

AWM52
2nd Australian Imperial Force and
Commonwealth Military Forces unit war
diaries, 1939-45 War

Item number: 8/3/27

2/27 Infantry Battalion

September 1940, Appendices,
part 5 of 6



27A 45A

AUSTRALIAN IMPERIAL FORCE.

INFANTRY BATTALION (HIGHER ESTABLISHMENT)

Distribution

C.O.

2 I/C.

ADJ.

Q.M.

SCHEDULE OF TRAINING EQUIPMENT

(Dated May, 1940)

A M E N D M E N T S.

(Serial No. 1)

-
- Page 2. - Delete Page 2, and Insert new page - As per attached.
After Page 2 - Insert new pages 2A. and 2B., as per attached.
- Page 3. - Section G2. - Insert in alphabetical order, the following items and detail -
- | | | |
|--|--------|-------|
| "Solder, tirmans, soft | lbs. | / 1 |
| Tinned plate, 17-in.
x 12-1/2-in., D.XX | sheets | / 1 " |
- Section H1. - Insert in alphabetical order, the following item and detail -
- | | | |
|-------------------------|------|------|
| "Paste, flux, soldering | ozs. | / 1" |
|-------------------------|------|------|
- Page 4. - Section Q2. - Insert in alphabetical order, the following item and detail -
- | | | |
|---|------|-------|
| "Luting, lead free, thick,
Mk. IV. (a) | ozs. | / 36" |
|---|------|-------|
- Insert footnote "(a)" -
"(a) Carried in spare parts boxes" .
- Page 5. - Section VI. - Insert in alphabetical order, the following item and detail -
- | | | |
|---|--|------|
| "Clinometers, Vickers .303-in.
M.G., Mk. II. | | / 6" |
|---|--|------|
- Page 9. - Appendix I. -
- Under "Detail of - " Delete - "Bags - Spare parts and tools, M.G., filled, Lewis .303-in."
and Insert - in alphabetical order, the following -
- | | |
|---|--|
| "Bags, armourers, M.G., Mk. I. - filled. | |
| Boxes, spare parts and tools, Vickers .303-in.
M.G., Mk. II. - filled. | |
| Cases, spare parts and tools, Vickers .303-in.
M.G., Mk. I ^{XX} . - filled. | |
| Wallets, Vickers .303-in. M.G., Mk. I. - filled. " | |
-

I t e m	No.
<u>Section Cl.</u>	
Cans, 1/2-pint, Mk. II.	2
Lamps, aiming, Mk. III. (a)	2
<u>LEWIS MACHINE GUNS.</u>	
Boxes -	
Battalion spares, Lewis .303-in. M.G., Mk. I. (b)	1
Carrier, magazine, Lewis .303-in. M.G. Mk. IX.	148
Small parts, M. G., Mk. I.	1
Carriers, magazine, Lewis .303-in. M.G., Mk. I.	76
Chests, Vickers or Lewis .303-in. M.G., Mk. III. -	
"A"	29
"B"	9
Covers, Lewis .303-in. M.G., Mk. I.	38
Gauges -	
Concentricity of magazine, Lewis .303-in. M.G., Mk. I.	1
Striker point, Lewis .303-in. M.G., Mk. I.	1
Guns, machine, Lewis .303-in. -	
Mk. I.	38
Mk. I., D. P.	4
Mk. I., skeleton	4
Barrels, Mk. I. (spare)	9
Bands, barrel	4
Blades, foresight, H.	4
" " L.	4
Cylinders, gas, Mk. I.	9
Rods, piston, No. 1 (or No. 2)	9
Springs, trigger	2
Triggers	2
Washers, packing barrel	6
Mk. I. -	
Butts, Mk. II., normal	4
Caps, butt, Mk. IX.	4
Screws, butt cap,	4
Handles -	
Carrying, Lewis .303-in. M.G., Mk. I.	38
Loading, magazine, Lewis .303-in. M.G., Mk. I.	148
Heldalls, Lewis .303-in. M.G., Mk. I. (filled) (c)	38
Holders, A.A., Lewis .303-in. M.G., Mk. I.	10
Jacks, Lewis .303-in. M.G., Mk. I.	9
Magazines, Lewis .303-in. M.G. -	
Mk. I., Nos. 5, 6 or 8 (or Mk. IX., Nos. 5, 6 or 8)	812
Mountings, tripod, A.A., Lewis, or Hotchkiss .303-in. M.G., Mk. I.	10
Mounts, field, Lewis .303-in. M.G., Mk. III.	38
Rattles, Lewis .303-in. M.G., Mk. I.	19
Tools, magazine, Lewis .303-in. M.G., Mk. I.	1
Wallets, Lewis .303-in. M.G., No. 1, Mk. I., (filled) (c)	9

- (a) For detail see Appendix III.
 (b) For detail see Appendix IV.
 (c) For detail see Appendix I.

I t e m	No.
<u>Section C1. (Contd.)</u>	
<u>VICKERS MACHINE GUNS.</u>	
Bags, armourers, M.G., Mk. I. (filled) (a)	1
Belts, .303-in., 250-rounds, Mk. I.	36
Boxes -	
Belt, Vickers .303-in. M.G., No. 7, Mk.I., (or No. 8, Mk. I.), (or No. 9, Mk. I.)	36
Spare parts and tools, Vickers .303-in. M.G., Mk. II., (filled) (a)	2
Cans -	
Condenser steam	6
Oil, M. G., Mk. I.	6
1/2-pint, Mk. II. (or Mk. I.)	6
Cases -	
Cans, .303-in. M.G., Mk. I.	5
Pegs, night line, M.G., Mk. I.	6
Rule, slide, M.G., Mk. III., No. 2, (or Mk.II.)	2
Spare parts and tools, Vickers .303-in. M.G., Mk. I ^x . (filled) (a)	2
Chests, Vickers, or Lewis .303-in. M.G., Mk. III. "A"	6
Fillers, M. G., Mk. I.	6
Clips	6
Screws, clip	6
Foresights, bar, deflection, Mk. I.	6
Guns, machine, Vickers .303-in., Mk. I.	6
Barrels, Mk. II. (spare)	6
Lamps, aiming, M.G., Mk. III. (b) sets	6
Machine gun repair outfits - First Aid (N.I.V.)	(c)
Mountings, tripod, .303-in.	6
Chains, pin, joint -	
Crosshead, Mk. II. (spare)	6
Elevating gear, Mk. II. (spare)	6
Pins, joint -	
Crosshead, Mk. II. "B" (spare)	6
Elevating gear, Mk. II. "B" (spare)	6
Screws, clamp, checking, traverse (spare)	2
Pegs, right line, M.G., Mk. I.	6
Plugs, belt, M. G.	3
Posts -	
Aiming, M.G., Mk. III.	6
Zero, M. G., Mk. I.	6
Pouches, foresight, bar, deflection, Mk. I.	6
Rods, cleaning, .303-in. M.G., Mk. II. "A"	6
Rules, slide, M. G., Mk. III.	2
Sights, night -	
Back, Vickers .303-in. M.G., Mk. II.	6
Fore, Vickers .303-in. M.G., Mk. I.	6
Tubings, condenser, steam, Vickers .303-in. M. G., Mk.III.	6

(a) For detail see Appendix I.

(b) For detail see Appendix III.

(c) For detail see Appendix IV.

	I t e m	No.
	<u>Section F.</u>	
	Benches, armcurers (N.I.V.)	1
	Brushes -	
	Varnish, cr enamel, flat -	
	1-in.	2
	3-in.	2
	Cases, tool, filled, Signals, electricians (a)	1
	Ircns, soldering, straight, 1-3/4-lb.	1
	Levels, spirit, rules	2
	Fliers -	
	Flat nose, 6-in.	2
	Side-cutting, 6-in. (cr 7-in.)	2
	Pouches, tool, lineman, filled	1
	Shears, tinmans, snip, straight, 10-in. prs.	1
	Spanners, adjustable, 11-in.	2

(a) For detail see Appendix I.

Page 10. - Appendix I. (Contd.) - Delete Page 10 - and Insert
new Page 10 - as per attached.

After Page 10 - insert new Page 10A. - as per attached.

After Page 12 - insert new Page 12A. - as per attached.

After Page 14 - insert new Page 14A. - as per attached.

After Page 19 - insert new Page 20 - as per attached.

APPENDIX I. - (Contd.)

BOXES, SPARE PARTS AND TOOLS, VICKERS .303-IN. M. G., MK. II. - FILLED.

Item	No.	Item	No.
<u>Section B1.</u>		<u>Section C1. (Contd.)</u>	
Fullthroughs - Gauze	4	Guns, machine, Vickers .303-in., Mk. I. - (Contd.) - Plungers, front cover catch	2
<u>Section C1.</u>		Rollers	1
Belts, .303-in., 250-round, Mk.I. -		Sights -	
Eyelets, long ozs.	$\frac{1}{2}$	Fore, Mk. I.	1
Strips, long	25	Tangent, Mk. III ^{XX} , (or	
Strips, short	25	Mk. IV.)	1
Boxes -		Springs -	
Small parts, M. G., No. 1, Mk.I.	3	Bottom pawl, R.H. feed block	1
Spare parts and tools, Vickers		Front cover catch, Mk. I.	2
.303-in. M.G., Mk.II. (empty)	1	Gib	1
Guns, machine, Vickers .303-in.,		Lock, No. 2	4
Mk. I. -		Rear cover lock	2
Blocks, feed, right-hand	2	Safety catch, Mk. I.	2
Bushes, axis, side levers	1	Sear	2
Collars, roller	1	Shutter catch	2
Corks, for plug	1	Tangent sight, Mk. I.	1
Cups, muzzle attachment, ball,		Top pawls, feed blocks, No.1	2
Mk. II.	1	Trigger bar	2
Discs, muzzle attachment, ball	4	Hammers, M. G., Mk. I.	1
Fusees, with chain	1	Mountings, tripod, .303-in. M.G.,	
Gibs, No. 3 (or No. 2)	1	Mk. IV. -	
Glands, packing	1	Washers, elevating nut	6
Levers, extractor -		Screwdrivers, large, M.G., Mk. I.	1
Left, No. 2 (or No. 1)	1	Tools, belt repairing, Vickers	
Right, No. 2 (or No. 1)	1	.303-in. M.G., Mk. I.	1
Packing, asbestos pieces	4	<u>Section F.</u>	
Pins -		Spanners, adjustable, 7-in.	
Firing, No. 2 (or No. 1)	2	<u>Section G1.</u>	
Fixing, crank handle	1	Pins, keep, split -	
Split, bush, axis, side levers	1	1/16-in. x 1-in. (a)	
Split, collar, roller, No. 2	2	1/2-in. x 2-1/2-in. (b)	
Split, muzzle attachment	1		
"T", fixing, rear-cross piece	2		
Trigger, lock	1		
Tumbler	1		
Flugs -			
Cork	1		
Front cover catch	2		
Screwed, No. 1	1		

(a) For use as - "Pins, split, check nut, long" .

(b) For Mk. IV. Tripod mountings.

APPENDIX I. - (Contd.)

CASES, SPARE PARTS AND TOOLS, VICKERS .303-IN. M. G., MK. I^{XX}., FILLED, "A"

I t e m	No.	I t e m	No.
<p style="text-align: center;"><u>Section Cl.</u></p> <p>Balances, spring, M.G., Mk. I. Cans, oil, M. G., Mk. I. Cases, spare parts and tools, Vickers .303-in. M.G., Mk.I^{XX}., empty Guns, machine, Vickers .303-in., Mk. I. - Locks, breech, Mk. I. Springs, fusee, Mk. I.</p>	<p>1 1 1 1 1 1 1</p>	<p style="text-align: center;"><u>Section Cl. (Contd.)</u></p> <p>Plugs, clearing - .303-in. M.G., Mk. I.) (cr)) Vickers .303-in. M.G., Mk.I.) Tools, combination, Vickers .303- in. M. G., Mk. I. - Mk. II. (cr Mk. I.) Wallets, Vickers .303-in. M.G., Mk. I. (filled) (a)</p>	<p>1 1 1</p>

(a) See separate detail in this Appendix.

APPENDIX IV.

Detail of -

Boxes, Battalion Spares - Lewis .303-in. M. G., Mk. I.

Machine Gun Repair Outfits - First Aid.

Note :- All items in this Appendix are included in this Schedule, in their respective Sections.

BOXES, BATTALION SPARES - LEWIS .303-IN. M.G., MK. I.

I t e m	No.
<u>Section Cl.</u>	
Boxes, small parts, M. G., No. 1, Mk. I.	1
Guns, machine, Lewis .303-in. -	4
Bards, barrel	4
Blades, foresight -	4
H.	4
L.	4
Springs, trigger	2
Triggers	2
Washers, packing barrel	6
Guns, machine, Lewis .303-in., Mk. I. -	4
Butts, Mk. II., normal	4
Caps, butt, Mk. IX.	4
Screws, butt cap	4

MACHINE GUN REPAIR OUTFITS - FIRST AID.

I t e m	For each Armourer	For each Vickers M.G.
<u>Section Bl.</u>		
Flannelette (a) yds.	-	8
<u>Section F.</u>		
Irons, soldering, straight, 1-3/4-lb. lbs.	1	-
Shears, tinmans, snip, straight, 10-in. (b) prs.	1 (c)	-
<u>Section G2.</u>		
Solder, tinmans, soft (b) lbs.	1/2	-
Tinned plate, 17-in. x 12-1/2-in., D.XX (b) sheets	1 (d)	-
<u>Section H1.</u>		
Paste, flux, soldering (b) ozs.	4	-
<u>Section Q2.</u>		
Luting, lead free, thick, Mk. IV. (a) ozs.	-	6

- (a) Carried in spare parts boxes.
- (b) Carried in Bags, armourers, M. G.
- (c) Only one for each Battalion.
- (d) To be cut into four pieces to fit readily into the Bags, armourers, M. G.

2 Copies to Gen
1 " " file
1 " "
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45A

AUSTRALIAN IMPERIAL FORCE.

INFANTRY BATTALION (HIGHER ESTABLISHMENT).

SCHEDULE OF TRAINING EQUIPMENT

(Dated May, 1940)

A M E N D M E N T S.

(Serial No. 1)

-
- Page 2. - Delete Page 2, and Insert new page - As per attached.
After Page 2 - Insert new pages 2A. and 2B., as per attached.
- Page 3. - Section G2. - Insert in alphabetical order, the following items and detail -
"Solder, tirmans, soft lbs. / 1
Tinned plate, 17-in.
x 12-1/2-in., D.XX sheets / 1 "
- Section H1. - Insert in alphabetical order, the following item and detail -
"Paste, flux, soldering ozs. / 1"
- Page 4. - Section Q2. - Insert in alphabetical order, the following item and detail -
"Luting, lead free, thick,
Mk. IV. (a) ozs. / 36"
Insert footnote "(a)" -
"(a) Carried in spare parts boxes"
- Page 5. - Section V1. - Insert in alphabetical order, the following item and detail -
"Clinometers, Vickers .303-in.
M.G., Mk. II. / 6"
- Page 9. - Appendix I. -
Under "Detail of - " Delete - "Bags - Spare parts and tools, M.G., filled, Lewis .303-in."
and Insert - in alphabetical order, the following -
"Bags, armourers, M.G., Mk. I. - filled.
Boxes, spare parts and tools, Vickers .303-in.
M.G., Mk. II. - filled.
Cases, spare parts and tools, Vickers .303-in.
M.G., Mk. I^{XX}. - filled.
Wallets, Vickers .303-in. M.G., Mk. I. - filled. "
-

I t e m	No.
<u>Section Cl.</u>	
Cans, 1/2-pint, Mk. II.	2
Lamps, aiming, Mk. III. (a)	2
<u>LEWIS MACHINE GUNS.</u>	
Boxes -	
Battalion spares, Lewis .303-in. M.G., Mk.I. (b)	1
Carrier, magazine, Lewis .303-in. M.G. Mk. I ^x .	148
Small parts, M. G., Mk. I.	1
Carriers, magazine, Lewis .303-in. M.G., Mk. I.	76
Chests, Vickers or Lewis .303-in. M.G., Mk.III. -	
"A"	29
"B"	9
Covers, Lewis .303-in. M.G., Mk. I.	38
Gauges -	
Concentricity of magazine, Lewis .303-in. M.G., Mk. I.	1
Striker point, Lewis .303-in. M.G., Mk. I.	1
Guns, machine, Lewis .303-in. -	
Mk. I.	38
Mk. I., D. P.	4
Mk. I., skeleton	4
Barrels, Mk. I. (spare)	9
Bands, barrel	4
Blades, foresight, H.	4
" " L.	4
Cylinders, gas, Mk. I.	9
Rods, piston, No. 1 (or No. 2)	9
Springs, trigger	2
Triggers	2
Washers, packing barrel	6
Mk. I. -	
Butts, Mk. II., normal	4
Caps, butt, Mk. I ^x .	4
Screws, butt cap,	4
Handles -	
Carrying, Lewis .303-in. M.G., Mk. I.	38
Loading, magazine, Lewis .303-in. M.G., Mk.I.	148
Heldalls, Lewis .303-in. M.G., Mk. I. (filled) (c)	38
Holders, A.A., Lewis .303-in. M.G., Mk. I.	10
Jacks, Lewis .303-in. M.G., Mk. I.	9
Magazines, Lewis .303-in. M.G. -	
Mk. I., Nos. 5, 6 or 8 (or Mk. I ^x ., Nos. 5, 6 or 8)	812
Mountings, tripod, A.A., Lewis, or Hotchkiss .303-in. M.G., Mk. I.	10
Mounts, field, Lewis .303-in. M.G., Mk.III.	38
Rattles, Lewis .303-in. M.G., Mk. I.	19
Tools, magazine, Lewis .303-in. M.G., Mk. I.	1
Wallets, Lewis .303-in. M.G., No. 1, Mk. I., (filled) (c)	9

(a) For detail see Appendix III.

(b) For detail see Appendix IV.

(c) For detail see Appendix I.

I t e m	No.
<u>Section C1. (Contd.)</u>	
<u>VICKERS MACHINE GUNS.</u>	
Bags, armourers, M.G., Mk. I. (filled) (a)	1
Belts, .303-in., 250-rounds, Mk. I.	36
Boxes -	
Belt, Vickers .303-in. M.G., No. 7, Mk. I., (or No. 8, Mk. I.), (or No. 9, Mk. I.)	36
Spare parts and tools, Vickers .303-in. M.G., Mk. II., (filled) (a)	2
Cans -	
Condenser steam	6
Oil, M. G., Mk. I.	6
1/2-pint, Mk. II. (or Mk. I.)	6
Cases -	
Cans, .303-in. M.G., Mk. I.	5
Pegs, night line, M.G., Mk. I.	6
Rule, slide, M.G., Mk. III., No. 2, (or Mk. II.)	2
Spare parts and tools, Vickers .303-in. M.G., Mk. I ^x . (filled) (a)	2
Chests, Vickers, or Lewis .303-in. M.G., Mk. III. "A"	6
Fillers, M. G., Mk. I.	6
Clips	6
Screws, clip	6
Foresights, bar, deflection, Mk. I.	6
Guns, machine, Vickers .303-in., Mk. I.	6
Barrels, Mk. II. (spare)	6
Lamps, aiming, M.G., Mk. III. (b) sets	6
Machine gun repair outfits - First Aid (N.I.V.)	(c)
Mountings, tripod, .303-in.	6
Chains, pin, joint -	
Crosshead, Mk. II. (spare)	6
Elevating gear, Mk. II. (spare)	6
Pins, joint -	
Crosshead, Mk. II. "B" (spare)	6
Elevating gear, Mk. II. "B" (spare)	6
Screws, clamp, checking, traverse (spare)	2
Pegs, night line, M.G., Mk. I.	6
Plugs, belt, M. G.	3
Posts -	
Aiming, M.G., Mk. III.	6
Zero, M. G., Mk. I.	6
Pouches, foresight, bar, deflection, Mk. I.	6
Rods, cleaning, .303-in. M.G., Mk. II. "A"	6
Rules, slide, M. G., Mk. III.	2
Sights, night -	
Back, Vickers .303-in. M.G., Mk. II.	6
Fore, Vickers .303-in. M.G., Mk. I.	6
Tubings, condenser, steam, Vickers .303-in. M. G., Mk. III.	6

(a) For detail see Appendix I.

(b) For detail see Appendix III.

(c) For detail see Appendix IV.

	I t e m	No.
	<u>Section F.</u>	
	Benches, armcurers (N.I.V.)	1
	Brushes -	
	Varnish, cr enamel, flat -	
	1-in.	2
	3-in.	2
	Cases, tool, filled, Signals, electricians (a)	1
	Irons, soldering, straight, 1-3/4-lb.	1
	Levels, spirit, rules	2
	Fliers -	
	Flat nose, 6-in.	2
	Side-cutting, 6-in. (cr 7-in.)	2
	Pouches, tool, lineman, filled	1
	Shears, tirmans, snip, straight, 10-in. prs.	1
	Spanners, adjustable, 11-in.	2

(a) For detail see Appendix I.

Page 10. - Appendix I. (Contd.) - Delete Page 10 - and Insert
new Page 10 - as per attached.

After Page 10 - insert new Page 10A. - as per attached.

After Page 12 - insert new Page 12A. - as per attached.

After Page 14 - insert new Page 14A. - as per attached.

After Page 19 - insert new Page 20 - as per attached.

APPENDIX I. - (Contd.)

BAGS, ARMOURERS, M. G., MK. I. - FILLED.

I t e m	No.	I t e m	No.
<u>Section F2.</u>		<u>Section F. (Contd.)</u>	
Bags, armourers, S.A., Mk. I.	1	Mallets, rawhide	1
Drifts, armourers -		Pliers -	
No. 2	1	Round-nose, 6-in.	1
No. 5	1	Side-cutting, 7-in. (or 8-in.)	1
Pincers, armourers	1	prs.	
Screwdrivers, armourers -		prs.	1
Large	1	Cutters	2
Small	1	Spanners, adjustable, 7-in.	1
Sticks, carborundum	1	Vices, hand, 5-in.	1
<u>Section Cl.</u>		<u>Section Hl.</u>	
Balances, spring, M.G., Mk. I.	1	Cloth, emery, No. F.	1
Hammers, M.G., Mk. I.	1	sheets	
<u>Section F.</u>			
Files -			
Pastard -			
Flat, 6-in.	1		
Round, 6-in.	1		
Smooth -			
Flat, 6-in.	1		
Half-round, 8-in.	1		
Pillar, 5-in.	1		
Handles, small	4		

APPENDIX I. - (Contd.)

BOXES, SPARE PARTS AND TOOLS, VICKERS .303-IN. M. G., MK. II. - FILLED.

