as Staff Officer to Comd.

S. G.

(a) Pay

(b) Personnel

(c) Routine duties

(d) Casualties

(e) Discipline

(f) Distribution and detail of billets

(g) Recce. of sites for Sub Area H.Q.

C.A.S.C.

(a) Advise on A.A.S.C. questions

(b) Liason with Units to ensure smooth working of A.A.S.C. services.

(c) Assist D.A.A. & Q.M.G. on all matters relating to A.A.S.C. supplies.

S. G.

(a) M.T. and Pet. with C.A.S.C.

D.A.F.M.

(a) T.C.

(b) Vehicle control at H.Q. if necessary .

(c) Act as Camp Commandant if required.

CHIEF CLERK

- (a) Organization of clerical duties.
- (b) Checking assembly, numbering and despatch of orders and messages.
- (c) Detailing clerk to keep register of in and out messages.
- (d) Organization of reliefs and rest.
- (e) Acknowledgement register.

Distribution -

Area Commandant
D.A.A. & Q.M.C.
S.S.C. 121
S.C.
D.A.F.M.
F.C.
C.A.S.C.
W.O. 1
C.Q.M.S.
H.Q. S. Jand. (2)
War Diary
Files
Stores (3)