Item	No.	Item	No.
<u>Section Bl.</u>		<u>Section Cl. (Contd.)</u>	
Fullthroughs - Gauze	4	Guns, machine, Vickers .303-in., Mk. I. - (Contd.) - Plungers, front cover catch	2
<u>Section Cl.</u>		Rollers	1
Belts, .303-in., 250-round, Mk.I. -		Sights -	
Eyelets, long	1/2	Fore, Mk. I.	1
Strips, long	25	Tangent, Mk. III ^{xx} , (or	
Strips, short	25	Mk. IV.)	1
Boxes -		Springs -	
Small parts, M. G., No. 1, Mk.I.	3	Bottom pawl, R.H. feed block	1
Spare parts and tools, Vickers		Front cover catch, Mk. I.	2
.303-in. M.G., Mk.II. (empty)	1	Gib	1
Guns, machine, Vickers .303-in.,		Lock, No. 2	4
Mk. I. -		Rear cover lock	2
Blocks, feed, right-hand	2	Safety catch, Mk. I.	2
Bushes, axis, side levers	1	Sear	2
Collars, roller	1	Shutter catch	2
Corks, for plug	1	Tangent sight, Mk. I.	1
Cups, muzzle attachment, ball,		Top pawls, feed blocks, No.1	2
Mk. II.	1	Trigger bar	2
Discs, muzzle attachment, ball	4	Hammers, M. G., Mk. I.	1
Fusees, with chain	1	Mountings, tripod, .303-in. M.G.,	
Gibs, No. 3 (or No. 2)	1	Mk. IV. -	
Glands, packing	1	Washers, elevating nut	6
Levers, extractor -		Screwdrivers, large, M.G., Mk. I.	1
Left, No. 2 (or No. 1)	1	Tools, belt repairing, Vickers	
Right, No. 2 (or No. 1)	1	.303-in. M.G., Mk. I.	1
Packing, asbestos	4	<u>Section F.</u>	
Pins -		Spanners, adjustable, 7-in.	1
Firing, No. 2 (or No. 1)	2	<u>Section Gl.</u>	
Fixing, crank handle	1	Pins, keep, split -	
Split, bush, axis, side levers	1	1/16-in. x 1-in. (a)	3
Split, collar, roller, No. 2	2	1/2-in. x 2-1/2-in. (b)	6
Split, muzzle attachment	1		
"T", fixing, rear-cross piece	2		
Trigger, lock	1		
Tumbler	1		
Flugs -			
Cork	1		
Front cover catch	2		
Screwed, No. 1	1		

(a) For use as - "Pins, split, check nut, long" .

(b) For Mk. IV. Tripod mountings.

APPENDIX I. - (Contd.)

CASES, SPARE PARTS AND TOOLS, VICKERS .303-IN. M. G., MK. I^{XX}., FILLED, "A"

I t e m	No.	I t e m	No.
<u>Section Cl.</u>		<u>Section Cl. (Contd.)</u>	
Balances, spring, M.G., Mk. I.	1	Plugs, clearing -	
Cans, oil, M. G., Mk. I.	1	.303-in. M.G., Mk. I.)	
Cases, spare parts and tools,		(or)	1
Vickers .303-in. M.G., Mk.I ^{XX} .,		Vickers .303-in. M.G., Mk.I.)	
empty	1	Tools, combination, Vickers .303-	
Guns, machine, Vickers .303-in.,		in. M. G., Mk. I. -	
Mk. I. -		Mk. II. (or Mk. I.)	1
Locks, breech, Mk. I.	1	Wallets, Vickers .303-in. M.G.,	
Springs, fusee, Mk. I.	1	Mk. I. (filled) (a)	1

(a) See separate detail in this Appendix.

APPENDIX IV.

Detail of -

Boxes, Battalion Spares - Lewis .303-in. M. G., Mk. I.

Machine Gun Repair Outfits - First Aid.

Note :- All items in this Appendix are included in this Schedule, in their respective Sections.

BOXES, BATTALION SPARES - LEWIS .303-IN. M.G., MK. I.

I t e m	No.
<u>Section Cl.</u>	
Boxes, small parts, M. G., No. 1, Mk. I.	1
Guns, machine, Lewis .303-in. -	4
Bands, barrel	4
Blades, foresight -	4
H.	4
L.	2
Springs, trigger	2
Triggers	6
Washers, packing barrel	4
Guns, machine, Lewis .303-in., Mk. I. -	4
Butts, Mk. II., normal	4
Caps, butt, Mk. IX.	4
Screws, butt cap	4

MACHINE GUN REPAIR OUTFITS - FIRST AID.

I t e m	For each Armourer	For each Vickers M.G.
<u>Section Bl.</u>		
Flannelette (a) yds.	-	8
<u>Section F.</u>		
Irons, soldering, straight, 1-3/4-lb. lbs.	1	-
Shears, tinmans, snip, straight, 10-in. (b) prs.	1 (c)	-
<u>Section G2.</u>		
Solder, tinmans, soft (b) lbs.	1/2	-
Tinned plate, 17-in. x 12-1/2-in., D.XX (b) sheets	1 (d)	-
<u>Section H1.</u>		
Paste, flux, soldering (b) ozs.	4	-
<u>Section Q2.</u>		
Luting, lead free, thick, Mk. IV. (a) ozs.	-	6

- (a) Carried in spare parts boxes.
- (b) Carried in Bags, armourers, M. G.
- (c) Only one for each Battalion.
- (d) To be cut into four pieces to fit readily into the Bags, armourers, M. G.

2/27 Bn

44

AUSTRALIAN IMPERIAL FORCE.

<u>Distribution</u>
C.O. <i>[initials]</i>
2 I/C.
ADJ. <i>[initials]</i>
Q.M.

Headquarters,
7 Aust Div,
Victoria Barracks,
Melbourne, S C 1.

G 198/1/104

11 Jun 40

COURSE - POTENTIAL OFFICERS (INF & PNR)

1. A Course for training potential officers (Inf and Pnr) will be held at the Central Training Depot, Liverpool, from 24 Jun to 16 Aug 40.

2. The following vacancies are allotted:-

20 Inf Bde	12)	<u>Allotment differs from that shown in Circular G 13. Students may be sent from any State.</u>
21 Inf Bde	12)	
7 Div Cav Regt	2)	
2/1 Pnr Bn	5)	
2/2 Pnr Bn	5)	

3. Names and particulars of personnel definitely attending are to be forwarded to the School and a copy to these H Q not later than 21 Jun. If any vacancy allotted cannot be filled Div H Q will be notified at the earliest possible date.

4. Personnel attending will report to the Chief Instructor at the Central Training Depot by midday 24 Jun 40.

5. Accommodation and messing will be provided at the Course.

6. The following will be brought to the Course:-

Uniform & Equipment:

Uniform
Rifle
Full Marching Order.

Text Books:

Infantry Training
Infantry Section Leading
S A T Vol I (all pamphlets issued)
Military Training Pamphlet No.18
Manual of Elementary Drill
F S P B.

7. Pay Books must be taken to the Course.

8. Warrants for the forward and return journeys will be issued on application by the Command or District from which students are sent.

DISTRIBUTION:

20 Inf Bde (4)
21 Inf Bde (3)
7 Div Cav Regt (1)

[Signature]
Colonel
G S 7 Aust Div.

Copies for information direct to:-

N Comd (1)	2/16 Bn	(1)
E Comd (2)	2/27 Bn	(1)
S Comd (3)	A Sqn 7 Div Cav Regt	(1)
W Comd (1)	B " " " "	(1)
2/15 Bn (1)	C " " " "	(1)

[Handwritten mark]

2/27 Br

43

AUSTRALIAN IMPERIAL FORCE.

A.38/1/220

Distribution
C.O. ✓
2 I/C.
AD. ✓
Q.M. ✓

HQ, 7 Aust Div,
Victoria Barracks,
MELBOURNE, S.C.1.

10 Jun 40

7 Aust Div Circular A.15

SUPERANNUATION CONTRIBUTION OF MEMBERS OF THE
PERMANENT FORCES IN THE AIF.

1. Para 67 of MBI 59/39 states, "members of the Permanent Forces who join the Force will have their contributions to the Commonwealth Superannuation Fund paid by the Commonwealth during the period of service therein."

In amplification of the above it has been decided that the concession granted by the Commonwealth shall apply to all contributions to which an officer is or becomes ordinarily liable under the Superannuation Act, whether they be in respect of units of pension for which he is compelled to contribute or pension for which he voluntarily elects to contribute.

2. Members of the Permanent Forces who, during the period of secondment from their Corps to the AIF, receive a nominal increase of pay as a result of promotion or incremental advancement in their Corps, will therefore be eligible for additional units of Superannuation.

3. Members of the Permanent Forces will not be eligible for increased units of superannuation by reason of increases of pay as a result of duty in the AIF.

4. The attention of members of the Permanent Forces is to be drawn to MFR & I Appendix VII para 10, wherein a member attaining the age of forty years must decide whether he desires to subscribe for extra units in accordance with his salary or whether he does not desire to subscribe to any further units irrespective of his salary.

Under this heading it should be noted that where no election is made that the number of units subscribed for up to the age of forty are not increased and further that the time for such election is twelve months from the date at which the salary at the increased rate is paid or would have been paid if the member had continued service in his Corps. Members affected will notify the District Finance Officer of the District from which they joined the AIF as to their decision.

2 1/2
Q.M. ✓

L. Rice _____
L. Bishop _____
L. Lynch _____
W.O. Dean _____
W.O. Maudgalyan _____
W.O. Sill _____
W.O. Crafter _____

DISTRIBUTION:
List B

A. J. Boase
Col,
AA & QMG 7 Aust Div.
(A.J. BOASE).

To note + return
please
to

A.48/1/223

2/27 Br

AUSTRALIAN IMPERIAL FORCE.

Distribution

C.O. ✓

2 I/C.

ADJ A.14

Q.M.

See None included in establishment of 7
HQ, Aust Div,
Victoria Barracks,
MELBOURNE, S.C.I.

7 Aust Div Circular A.14

10 Jun 40.

ENLISTMENT & PROMOTION OF AASC PERSONNEL ON UNIT WEs.

1. AASC personnel such as fitters and drs MT are included in WEs of certain units.

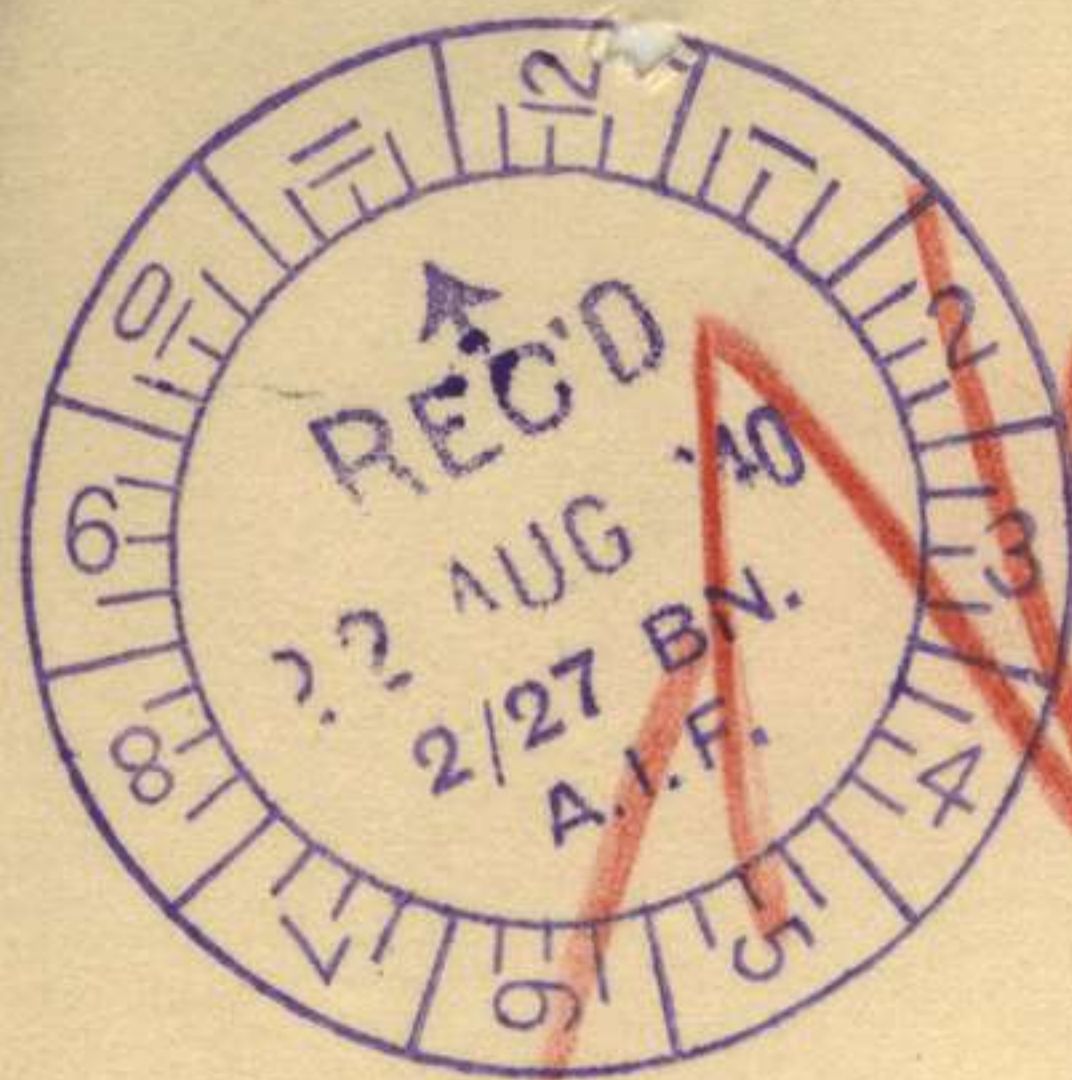
2. In some units such personnel have been selected and enlisted in the units concerned. This has been necessary owing to drs being required prior to the ASC unit being able to provide them. In other cases arrangements have been made for such personnel to be selected and trained by ASC 7 Aust Div.

3. It should be understood that ASC 7 Aust Div is the parent unit of all personnel shown in WEs as AASC. Names of personnel enlisted as in para 2 above should be forwarded to ASC 7 Aust Div for record, and when replacements are required application should be made to that unit.

4. All promotions of AASC drs to NCOs rank will also be referred to Comd ASC 7 Aust Div.

DISTRIBUTION:-
List B

A. Doase
Col,
AA & QMG 7 Aust Div.



NOTE!

AUSTRALIAN IMPERIAL FORCE

Distribution

C.O.

~~3 I/C.~~

ADJ. ✓

HQ 7 Aust Div,
441 St Kilda Road,
MELBOURNE, S.C.2.

*95
40A*

G 32.

19 Aug 40.

7 AUST DIV CIRCULAR G 32

CHANGE OF ADDRESS - HQ 7 AUST DIV

It is notified that the HQ 7 Aust Div has moved from Victoria Barracks and is located at -

~~441~~ 441 St Kilda Road, Melbourne, S C 2.

The telegraphic address of HQ 7 Aust Div remains -

Sevenaustdiv, Melbourne.

DISTRIBUTION:

- List B
- Secretary, Military Board
- Central Registry
- N Comd, E Comd, S Comd, W Comd.
- 4 MD, 6 MD, 7 MD.

H. Wells Maj

2nd Col.
GS 7 Aust Div.

40a

7/27 Bm



AUSTRALIAN IMPERIAL FORCE

HQ 7 Aust Div,
441 St Kilda Road,
MELBOURNE, S.C.2.

19 Aug 40.

7 AUST DIV CIRCULAR 0 32

CHANGE OF ADDRESS - HQ 7 AUST DIV

It is notified that the HQ 7 Aust Div has moved from
Victoria Barracks and is located at -

441 St Kilda Road, Melbourne, S C 2.

The telegraphic address of HQ 7 Aust Div remains -

Sevenaustdiv, Melbourne.

DISTRIBUTION:

- List B
- Secretary, Military Board
- Central Registry
- N Comd, E Comd, S Comd, W Comd.
- 4 LD, 6 LD, 7 LD.

H Wells Maj

For Col.
GS 7 Aust Div.

40

2/27 Bar:

<u>Distribution</u>
C.O. <i>ML</i>
2 I/C.
AD <i>ML</i>
Q.M.

AUSTRALIAN IMPERIAL FORCE

HQ, 7 Aust Div,
Victoria Barracks,
MELBOURNE. S.C.1.

"G" Circular 15.

10 Jun 40.

TELEGRAPHIC ADDRESS 7 AUST DIV

The following is the registered telegraphic address for 7 Aust Div:-

SEVENAUSTDIV
MELBOURNE

I. W. Miltz Capt
for Col
GS 7 Aust Div

DISTRIBUTION:
List "B"

Circular No G12 will be renumbered Q16.

ML

1

2/27 Bn

AUSTRALIAN IMPERIAL FORCE.

Distribution
C.O. <i>MJ</i>
2 I/C.
ADJ. <i>H.</i>
Q.M.

Headquarters,
7 Aust Div,
Victoria Barracks,
Melbourne, S C 1.

G 198/2/96

10 Jun 40

COURSE - UNIT COOKS

1. A Cooking Course for training unit cooks will be held at Keswick Barracks, Keswick, from 24 Jun to 7 Jul 40.
2. The following vacancies are allotted:-

7 Div Cav Regt (for C Sqn)	1
21 Inf Bde (for 2/27 Bn)	2
Sigs	1
A S C (for Pet Coy)	3
Medical (for 2/6 Fd Amb)	1
3. Names and particulars of personnel definitely attending are to be forwarded to the School not later than 20 Jun. If any vacancy allotted above cannot be filled C O 2/27 Bn will arrange for reallocation within Div Units.
4. Personnel attending will report to the Chief Instructor at H Q 4th Garrison Battalion, Keswick Barracks at 0900 hrs on 24/6/40.
5. Messing will be provided at the Course, but where possible it is desired that students should sleep at home. Accommodation can be made available at Keswick Barracks where essential.
6. No manuals will be provided at the Course. Two large notebooks and pencils will be required.
7. Students will wear service dress with waist belt. Working dress will be provided at the Course.

M. White Capt
for Colonel
G S 7 Aust Div.

DISTRIBUTION:

- 21 Inf Bde (2)
- 7 Div Cav Regt (2)
- Sigs (2)
- A S C (2)
- Medical (1)

Copies for information direct to:
C Sqn 7 Div Cav Regt
2/27 Bn
7 Div Pet Coy
2/6 Fd Amb

Dermott
Smallacombe
Hanson
Hartley
cox
Joraslapsky
Travis

H

Distribution

C.O. *[initials]*
2 I/C.
ADJ. *[initials]*
Q.M. *[initials]*

AUSTRALIAN IMPERIAL FORCE.

A# 37

A49/1/111

1st Australian Corps,
441 St. Kilda Rd.,
MELBOURNE.
22 May 40.

1 AUST CORPS CIRCULAR A.24.

ROYAL AUSTRALIAN AIR FORCE RECRUITING -
ACCEPTANCE OF MEMBERS OF THE A.M.F. FOR
SERVICE IN THE R.A.A.F.

1. Members of the A.I.F, who apply for discharge in order to join the R.A.A.F. should, unless the circumstances are exceptional, be granted discharge from the army on producing evidence that the R.A.A.F. is ready to enlist them.

2. The R.A.A.F. when notifying a person that his application to join that service has been successful, employs normally one of the following types of appointment letters:-

Form P.P. 78/35 Requesting the person concerned to report for enlistment with rank and pay of Aircraftsman Class 1.

Form P.P. 78/44 Advising the person concerned that his application to serve as a member of an Air Crew under the Empire Air Scheme has been successful.

No number. Advising the person concerned that he has been recommended for appointment to a Commission on probation in the Citizen Air Force with the rank of Pilot Officer.

No number. Advising the person concerned that he has been recommended for appointment to the Citizen Air Force and that he will be appointed on probation to the Administrative and Special Duties Branch with the rank of Flying Officer.

3. Cases have come under notice where some units have refused to accept as evidence that a person has been accepted for the R.A.A.F. any form of notice other than pro forma letter P.P. 78/35. It is not intended that this letter shall be the only form of evidence of acceptance for the R.A.A.F. to be recognised.

4. The letters described above, and any other letter which may from time to time be used by the R.A.A.F., shall be accepted, provided that it definitely shows that the person concerned has been accepted for that service.

Approved
D.A.A.G. 1 Aust. Corps. /Major.

DISTRIBUTION.

7 Div.	50.	G (i)	1.
R.A.A. 1 Corps	15.	G (o)	1.
R.A.E. 1 Corps	10.	A	1.
Sigs 1 Corps	10.	Q	1.
2/2 M.G. Bn.	1.	D.D.S.& T	10.
2/1 Pnr. Bn.	1.	D.D.M.S.	10.
2/2 Pnr. Bn.	1.	A.D. Sty.	1.
1 Corps Postal Unit	1.	A.D. Lab.	1.
1 Corps Pro. Coy.	1.	A.P.M.	1.
1 Corps Emp. Pl.	1.	D.A.D.P.S.	1.
1 Corps Mobile Bath		Camp	1.
Unit.	1.	Admin Aust.	1.
1 Corps Salvage Unit	1.		
1 Graves Reg. and Enq.			
Unit	1.		

AUSTRALIAN IMPERIAL FORCE.

A.12/3/170

Headquarters,
7 Aust Div,
Victoria Barracks,
MELBOURNE, S.C.I.

6 Jun 40.

7 AUST DIV CIRCULAR A.11

1. Forwarded herewith schedule of Records to be compiled and returns to be rendered by all AIF HQ, Units and Services.
2. This cancels 7 Aust Div Circular A.2 of 3 May 40.

A. J. Boase

Colonel,
AA & QMG 7 Aust Div.
(A.J. BOASE.)

DISTRIBUTION.

List "B"

A
X
PP
Yew

noted

36.

2/27 Bm



AIF AND GARRISON BATTALIONS

RECORDS TO BE COMPILED MAINTAINED AND RENDERED

Page 1.

When rendered	AAF or AF	RETURN	By whom	To whom	How rendered	Action taken	REMARKS
Daily or as often as necessary	W.3010	Casualty Return Officers. (Duplicate)	All Units (or detached sub-units from other Districts).	Both copies to DRO	Post or DR	Basis of Part II Orders and extracts to personal records B.199A and Dist Accounts Office. <u>One copy forwarded to AHQ.</u>	
Do.	W.3011	Casualty Return. Other Ranks.	All Units (or detached sub-units from other Districts).	DRO	Post or DR	Basis of Part II Orders and extracts to Personal Records B.103 and District Accounts Office.	
Do.	W.3012	Casualty Return of attached personnel. <u>(Duplicate)</u>	Do.	(i) DRO (ii) Copy OC Parent Unit.	Do.	Do.	In case of attached officers prepared in <u>triplicate.</u> <u>TriPLICATE</u> copy to AHQ.
Daily at 0600 hrs	W.3006	Strength state	Do.	DRO (thro' Bde HQ where applicable)	Telegram or DR	Consolidated and then to AHQ by noon following day.	

When rendered	AAF or AF	RETURN	By Whom	To whom	How rendered	Action taken	REMARKS
Weekly on Sunday	W.3008	Field Return - Officers (duplicate).	All Units (or detached sub-units from other Districts.	(i) DRO (ii) Copy AHQ	Post or DR	Consolidated recorded and filed. Extracts to Part II Orders and B.199A.	For all Officers borne on strength on previous Saturday.
Do.	W.3009	Field Return - Other Ranks.	Do.	DRO	Do.	Do. Extracts also to B.103	Do. for other Ranks.
Do.	B.2069	Offence Report	Do.	DRO	Do.	Do.	
1st day each month	C.2118	War Diary	Do.	DRO	Do.	Appendices checked, diaries filed in Formation etc. groups	
Weekly on Sunday	A.36	Nominal Roll of Patients in Hospital. Officers (in duplicate)	Field Amb or Camp Hospitals	(i) DRO (ii) Copy AHQ	Do.	Consolidated, recorded and filed. Extracts to B.199A.	For all admissions of officers during preceding week.
Do.	A.36	Do. Do. Other Ranks.	Do.	DRO	Do.	Do. - extracts to B.103	Do. for other ranks.

- Note (1) See FS Regulations Vol 1 Appendix III and notes following the tables, especially Note 7 on page 359.
 (2) "X" List, see 51 FSR Vol I. Add thereto AWL (from time - date)
 (3) The abbreviation DRO signifies "District Records Office", and refers to the District Records Office now established in each Military District.

Copy to note return

Kember
Read

AUSTRALIAN IMPERIAL FORCES.

A.12/1/167

Distribution
 C.O.
 2 I/C.
 ADJ. *AD*
 Q.M.

Distribution
 H.Q. Coy. *AD*
 A Coy. *AD*
 B Coy. *AD*
 C Coy. *AD*
 D Coy. *AD*

Hq 7 Aust Div,
Victoria Barracks,
MELBOURNE SCI.

6 Jun 40.

7 AUST DIV CIRC. A.8

INSTRUCTIONS FOR ECONOMY IN OFFICE PRACTICE.

The following extracts from MB letter 30604 of 27 May, 40 are forwarded for information and necessary action:-

"In view of the need for economy, particularly during the war period, it is desired that instructions be issued to all concerned in regard to the necessity to minimise expenditure in office practice. The items in which economy can be exercised are not exhaustively dealt with herein but they will serve to indicate the directions in which the desired object may be achieved. In some instances the expenditure involved may appear of small consequence, but the loyal observance of these principles will in the aggregate effect substantial savings -

1. Letter paper and White paper for carbon copies etc. - The need for economy in paper is particularly stressed as future supplies are uncertain and prices have substantially increased.

Considerable savings can be effected in the use of paper by careful supervision on the part of senior officers and by the co-operation of typistes and other office staff.

- (a) Quarto paper must be used in lieu of foolscap in all cases where practicable. This will reduce the size of paper by one-third.
- (b) For all printed forms and typewriting work where up to 4 copies are required, white printing paper of Australian manufacture must be used instead of imported paper (known as bank paper) which has been in general use heretofore. The printing paper is sufficiently thin to take the original and 3 legible carbons - 4 copies, and it is suitable therefore for the bulk of the ordinary office typewriting.
- (c) Where more than 4 and up to 5 and 7 copies are required, Bank paper may be used, but owing to limited quantities available its use must be restricted to occasions when this number of copies is necessary.
- (d) Where more than 6 or 7 copies are essential and where it has been the practice to use the thin Manifolding paper and take the required number of copies in operation, owing to present shortage of this paper it will be necessary to use the Bank paper and type the matter twice. It is appreciated that this expedient is not satisfactory, but until supplies of extra-thin Manifolding paper can be obtained there is no alternative, unless stencil and duplicator be used.
- (e) Coat of Arms and embossing on note-paper are to be discontinued except in special cases.
- (f) The number of copies must not be in excess of actual requirements and it will be the responsibility of officers controlling staff to ensure that practices which involve an unnecessary number of copies are eliminated.

2. Typing -

- (a) Letters, etc. are to be typed in single space except between paragraphs.
- (b) Except for Ministerial letters and others of great importance both sides of paper must be used.
- (c) As indicated in para i(a) above, quarto letter paper is to be used whenever practicable. If necessary this will be achieved by reducing margins and reducing the space between the address and commencement of the letter.
- (d) Where revision and alteration is likely to be necessary waste can be avoided by having a draft letter typed on plain cheap paper (without carbon copies).

3. Scribbling pads -

- (a) When available, obsolete forms, spare copies of circulars, etc. are to be used for scribbling paper. On no account must forms in current use or letter paper be used for scribbling.
- (b) Where obsolete forms, etc., are not available for scribbling paper, small scribbling blocks are to be used wherever possible. Where large sheets are used they should be folded and torn and the unused part retained. It will be found that some of the paper now thrown into the waste paper basket has been used on one side only and is quite suitable to be saved and used for scribbling.

4. Carbon Paper -

Carbon paper is to be used economically and not discarded while it is capable of producing clear copies.

5. Duplicating -

Waste on duplicating machines is to be avoided, and the number of copies struck off restricted to actual requirements. (See also para 9 below).

6. Envelopes -

- (a) Small and cheap envelopes are to be used wherever possible and letters for one address should be placed in one envelope instead of one for each enclosure. The use of cloth-lined envelopes is to be discontinued except in very special cases.
- (b) For delivery by hand the cheapest form of envelope is to be used and the same envelope used several times.

7. Forms.

- (a) Strict economy is to be observed in the use of printed forms and sizes of forms are to be reduced wherever possible. Care is to be exercised in ordering forms so as to avoid excess stocks which may become obsolete.

8. Purchase of newspaper, etc.

Supply of newspapers, books, calendars, diaries and the like should be reviewed to obviate unnecessary expenditure.

9. Distribution lists -

The distribution list of statutes, circulars and other publications should be reduced, if possible. The number of copies of circulars retained as "spares" is to be kept

at an absolute minimum, consistent with possible future requirements.

10. Telegrams & Telephone calls -

- (a) Telegrams and cablegrams are to be avoided or shortened wherever possible.
- (b) Local and trunk line telephone calls are to be reduced to a minimum. Officers in charge must take precautions to ensure that only authorised officers are permitted to use trunk lines and that a record of such calls is maintained by the switchboard attendant and regularly checked by the Finance Branch.
- (c) Air mail should be used in preference to telegraph whenever this means will suffice as not only is it cheaper but it enables information to be transmitted in greater detail than by telegram.

11. Electric Light, etc.-

Use of electric light and power should be closely regulated to eliminate waste. Lights and electric radiators should be switched off when rooms are vacated for other than very brief periods.

12. Furniture and Office Equipment -

The purchase of all furniture and office equipment should be reduced to an absolute minimum. Where it is necessary to purchase furniture for employees on temporary or war duties, it should be done as economically as possible.

13. Stores -

Strict economy should be observed in use of all stores. These should be used to the utmost before being replaced. Re-issues should not be made without satisfactory evidence of the legitimate use of the previous issues.

14. Requisitions -

In each office the requisitioning and custody of stationery and stores should be in charge of an experienced officer and not entrusted to a junior member of the staff or messenger. All requisitions must be perused and authorised by the supervising officer who will be responsible for satisfying himself that the items on the requisition are necessary.

A. J. Boase

Colonel,
AA & QMG 7 Aust Div,
(A.J. BOASE.)

2/27 Bw

AUSTRALIAN IMPERIAL FORCE.

Q.25/2/188

HQ 7 Aust Div,
Victoria Barracks,
MELBOURNE, S.C.I.

6 Jun 40

7 Aust Div Circ. Q 12

CLEANING MATERIALS FOR SMALL ARMS.

The appended copy of Defence Memo. 30280 regarding above is forwarded for information and necessary action -

"With reference to Army Memo No.46011 of 13th December, 1939, I am directed by the Master-General of the Ordnance to inform you that oil "A" is to be issued in preference to oil "M.80" for the purposes indicated in the Standing Orders for Equipment, Part I, General para. 115. In view of the fact that oil "A" is considerably dearer than oil "M.80" and possesses better lubricating qualities, it is essential that strict economy be observed regarding its use and all units should be advised accordingly.

It is requested that early advice be furnished regarding stocks of oil "M.80" at present held in your Command."

Hoase
Col,
AA & QMG 7 Aust Div.

DISTRIBUTION.

List B.

<u>Distribution</u>
C.O.
2 I/C.
ADJ.
Q.M.

oil M.80. 3 galls. in store.

advised 13/6/40

Distribution

C.O.

2 I/C.

ADJ.

Q.M.

2/27

AUSTRALIAN IMPERIAL FORCE.

Headquarters,
7 Aust Div,
Victoria Barracks,
Melbourne S C 1.

G 198/4/65.

4 Jun 40

COURSE - DRIVING AND MAINTENANCE OF M G CARRIERS.

1. A driving and maintenance course for M G Carriers will be held at the Army School of Mechanisation, Drill Hall, 75 Kooyong Road, Caulfield from 17 Jun to 12 Jul 40.

2. The following vacancies are allotted:-

Div Cav Regt	10	Officers	20	0	R's.	
20 Inf Bde	3	"	6	6	"	(1 offr 2 0 R's ea
21 Inf Bde	3	"	6	6	"	<u>Inf Bn).</u>

3. Selected personnel should be experienced motor drivers and capable of instructing the remainder of their units.

4. Names and particulars of personnel definitely attending will be sent to the School, and a copy to these H Q not later than 12 Jun 40. If any vacancies allotted can not be filled, units will notify these H Q at the earliest possible date.

5. Personnel attending the course will arrive at Spencer St station by the first available train after 0900 hrs on Saturday 15 Jun 40 where they will be met by a representative of the school who will arrange for transport to Caulfield.

6. Accommodation and messing will be provided at the school.

7. Students should arrive provided with jackets, trousers, boots, and caps or berets, together with necessary underclothing, socks, and toilet gear. Working dress will be provided at the school.

8. Such text books as are available will be supplied on loan; but students should provide their own note books and pencils.

9. Warrants for the forward and return journeys will be issued on application by the Command or District from which students are sent.

A Wells Major
Colonel.
G.S. 7 Aust Div.

DISTRIBUTION:

- 20 Inf Bde (4)
- 21 Inf Bde (3)
- 7 Div Cav Regt (2)

Copies for information direct to:-

- W. Comd (1)
- N. Comd (1)
- E. Comd (1)
- S. Comd (3)
- 2/15 Bn (1)
- 2/16 Bn (1)
- 2/27 Bn (1)
- "A" Sqn 7 Div Cav Regt (1)
- "B" " " " " " (1)
- "C" " " " " " (1)

Notes by Lt McFarlane

~~2/27 Bn~~

Distribution
 C.O: G 198/8/90
 2 I/C.
 ADJ.
 Q.M.

Headquarters,
 7 Aust Div,
 Victoria Barracks,
 Melbourne, S C 1.

7 Jun 40

COURSE - COY COMD - C & S SCHOOL 16 JUN

1. A Coy Comds Course will be held at the C & S School from 16 Jun to 5 Jul 40.
2. The following vacancies have been allotted:-

20 Inf Bde	5
21 Inf Bde	5
Div Cav	1
R A A	4
2/1 Pnr Bn	2
2/2 Pnr Bn	2
Total	<u>19</u>

3. Names and particulars are to be forwarded direct to the School 7 days before the commencement if possible, with a copy to these H Q.
4. Students from E Comd will report at C & S S at 0900 hrs on 16 Jun, and those from other Comds on arrival of interstate trains on that day. Students are to travel on the first divisions of interstate trains.
5. The Course will end in time for students to catch interstate trains from Sydney on the last day of the Course.
6. Rail warrants for forward and interstate journeys will be issued on application to the Comd or District from which students are sent.
7. Reservations for return trips will be made by C & S S.
8. Accommodation and messing will be provided at the School.
9. Service dress will be worn.
10. The following will be brought to the Course:- Binoculars, note-books, pencils, paper and text-books covering subjects to be studied.
11. Tennis and squash racquets courts are available. Students wishing to play should bring necessary kit.

T. H. White, Capt
 Colonel
 G S 7 AUST DIV.

DISTRIBUTION:

20 Inf Bde (4)
 21 Inf Bde (3)
 Cav (2)
 R A (5)
 Copies for information

direct to:-

N Comd	(1)	2/15 Bn	(1)) <u>By Air Mail</u> Units and sub-units will be notified of vacancies allotted by their Bde or Regtl H Q.
E Comd	(1)	2/16 Bn	(1)	
S Comd	(3)	2/27 Bn	(1)	
W Comd	(1)	A Sqn	(1)	
C & S S	(1)	B Sqn	(1)	
		C Sqn	(1)	

2/27 Bm

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AUSTRALIAN IMPERIAL FORCE

Distribution	G.198/7/86.
C.O.	
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ADJ.	
Q.M.	

HQ 7 Aust Div,
Victoria Barracks,
MELBOURNE. S.C.I.

7 Jun 40.

COURSE - UNIT SIGNALS - 7 AUST DIV

A signal course for training unit signallers will be held at the AHQ School of Signals, Casula, N S W, from 15-30 Jun 40.

2. The following vacancies are allotted to 7 Aust Div :-

<u>Infantry Wing</u>	20 Bde	1 officer,	4 ORs
	21 Bde	1 "	4 "
	Div Cav Regt		4 "
	2/1 Pnr Bn		1 "
	2/2 Pnr Bn		1 "
<u>Artillery Wing</u>	RAA 7 Div	2 "	8 "

3. Names and particulars of personnel definitely attending are to be forwarded to the school, and a copy to these HQ, before students arrive at the course. If any vacancy allotted cannot be filled, Div HQ will be notified at the earliest possible date.

4. Personnel attending will report on Saturday, 15 Jun 40, to the representative of the School of Signals at Liverpool Railway Station, by the first available train to Liverpool from Sydney after the arrival of their interstate trains.

5. Accommodation and messing will be provided, but officers from the immediate vicinity of Melbourne or Sydney will take their own camp stretchers if in possession of this article.

6. All students will take "Sig Training All Arms", and Artillery personnel will also take the "Artillery Code".

7. Warrants for the forward and return journeys will be issued on application to the Command or District from which the students are sent.

DISTRIBUTION :

CRA 10 (to be delivered by hand)
 20 Inf Bde 4
 21 Inf Bde 3
 Cav (2)

Copies for information to:-

N Comd (1)
 E Comd (1)
 S Comd (3)
 W Comd (1)
 CI School of Signals (1)
 2/15 Bn (1)
 2/16 Bn (1)
 2/27 Bn (1)
 A Sqn 7 Div Cav (1)
 B Sqn 7 Div Cav (1)
 C Sqn 7 Div Cav (1)

John Chapman
 Col,
 GS 7 Aust Div.

2/27 Bn

AUSTRALIAN IMPERIAL FORCE

Distribution	
C.O.	<i>[Signature]</i>
2 I/C.	
ADJ.	<i>[Signature]</i>
Q.M.	

HQ 7 Aust Div,
Victoria Barracks,
MELBOURNE. S.C.1.

"G" CIRCULAR 14.

7 Jun 40.

KODASCOPIES & TRAINING FILMS

Arrangements have been made for the dispatch of Kodascopes to Ordnance Departments in Commands and Districts, for issue as shown below :-

N Comd	2 A Tk Regt	Redbank
E Comd	20 Inf Bde	Ingleburn
4 MD	2/27 Bn	Woodside
W Comd	2/16 Bn	Northam

Arrangements have been made also for the temporary loan to 21 Inf Bde of one Kodascope belonging to 2 Cav Div. 21 Inf Bde will arrange to draw this machine from 2 Cav Div direct (by arrangement with Lt-Col Lawson or Major Bush), and for its return to 2 Cav Div prior to embarkation.

As the scale of issue is not sufficient to permit of the issue of a machine to each unit, the above machines are for the use of all 7 Div units in the particular Command or District.

Many machines have been issued to militia formations and training schools in each Command, apart from the above issue, and where 7 Div machines are not available, it may be possible to borrow the necessary equipment.

Some delay (probably 2 to 3 weeks), will occur before the training films can be issued, owing to a shortage of film, and epidiascopes on order are not expected to be available for about the same period.

To cover this gap, it is suggested that units make arrangements with Commands to borrow epidiascopes, and the films required for training from Command or District libraries.

H Wells Meyer
Col,
GS 7 Aust Div.

DISTRIBUTION:
List "B".

Distribution

C.O.
2 I/C.
ADJ.
Q.M.

2/27 Bm

AUSTRALIAN IMPERIAL FORCE

27

HQ, 7 Aust Div,
Victoria Barracks,
MELBOURNE. S.C.I.

G.198/9/93.

7 Jun 40.

COURSE - SMALL ARMS

1. A Small Arms Course for unit instructors will be held at the Arms School, Randwick, N.S.W., from 16 Jun - 30 Jun 40.
2. The course will include instruction in the Bren, Lewis Gun (incl AA), and A Tk Rifle. Section leading will also be carried out by inf and pnr personnel.
3. The following vacancies have been allotted :-

	Officers	ORs
20 Inf Bde	2	5
21 " "	<u>2</u>	<u>5</u>
7 Div Cav Regt	-	2
RA	1	5
RE	-	3
ASC	-	4
2/1 Pnr Bn	1	2
2/2 Pnr Bn	1	2

4. Names and particulars of personnel definitely attending are to be forwarded to the school, and a copy to these HQ, as soon as possible. If any vacancy allotted cannot be filled, Div HQ will be notified the earliest possible date.
5. Students from E Comd will report to SAS at 0900 hrs 16 Jun 40 and those from other Comds on arrival of interstate trains on that day. Comds will arrange for students to travel on the first division of interstate trains.
6. The course will end in time for students to catch interstate train from Sydney on the final day.
7. Warrants for the forward and return journeys will be issued on application by the Comd or District from which students are sent. Reservations for return journey will be made by SAS.
8. Accommodation and messing will be provided at the school.
9. Service Dress will be worn.
10. The following will be brought to the course :-

Note Books, Pencils, Paper and Textbooks covering subjects to be studied.
11. Pay and claims for travelling allowance will be paid before each course ends.
12. Tennis courts are available. Students wishing to play should bring necessary kit.
13. Spare copies of these instructions are enclosed for students.

NOTE. See back of sheet re distribution.

Dr. White. Capt
for Col,
GS 7 Aust Div.

Distribution

C.O.

2 I/C.

ADJ.

Q.M.

AUSTRALIAN IMPERIAL FORCE.

A.12/4/83

Headquarters,
7 Aust. Div. A.I.F.,
Victoria Barracks,
MELBOURNE. S.C.I.

28th May, 1940.

7 AUST. DIV. Circ. Q 10.EQUIPMENT STANDING ORDERS - PART I GENERAL.

Attached is copy/~~copies~~ of Equipment Standing Orders
Part I General - Appendix V - (Scales of Camp Equipment).

The revised appendix will replace the copy issued
with 7 Aust. Div. Cir.Q.1. dated 1/5/40 vide para 5 (b).

A. J. Boase

Colonel,
A.A. & Q.M.G. 7 AUST. DIV.
(A.J. BOASE.)

DISTRIBUTION.

"B"

✕ NOT TO BE PUBLISHED:

STANDING ORDERS FOR THE EQUIPMENT OF THE

AUSTRALIAN MILITARY FORCES

AND SENIOR CADETS

PART I. GENERAL

1923

APPENDIX V

CAMP EQUIPMENT

MAXIMUM SCALE OF ISSUE

FOR ALL SERVICES

✕ A.M.R. & O. 1588B.

STANDING ORDERS

FOR THE EQUIPMENT OF THE

AUSTRALIAN MILITARY FORCES

AND SENIOR CADETS.

PART I. GENERAL.

APPENDIX V.

CAMP EQUIPMENT.

MAXIMUM SCALE OF ISSUE FOR ALL SERVICES.

1. The authorized scale of issue of Camp Equipment for Standing Camps, Short Camps, and Manoeuvres will be as shown in the following scale. This scale will supersede the existing scale as shown in E.S.O.s, Pt.I, Appendix V. (As amended by Serial No.102 issued with A.A.O. dated 31st August, 1933).
2. The quantities shown in this scale represent the maximum which may be drawn. Every effort should be made by all concerned to reduce demands to a minimum. Demands will be subject to review by the G.O.C. (or officer appointed by him).
3. When hutment accommodation and/or other services are provided on the camp site, the demand for tents, lamps, etc., will be reduced accordingly. The Mess Gear provided for officers and sergeants messes will also be taken into consideration in calculating requirements.
4. When tents only are provided for camps, the scale of accommodation may be reduced if the exigencies of the service so demand.
5. Requisitions for camp equipment will be prepared on A.A.F. F.1. in quadruplicate and sent in triplicate through G.O.C. (or officer appointed by him), to the D.A.D.O.S. of the Command or District by C.Os. as early as **practicable**, and not less than 21 days before the formation of the camp, in order to give time for checking and supply.

C.O.'s will estimate as exactly as possible the number of men who are likely to take part in the camp, and if any, tents or other equipment are found to be surplus to requirements after the camp has been formed, the matter will be reported to the D.A.D.O.S. (or his representative), who will give instructions regarding the disposal of the tents and/or other surplus stores.

6. EXPENSE STORES :

Expense stores on the following scale will be issued by the A.A.O.D. to Supply Officers and single indenting units not served by a Supply Depot. Units served by a Supply Depot will submit indents for all requirements on the A.A.S.C. in accordance with the provisions of Instructions for Supply and Transport Services.

I T E M.	SCALE OF ISSUE.	REMARKS.
<u>SECTION H.1.</u>		
Colosyl, W.X. Cleansor (in lieu of Caustic Soda) (N.I.V.)	When specially author- ised by the G.O.C. (or officer appointed by him) but not to exceed 2 ozs. per 100 strength per diem (a).	(a) The initial requisition will be for a quantity sufficient to meet requirements for the camp period if not more than 14 days. If the camp period exceeds 14 days, sub- sequent requirements will be demanded in accordance with camp instructions.
Soap, yellow	2-1/4 lbs per 100 strength per diem (a).	
Soda, crystals	2-1/2 lbs per 100 strength per diem (a).	
<u>SECTION H.2.</u>		
Calico, unbleached, or	1-1/2 yds per 100 strength per diem (a).	
Dowlas, undyed, 39-in.	3/4 yd in lieu of each yard of Calico (a).	
<u>SECTION K.</u>		
Cloths, pudding, (Calico, 1 sq. yd.)	1 per 15 strength.	Replacement may be made after a period of 30 days and on production of old Cloths rendered un- serviceable through fair wear.

NOTE :- The remainder of the expense stores required will be supplied by the A.A.S.C. as laid down in Instructions for Supply and Transport Services, Appendix V.

ARTICLE	SCALE OF ISSUE
<u>SECTION D.1.</u>	
Bags, nose	1 per horse except for units holding this store on peace equipment charge. 5 per cent spare.
Brushes - Dandy Horse	1 per 2 horses with pole draught vehicles, and 1 per shaft draught horse. 1 per riding horse, 1 per shaft draught horse, and 1 per 2 horses with pole draught vehicles.
Collars, head, S.U.	20 per cent of authorised unit issue may be drawn as spare to replace breakages.
Combs, curry	1 per riding horse, 1 per shaft draught horse, and 1 per 2 horses with pole draught vehicles.
Halters, common	1 per Army Remount and 10 per cent spare.
Harness, P.D.G.S. - Wheel - Near sets Off sets	(1 per cart, water tank, and kitchen, travelling. To be demanded in detail. The items comprising each set are shown in Appendix III.
Pads, surcingle	1 per horse when required for horse rugs.
Rubbers, horse	1 per horse.
Surcingles, S.U.	1 per horse rug except when available from sets of harness etc. held by the unit.
<u>SECTION D.2.</u>	
Nails, horseshoe	As required for size of horseshoe demanded.
Shoes, horse, steel, C.P. (N.I.V.) - With clips sets (Sizes required to be stated on requisition)	1 per horse (other than Army Remounts) when the period of training is of not less than 30 days duration. For periods in excess of 30 days subsequent requirements may be drawn but must not exceed 1 set per horse for each 30 days.
<p>Note :- Any unexpended balance will be returned to the A.A.O.D. at the termination of the camp.</p>	

ARTICLE	SCALE OF ISSUE
<u>SECTION F. (CONTD.)</u>	
Hammers - Carpenters, claw, 1-lb. 8-oz.	1 per squadron, battery company and 1 per other unit camping independently. 1 per supply section, A.A.S.C. 1 per travelling kitchen if required.
Sledge, straight pane, 14-lb. (or 10 lb.)	2 per Regt. of L.H. 2 per Bn. of Inf. 1 per Bty. of Arty. 1 per other unit camping independently.
Nail pullers	1 per squadron, battery, company and 1 per other unit camping independently. 1 per supply section, A.A.S.C.
Needles, packing, cutting	2 per squadron, battery, company and 2 per other unit camping independently. 2 per supply section, A.A.S.C.
Saws, hand, 26-in.	1 per squadron, battery, company and 1 per other unit camping independently. 1 per supply section, A.A.S.C.
Screwdrivers, London, 8-in.	1 per squadron, battery, company and 1 per other unit camping independently. 1 per supply section, A.A.S.C.
Spanners, adjustable, 11-in.	1 per travelling kitchen.
<u>SECTION H.2.</u>	
Cordage, European hemp, tarred hawserlaid, 2½-in.	12-ft. per horse (if issued in lieu of Ropes, picketing, 66-ft. (Section J.1.))
Hessian, packing, No.1, 72-in.	50 yds. per Bn. of Inf.) 20 per or similar unit.) cent 25 yds. per other unit.) expend- able.
Rags, cotton or linen, old (N.I.V.)	4 lbs. per travelling kitchen if required.
<u>SECTION J.1.</u>	
Axes - Felling	1 per 50 officers and other ranks. (Minimum issue 1 per kitchen) 1 per travelling kitchen if required.

ARTICLE	SCALE OF ISSUE
<u>SECTION J.1. (CONTD.)</u>	
Axes - (Contd.) Handles Hand	1 spare per 5 Axes issued with a minimum issue of 1 per unit. 1 per 50 officers and other ranks with a minimum issue of 1 per unit. 1 per travelling kitchen if required.
Pick, 4 $\frac{1}{2}$ -lb. - Heads) Helves)	1 of each per 50 officers and other ranks. (Minimum issue 1 of each per unit.)
Barrows, wheel, entrenching	1 per 200 strength of personnel with a minimum issue of 1 per unit. 3 additional per 100 horses.
Boaters, fire (N.I.V.)	When specially ordered by the G.O.C. (or officer appointed by him) but not exceeding 1 per 40 strength.
Boxes, stationery, field - Small, Mk.V (or large)	1 per divisional and brigade headquarters and 1 per L.I. Regt., Inf. Bn. and similar unit if not already in possession. (May be drawn prior to and returned to the A.A.O.D. at the conclusion of the camp.)
Buckets, water, canvas, Mk.V	1 per 2 horses. 2 per travelling kitchen if required.
Chairs, camp (Stools, camp, may be issued in lieu if chairs are not available)	1 per general officer, field officer, adjutant, squadron, battery and company commander. 1 per regimental medical establishment.
Covers, saddle, Mk.III	1 per set of saddlery or single set of harness. 2 per double set of harness. (Not to be issued if harness tents are provided.)
Covers, waterproof (or tarpaulins)	1 per 75 horses or less for mixing feed.
Curtains, mosquito, bivouac	If available and considered necessary by the G.O.C. (or officer appointed by him) - 1 each officer and other rank.
Flags, directing, H.P. -) Pendants, Mk.III) Poles, Mk.II)	As required.

ARTICLE	SCALE OF ISSUE
<u>SECTION J.1 (CONTD.)</u>	
Flags, distinguishing -	As required.
Poles	As required.
Forms, dining tent	2 per 5 officers and other ranks. 1 per regimental medical establishment.
Hooks - Bill	2 per squadron, battery, company or similar unit if specially required.
Latrines - Screens, Mk.III	As necessary for latrine accommodation and for bathing stations. (See Note 3)
Mallets, heel, peg, Mk.III	1 per 8 horses.
Mauls - Heads	1 per 200 strength, with a minimum issue of 1 per unit. 1 per 20 horses (or 1 per 12 horses when ground lines are used.)
Helves	1 per maul and 1 spare per 5 mauls. Minimum issue of 1.
Nets, hay	1 per horse when specially required.
Pegs, picketing, Mk.II	2 per horse and 25 per cent spare.
Posts, picketing, 2½-ft., Mk.V	1 per 5 horses and 15 per cent spare. (To increase stability of built up rope.)
or	
Pegs, picketing, Mk.II	30 per 100 horses.
Posts, picketing, 2½-ft., Mk.V	2 per 5 horses and 15 per cent spare.
Racks, arm	As required according to nature of tent.
Ropes - Head, hemp, Mk.IV	20 per cent of authorised unit issue may be drawn as spare. 1 per horse and 20 per cent spare for units not in possession.

ARTICLE	SCALE OF ISSUE
<u>SECTION J.1 (CONTD.)</u>	
Ropes - (Contd.)	
Heel, G.P. (N.I.V.)	1 per horse and 15 per cent spare.
Picketing, 4-ft. 9-in.	2 per horse and 10 per cent spare.
or	
Picketing, 66-ft.	1 per 6 horses. (If cordage (Sec. H.2) is not issued.)
Rugs, horse	1 per horse when considered necessary by the G.O.C. (or officer appointed by him). Small or large to be indicated.
Sheets, ground	1 each officer and other rank when tent bottoms are not issued.
	In addition 1 Mk.VII ground sheet per officer and other rank may be drawn from the A.A.O.D. at the discretion of the G.O.C. (or officer appointed by him.) This second sheet is to be held in reserve and issued for use as a cape in wet weather.
Sheets, ground, unserviceable	5 per squadron, battery, company or similar unit.
Shovels, G.S.)	3 of each per 100 strength with a minimum issue of 1 of each per unit.
Spades, Mk.III)	(See also "Shovels, square-mouthed". Section K.)
Stools, camp	1 per 30 officers and other ranks. 4 per supply section, A.A.S.C.
Tables, camp, Mk.III	1 per general officer, field officer, adjutant, squadron, battery and company commander.
Tables, portable, F.S.	2 per regimental office or office of a higher formation and 1 per squadron, battery, company or similar unit for office use.
	3 per marquee, store tent or hut allowed for quartermaster's stores.
	1 per cook with a minimum issue of 2 per kitchen.
	As serving tables in messes - 1 per 20 dining members.
	1 per 6 officers and other ranks for mess.
	6 per marquee or 3 per hut allowed for recreation.

ARTICLE	SCALE OF ISSUE
<u>SECTION J.1 CONTD.)</u>	
Tables, portable, F.S. (Contd.)	2 per supply section, A.A.S.C. 1 per regimental medical establishment.
Tents, complete, marquee, G.S. Single	For dining purposes - 1 per officers and sergeants messes of 20 dining members, or 1 per both officers and sergeants messes when the number of dining members together is under 20. To be partitioned as may be found necessary.
<p style="text-align: center;"><u>No. per Tent.</u></p> Bags, pin 1 Mallets, tent, Mk.II 2 Pins, tent, wood - Small 100 Large 6 Poles, Mk.II - Ridge 1 Upright 3 Valises 1	1 per 40 when the strength of corporals and privates is 80 or under or the balance after calculating for store tents is 80 or under. 1 per unit for quartermaster's stores when the strength in personnel does not warrant the issue of a store tent. 1 for other purposes at the discretion of the G.O.C. (or officer appointed by him.)
<u>Note:-</u> A proportion of pins, tent, iron, may be issued in lieu of pins, tent, wood.	(See Note 3)
Tents, complete, oblong 12' x 14' (N.I.V.)	1 per general officer or brigadier. 1 per field officer and adjutant. 1 per 2 other officers.
<p style="text-align: center;"><u>No. per Tent.</u></p> Bags, pin 1 Mallets, tent, Mk.II 2 Pins, tent, wood, small 46 Poles, ridge 1 Poles, upright 2 Valises 1	1 per 3 warrant officers. 1 per 6 N.C.Os. above the rank of corporal. 1 per 3 other ranks. 1 per squadron, battery, company or similar unit for office. 1 per squadron, battery or company for Q.M.S. 1 per 6 cooks. 1 per 2 cooks for food preparation. 1 per Technical Unit for storage of instruments.
<u>Note:-</u> A proportion of pins, tent, iron, may be issued in lieu of pins, tent, wood.	1 per unit, if required, for the storage of band instruments. 1 per guard or stable picquet (or as may be required for these duties at the discretion of the G.O.C., or officer appointed by him.) 1 per regimental medical establishment. (See Note 3).
Bottoms, wood	As required when specially authorised by the G.O.C., or officer appointed by him, on account of adverse weather conditions. <u>Note:-</u> 4 pieces are required for each oblong tent.

ARTICLE	SCALE OF ISSUE
<u>SECTION J.1. (CONTD.)</u>	
Tents, complete, store (See Note 3) <u>No. per Tent</u>	For dining purposes - 1 per officers' and sergeants' messes with over 20 dining members. For units whose strength of corporals and privates is over 80, 1 every complete 120 men and 1 for the balance if over 80.
Bags, pin 1	
Mallets, tent, Mk. II 2	
Pins, tent, wood -	
Small 131	
Large 18	
Poles, ridge, Mk. II sets 1	
Poles, upright, Mk. II 3	
Valises 1	
Note:- A proportion of pins, tent, iron, may be issued in lieu of pins, tent, wood.	
Tubs, washing, round, 3½-gal. (See Note 3)	1 per tent with less than 4 occupants. 2 per tent with 4 or more occupants. 3 per 2 cooks, but not exceeding 6 per kitchen. (Minimum issue 2 per kitchen). 4 per 100 officers and other ranks for miscellaneous use. 1 per regimental medical establishment. (See also "Tubs, washing, 8-gal.", Section K.)
Wedges, sawyers	2 per Regt. of L.H. 2 per Bn. of Inf. 1 per Bty. of Arty. 1 per other unit camping independently.
<u>SECTION J.2.</u>	
Kettles, camp, oval, 12-qt. Ovens, Aldershot, Mk. II	1 per 8 officers and other ranks . 1 per 200 strength (if permanent ovens are not installed). 1 per oven when specially required.
Plates, bottom	
Stoves, camp, "Fowler" patent, (N.I.V.)	In special cases when approved by G.C.C. (or officer appointed by him) this store if available may be issued on a scale of 1 per 100 officers and other ranks.
Stoves, 12-gal. (N.I.V.)	1 per 25 officers and other ranks. 1 per detachment of A.A.V.C. or Remounts responsible for the care of sick horses.
<u>SECTION K.</u>	
Basins, enamelled - Sores	2 per regimental medical establishment.
Washing	1 per regimental medical establishment.

ARTICLE	SCALE OF ISSUE
<u>SECTION K. (CONTD.)</u>	
Blankets, G.S. (N.I.V.) <u>Note:-</u> The use of blankets for covering tables, partitioning tents, etc., is strictly forbidden.	2 each officer and other rank (or 3 each officer and other rank at the discretion of the D.A.D.O.S., if the blankets available have had much wear.) 1 blanket additional for each officer and other rank will be held in the Ordnance Depot in the camp area ready for issue if specially ordered by G.O.C. (or officer appointed by him).
Blocks, chopping, small	1 per 2 cooks, but not exceeding 2 per kitchen (minimum issue 1 per kitchen).
Boards, inventory	1 per travelling kitchen if required.
Boards, notice	1 per unit (or as may be considered necessary at the discretion of the G.O.C.) (or officer appointed by him).
Bowls, hand	1 per cook but not exceeding 3 per kitchen.
Bowls, mixing, pudding	2 per cook but not exceeding 6 per kitchen.
Brooms, bass - G.S. Handles	(4 of each per 100 officers and other ranks under canvas. (2 of each per 100 officers and other ranks in hutted camp. (1 of each per kitchen. (1 of each additional for every 20 horses.
Brooms, sweeping, 11-in. Bristle Handles	(When located in hutted camp - (4 of each per 100 officers and other ranks. (1 of each per kitchen.
Brushes - Flue, 4-ft. 3-in. Nail Pot, scrub (N.I.V.) Scrub, hand, union	1 per travelling kitchen if reqd. 1 per cook. 2 per cook. (1 per marquee and 2 per store tent allowed for officers and sergeants messes. (2 per marquee and 4 per store tent allowed for corporals and privates mess. (1 per 2 cooks, with a minimum issue of 1 per kitchen.
Scrub, hand union, part-worn (a)	1 every 10 latrine seats. (Minimum issue 1)
Scrub, long	1 per travelling kitchen if required.
Water carriage	1 per travelling kitchen if required.

(a) Will be branded "L", kept separate, and not used for any other purpose.

ARTICLE	SCALE OF ISSUE
<u>SECTION K. (CONTD.)</u>	
Buckets, 13-in.	1 per tent with less than 4 occupants. 2 per tent with 4 or more occupants. 2 per marquee and 4 per store tent allowed for officers and sergeants messes. 3 per marquee and 6 per store tent allowed for corporals and privates mess. 1 per cook. 1 per regimental medical establishment.
Cabinets, measures, oil (c)	1 per supply section, A.A.S.C. (If not already in possession.)
Cans, 3-gal. (or 3-gal. O.P.)	1 per 12 officers and other ranks.
Cases, paillasse, tent, A.P. (N.I.V.)	1 per officer and other rank.
Choppers, meat, 10-in.	1 per 2 cooks.
Cleavers, 2-ft. 1-in.	1 per kitchen and 1 additional per unit with a butcher on the establishment.
Cloths, tea (a)	1 per 6 officers and other ranks. (Minimum issue 2). 2 per cook.
Colanders	1 per 2 cooks. (Minimum issue 1 per kitchen).
Dippers, 2-qt. (N.I.V.)	1 per cook and 2 per marquee or store tent allowed for dining purposes.
Dishes, baking	1 per 20 officers and other ranks. (Minimum issue 4 per kitchen).
Dishes, meat, tin, large	1 per 6 officers and other ranks. (Minimum issue 3 per kitchen).
Forks - Carving, fibre handled	1 per 25 officers and other ranks. (Minimum issue 2 per kitchen).
Cooks	1 per 2 cooks) Minimum issue 1 of
Flesh	1 per 2 cooks) each per kitchen.
Funnels, oil, 6-in. (b)	1 per supply section, A.A.S.C. (If not already in possession.)

(a) Cloths, tea, are not an expense store and are to be returned to A.A.O.D. in a dry condition. They are not to be used for wiping cooking utensils. Calico which is an expense store should be used for this purpose.

(b) To be kept in Cabinet, measures, oil, when not in use.

(c) For the protection of Measures, oil, etc., to ensure that the engines of mechanical vehicles are not damaged by the use of contaminated oil.

ARTICLE	SCALE OF ISSUE
<u>SECTION K. (CONTD.)</u>	
Funnels, tin, 1-pint	1 per company of infantry or similar unit.
	2 per other unit camping independently.
	1 per supply section, A.A.S.C.
Hooks, meat, swivel	6 per supply section, A.A.S.C.
Hooks, reaping, large	2 per squadron, battery, company or similar unit if specially required.
Hooks, stevedores	2 per supply section, A.A.S.C.
Implements, butchers - Case, wood, filled	1 per kitchen. 1 per supply section, A.A.S.C. 1 additional per unit with a butcher on the establishment.
<u>CONTENTS.</u>	
<u>SECTION F.</u>	<u>No.</u>
Saws, tenon, 14-in.	1
<u>SECTION K.</u>	
Balances, spring, 4-lb.	1
Choppers, meat, butchers	1
Hooks, butchers, 9-in.	6
Knives, butchers -	
Cutting ..	1
Flaying ..	1
Sheets, ground ..	1
Steels, butchers ..	1
Steelyards, 56-lb.	1
Implements, butchers - Holdalls	1 per kitchen, and 1 additional per unit with a butcher on the establishment.
Sheets, ground	1 per 2 cooks.
Jugs, hot water	1 per regimental medical establishment.
Kettles, enamelled	1 per regimental medical establishment. (Heating water for hot fermentations, etc.)
Knives - Carving, fibre handled	1 per 25 officers and other ranks. (Minimum issue 2 per kitchen).

ARTICLE	SCALE OF ISSUE
<u>SECTION K. (CONTD.)</u>	
Knives - (Contd.) Cooks - 6-in. 9-in. 12-in. Opening tins Ladles, cooks Lamps, hurricane (See Note 3)	1 per 2 cooks) Minimum issue 1 1 per 2 cooks) per kitchen. 1 per kitchen. 1 per 15 officers and other ranks. (Minimum issue 3 per kitchen). 1 per 20 dining members. 1 per 2 cooks. (Minimum issue 1 per kitchen). 1 per occupied tent or 1 per 12 personnel in occupied hut. 4 per marquee and 8 per store tent allowed for dining purposes. 1 per 12 personnel in hutted mess. 2 per 100 strength but not exceed- ing 6 per unit for general use. 1 per cook. 2 per guard or stable picquet tent. 1 per 6 latrine seats. (Minimum issue 2 per latrine). 1 per 70 strength for night urine tubs. 1 per supply column A.A.S.C. (or part thereof) to be painted for use as a distinguishing lamp. 2 per supply section, A.A.S.C. 1 per travelling kitchen if re- quired. 1 per regimental medical estab- lishment.
Lamps, kerosene, No.1 (See Note 3)	2 per regimental office or office of a higher formation. 1 per squadron, battery company or similar unit for office use. 2 per marquee store tent or hut allowed for quartermaster's stores. 1 per regimental medical estab- lishment.
Machines - Breadcutting Mincing, large Weighing, 20-lb., spring balance (or 28-lb. spring balance). Weighing, platform - 5-cwt. 10-cwt. 20-cwt.	1 per 100 officers and other ranks. 1 per 2 cooks but not exceeding 2 per kitchen. (Minimum issue 1 per kitchen). 1 per quartermaster's store, if required. 1 per supply section, A.A.S.C. 1 per quartermaster's store at the discretion of the G.O.G. (or officer appointed by him). 1 per supply column A.A.S.C. or 1 per supply section A.A.S.C. camping independently. 1 per supply column A.A.S.C.

ARTICLE	SCALE OF ISSUE
<u>SECTION K. (CONTD.)</u>	
Mattresses, coir, single, 1 piece.	1 per divisional commander, brigade commander, officer and warrant officer of the Permanent Military Forces and civilian officer of the Department of Defence.
Measures, oil - (a) 1-pt. 1-qt. $\frac{1}{2}$ -gal. 1-gal.	(1 of each per supply section (A.A.S.C. (If not already in (possession.) (
Mopheads, woollen Handles	1 of each per 2 cooks. (Minimum issue of 1 per kitchen). If in hutted camp - 2 of each per 100 officers and other ranks additional.
Nets, potato	6 per 100 officers and other ranks.
Pannikins	2 per officer and other rank. 5 per 100 strength (spare).
Peelers, potato (N.I.V.)	1 per 40 officers and other ranks. (Minimum issue 2 per kitchen) or 1 per Regt. of L.H., Bn. of Inf. or similar unit if hand operated machines are issued.
Pillows, kapok (N.I.V.) Slips	1 of each per divisional commander, brigade commander, officer and warrant officer of the Permanent Military Forces and civilian officer of the Department of Defence. <u>Note:-</u> For camps of a 12-day period the scale of issue may be increased to 2 pillow slips. For camps exceeding 12 days, changes of bed linen will be effected weekly.
Pins, rolling	1 per 2 cooks. (Minimum issue 1 per kitchen).
Plates, dinner, tin	2 per officer and other rank.
Pourers, oil (a)	5 per 100 strength (spare). 2 per supply section, A.A.S.C. (If not already in possession).
Pumps, kerosene (N.I.V.)	1 per 20 kerosene lamps, with a minimum issue of 1 when lamps are required.
Rakes, garden	2 per 100 strength with a minimum issue of 1 per unit. 1 additional per 25 horses. 1 per kitchen.
Saws, butchers, bow	1 per kitchen, and 1 additional per unit with a butcher on the establishment.
(a) To be kept in Cabinet, measures, oil, when not in use.	

ARTICLE	SCALE OF ISSUE
<u>SECTION K, (CONTD.)</u>	
Scales, weighing - Pillar for groceries	1 per supply section, A.A.S.C.
Scoops - $\frac{1}{2}$ -lb.	1 per 2 cooks. (Minimum issue 1 per kitchen). 2 per supply section, A.A.S.C.
Hand, flour, 1-pint	1 per 2 cooks. (Minimum issue 1 per kitchen). 1 per supply section, A.A.S.C.
Sheets, cotton, single	2 per divisional commander, brigade commander, officer and warrant officer of the Permanent Military Forces and civilian officer of the Department of Defence.
<u>Note:-</u> For camps of a 12-day period the scale of issue may be increased to 3. For camps exceeding 12 days changes of bed linen will be effected weekly.	
Shovels, coal, large	1 per travelling kitchen if reqd.
Shovels, corn	1 per 30 horses.
Shovels, square-mouthed	1 per 200 strength. (Minimum issue 1 per unit). 1 per kitchen. 1 additional per 30 horses.
Sieves, flour (N.I.V.)	1 per 2 cooks. (Minimum issue 1 per kitchen).
Skimmers, cooks	1 per 2 cooks. (Minimum issue 1 per kitchen).
Slices, egg	1 per cook but not exceeding 3 per kitchen.
Spoons, gravy	1 per 10 officers and other ranks. 1 per cook.
Steelyards, 300-lbs.	1 per supply section, A.A.S.C.
Stones, rub, scythe	1 per 2 cooks but not exceeding 2 per kitchen. (Minimum issue 1 per kitchen)
Stoves, oil, wickless	1 per regimental medical establishment. (For hot fomentations, etc.)
Strainers, gravy	1 per 2 cooks. (Minimum issue 1 per kitchen).

ARTICLE	SCALE OF ISSUE
<u>SECTION K. (CONTD.)</u>	
Stretchers, ambulance, Mk.II	2 per regimental medical establishment. 1 per other unit camping independently.
Bars, suspension	1 per 2 stretchers or 1 per stretcher issued singly.
Slings, Mk.IV	2 per stretcher.
Stretchers, wire (or folding) (N.I.V.)	1 per divisional commander, brigade commander, officers and warrant officers of the Permanent Military Forces & civilian officers of the Department of Defence.
Towels, hand, huckaback	12 per unit with a medical officer on the establishment.
Tubs, washing, oval, 8-gal.	1 per 2 cooks but not exceeding 2 per kitchen.
<u>Note</u> - Tubs, washing, 3½-gal. (Section J.1.) will be drawn for small messes.	(Minimum issue 1 per kitchen). 1 per marquee and 2 per store tent allowed for officers or sergeants messes.
	2 per marquee and 4 per store tent allowed for corporals and privates mess.
	1 per 30 strength hutted messes.
Whisks, egg	1 per 2 cooks. (Minimum issue 1 per kitchen).
<u>SECTION V.2.</u>	
Tapes, measuring, metallic woven, 50-ft.	1 per supply column A.A.S.C. or supply section camping independently.
<u>SECTION W.1.</u>	
Tapes, tracing	1 per unit at the discretion of the G.O.C. (or officer appointed by him).

CLOTHING STORES

ARTICLE	SCALE OF ISSUE
<u>SECTION 1</u>	
Caps, cooks	(
<u>SECTION 4</u>	
Aprons, cooks	(2 of each per cook. To be
Coats, cooks	(changed weekly.
Trousers, cooks	(
Jackets, working, drill, khaki (or Jumpers, working dress)	(2 of each per cook's assistant (and
Trousers, working, drill, khaki	(2 of each per waiter. For
	(general use the issue will be
	(as considered necessary by the
	(G.O.C. (or officer appointed
	(by him), having regard to the
	(working dress on unit charge
	(for Home training.
<u>SECTION 6</u>	
Bags, shoemakers, empty)	
Hammers, shoemakers)	2 of each per infantry battalion.
Lasts, iron)	1 of each per other unit.
Stands, wood, last)	
<u>SECTION 8</u>	
Forks, F.S.)	
Knives, F.S.)	1 of each per officer and other
	rank.
Spoons, F.S.	2 per officer and other rank.

<u>Distribution</u>	
C.O.	<input checked="" type="checkbox"/>
2 I/C.	<input checked="" type="checkbox"/>
ADJ.	<input checked="" type="checkbox"/>
Q.M.	<input checked="" type="checkbox"/>

AUSTRALIAN IMPERIAL FORCE.

25A.

Headquarters,
7 Aust Div,
Victoria Barracks,
Melbourne S C L.
4 Jun 40

Noted by I.O
File

1 AUST CORPS : INTELLIGENCE COURSE

1. Place and dates:

A Course of Instrn for Intelligence personnel will take place at Eastern Command Training School, Narellan, N.S.W., from Wednesday 12 Jun 40, to Tuesday, 2 Jul 40, both days incl.

2. Scope of the Course:

The Course will be designed to instruct I Os and I Sjts of Units in their respective duties and in the training of their secs. The Course will also provide instruction in the working of the system of Military Intelligence in the Field from Units back to Corps H Q and in the responsibilities of each offr and N C O as an integral part of the whole.

3. Personnel to Attend:

- | | | | |
|----------------|---|---------|-------------|
| 7 Div H Q | : | I O | |
| | | I O R A | |
| | | I O R E | |
| Bde H Q (each) | : | B I O | and B I Sjt |
| Inf Bns (each) | : | I O | and I Sjt |

4. Assembly:

The Course will assemble at 1200 hrs on 12 Jun 40 at E C T S, Narellan; personnel from Ingleburn Camp will report direct to the School at the above time; personnel from other states will report to R T O Central Station, Sydney, at

- (a) From Queensland: 0900 hrs
- (b) From other states: On arrival of interstate trains.

5. Travelling:

Return Rail Warrants to SYDNEY will be issued by Commands on request from the Units concerned and will be endorsed "A.I.F. Intelligence Course".

Personnel to attend will be instructed to travel by trains which will enable them to arrive at Sydney in time to report as indicated above.

6. Uniform, Equipment and Manuals:

All personnel will bring with them to the Course the following:

- (a) Uniform : Complete F S Uniform.
Working dress if desired, but this may be drawn at the School.

(b) Equipment :

- 1. Binoculars. If available;
- 2. Prismatic Compass. "
- 3. Protractor, Rectangular, Mk iii or Mk iv.
- 4. Drawing Board.
- 5. Drawing Instruments.
- 6. Spring-back folder, note-books, set of coloured pencils, etc.

(c) Manuals:

- 1. Manual of Map Reading, Photo B and Field Sketching.

cont'd

- (c) Manuals: 2.—M H I Pams 1, 2, 3.
 3. F S P B Pams 1, 2, 3, 9, 12.
 4.—Employment of Air Forces with the Army
 in the Field, 1932.
 5. F S R Vol I 1930 Amend 1938; vol II
 —1935 Amend 1939.
 6.—Notes on Concealment and Camouflage 1938.

7. Postal Address:

The Postal Address of the Course will be :

Intelligence Course,
 Eastern Command Training School,
 Warrellan,
 NEW SOUTH WALES.

Telephones:

- (i) Official calls only : Camden 248.
 (ii) A public telephone is installed for
 outward trunk line calls. Inward calls
 to students may be made on Camden 294 and
 messages will be taken.

W. Wells Major
 per Colonel
 G S 7 Aust. Div.

DISTRIBUTION:

C R A	(1)
C R E	(1)
2/16 Bn (Air Mail)	(1)
2/15 Bn	(1)
2/27 Bn	(1)
20 Inf Bde	(4)
21 Inf Bde	(2)

<u>Distribution</u>	
C.O.	<i>[initials]</i>
2 I/C.	<i>[initials]</i>
ADJ	<i>[initials]</i>
Q.M.	

AUSTRALIAN IMPERIAL FORCE.

HEADQUARTERS		
MILITARY DISTRICT		
137	13	13

Headquarters,
1 Aust Corps,
441, St Kilda Rd.,
MELBOURNE S.C.2.

25

5 June 40.

1.0 Informed *[initials]*

DISTRIBUTION.

N Comd	2
E Comd	2
S Comd (3 M D)	2
S Comd (4 M D)	2
S Comd (6 M D)	2 (Copy for Capt E Crofton-Stephens)
W Comd	2
E Comd Trg Sch	2
7 Aust Div	20 (For issue to students)
2/2 MG Bn	2 (" " " ")
Int Sec 1 Corps	10
File	2

1 AUST CORPS CIRCULAR G.31.

CORPS INTELLIGENCE COURSE.

1. PLACE AND DATES

A Course of Instruction for Intelligence personnel will take place at Eastern Command Training School, Narellan, N.S.W. from Wednesday, 12 Jun 40, to Tuesday, 2 Jul 40, both days inclusive.

2. SCOPE OF THE COURSE.

The Course will be designed to instruct I Os and I Sjts of Formations and Units in their respective duties and in the training of their sections. The Course will also provide instruction in the working of the system of Military Intelligence in the Field from Units back to Corps Headquarters and in the responsibilities of each officer and NCO as an integral part of the whole.

3. PERSONNEL TO ATTEND.

Corps HQ Int Sec	- Selected offrns and NCOs
7 Div HQ Int Sec	- I O
	RAA I O
	RAE I O
MG Bn	- I O
Bde HQ	- BIO & BI Sjt
Inf Bns	- I O & I Sjt

4. ASSEMBLY.

The Course will assemble at 1200 hrs on 12 Jun 40 at ECTS, Narellan; personnel from Ingleburn Camp will report direct to the School at the above time; personnel from other States will report to the RTO at Central Station, Sydney, on 12 Jun 40. Further instructions will be issued by this officer.

5. TRAVELLING.

Return Rail Warrants to Sydney will be issued by Comds on request from the units concerned and will be endorsed "AIF Intelligence Course"

Personnel to attend will be instructed to travel by

2/27 Bn AIF

trains which will enable them to arrive at Sydney in time to report as indicated above.

6. UNIFORM, EQUIPMENT AND MANUALS.

All personnel will bring with them to the Course the following : -

(a) Uniform : Complete FS Uniform,
Working dress if desired, but this
may be drawn at the School.

(b) Equipment:

1. Binoculars (If available)
2. Prismatic Compass (If available)
3. Protractor, Rectangular, Mk iii or Mk iv
4. Drawing Board
5. Drawing Instruments
6. Spring-back folder, note-books, set of coloured pencils etc.

(c) Manuals :

1. Manual of Map Reading, Photo Reading and Field Sketching.
2. MMI Pams 1, 2, 3.
3. FSPB pams 1, 2, 3, 9, 12.
4. Employment of Air Force with the Army in the Field 1932.
5. FSR Vol 1, 1930 Amend 1938; vol II, 1935 Amend 1939.
6. Notes on Concealment and Camouflage 1938.

7. POSTAL ADDRESS.

The Postal address of the Course will be : -

Intelligence Course,
Eastern Command Training School,
Narellan,
NEW SOUTH WALES.

Telephones: -

(i) Official calls only - Camden 248

(ii) A public telephone is installed for outward trunk line calls. Inward calls to students may be made on Camden 294 and messages will be taken.



A handwritten signature in dark ink, appearing to be "H. H. ...".

Brig.
GS 1 Aust Corps.

8/27 Bm

<u>Distribution</u>
C.O.
2 I/C.
ADJ.
Q.M. <i>dm</i>

AUSTRALIAN IMPERIAL FORCE.

Headquarters,
7 Aust Div,
Victoria Barracks,
Melbourne, S C 1.

7 AUST DIV CIRCULAR G 9.

3 Jun 40

S A COURSES AND AMN ALLOTMENT FOR UNITS 7 DIV A I F.

A schedule of S A courses to be fired and the allotment of S A A amn for units of 7 Div has been prepared by A H Q and is to be issued shortly.

To cover the issue of amn for the firing of S A courses by cadres of units prior to the receipt of the A H Q schedule, authority has been wired to all districts for the issue of Mk VII and .455 amn in reasonable quantities for cadre training. (A H Q No. QO 2881 A I F P 11/753/3).

Courses to be fired by Bns include BI, BII, L E and WI.

A Wells Mappin
Colonel.
G.S. 7 Aust Div.

DISTRIBUTION:
List "B".

req. return
File

7/27 Row

AUSTRALIAN IMPERIAL FORCE

Distribution

C.O. *WV*
2 I/C.
ADJ. *WV*
Q.M.H.Q. 7 Aust. Div. A.I.F.,
Victoria Barracks,
MELBOURNE. S.C.1.

June 1st, 1940.

G. CIRCULAR 8MAPS - TRAINING AREAS IN AUSTRALIA

The following procedure will be adopted forthwith by units of this formation, with regard to requisition for survey etc. maps for training purposes whilst in Australia.

2/27
1. Units and details will requisition for maps to the senior 7 Div. A.I.F. Comd. in each State, who will then prepare a consolidated demand, which will be rendered to Comd. or District H.Q. by him. Units in 3 M.D. through 21 Inf. Bde.

2. Senior Comds. will then be responsible for the issue of maps to units etc., and for the return of same to local Comds. or districts prior to embarkation.

John A. Chapman
Colonel.
G.S. 7 Aust. Div.

DISTRIBUTION :

List "B".

22

Distribution
 C.O. *[initials]*
 2 I/C.
 ADJ. *[initials]*
 Q.M.

Headquarters,
 7 Aust. Div.,
 Victoria Barracks,
 Melbourne. S.C.1.

G Circular No. 7.

29 May 40.

DISTRIBUTION OF CIRCULARS BY 7 AUST. DIV. H.Q.

1. Reference G Circular No. 3, the distribution list has now been altered in order that circulars may be sent direct to the detached units shown in List "B".
2. Wherever possible replies should be returned through the normal channels, and not direct to Div. H.Q.
3. The amended distribution lists are shown below:-

Unit, etc.,	<u>LIST A.</u> (When copies are not required for redistribution.)	<u>LIST B.</u> (When copies are required for issue to det. units)	<u>LIST C.</u> (When copies are required for issue down to Coys etc.)	<u>LIST D.</u> (When copies are required for all officers.)
19 Inf. Bde.	1	1	1	1
20 Inf. Bde.	1	4	19	116
2/15 Bn.	-	1	5	34
21 Inf. Bde.	1	3	14	82
2/16 Bn.	-	1	5	34
2/27 Bn.	-	①	⑤	③④
7 Div. Cav. Regt.	1	1	2	10
A Sqn.	-	1	1	8
B Sqn.	-	1	1	8
C Sqn.	-	1	1	8
R.A.	1	5	15	138
R.E.	1	5	5	25
Sigs.	1	1	5	25
A.S.C.	1	5	5	40
Medical.	1	5	12	39
Pro.	1	2	2	3
Ord.	1	2	12	12
Postal.	1	1	1	1
Emp.	1	1	1	1
Bath.	1	1	1	1
Decn.	1	1	1	1
Salvage.	1	1	1	1
Camp.	1	1	1	1
G.	3	3	3	12
A.Q.	3	3	3	8
File.	1	1	1	1
War Diary.	2	2	2	2
TOTAL.	26	55	125	646

A. Wells Muzie
 Col. Colonel.
 G.S. 7 Aust. Div.

DISTRIBUTION;-
 List "B".

~~Asst~~
20.

AUSTRALIAN IMPERIAL FORCE.

G.225/1/52

H.Q.,
Victoria Barracks,
St. Kilda Road,
MELBOURNE. S.C.I.

23rd May, 1940.

WAR DIARIES.

Attention is drawn to the instructions concerning
War Diaries contained in F.S.R. Vol.1 1930 Section 174.

Whilst in Australia Diaries will be forwarded to
the officer i/c 2nd Echelon A.H.Q., 379 St. Kilda Rd.,
Melbourne, S.C.2, in accordance with para 7 of Sec. 174.

John A. Gopman
Colonel,
G.S. 7 Aust. Div.

DISTRIBUTION.

List B.

gih
A *PR*

MG09(a)S/JMD



DEPARTMENT OF THE ARMY.

MILITARY BOARD

ARMY HEAD-QUARTERS,
VICTORIA BARRACKS

Melbourne, S.C.I.

Q20/3/149

2/27 Bw.

30230

21st May, 1940.

- Northern Command. (6)
 - Eastern Command. (6)
 - Southern Command. (6)
 - Western Command. (6)
 - 1st Australian Corps (250)
(under separate cover)
-

Copies for information:-

- 'G' Branch (3); 'A' Branch (3);
- 'Q' Branch (3); 'O' Branch (3).

ISSUE OF COOKING EQUIPMENT - A.I.F.

With reference to Army memorandum No.26166 of 7th May, 1940, I am directed by the Master-General of the Ordnance to forward supplementary scale of cooking equipment consequent on the issue of additional War Establishments.

W. W. Whitt

Colonel,
Director of Ordnance Services.

Distribution	
C.O.	
2 I/C.	
ADJ.	
Q.M.	

COOKING SCALE

Establishment	New and Amended Unit	Containers, cooking, 3-gal., L.P.	Cookers, portable burner unit Hydra S.P. type or L.P.	Insulators, containers, cooking, L.P.	Kettles, camp, oval, 12-qt.	Pans, frying	Plates, baffle	Stands, cooking, L.P.	Stoves, camp, portable, (Fowler type)
IV/72B/1	Gen. Labour Sec. (26)	2	-	1	1	1	-	-	-
II/12F/1	Inf. Bn. (Higher Estab.) - Bn. H.Q. (49) H.Q. Coy. (227) Coy. (129) 1 Reinf. (154)	4 20 12 14 4	2 5 3 3 -	2 10 6 7 2	2 11 6 8 1	2 10 6 7	1 3 2 2	3 11 7 7	- 2 1 1
III/54A/1	Mob. Laundry and Fwd. Decontamination Unit (56)	4	2	2	3	2	1	3	1
III/43A/1	H.Q., A.A. Bde. Coy., A.A.S.C. (45)	4	2	2	2	2	1	3	-
III/32B/1	Special Wireless Sec. (Type 'C') G.H.Q. Sigs. (23)	2	-	1	1	1	-	-	-
III/32B/1	Special Wireless Sec. (type 'B') (89)	8	2	4	4	4	1	4	1
III/30C/1	Line Mtnc. Sec. (G.H.Q. and Corps Sigs.) (28)	2	-	1	1	1	-	-	-
III/6/1	H.Q., A.A. Bde. (26)	2	-	1	1	1	-	-	-
III/30A/1	Operating Sec. Aus. Coy. Sigs. (40)	4	2	2	2	2	1	3	-

MG09(a)S/JMD



DEPARTMENT OF THE ARMY.

Q20/3/49.

MILITARY BOARD

ARMY HEAD-QUARTERS,
VICTORIA BARRACKS

Melbourne, S.C.I.

30230

21st May, 1940.

- Northern Command. (6)
 - Eastern Command. (6)
 - Southern Command. (6)
 - Western Command. (6)
 - 1st Australian Corps (250)
 - (under separate cover)
-

Copies for information:-

- 'G' Branch (3); 'A' Branch (3);
 - 'Q' Branch (3); 'O' Branch (3).
-

ISSUE OF COOKING EQUIPMENT - A.I.F.

With reference to Army memorandum No.26166 of 7th May, 1940, I am directed by the Master-General of the Ordnance to forward supplementary scale of cooking equipment consequent on the issue of additional War Establishments.

W. W. Whitt

Colonel,
Director of Ordnance Services.

Distribution	
C.O.	<i>[Signature]</i>
2 I/C.	<i>[Signature]</i>
ADJ.	<i>[Signature]</i>
Q.M.	

COOKING SCALE

Establishment	New and Amended Unit	Containers, cooking, 3-gal., L.P.	Cookers, portable burner unit Hydra S.P. type or L.P.	Insulators, containers, cooking, L.P.	Kettles, camp, oval, 12-qt.	Pans, frying	Plates, baffle	Stands, cooking, L.P.	Stoves, camp, portable, (Fowler type)
IV/72B/1	Gen. Labour Sec. (26)	2	-	1	1	1	-	-	-
II/12F/1	Inf. Bn. (Higher Estab.) -	4	2	2	2	2	1	3	-
	Bn. H.Q. (49)	20	5	10	11	10	3	11	2
	H.Q. Coy. (227)	12	3	6	6	6	2	7	1
	Coy. (129)	14	3	7	8	7	2	7	1
	1 Reinf. (154)								
III/54A/1	Mob. Laundry and Fwd. Decontamination Unit (56)	4	2	2	3	2	1	3	1
III/43A/1	H.Q., A.A. Bde. Coy., A.A.S.C. (45)	4	2	2	2	2	1	3	-
III/32B/1	Special Wireless Sec. (Type 'C') G.H.Q. Sigs. (23)	2	-	1	1	1	-	-	-
III/32B/1	Special Wireless Sec. (type 'B') (89)	8	2	4	4	4	1	4	1
III/30C/1	Line Mtnce. Sec. (G.H.Q. and Corps Sigs.) (28)	2	-	1	1	1	-	-	-
III/6/1	H.Q., A.A. Bde. (26)	2	-	1	1	1	-	-	-
III/30A/1	Operating Sec. Aus. Coy. Sigs. (40)	4	2	2	2	2	1	3	-

AUSTRALIAN IMPERIAL FORCE.

H.Q.,
Victoria Barracks,
MELBOURNE. S.C.I.

18th May, 1940.

A.S.S. & P.S.,
A.H.Q.

ISSUE OF MANUALS TO UNITS 7 AUST. DIV. A.I.F.

Units listed below are in process of being formed at the locations given. Could arrangements be made for the early issue of the unit allotments of training manuals, pamphlets, etc. to these units?

N. Comd.

A Sqn. 7 Div. Cav. Regt.	Redbank	Q.
2 A. Tk. Regt.	"	Q.
2/15 Bn.	"	Q.

E. COMD.

7 Div. Cav. Regt.	Liverpool	N.S.W.
less A B & C Sqns.		
2/5 Fd. Regt.	Ingleburn	N.S.W.
2/6 Fd. Regt.	Ingleburn	N.S.W.
H.Q. 7 Div. Engrs.)		
2/4 Fd. Coy.)	Ingleburn	N.S.W.
2/5 Fd. Coy.)		
2/6 Fd. Coy.)		
H.Q. 20 Inf. Bde.	Ingleburn	N.S.W.
2/13 Bn.	Ingleburn	N.S.W.
2/17 Bn.	Ingleburn	N.S.W.

S. Comd. 3 M.D.

B. Sqn. 7 Div. Cav. Regt.	Puckapunyal
H.Q. 7 Div. Arty.	466 St. Kilda Rd.
2/4 Fd. Coy. Regt	Puckapunyal
H.Q. 7 Div. Sigs.)	
No.1.Coy." ")	Seymour
No.2.Coy." ")	(Old Camp Site)
No.3.Coy." ")	
H.Q. 21 Inf. Bde.)	Puckapunyal.
2/14 Bn.)	
H.Q. 7 Div. A.A.S.C.	466 St. Kilda Rd.

S. Comd. 4 M.D.

C. Sqn. 7 Div. Cav. Regt.	Woodside	S.A.
2/27 Bn.	Woodside	S.A.

W. Comd.

2/2 Fd. Pk. Coy.	Northam	W.A.
2/16 Bn.	Northam	W.A.

<u>Distribution</u>	
C.O.	<i>[Signature]</i>
2 I/C.	<i>[Signature]</i>
ADJ.	<i>[Signature]</i>
Q.M.	<i>[Signature]</i>

[Signature]
Colonel,
G.S. 7 Aust. Div.

16 B.

Distribution
C.O.
2 I/C.
AD <input checked="" type="checkbox"/>
Q.M.



AUSTRALIAN IMPERIAL FORCE.

Headquarters,
7 Aust Div,
Victoria Barracks,
Melbourne, S.C.I.

7 Aust Div Circular G 25

12 Jul 40

TRAINING COURSES - 7 AUST DIV.

1. For the purpose of ascertaining the requirements of units of 7 Aust Div at future courses of training the attached pro forma will be completed and returned to Div H Q at the earliest possible date.
2. In order to save time detached units are being forwarded copies and will return them direct to Div H Q.
3. Where individual courses do not apply the space will be left blank. The remarks column will be used for any additional relevant information e.g. Present number attending course.
4. Any special requirements not mentioned in pro forma will be explained in a covering memo.
5. As vacancies at future courses are likely to be restricted, unit demands will be reduced to the minimum essential for the training of sufficient instructors to carry on unit training efficiently.

HW att 2/1/40

For Colonel
G.S. 7 Aust Div.

DISTRIBUTION:

List B.

BRING FORWARD

DATE 20 Jul 40

7 Aust Div
21 Aust Inf Bde.
File

2/27 Rev

UNIT.....

COURSE	Vacancies Req'd			Present No. Trained Unit Instructors	REMARKS
	Off	NCOs	ORs		
Anti Gas	4			12.	
Armourers		1			Armourer cpl not yet on strength being trained under 21 Aust Inf Bde arrangements. One extra required to assist
Artificers Arty					
Cooks Sgt				2	
Cooks Unit				17	
Coy Comds (Tactical)	5	1	10		one at previous course did not complete
Drvm & Mntce MG Carriers	1	1	20	3.	
General Vehicles		1	20		one course of 20 is being held locally under 4th Div. arrangements
Intelligence	1	4	16		
Map Reading & Fd Sketching	5	5		6	
Mechanics & Fitters			5		only 2 allowed west ab. but would like one per Coy
F & R T	-	-	-	15	incl one at Frankston
Potential Officers		4			4 now at school
Sigs - Unit	1	1		3	
Sigs - Technical					
S A - L M G		8		22	
3" Mortar				3	incl 2 at school
M M G				5	incl 2 at school.
A Tk	5	5		1	one off tncs per Coy.
2" mortar	4	4			one off tncs per Coy.
<u>Extra courses</u>					
Field Engineering course	6	5			Pioneer officer, one off tncs per Coy.

Lt Col

HQ
COY

COURSE	Vacancies Req'd			Present No Trained Unit Instructors	No now at Course	Remarks
	Off	NCO's	OR's			
Anti Gas ✓	-	-	-	3		
Armourers ✓	-	-	1			One OR required as assistant on back-stop to HQOD. armour attached
Artificers Arty ✓	-	-	-			
Cooks Sgt ✓	-	-	-	2		
Cooks Unit ✓	-	-	-	17		
Coy Comds (Tactical) ✓	1	-	-			
Drng & Mtce M G Carriers ✓	-	7	20	3		All NCO's & OR's of + Pl. less Lt W. Baker & Pls. Henry & Smith.
General Vehicles ✓	-	-	20	2		No now provided for by course now running & due to course, further is necessary
Intelligence ✓	-	-	7	-		I best privates
Map Reading & Fd Sketching ✓	-	-	7	1	2	at least 2 OR now at course I best Pls all need course
Mechanics & Fitters	-	-	4	-		
P & R T	-	-	-	2	1	
Potential Officers	-	1	-			spe. instr. of Garrison Pl.
Sigs - Unit	-	2	32	1	2	Normally. refer 2/3 Pwr Bns.
Sigs - Technical	-	-	2	3		
S A - L M G	-	-	2	3		
Mortar	-	-	-	1	2	
M M G	1	1	-	3	2	lower need for buy later & C.S.M.
A Tk	1	1	-			

To
All Coys

The above form is to be filled in and returned to this HQ
IMMEDIATELY.

McArthur
Lieut
Adjt 2/27 Bn

J. J. Dobbie
Capt
O.S. & C.

COY *A*

COURSE	Vacancies Req'd			Present No Trained Unit Instructors	No now at Course	Remarks
	Off	NCO's	OR's			
Anti Gas ✓	4	2		3		1 off 2 NCO's trained
Armourers ✓						
Artificers Arty ✓						
Cooks Sgt ✓						
Cooks Unit ✓						
Coy Comds (Tactical) ✓	21					1 OC. 1 2 1/2 = did not complete course
Drng & Mtce M G Carriers						
General Vehicles						
Intelligence						
Map Reading & Fd Sketching	4	3	4	1 Rec		1 off INCO 1 Orderly per pl.
Mechanics & Fitters						
P A R T		3		3	1	
Potential Officers		1			1	1st Grades at Course + Kotekar
Sigs - Unit						
Sigs - Technical						
S A - L M G	2	5		5		
Mortar 2"	3	3	6			
M M G -						
A Tr -						

To All Coys

The above form is to be filled in and returned to this HQ

IMMEDIATELY.

W. Clouston

Lieut
Adj't 2/27 Bn

2/27 Bn
Sherwith

Alay Pope Major
OC A. Coy 2/27 Bn

COY *B*

COURSE	Vacancies Req'd			Present No Trained Unit Instructors	No now at Course	Remarks
	Off	NCO's	OR'e			
Anti Gas ✓	3.	6.	3.	1		
Armourers	.					
Artificers Arty	.					
Cooks Sgt	.					
Cooks Unit ✓	.					
Coy Comds (Tactical) ✓	2					
Drng & Mtce M G Carriers	.					
General Vehicles	.					
Intelligence	.					
Map Reading & Pl Sketching	5.	6.	3.	1 <i>Gill</i>		
Mechanics & Fitters	.					
P A R T		3.	1.	2		
Potential Officers		4			1	
Sigs - Unit						
Sigs - Technical						
S A - L M G	3.	6.	3.	2		
Mortar 2"	3	3	6.			
M M G	.					
A Tk	3	3	6.			

Runcant...
OCT 13 Coy

To All Coys

IMMEDIATELY.

The above form is to be filled in and returned to this HQ

McAustri
 Lieut
 Adjt 2/27 Bn

COY *C*

COURSE	Vacancies Req'd			Present No Trained Unit Instructors	No now at Course	Remarks
	Off	NCO's	OR's			
Anti Gas ✓	1	2		2. NCOs		P.A.D. officer (Lt Skipper)
Armourers						
Artificers Arty						
Cooks Sgt						
Cooks Unit ✓						
Coy Comds (Tactical) ✓	1			1 officer as Cav.		Capt. Nicholls
Drng & Mtce M G Carriers						
General Vehicles						
Intelligence						
Map Reading & Fd Sketching	2	3		<i>1 officer</i> 1 officer		
Mechanics & Fitters						
P & R T				3 OR.		
Potential Officers		1			1	Lt. R.D. Johns is 2 officer " E.J. Martin at course now.
Sigs - Unit						
Sigs - Technical						
S A - L M G	2	9		1 officer		
Mortar	1	3	3			
M M G						
A Tk		3	3			

To All Coys

The above form is to be filled in and returned to this HQ
IMMEDIATELY.

W. Clouston

Lieut
Adjut 2/27 Bn

2/27 Bn

- 2 -

Returned only completed

J.C. ...

COY D

COURSE	Vacancies Req'd			Present No Trained Unit Instructors	No now at Course	Remarks
	Off	NCO's	OR's			
Anti Gas ✓	1			3	nil	
Armourers ✓		1		nil	nil	
Artificers Arty ✓				—	—	
Cooks Sgt ✓				—	—	
Cooks Unit ✓			②	No —	—	Two men from Coy are training in cookhouse who 2nd in Command
Coy Comds (Tactical) ✓	1			1	—	
Drng & Mtce M G Carriers				—	—	
General Vehicles	1		2	—	—	Suggest these as drivers spare carriers
Intelligence	—	1	1	—	—	
Map Reading & Fd Sketching	3	6	2	1 ^{crafts}	—	
Mechanics & Fitters			2	91 —	—	
P & R T	—	—	—	3	1	
Potential Officers	—	5	1	—	1	
Sigs - Unit				—	—	
Sigs - Technical				—	—	
S A - L M G	—	—	3	11	—	
Mortar	—	—	—	—	—	
M M G	—	—	—	4	—	
A Tk	2	3	—	1	—	

To
All Coys

*OB Isaacson
Capt*

The above form is to be filled in and returned to this HQ

IMMEDIATELY.

W Austin

Lieut
Adjt 2/27 Bn

2/27 Bm

16A

AUSTRALIAN IMPERIAL FORCE

Headquarters,
7 Aust Div,
Victoria Barracks,
MELBOURNE. S.C.I.

6 Jun 40

Distribution
C.O. 7 Aust Div Circular G 13.
2 I/C.
ADJ. *Ab*
Q.M.

TRAINING COURSES - 7 AUST DIV

1. In continuation of 7 Div memo G 198/1/32 of 15 May, arrangements have now been made for Courses to be held in accordance with the attached list, which replaces previous proposals.
2. For unavoidable reasons some of the details may have to be altered at a later date. The arrangements are therefore not to be considered entirely firm until separate and detailed instructions are issued on each Course. In the meantime formations and units may proceed with their preliminary arrangements.
3. In cases of urgency copies of instructions are being sent direct to detached units, in order that Bde etc HQ will not have to repeat the instructions in detail, but merely notify units of the sub-allotment of vacancies. The distribution list will show whether the instructions have been issued to detached units.
4. In addition to the Courses mentioned in the attached list it is proposed to arrange :-
 - (a) Instruction for drivers M T 1st Class and storemen of A A S C and A A O C at General Motors-Holden and Fords in Sydney and Melbourne.
 - (b) Instruction for a large percentage of all types of tradesmen borne on W E of Units, at Technical Colleges in each State.
 - (c) Repetition of certain Courses already arranged.
 - (d) Provost and Regimental police.
 - (e) Instruction for clerks in typing and shorthand.
5. It is important to advise Div HQ at the earliest possible, if any of the allotted vacancies cannot be taken up, in order that increased allotments may be made to other units.

Quintus Capuan
Colonel
G S 7 Aust Div

DISTRIBUTION:
List "B".

LIST OF COURSES - 7 AUST DIV

SERIAL	COURSE	DATE	PLACE	VACANCIES			SCALE OF ALLOTMENT	REMARKS
				Off	O R	Tot		
1.	Unit Cooks	11 Jun-27 Jun	Maribyrnong	-	16	16	21 Inf Bde 3, Cav 1, R A 3, Sigs 2, A S C 2, Med 2, 2/2 Pnr Bn 3	For units in S Comd. Courses for cooks in other Comds being arranged.
2.	Unit Sigs (Inf & Pnr)	15 Jun-30 Jun	School of Sigs	2	14	16	Ea Inf Bde 1 Off 4 ORs, 1 OR ea Pnr Bn, Cav 4 ORs	0 + 2 ✓
3.	Unit Sigs (Arty)	15 Jun-30 Jun	School of Sigs	2	8	10	R A 2 Off 8 ORs	0 0 ✓
4.	Company Commanders	16 Jun- 5 Jul	C & S School	16	-	16	20 Inf Bde 3, 21 Inf Bde 5, Cav 1, R A 3, 2 ea Pnr Bn	2 + ✓
5.	Combined L M G & A Tk Rifle (incl A A)	16 Jun-30 Jun	S A School, Randwick	7	29	36	Div H Q 1 OR, ea Inf Bde 2 Off 5 ORs, Cav 2 ORs, R A 1 Off 5 ORs, R E 3 ORs, A S C 4 ORs, 1 Off 2 ORs ea Pnr Bn	1 1 ✓
6.	Driving & Maintenance	17 Jun-12 Jul	School of Mech Caulfield	16	32	48	Ea Inf Bde 3 Off 6 ORs, Cav 10 Off 20 ORs	1 2 ✓
7.	Signal Technicians	17 Jun-for about 8 wks	Melbourne Technical College	-	-	57	Electricians 10, instruments 10, fitters 10, draughtsmen 2, operators 25.	- ✓
8.	Potential Officers (Inf, Pnr, M G Units)	24 Jun-20 Jul	C T D Liverpool	-	36	36	Ea Inf Bde 13 ORs, 5 ea Pnr Bn	- 4 ✓
9.	Unit Cooks	24 Jun- 7 Jul	Adelaide	-	8	8	21 Inf Bde 2, Cav 1, Sigs 1, A S C 3, Medical 1	For units in 4 M D - 2 ✓

List of Courses - 2.

SERIAL	COURSE	DATE	PLACE	VACANCIES			SCALE OF ALLOTMENT	REMARKS
				Off	O R	Tot		
00 ✓ 10.	Supply in the Field (A S C Officers)	24 Jun-15 Jul	Melbourne	16	-	16	20 Inf Bde 1, A S C 15.	A S C Officer 21 Inf Bde has just completed course.
one or applicants 11.	Sergeant Cooks	24 Jun-22 Jul	A S C School, Melbourne	-	6	6	Div H Q 1, ea Inf Bde 1 Sigs 1, A S C 1, Provost 1.	
00 12.	Armourers	24 Jun-27 Jul	Anzac Range, Sydney	-	-	-	All Unit & L A D armourers in N & E Comds.	
00 13.	Os C L A Ds	25 Jun-10 Jul	Melbourne	-	-	-	All L A Ds	Selections and instructions being sent direct to L A Ds by 2/2 A Fd Wk Shop
2 14.	Physical and Recreational Training	25 Jun-16 Jul	Frankston, Vic	-	-	32	Ea Inf Bde 4, Cav 1, R A 6, R E 1, Sigs 3, A S C 3, Med 2, Provost 1, 2/1 Pnr Bn 3, 2/2 Pnr Bn 4	For units in all Comds except N Comd. Officers in lieu of N C Os if desired.
unit armourers 15.	Armourers	1 Jul-3 Aug	Williamstown, Vic.	-	-	-	All Unit & L A D armourers in S & W Comds	
1 2 16.	Medium M G	7 Jul-21 Jul	S A School, Randwick	3	12	15	20 Inf Bde 2 Off 6 ORs, 21 Inf Bde 1 Off 6 ORs	For carrier platoons.
2 17.	Mortar (3")	7 Jul-21 Jul	S A School, Randwick	-	12	12	Ea Inf Bde 6	
18.	Junior Staff Offrs	14 Jul-2 Aug	C & S School	16	-	16	Div H Q 1, ea Inf Bde 3, Cav 1, R A 3, R E 1, 2 ea Pnr Bn.	

List of Courses - Page 3.

SERIAL	COURSE	DATE	PLACE	VACANCIES			SCALE OF ALLOTMENT	REMARKS
				Off	O R	Tot		
18.	Company Commanders	14 Jul-2 Aug	C & S School	16	-	16	Ea Inf Bde 4, Cav 3, R A 1, ea Pnr Bn 2.	/
19.	Driving & Main- tenance (General vehicles)	15 Jul-27 Jul	School of Mech Caulfield	8	16	24	Ea Inf Bde 1 Off 3 ORs, R A 4 Off 6 ORs, 1 Off 2 ORs ea Pnr Bn	/
20.	Driving & Main- tenance (General vehicles)	29 Jul-10 Aug	School of Mech Caulfield	6	12	18	Cav 1 Off 2 ORs, A S C 5 Off 10 ORs	
21.	Physical and recreational training	Date not fixed, probably in July	N S W			22	Ea Inf Bde 4, Cav 1, R A 2, R E 1, Sigs 2, A S C 2, Med 2, 2 ea Pnr Bn	

ALLOTMENT OF VACANCIES TO COURSES,
7 AUST. DIV.

CIRC. G 13 of 6 JUNE 40.

SERIAL NO.	H. Q.		2/14 Bn.		2/16 Bn.		2/27 Bn.	
	Offs.	O.R's	Offs.	O.R's	Offs.	O.R's	Offs.	O.R's
1.	-	-	-	3	-	-	-	-
2.	-	-	-	2	1	-	-	2
4.	-	-	2	-	1	-	2	-
5.	-	-	1	1	-	3	1	1
6.	-	-	1	2	1	2	1	2
8.	-	-	-	54	-	54	-	4
9.	-	-	-	-	-	-	-	2
11.	ONE AVAILABLE TO BDE. ON APPLICATION FROM UNITS.							
14.	-	-	-	1	-	1	-	2
15.	ALL UNIT ARMOURERS.							
16.	-	-	-	2	1	2	1	2
17.	-	-	-	2	-	2	-	2

DISTRIBUTION.

2/14 Bn.
2/16 B n.
2/27 Bn. ✓
FILE.

File

R. L. ...
Major,
B.M. 21 Aus. Inf. Bde.

7/31

16.
H. 62

AUSTRALIAN IMPERIAL FORCE

G.198/1/32.

H.Q. 7 Aust. Div.,
Victoria Barracks,
MELBOURNE. S.C.1.

May 15th, 1940.

PROPOSED COURSES - 7 AUST. DIV.

1. Attached hereto is a provisional list showing the proposals for Courses for 7 Aust. Div. whilst in Australia.
2. The list has been compiled as a basis for obtaining the views and requirements of subordinate formations and units, which are to be forwarded to Div. H.Q. as soon as possible.
3. In order to simplify coordination of requirements, the details should be adhered to wherever possible, and full reasons shown where alterations are proposed.

Distribution	
C.O.	<i>[initials]</i>
2 I/C.	
ADJ.	<i>[initials]</i>
Q.M.	

[Signature]
Colonel,
G.S. 7 Aust.Div.

DISTRIBUTION:

List "B".

[Handwritten] Keep towards

LIST OF PROPOSED COURSES 7 AUST. DIV.

Serial	Course	Date	Place	Vacancies proposed			Scale of Allotment	Remarks
				Off.	O.R.	Total		
1	Company Commanders (Tactical)	20 May-8 Jun.	Comd. & Staff. School	10	-	10	6 for 20 Inf. Bde., and 4 for 21 Inf. Bde.	
2	" "	17 Jun-6 Jul.	"	20	-	20	9 for <u>20 Inf. Bde.</u> and 11 for <u>21 Inf. Bde.</u>	
3	Staff Duties	15 Jul-3 Aug.	"	12	-	12	<u>4 ea. for Inf. Bdes., 2 R.A., 2 R.E.</u>	For L.O's and prospective B.M.'s & S.C.'s.
4	Intelligence (I.O's.)	1 Jul-10 Jul.	Melbourne	15	-	15	1 Div. H.Q., <u>4 ea. Inf. Bde., 4 R.A., 1 R.E., 1 Cav.</u>	Corps and Div. arrangements.
5	Intelligence (cypher)	"	"	1	14	15	Div. and Inf. Bdes. Sec.Int.Corps	"
6	" (O.R.)	"	E. & S. Comds.	-	51	51	<u>24 ea. Inf. Bde., Cav. 3</u>	Instruction in map reading, collection and collation of information, etc.
7	Bren Gun (ground and air) (a)	17 Jun-30 Jun.	S.A.S. or E. & S. Cds.	-	53	53	1 Div. H.Q., <u>16 ea. Inf. Bde., 8 R.A., 4 R.E. 4 Cav. 4 A.S.C.</u>	To train unit instructors
8	A. Tk. Rifle (a)	17 Jun-26 Jun.	"	-	53	53	" " " <u>do</u> "	" "
9	Unit Signals (Cav. Arty. Inf.)	26 May-9 Jun.	Liverpool	13	13	26	<u>3 Off. and 3 N.C.O.'s ea. Inf. Bde. 1 off. 1 N.C.O. Cav. 2 Off. 2 N.C.O.'s ea. Fd. Regt.</u>	Corps arrangements. To train unit instructors.

Serial	Course	Date	Place	Vacancies proposed			Scale of Allotment	Remarks
				Off.	O.R.	Total		
10	Drivers & maintenance (M.T.) (a)	1 Jul-14 Jul	School of Mech.	14	59	73	2 O.R.'s Div.H.Q. 3 Off. 6 O.Rs ea. Inf. Bde., 1 Off. 8 O.Rs. Cav 4 Off. 16 O.Rs. R.A., 12 O.Rs. R.E., 3 O.Rs. Medical 3 Off. 6 O.Rs. A.S.C.	To train unit instructors
11	Drivers & maintenance (Carriers) (a)	17 Jul-30 Jul	"	11	27	38	3 Off. 3 O.Rs. ea. Inf. Bde., 5 Off. and 21 O.Rs Cav.	" "
12	Cooking (Sgt. Cooks)	20 May-19 Jun.	A.S.C. School	-	12	12	2 ea. Inf. Bde., 3 R.A., 3 R.E., 1 Sigs., 1 A.S.C.	N.C.O.'s to be trained as Sgt. Cooks.
13	Catering and Cooking (Sgt. Cooks)	24 Jun-14 Jul	"	-	23	23	1 Div. H.Q., 3 ea. Inf. Bde., 3 R.A., 2 R.E., 3 Sigs., 2 Cav. 3 A.S.C. 3 Med.	" "
14	A.S.C. Officers	9 Jul-30 Jul	"	20	-	20	18 Div. A.S.C. 1 ea. Inf. Bde.	Organization and operation of Div. A.S.C. in field.
15	Physical and Recreational Training	27 May-13 Jun	Army School Brisbane	-	12	12	4 for 2/15 Bn., 4 for 2 A.Tk. Regt., 4 Cav.	To train unit instructors
16	"	25 Jun-16 Jul	Army School Frankston	-	21	21	6 for ea. Inf. Bde., 4 R.A., 1 R.E., 1 Cav., 1 Sigs., 1 Med., 1 A.S.C.	"
17	Tradesmen	-	Technical Colleges all States	-	-	-	All units	Details not yet available. Vacancies required are dependent on number of trained tradesmen enlisted.
18	Anti-gas	17 Jul-26 Jul	-	-	-	29	1 Div.H.Q., 4 ea. Inf. Bde., 5 R.A., 5 R.E., 1 Cav. 3 Sigs. 3 Med. 3 A.S.C.	

(a) May have to be taken in batches on different dates according to capacity of schools.

7-27 Bnd

Kimber
Amend accord 15A

<u>Distribution</u>
C.O.
2 I/C.
ADJ. <i>[initials]</i>
Q.M.

AUSTRALIAN IMPERIAL FORCE.

Headquarters,
7 Aust. Div.,
Victoria Barracks,
MELBOURNE. S.C.1

17 May, 1940.

AMENDMENT NO.1.

7 Aust. Div. Circular Q.5.
(dated 15 May, 40)

ACCOMMODATION OF UNITS OF 7 AUST. DIV.
RAISED IN EASTERN COMMAND.

PARA. 2. - In "Remarks" column of schedule -
Opposite Serials 12, 13, and 14 -
delete "INCLEBURN CAMP" and insert
"MOORE PARK".

A. J. Boase
Col.

A.A. & Q.M.G. 7 Aust. Div.
(A. J. BOASE)

DISTRIBUTION:

Div. Cav.	(4)	D.A.D.O.S.	(1)
C.R.A.	(5)	S.O.M.E.	(1)
C.R.E.	(5)	D.A.P.M.	(1)
Div. Sigs.	(7)	File	(3)
19 Inf. Bde.	(1)	Postal Unit	(1)
20 Inf. Bde.	(4)		
21 Inf. Bde.	(4)		
C.A.A.S.C.	(4)		
Pro. Coy.	(1)		
Emp. Pl.	(1)		
Mob. Bath	(1)		
G.1	(1)		
G.11	(1)		
G111.(0)	(1)		
A.Q.	(1)		
D.A.A.G.	(1)		
D.A.Q.M.G.	(1)		
Camp	(1)		
A.D.M.S.	(5)		

21 AUS. INF. BDE.
FILE NO.
.....

1/27

AUSTRALIAN IMPERIAL FORCE

Distribution
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Headquarters,
7 Aust. Div.,
Victoria Barracks,
MELBOURNE. S.C.1.

May 15th, 1940.

7 AUSTR. DIV. CIRCULAR Q.5.

Accommodation of Units of 7 Aust. Div.
Raised in Eastern Command

- The following extracts from E. Comd. memo 25789, dated 9th May, are re-published for the information of all concerned.
- Accommodation has been allocated to units of 7 Aust. Div. in E. Comd. as under :-

Serial No.	Unit	Off.	O.Rs.	Remarks
1.	7 Div. Cav. Regt. less A.B. & C. Squadrons.	14	165	LIVERPOOL CAMP
2.	H.Q. 7 Div. Arty.	6	24	INGLEBURN CAMP
3.	2/5 Field Regiment	39	594	" "
4.	2/6 Field Regiment	39	594	" "
8.	H.Q. 7 Div. Engrs.	6	29	" "
9.	2/4 Fd. Coy.	6	253	" "
10.	2/5 Fd. Coy.	6	253	" "
11.	2/6 Fd. Coy.	6	253	" "
12.	H.Q. No.3 Coy. 7 Div. Sigs.	3	22	(INGLEBURN CAMP MOORE PARK (Pending concentrat- (ion SEYMOUR
13.	D. Sec. 7 Div. Sigs.	2	85	(" "
14.	E. Sec. 7 Div. Sigs.	1	27	(" <i>vide</i> <i>Amendment No.1.</i> <i>17.5.40</i>
23.	H.Q. 20 Inf. Bde.) Int. Sec. att.)	12 2	61 2	INGLEBURN
24.	2/13 Bn.	41	810	"
25.	2/17 Bn.	41	810	"
26.	20 Anti Tank Coy.	4	78	"
29.	H.Q. 7 Div. Army Service Corps	7	30	MOORE PARK
33.	2/4 Fd. Amb.	12	233	INGIE BURN
41.	50 L.A.D.	1	12	MOORE PARK
42.	51 L.A.D.	1	12	"
43.	52 L.A.D.	1	12	"
44.	53 L.A.D.	1	12	"

Serial No.	Unit	Off.	O.R.'s	Remarks
45.	7 Fd. Cash Office	1	7	INGLEBURN
46.	7 Div. Postal Unit	1	25	"
47.	7 Provost Coy.	2	115	MOORE PARK
48.	7 Div. Employment Platoon	-	34	"
49.	7 Div. Mob. Bath Unit	1	19	"
61.	58 L.A.D.	1	12	"
62.	60 L.A.D.	1	12	"
63.	62 L.A.D.	1	12	"

3. The allotment to Sigs., 7 Aust. Div. is, of course, pending their concentration at Seymour. (Vide A.H.Q. circular No. 26712, dated 9th May, 1940).

4. Accommodation for all 7 Aust. Div. troops quartered at INGLEBURN and LIVERPOOL will be available from 20th May. Units allotted accommodation at other camp sites should apply to H.Q. E. Comd., for information as to when it will be available.

5. Advance parties should make contact with Area Commandants at an early date to obtain details of the allotment of huts in the blocks allocated.

A. Doase

Colonel,
A.A.& Q.M.G., 7 AUST. DIV.,

DISTRIBUTION:

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AUSTRALIAN IMPERIAL FORCE.

1 Aust. Corps.
466 St. Kilda Road,
MELBOURNE S.C.2.

1 AUST. CORPS. CIRCULAR G.20.

14 May 40.

GENERAL POLICY FOR ANTI GAS TRAINING.

1. To carry out anti gas work, unit gas officers and N.C.Os, must be trained to a high degree of efficiency.

Personnel selected for this training should -

- (a) Have sufficient time to carry out their duties adequately in addition to their regimental duties.
- (b) Have the ability and personality to instruct.
- (c) Not be likely to be moved soon to some other position where they would not be available.

Anti gas personnel should be selected for training on the following scale; if possible additional persons should be trained -

Each <u>battalion</u> or equivalent unit -	1 officer
Each company or equivalent unit -	1 N.C.O.
Each battalion, in addition -	Comd Pnr Pl.

Only personnel who have been recently specially trained as instructors in this work should be used for anti gas instruction.

2. Respirators and steel helmets should be issued and anti gas training begun as early as possible in the recruit training period after unit anti gas personnel have been trained.

Attention is directed to the fact that "Defence against Gas 1935" is now obsolete and all training will be based on "Protection against Gas and Air Raids" pamphlets 1, 2 and 3.

3. Facepieces should be fitted under the general supervision of the unit gas officer and every man must be given a comfortable as well as gas-tight, fit. As soon as possible any man that cannot be fitted with either small, normal, or large sized facepiece should be reported to G.S.O. for C.W. Aust. Corps and a special fitting will be made at M.S.L. Laboratories.
4. Anti gas training should be continuous and progressive, and should, as far as possible, be blended with other branches of training once the elementary stage has been passed.
5. During respirator training emphasis must be placed on the importance of this subject to the individual, and of the necessity for proper care of his equipment.

When all ranks have been taught respirator drill, they should be given experience of working with facepiece adjusted, at first for short periods of say 15 minutes, increasing gradually to one hour. When this stage has been reached, at least one hour each day should be spent during regimental training, wearing the respirator in the "Gas" position to enable all ranks to accustom themselves to the limiting effects produced.

6. The respirator should be worn at all times during field training and on as many other occasions as possible during regimental training. It will be worn at the "Normal Alert" position, except when facepiece is adjusted.

7. During this elementary training, instruction should be given in the characteristics of war gases etc., and as much training as possible given in their recognition by smell, appearance etc., It must be emphasised that the enemy will in many cases attempt to camouflage the various chemical agents, both in smell and physical appearance, Mixtures of various agents are very likely,
8. All ranks are responsible for their own personal decontamination, and units for their own minor decontamination problems; for this reason, training in decontamination must be given prominence. With units and sub-units whose specific duties include decontamination, e.g. pioneer battalions and pioneer platoons, this branch of training must be given even greater prominence.

Decontamination training will include as much field work as possible, using training expedients, as well as the wearing of anti gas clothing to accustom troops to the limiting effects produced thereby.
9. Training in the duties of both classes of gas sentries i.e. gas and air spray, needs much attention, with special emphasis on the latter type.
10. On the completion of elementary gas training, "Tests of Elementary Training" as laid down in Secs. 101 - 104, pamphlet No.1, will be carried out and the results will be recorded by sub-units.
11. When individual anti-gas training is completed, the threat of gas should be included in all training exercises, both tactical and administrative, aided as far as possible by the use of training expedients. During all exercises full personal anti gas equipment should be worn by all ranks.
12. It is important that commanders of all grades should know how gas is likely to be used by an enemy. Attention is directed to Secs 25 - 30 inclusive, Pamphlet No.1 "Protection against Gas and Air Raids".

Ch Killitt Major for Brig.
G.S. 1 Aust. Corps.

DISTRIBUTION:

G.O.C.	1	A.D.S. & T.	10
B.G.S.	1	A.D.O.S.	1
A.D.C.	2	C.O.M.E.	1
G.S.O. (O) II	1	2/2 M.G. Bn.	10
G.S.O. (O) III	1	2/1 Pnr. Bn.	10
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C.E.	8	1 Graves Reg. & Eng. Unit	1
C.R.E. Corps Troop	25	C.C. R.R. Depot	2
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C.O. Corps Sigs.	10	7 Div.	200
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15th August, 1940.

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H.L.O. London, Sec. Air Bd. (2), Chairman M.P. Committee,
Chief Auditor Defence and Supply.

PRE-EMBARKATION LEAVE - A.I.F.TRAVEL BY RAIL, ROAD AND SEA SERVICES

I am commanded by the Military Board to advise that the following conditions of travel will apply to members of the A.I.F. proceeding to their homes on pre-embarkation leave granted in accordance with M.B. Memorandum 26371 of 7th May, 1940 (copy attached).

1. TRAVEL BY RAIL.

(i) All rail travel will be covered by the issue of special combined leave pass and return rail tickets, supplies of which will be printed by the various Railway Systems.

(ii) Books of these tickets will be supplied to Camp Commandants who will be responsible for issue to Commanding Officers of A.I.F. Units, and subsequent collection of all used books for return to the Railway authorities.

(iii) The combined leave pass and return rail tickets, numbered consecutively, will be written out in triplicate and issued in the following manner. -

- (a) Original (first or second-class as authorised) - To be issued to the soldier and retained by him until return to camp, where it will be collected by Camp Commandant through Commanding Officer of Unit, and returned intact to the Railway authorities.
- (b) Duplicate - To be collected by Camp Commandants through Commanding Officers of Units, and lodged with District Finance Officer;

Note:- BEFORE SURRENDERING DUPLICATES COMMANDING OFFICERS OF UNITS MUST COMPILE A CONSOLIDATED NOMINAL ROLL OF ALL MEMBERS PROCEEDING ON LEAVE AND THEIR DESTINATIONS, AND RETAIN FOR CHECKING RETURN OF PERSONNEL.

(c) Triplicate - Not to be detached from books, which will be returned to the Railway Authorities concerned on demand.

(iv) The particulars on the combined ticket will be written by indelible pencil and double-sided carbon, and will be personally signed by Commanding Officer of Unit as Issuing Officer.

The designation of the Unit must be clearly marked with rubber stamp on the leave portion of the combined ticket.

(v) The combined ticket is available for one return journey only.

(vi) The railway ticket will not be honored for travel if detached from the leave pass.

(vii) Soldiers must produce their combined tickets for inspection by Military Police or Railway Officers whenever demanded.

(viii) Should a soldier lose his combined ticket, the Railway authorities have the right to insist upon payment from the soldier before permitting him to continue his journey.

(ix) Meals, etc. - The combined ticket is only available for railway travel over the route shown thereon.

It does not entitle the holder to meals in dining cars or at railway refreshment rooms, nor sleeping berths, except on the Port Pirie Junction-Kalgoorlie and Kalgoorlie-Perth sections, where these services are compulsorily included in the conditions of rail travel.

Payment for meals en route will be the responsibility of the individual, and any attempt to evade payment for meals supplied or other irregular conduct at refreshment rooms will be treated as a serious breach of discipline.

(x) Where special trains are arranged over certain routes for the conveyance of soldiers on pre-embarkation leave, it is imperative that the forward and return journeys be made on the dates and at the times notified before leaving camp.

2. TRAVEL BY ROAD.

Authority is given for the issue of separate Coach Warrants to cover road journeys from railway stations nearest to destinations where homes are situated in areas remote from railway services, subject to the following conditions:-

- (a) Where road services are co-ordinated with railway services travel by such will be obligatory, and the necessary coach warrants will be issued in addition to the combined leave pass and return rail tickets.
- (b) Where it is necessary to travel beyond the nearest railway station by licensed road service (but not operating on a co-ordinated basis) separate coach warrants may also be issued to cover the forward and return journey.
- (c) Coach warrants will be given to the road operators concerned, who are to be advised to submit them with claims to the District Finance Officer.

(d) IT MUST BE CLEARLY UNDERSTOOD THAT WHERE JOURNEYS CAN BE COMPLETED BY RAIL, THE USE OF ALTERNATIVE ROAD SERVICES WILL NOT BE PERMITTED NOR WILL CASH REIMBURSEMENTS BE MADE TO INDIVIDUALS WHO ELECT TO MAKE THEIR OWN TRAVEL ARRANGEMENTS.

(e) THESE PROVISIONS DO NOT COVER THE USE OF PRIVATE OR HIRE CARS, THE EXPENSE FOR WHICH, WHERE USED, MUST BE BORNE BY THE INDIVIDUAL HIMSELF.

(f) All warrants issued for road travel will be endorsed "PRE-EMBARKATION LEAVE."

3. TRAVEL BY SEA.

(a) Where sea journeys are necessarily involved in pre-embarkation leave travel (e.g., between the mainland and Tasmania) separate Boat warrants will be issued.

(b) All warrants issued for sea travel will be endorsed "PRE-EMBARKATION LEAVE."

4. TRAVEL BY AIR.

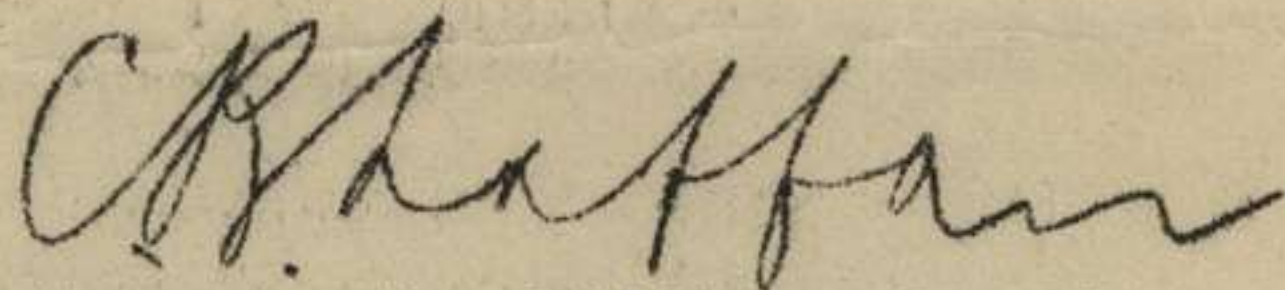
The use of air services for pre-embarkation leave at Departmental expense is NOT permitted.

5. INTERSTATE TRAVEL.

Where soldiers are granted pre-embarkation leave to visit their homes in other States, prior arrangements must be made through the Movement Control Staff at Command or District Headquarters for the provision of the necessary rail or boat accommodation for interstate journeys; otherwise unless complete programmes of movement are carefully arranged, instances will inevitably occur where soldiers will be unable to complete their journeys because accommodation on limited services may be already fully booked, e.g., on the Transcontinental Railway System.

6. These instructions are to be fully promulgated to all personnel concerned. Sufficient copies are forwarded to Commands for distribution to A.I.F. Units.

7. The instructions regarding Pre-embarkation leave contained in M.B. Circular No. 10292 of 23rd February, 1940, are hereby superseded.



Secretary to the Military Board.

PRE-EMBARKATION LEAVE, A.I.F.

I am commanded by the Military Board to state that it has been decided that in future members of the A.I.F. will be granted either pre-embarkation leave or pre-concentration leave with pay, but pre-concentration leave will be regarded as exceptional.

1. PRE-EMBARKATION LEAVE.

- (a) (i) Pre-embarkation leave will be granted to members shortly before embarkation to enable them to proceed to their homes, provided that a member will not be permitted to leave the Commonwealth, or to proceed to his home if its location is such that the total time required travelling by normal means of conveyance (but not by air) and including three clear days at home, would exceed eighteen days' absence from duty.
- (ii) The members included in the above proviso may be granted pre-embarkation leave to proceed to an approved place not beyond the place of enlistment, or place at which application to enlist was made. For the purpose of this instruction such approved place will be deemed to be the member's home.
- (b) The duration of leave will be such as to give six days at home, reasonable travelling time being additional, provided that the total period does not exceed eighteen days.

2. PRE-CONCENTRATION LEAVE.

- (a) The period of and limitations regarding pre-concentration leave will be the same as for pre-embarkation leave.
- (b) Pre-concentration leave will only be granted to members who:-
- (i) would be able to proceed to their homes under the conditions in the proviso of para. 1(a) (i.e., within 18 days) if such leave were granted prior to concentration, but who would be prevented from doing so after concentration, owing to the extra travelling time involved; or
- (ii) would, owing to the limiting period of eighteen days, have a lesser period at home if pre-embarkation leave were granted.

Briefly, this means that pre-concentration leave will only be granted where both of the following conditions apply:-

- (i) That the travelling time from the place of concentration would be greater, and
- (ii) That the total travelling time from the place of concentration would exceed 12 days.

3. FARES.

The cost of fares involved is approved as a public charge.

4. WHEN TO BE GRANTED.

G.O.Cs. Commands and District Commandants, as the case may be, will arrange for pre-embarkation leave (or pre-concentration leave where applicable) to be granted in accordance with the above principles immediately upon receipt of warning advice from Army Headquarters regarding the embarkation (or concentration) of certain units.

5. RECORDS.

Grants of pre-concentration leave will be recorded in member's pay books and a list of those who have been granted such leave showing the dates will be forwarded to the unit concerned when concentration takes place. If applicable a nil return will be furnished.

Great care will be exercised to insure that no member receives two grants of leave.

(Signed) G. B. LAFFAN.

Secretary to the Military Board.

7/27/27 Bm 3539

File

A82
13A

AUSTRALIAN IMPERIAL FORCE.

A 30/1/46

2/27 Bn.
7 AUST. DIV.

1st Australian Corps,
441 St. Kilda Rd.,
MELBOURNE.

1 AUST. CORPS CIRCULAR A.19.

18 May 40.

PRE-EMBARKATION LEAVE A.I.F.

Distribution

e.o.

2 1/2

ABJ

G.M.

The following instructions regarding the grant of pre-embarkation and pre-concentration leave to members of the A.I.F. are promulgated for information and action where necessary.

1. In future members of the A.I.F. will be granted either pre-embarkation or pre-concentration leave with pay, but pre-concentration leave will be regarded as exceptional.
2. Pre-embarkation leave.
 - (a)(i) Pre-embarkation leave will be granted to members shortly before embarkation to enable them to proceed to their homes, provided that a member will not be permitted to leave the Commonwealth, or to proceed to his home if its location is such that the total time required travelling by normal means of conveyance (but not by air) and including three days clear at home, would exceed eighteen days' absence from duty.
 - (ii) The members included in the above proviso may be granted such leave to proceed to an approved place not beyond the place of enlistment. For the purpose of this instruction such approved place will be deemed to be the member's home.
 - (b) The duration of leave will be such as to give six days at home, reasonable travelling time being additional, provided that the total period does not exceed eighteen days.
3. Pre-Concentration Leave.
 - (a) The period of and limitations regarding pre-concentration leave will be the same as for pre-embarkation leave.
 - (b) Pre-concentration leave will only be granted to members who:-

3. Pre-Concentration Leave. (contd)

(b) (i) would be able to proceed to their homes under the conditions in the proviso of pars. 1(a) if such leave were granted prior to concentration (i.e.) within 18 days but who would be prevented from doing so after concentration, owing to the extra travelling time involved; or

(ii) would, owing to the limiting period of eighteen days have a lesser period at home if pre-embarkation leave were granted.

Briefly this means that pre-concentration leave will only be granted where both of the following conditions apply:-

- (i) That the travelling time from the place of concentration would be greater, and
- (ii) That the total travelling time from the place of concentration would exceed 12 days.

4. FARES.

The cost of fares involved is approved as a public charge.

5. In order that the necessary arrangements may be made by G.O.Cs., Commands, and District Commandants as the case may be to grant pre-concentration leave, C.Os. will submit to the Headquarters of the Command or District in which their Unit is located, recommendations for the grant of pre-concentration leave in accordance with para. 3 above.

6. Arrangements for pre-embarkation leave will be as notified later by Army Headquarters.

7. RECORDS. Grants of pre-concentration leave will be recorded in members' pay books and a list of those who have been granted such leave showing the dates will be forwarded to the unit concerned when concentration takes place. If applicable a nil return will be furnished.
Great care will be exercised to insure that no member receives two grants of leave.

Major
Major.
D.A.A.G. 1 Aust Corps.

DISTRIBUTION.

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R.A.A. 1 Corps	15	G (o)	1
R.A.E. 1 Corps	10	A	1
Sigs 1 Corp	10	Q	1
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2/1 Pnr. Bn	1	D.D.M.S.	10
2/2 Pnr. Bn	1	A.D.O.S.	10
1 Corps Postal Unit	1	A.D. Svy.	1
1 Corps Pro. Coy	1	A.D. Lab	1
1 Corps Emp. Pl.	1	A.P.M.	1
1 Corps Mob. Bath		D.A.D.P.S.	1
Unit	1	Camp	1
1 Corps Salvage Unit	1	Admin. Aust	1
1 Graves Reg. & Enq.		A.D.C.	2
Unit	1		

For information to:

N. Comd	5
E. Comd	5
S. Comd	10
W. Comd	5
7 M.D.	1

(KOD)

96/10/29

AUSTRALIAN MILITARY FORCES : SOUTHERN COMMAND

Headquarters,
Victoria Barracks,
MELBOURNE. S.C.1.
14th May, 1940.

Distribution	
C.O.	<i>[initials]</i>
2 I/C.	
ADJ.	<i>[initials]</i>
Q.M.	

21578

PRE-EMBARKATION LEAVE : A.I.F.

The following instructions regarding the grant of pre-embarkation and pre-concentration leave to members of the A.I.F. are promulgated for the information of all concerned :-

1. PRE-EMBARKATION LEAVE.

- (a) (i) Pre-embarkation leave will be granted to members shortly before embarkation to enable them to proceed to their homes, provided that a member will not be permitted to leave the Commonwealth, or to proceed to his home if its location is such that the total time required travelling by normal means of conveyance (but not by air) and including three clear days at home, would exceed eighteen days' absence from duty.
- (ii) The members included in the above proviso may be granted pre-embarkation leave to proceed to an approved place not beyond the place of enlistment. For the purpose of this instruction such approved place will be deemed to be the member's home.
- (b) The duration of leave will be such as to give six days at home, reasonable travelling time being additional, provided that the total period does not exceed eighteen days.

2. PRE-CONCENTRATION LEAVE.

- (a) The period of and limitations regarding pre-concentration leave will be the same as for pre-embarkation leave.
- (b) Pre-concentration leave will only be granted to members who :-
- (i) would be able to proceed to their homes under the conditions in the proviso of para. 1(a) if such leave were granted prior to concentration (i.e. within 18 days) but who would be prevented from doing so after concentration, owing to the extra travelling time involved; or
- (ii) would, owing to the limiting period of eighteen days, have a lesser period at home if pre-embarkation leave were granted.

Briefly this means that pre-concentration leave will only be granted where both of the following conditions apply :-

(i) That the travelling time from the place of concentration would be greater, and

(ii) That the total travelling time from the place of concentration would exceed 12 days.

3. FARES.

The cost of fares involved is approved as a public charge.

4. WHEN TO BE GRANTED.

(a) C.O's. of A.I.F. Units concerned will submit to H.Q., Southern Command or Commandants, 4th and 6th Military Districts as the case may be, recommendations for the grant of pre-concentration leave in accordance with para. 2 above.

(b) Arrangements for pre-embarkation leave will be notified by Army Headquarters.

5. RECORDS.

Grants of pre-concentration leave will be recorded in members' pay books and a list of those who have been granted such leave showing the dates will be forwarded to the unit concerned when concentration takes place. If applicable, a nil return will be furnished.

Great care will be exercised to insure that no member receives two grants of leave.

W. M. Allie
Major,
A.A.G., SOUTHERN COMMAND.

Distribution :-

H.Q., 1 Aus. Corps	12
7 Div.	10
R.R.D.	
Inf. Tng. Bn.	
Arty. Tng. Bty	
M.G. Trg. Depot.	
Camp Commandant, Puckapunyal.	
4 M. D.	6
6 M.D.	6
Brig. i/c Admin.	
A.A.G.	4
D.A.Q.M.G.	3
D.F.O.	
Records	
File.	

2/27 BN

AUSTRALIAN IMPERIAL FORCE

Distribution	
C.O.	<i>[initials]</i>
2 I.C.	<i>[initials]</i>
ADJ.	<i>[initials]</i>
Q.M.	

Headquarters,
7 Aust. Div.,
Victoria Barracks,
MELBOURNE. S.C.1.

May 13th, 1940.

7 AUST. DIV. CIRCULAR Q.4.

REMOVALS - P.F. ALLOTTED TO A.I.F.

Herewith copies of a circular relative to the above for action please, in accordance with paras. 2 and 3 thereof.

A.J. Boase

Colonel,
A.A. & Q.M.G. 7 Aust. Div.
(A.J. BOASE).

DISTRIBUTION :

- Div. Cav. (4)
- C.R.A. (5)
- C.R.E. (5)
- Div. Sigs. (7)
- 19 Inf. Bde. (4)
- 20 Inf. Bde. (4)
- 21 Inf. Bde. (4)
- C.A.A.S.C. (4)
- Pro. Coy. (1)
- Employment Pl. (1)
- Mob. Bath (1)
- G.I. (1)
- A.Q. (1)
- Camp (1)
- A.D.M.S. (5)
- D.A.D.O.S. (1)
- S.O.M.E. (1)
- D.A.P.M. (1)
- File (3)

*One copy to
2/14 BN
2/16 BN
2/27 BN
for persons affected
to see.*

DEPARTMENT OF THE ARMY

MILITARY BOARD

(Quartermaster-General)

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

29th April, 1940.

N. Comd. (6)
E. Comd. (10)
S. Comd. (14)
W. Comd. (6)
1 Aust. Corps (15)
13 Hy. Bty.

REMOVALS - P.M.F. SELECTED FOR DUTY
WITH A.I.F.

I am directed by the Quartermaster-General to forward herewith copies of a circular asking for information in connection with the removal of furniture of P.M.F. selected for duty with the A.I.F.

I am to ask that a copy be forwarded to each officer so selected, in your command, replies to be forwarded direct to the Director of Supplies, Transport, Movement and Quartering, Army Headquarters, on account of urgency.

I am also to ask that you forward similar information with respect to all members of the P.M.F., other than officers who have been selected for duty with the A.I.F.

(Sgd.) R.T.A. McDonald

Lieut.-Colonel,
Director of S.T. M. & Q.

Approval for the removal of the families of members of the Permanent Forces allocated for duty to the A.I.F. has been restricted to those stationed at Darwin and Port Moresby. In order that the Minister may further consider the matter he desires to know -

(1) The approximate number of cases.

(a) These members desire the transfer of families and effects.

(b) The numbers upon whom hardship will be inflicted if the present decision remains.

(2) The approximate cost of removals if the present decision were altered.

If you desire removal, and that your family and effects be moved, would you please state -

(1) To where

(11) Approximate cost

(111) Reasons non-removal would constitute hardship

by return post, or as early as possible, direct to the Director of Supplies, Transport, Movement and Quartering, Army Headquarters, Melbourne.

(Sgd.) R.T.A. McDonald

Lieut.-Colonel,
Director of S.T. M. & Q.

2/27 Bw

11
~~A26~~

Distribution	
C.O.	<i>[initials]</i>
2 I/C.	<i>[initials]</i>
ADJ.	<i>[initials]</i>
Q.M.	

AUSTRALIAN IMPERIAL FORCE.

Headquarters,
1 Aust. Corps,
441, St. Kilda Rd.,
MELBOURNE S.C.2.

1 Aust. Corps Circular A,7

11th May 1940.

DISTRIBUTION.

A.I.F. Units

N. Comd. (for information)	(6)
E. Comd. " "	(10)
S. Comd. " "	(14)
W. Comd. " "	(6)
Secretary, Military Board.	(4)

APPOINTMENT OF OFFICERS : A.I.F. - PROCEDURE

1. It has been brought to notice that Commands are being requested by A.I.F. units to release officers for duty with the A.I.F., before any notification has been received in Commands that the officers concerned have been approved.
2. The authorised procedure is that: -
 - (a) Following the submission of nomination by C.Os. designate, recommendations are made to A.H.Q. by the G.O.C., A.I.F.
 - (b) If approved, notification is made by A.H.Q. to G.O.C., A.I.F. and Commands concerned.
3. The G.O.C., A.I.F. has requested Commands that, following receipt by them from A.H.Q. of approval for appointment to A.I.F., officers be released at the earliest practical date.
4. If, to meet special circumstances, any departure from this procedure becomes necessary Corps H.Q. will be advised when the necessary action will be taken through A.H.Q.

[Signature]
Col.
D.A.G., A.I.F.

AUSTRALIAN IMPERIAL FORCES.

2/29/30 10

7 Australian Division,
Victoria Barracks,
MELBOURNE. S.C.I.

~~AB~~

9th May, 1940.

~~ET~~

7 Aus. Div. Circular A.5.

LEAVE PASSES.

1. A.A.F. A.96 (Leave Pass) is the only authorised form of leave pass and no other will be recognised.
2. Commanding Officers are directly responsible for the issue of all passes which must be signed only by an officer authorised by the C.O.
3. A.A.F. A.96 is issued in book form and duplicates of all passes will be kept in the book. Passes in each book will be numbered serially from one or both original and duplicate.
4. Units should indent for supplies on the District Stationery Depot.

A.J. Boase
 7 Australian Division,
 Victoria Barracks,
 MELBOURNE. S.C.I. Col.
 A.A. & J.H.G. 7 Aus Div.
 (A.J. BOASE).

DISTRIBUTION.

	<u>7 Aus. Div. Circular A.5.</u>
Div. Cav.	4
C.R.A.	5
C.R.	5
Div. Sigs.	7
19 Inf. Bde.	4
20 Inf. Bde.	4
21 Inf. Bde.	4
C.A.A.S.C.	4
Pro. Coy.	1
Employment Pl.	1
Mob. Bath	1
"G"	2
"ASQ"	2
Camp	1
A.D.M.S.	5
D.A.D.O.S.	1
S.C.I.	1
D.A.P.	1
Stationery Depot.	3

Distribution
 only authorised form
 C.O. recognised.
 2 I/C.
 ADJ. *[Signature]*
 Q.M. *[Signature]*

A.J. Boase
 7 Australian Division,
 Victoria Barracks,
 MELBOURNE. S.C.I. Col.
 A.A. & J.H.G. 7 Aus Div.
 (A.J. BOASE).

DISTRIBUTION.

DISTRIBUTION.

APM

9
EBS

AUSTRALIAN MILITARY FORCES : SOUTHERN COMMAND

21600

Headquarters,
Victoria Barracks,
MELBOURNE. S.C.1
14th May, 1940.

Distribution
C.O.
2 I/C.
ADJ.
Q.M.

RECRUITING CORPS TROOPS AND 7TH
DIVISION

With reference to Southern Command 19515 of 2nd. May, 1940, the following additional instructions are promulgated :-

1. ALTERATION IN AGE LIMIT AND HEIGHT STANDARD.

Approval is given for the age limit for general enlistment A.I.F. to be increased to 40 years, and the height standard reduced to five feet minimum. Other than height there will be no reduction in physical standard required, especially as regards older men.

Area Officers will arrange for any applicants held on waiting list who were ineligible for enlistment under the previous age and height standards to be advised to report for medical examination as soon as possible.

2. ALLOTMENT OF PERSONNEL ENLISTED FOR GENERAL SERVICE TO UNITS.

Generally all personnel are enlisted for general service in the A.I.F. and not for particular units. (This does not apply to A.A.O.C. and A.A.P.C. to which special conditions apply). Allotment to particular units (other than A.A.O.C. and A.A.P.C.) will be effected by the Commandant, R.R.D., who will observe the following principles :-

- (a) Militia volunteers will be allotted to units in accordance with para. 6 of S.C.19515.
- (b) Volunteers not at present serving who have had recent service in the A.M.F. will generally be allotted to the arm with which they previously served.
- (c) Other volunteers will be allotted as required in accordance with :-
 - (i) Their trade qualifications.
 - (ii) Their preference.

Selection of personnel by Commanding Officers or their representatives at the R.R.D. cannot be permitted, but it would greatly facilitate the allotment of personnel if units would, from time to time, advise the Commandant, R.R.D. of specialists or tradesmen required to complete their establishment.

/ If.....

If Commanding Officers find after test that personnel allotted to them are unsuitable for incorporation in the establishment of the particular unit, they may, within three weeks of the allotment of the individual recommend to Headquarters, Southern Command, transfer to another arm or service, stating reasons. If approved, authority will be given to transfer such personnel to the R.R.D for re-allotment.

3. SPECIAL ENLISTMENTS.

As the conditions for general enlistment may be varied in the case of enlistment in the A.A.O.C. and A.A.P.C. personnel specially selected for these services may be sent to the R.R.D. for special enlistment. The officer selecting such personnel will arrange direct with the R.R.D. for their medical examination and, if fit, enlistment and posting to the particular unit.

It is proposed to trade-test all applicants for posting as tradesmen to 2/2 Army Field Workshop, and the R.R.D. will therefore arrange with the C.O., 2/2 Army Field Workshop to trade test any personnel selected from general enlistments before finalising allotment to that unit.

(Sgd.) W. M. Algie, Major,
A.A.G., SOUTHERN COMMAND.

Distribution :-

1 Aus. Corps	..	12
7 Div.	..	10
4 M.D.	..	6
6 M.D.	..	6
2 Cav. Div.	..	2
3 Div.	..	2
4 Div.	..	2
Bde. Areas (Rec.)	each	10
R.R.D.	..	4
Inf. Trng. Bn.	..	1
Arty. " "	..	1
M.G. " "	..	1
Brig. i/c Admin.		
General Staff		
A.A.G.	..	4
D.A.Q.M.G.		
D.A.Q.M.G. (Movement)		
A.D.S.T.		
D.D.M.S.	..	2
A.D.O.S.		
D.F.O.	..	2
3 Dist. Records	..	2
File		
Letter Book.		

.....oOo.....

A46
8A

2/27/34
file

AUSTRALIAN MILITARY FORCES.

FORM K. APPENDIX III. A.M.R. & O.

WARRANT OF COMMITMENT IN EXECUTION OF AWARD OF DETENTION BY A
COMMANDING OFFICER. (A.M.R. 348, 353 (I)).

To the Commandant of the Place of Detention at

Whereas
of the a soldier of the Military Forces
of the Commonwealth of Australia was at on the
day of 19 awarded by his Commanding
Officer detention for (hours)
..... (days)

(a) for having while { on war service (b) }
{ subject to military law under the } (a)
{ Australian Military Regulations(c) }

committed the (offence)
(offences) (a) of (d)

Now therefore I, the undersigned, the Commanding Officer of
the said soldier (e), being an
authority empowered by the Defence Act and the Australian Military
Regulations to issue this warrant, do hereby in pursuance of the
said Act and regulations and all other Acts, regulations and powers
enabling me, order you to receive the said soldier into your
custody and detain him to undergo the said detention and for so
doing this shall be your warrant.

SIGNED THIS DAY OF 19.....

- (a) Use only the one word or expression which is appropriate.
- (b) Omit when inappropriate.
- (c) Omit when inappropriate or the offence or all the offences are not against A.M.R. 303.
- (d) State all the offences if more than one of which the person to be committed has been convicted.
An offence should be stated in the words of the award.
- (e) If necessary the description of any other committing authority under A.M.R. 353 (1) may be inserted.

.....

Hold for Information

8

(HJ)

51/4/466.

AUSTRALIAN MILITARY FORCES : SOUTHERN COMMAND.

20401

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

8th May, 1940.

SOLDIERS UNDER SENTENCE COMMITTED TO DETENTION
BARRACKS, BENDIGO.

1. (a) Form of Committal - It is essential that Form K Appendix III A.M.R. & O., sample attached, be the only form of committal used in such cases, and the greatest care should be taken to ensure the accurate completion in triplicate of this form which must be signed by the officer awarding the sentences. One copy is to be forwarded direct to A.F.M., Southern Command; one copy sent with soldier to Commandant Detention Barracks, and one copy to be retained by unit.

(b) Inventory of Property - vide attached copy.

This inventory has been proved a vital need to protect escorts from unfounded charges. All soldiers under sentence must be searched in the presence of an officer, and all money and articles of value listed and handed over in a bag or parcel to the escort after the property sheet has been signed. Property sheets are to be completed in triplicate, two copies to go with escort and one copy to be retained by unit.

2. ABSENTEE RETURNS.

In order to keep an efficient check on absentees Os.C. units will submit a weekly return of soldiers A.W.L. as at 0900 hours each Tuesday. This return will show all soldiers reported A.W.L. during the preceding week and will also show all soldiers reported A.W.L. who have returned to their unit since the last return. This return will be prepared in quadruplicate, and copies will be forwarded direct to the A.P.M., Southern Command, O.C., 3rd District Accounts Office and O.C., 3rd District Records.

A suggested pro forma is attached in which the enlistment address and address of next-of-kin is vital. Where the soldier's pay book is available this information is readily secured, and in other cases 3rd District Records will always supply the required information.

W. M. Colquhoun
Major,
A.A.G., SOUTHERN COMMAND.

DISTRIBUTION.

1 Aus. Corps (for information)	12 Garrison Bn., BROADMEADOWS.
7 Div.	Inf. Trg. Bn., WILLIAMSTOWN.
21 Bde. A.I.F.	Comdt. Waranga Internment Camp.
2 Cav. Div.	Area Comdt., SEYMOUR.
3 Div.	Camp " PUCKAPUNYAL.
4 Div.	D.F.O.
4 M.D.	D.R.O.
6 M.D.	C.L.O.
R.R.D., CAULFIELD.	Letter Book
Arty. Trg. Depot, BROADMEADOWS.	File.
M.G. " " "	

AUSTRALIAN MILITARY FORCES.

FORM K. APPENDIX III. A.M.R. & O.

WARRANT OF COMMITMENT IN EXECUTION OF AWARD OF DETENTION BY A
COMMANDING OFFICER. (A.M.R. 348, 353 (I)).

To the Commandant of the Place of Detention at *Adelaide*

Whereas *SX 4407 Pte D. R. C. Ewen*
of the *2/27 Bn RIF* a soldier of the Military Forces
of the Commonwealth of Australia was at *Woodside* on the *fifth*
day of *July* 19 *40* awarded by his Commanding
Officer detention for *10* (hours)
..... (days)

(a) for having while (on war service (b))
(subject to military law under the) (a)
(Australian Military Regulations (c))

committed the (offence)
(offences) (a) of (d)

Now therefore I, the undersigned, the Commanding Officer of
the said soldier (e), being an
authority empowered by the Defence Act and the Australian Military
Regulations to issue this warrant, do hereby in pursuance of the
said Act and regulations and all other Acts, regulations and powers
enabling me, order you to receive the said soldier into your
custody and detain him to undergo the said detention and for so
doing this shall be your warrant.

SIGNED THIS DAY OF 19.....

*h/c Col
comd 2/27 Bn*

- (a) Use only the one word or expression which is appropriate.
- (b) Omit when inappropriate.
- (c) Omit when inappropriate or the offence or all the offences are not against A.M.R. 303.
- (d) State all the offences if more than one of which the person to be committed has been convicted.
An offence should be stated in the words of the award.
- (e) If necessary the description of any other committing authority under A.M.R. 353 (1) may be inserted.

.....

INVENTORY OF PROPERTY

Soldier Under Sentence

Name of ~~Prisoner~~

Date	Articles	Money
		£ s d

Soldier Under Sentence

Signature of ~~Prisoner~~

Signature of Escort

INVENTORY OF PROPERTY

Soldier Under Sentence

Name of ~~Prisoner~~

Date	Articles	Money
		£ s d

Soldier Under Sentence

Signature of ~~Prisoner~~

Signature of Escort

SUGGESTED PRO FORMA

Unit.....

Location.....

Date.....

(a)

Absent Without Leave since last Return

Reg. No.	Rank	N a m e	Pay Book No.	A.W.L. Since	Enlistment Address	Name of Next-of-Kin & Address

(b)

Received back to Unit since last Return

Regtl. No.	Rank	N a m e	Date of Return	DATE REPORTED A.W.L.

ISSUE OF COOKING EQUIPMENT : A.I.F.

Establishment	Base and Line of Communication Units	Containers, cooking, 3-gal., L.P.	Cookers, portable, burner unit hydrant S.P. type or L.P.	Insulators, containers cooking, L.P.	Kettles, camp, oval, 12-qt.	Pans, frying	Stands, cooking, L.P.*	Stores, camp, portable (Fowler type)
IV/1B/1	2nd A.I.F., Administrative Headquarters, 434	36	9	18	22	18	19	4
IV/1A/2	Headquarters, Overseas Base Sub Area, 217	18	5	9	11	9	11	2
IV/78/1	General Base Depot, 170	14	4	7	8	7	7	2
IV/78A/1	General Base Depot, Instructional Wing, 43	4	2	2	2	2	3	
IV/43/1	General Hospital (600 beds), 175	66	17	33	39	33	35	8
IV/42/1	" " (1200 beds), 272	124	31	62	74	62	63	15
IV/44A/1	Convalescent Depot (500 beds), 64	48	12	24	28	24	24	6
IV/43A/1	Special Hospital (200 beds) 52	22	6	11	13	11	11	3
III/50C/1	Dental Units, 5	2		1	1	1		
III/50/1	Mobile Bact. Laboratory, 6	2		1	1	1		
IV/48/1	Det. H.Q. Base Ordnance Depot, 13	2		1	1	1		
IV/31/1	Supply Personnel Sec. A.A.S.C., 19	2		1	1	1		
IV/50/1	Ordnance Store Coy., 387	32	8	16	19	16	16	4
III/51/1	Adv. Depot Med. Stores, 9	2		1	1	1		
IV/61/1	Command Cash Office, 8	2		1	1	1		
IV/64A/1	A.I.F. Headquarters Postal Unit, 25	2		1	1	1		
II/1/1	<u>UNITS OF A DIVISION INCL. 1st REINFORCEMENTS</u> H.Q. Div., 150	12	5	6	8	6	7	3
III/62/1	Div. Sec. Int. Corps, 12	2		1	1	1		
II/2/1	H.Q. Inf. Bde., 72	6	2	3	4	3	4	1
III/62/1	Bde. Sec. Int. Corps, 2							
II/3A/1	H.Q. Div. R.A.A., 30	4	2	2	2	2	3	
II/4/1	H.Q. Div. R.A.E., 38	4	2	2	2	2	3	
II/5/1	H.Q. Div. R.A.S.C., 36	4	2	2	2	2	3	
II/6/1	Div. Cav. Regt. -							
	H.Q., H.Q. Sqn., 127	12	3	6	6	6	7	1
	Squadron, 107	10	3	5	5	5	7	1
	Att'd. 1st Reinf., 54.	4	2	2	3	2	3	1
II/7A/1	Pd. Regt. R.A.A.							
	H.Q., 49	4	2	2	2	2	3	1
	1 Troop (62)	6	2	3	3	3	4	1
	H.Q., Pd. Bty., 84	8	2	4	4	4	4	1
	1st Reinf., 42	4	2	2	2	2	3	
II/7/1	A.T. Regt., R.A.A. -							
	H.Q., 52	4	2	2	3	2	3	1
	Bty., 126	10	3	5	6	5	7	1
	Reinf., 38	4	2	2		2	3	

* Plates, Baffle will be issued also on the scale of one per three Stands, cooking, L.P.

Establishment	Units of a Division inc. 1st Reinforcements	Containers, cooking, 3-gal. L.P.	Cookers, portable burner unit Hydra S.P. type or L.P.	Insulators, containers cooking, L.P.	Kettles, camp, oval, 12-qt.	Pans, frying	Stands, cooking, L.P.*	Stoves, camp, portable (Fowler type)
II/9/1	Fd. Park Coy. R.A.E., 166	14	4	7	8	7	7	2
II/10A/1	Fd. Coy., R.A.E., 258	22	6	11	13	11	11	3
II/11/1	Div. Sigs. -							
	H.Q., 28	2	2	1	1	1	3	
	No.1 Coy., 237	20	5	10	12	10	11	2
	No.2 " 114	10	3	5	6	5	7	1
	No.3 " 118	10	3	5	6	5	7	1
	Reinf., 21	2		1	1	1		
II/12B/1	Inf. Bn. H.Q., 48	4	2	2	2	2	3	
	H.Q. Coy., (223)	20	5	10	11	10	11	2
	Rifle Coy., 111	10	3	5	6	5	7	1
	1st Reinf., 132	12	3	6	7	6	7	1
II/12E/1	A.T. Coy, 81	8	2	4	4	4	4	1
II/13/1	Div. Amn. Coy., 401	34	9	17	20	17	19	4
II/13A/1	Div. Petrol Coy., 307	26	7	13	15	13	15	3
II/15/1	Div. Supply Coln., 472	40	10	20	24	20	20	5
III/53/1	L.A.D's, light, 13	2		1	1	1		
	heavy, 13	2		1	1	1		
II/16/1	Fd. Amb. A.A.M.C., 243	20	5	10	12	10	11	2
II/17/1	Fd. Hyg. A.A.M.C., 30	4	2	2	2	2	3	
II/21/1	Div. Postal Unit, 26	2		1	1	1		
II/20/1	Div. Prov. Coy., 116	10	3	5	6	5	7	1
II/25/1	Employment Pl., 34	4	2	2		2	3	
II/26/1	Mobile Bath Unit (20)	2		1	1	1		
III/5/2	H.Q. Corps, 389	32	8	16	19	16	16	4
III/7/1	" Corps Artillery, 15	2		1	1	1		
III/8/1	" " Medium Artillery, 38	4	2	2	3	2	3	
III/10A/1	" Medium Regt. R.A.A. 6" How., 63	6	2	3	3	3	3	1
"	Battery " " " " 298	26	7	13	15	13	15	3
"	1st Reinf. (at Base), 46	4	2	2	2	2	3	
III/10/1	H.Q., Medium Regt. R.A.A. 60-pr., 63	6	2	3	3	3	3	1
"	Battery " " " " 290	24	6	12	15	12	12	3
"	1st Reinf. (at Base) 46	4	2	2	2	2	3	
III/9/1	H.Q., Rd. Regt. R.A.A., 51	4	2	2	3	2	3	1
"	Battery " " " " 270	22	6	11	14	11	11	3
"	1st Reinf. (at Base) 42	4	2	2	2	2	3	
III/12C/1	H.Q., Light A.A. Regt. R.A.A., 49	4	2	2	2	2	3	
"	Battery " " " " 179	16	4	8	9	8	8	2
"	1st Reinf. (at Base) 42	4	2	2	3	2	3	

*es, baffle, will be issued also on the scale of one per three Stands, cooking, L.P.

Establishment	Corps Troops	Containers, cooking, 3-gal., L.P.	Cookers, portable burner unit Hydra S.P. type or L.P.	Insulators, con- tainers, cooking, L.P.	Kettles, camp, oval, 12-qt.	Pans, frying	Stands, cooking, L.P.*	Stoves, camp, portable (Fowler type)
III/12E/1	H.Q., A.A. Regt. 3.7" guns, 51	4	2	2	2	2	3	1
"	Battery " " " 340	20	7	14	17	14	15	3
"	1st Reinf. (at Base) 76	6	2	3	4	3	3	1
III/13/1	H.Q. Survey Regt. R.A.A., 35	2		1	2	1		
"	Survey Regt. R.A.A. Flash Spotting Bty., 116	10	3	5	6	5	7	1
"	" " " Sound Ranging Bty., 112	10	3	5	6	5	7	1
"	" " " Survey Bty., 102	10	3	5	6	5	7	1
"	1st Reinf. (at Base) 26	2		1	1	1		
III/14/1	H.Q. Corps Troops Engrs., 21	2		1	1	1		
III/15A/1	H.Q. Fd. Coy. R.A.E. (Div. or Army), 47	4	2	2	2	2	3	
"	Section " " (" "), 65	6	2	3	3	3	3	1
"	1st Reinf. (at Base) 16	2		1	1	1		
III/16A/1	Corps Fd. Pk. Coy. R.A.E., 174	16	4	8	9	8	8	2
"	1st Reinf. (at Base), 11	2		1	1	1		
III/20/1	Corps Fd. Survey Coy. R.A.E., 134	12	3	6	7	6	7	1
"	1st Reinf. (at Base), 7	2		1	1	1		
III/22/1	Corps Sigs. H.Q. Coy., 58	6	2	3	3	3	3	1
"	" " No.1 Construction Coy., 296	26	7	13	15	13	15	3
"	" " No.2, Operating Coy., 265	22	6	11	13	11	11	3
"	" " No.3 R.A.A. Coy., 68	6	2	3	3	3	3	1
"	1st Reinf. (at Base), 30	2		1	2	1		
III/27A/1	Army Fd. Regt. Sig. Sect., 29	2		1	1	1		
III/27B/1	Light A.A. Regt. Sig. Sect., 26	2		1	1	1		
III/27C/1	Medium Regt. R.A.A. Sig. Sect., 29	2		1	1	1		
III/28/1	A.A. Bde. Sigs., 150	12	4	6	8	6	7	2
"	1st Reinf. (at Base), 7	2		1	1	1		
III/32E/1	H.Q. Inf. Machine Gun Btn., 38	4	2	2	2	2	3	
"	H.Q. Coy. Inf. Machine Gun Bn., 125	10	3	5	6	5	7	1
"	H.G. " " " " 133	12	3	6	7	6	7	1
"	1st Reinf. (at Base), 71	6	2	3	4	3	3	1
III/32A/1	H.Q. Pioneer Battalion, 40	4	2	2	2	2	3	
"	" Coy. " " 162	14	4	7	8	7	7	2
"	Rifle Coy. " " 160	14	4	7	8	7	7	2
"	1st Reinf. (at Base), 164	14	4	7	8	7	7	2
III/36A/1	Corps Petrol Park A.A.S.C., 529	44	11	22	26	22	23	5
"	1st Reinf. (At Base), 15	2		1	2	1		
III/37A/1	Corps Amn. Pk. A.A.S.C., 982	82	21	41	49	41	43	10
"	1st Reinf. (at Base), 27	2		1	1	1		
III/40/1	Corps Troops Amn. Coy. A.A.S.C., 390	32	8	16	19	16	16	4
"	1st Reinf. (at Base) 10	2		1	1	1		

* Plates, baffle, will be issued also on the scale of one per three Stands, cooking, L.P.

Establishment	Corps Troops	Containers, cooking, 3-gal. L.P.	Cookers, portable burner unit Hydra S.P. type or L.P.	Insulators, containers cooking L.P.	Kettles, camp, oval, 12-qt.	Pans, frying	Stands, cooking, L.P.#	Stoves, camp, portable (Fowler type)
III/42/1	Corps Tps. Supply Coln. A.A.S.C., 569	48	12	24	28	24	24	6
"	1st Reinf. (at Base), 17	2		1	1	1		
III/43C/1	A.A.S.C. Section (Double Echelon) for A.A. Regt., 130	12	3	6	7	6	7	1
"	1st Reinf. (at Base), 4	2		1	1	1		
III/46/1	A. Fd. Amb. (150 beds) 236	32	8	16	20	16	16	4
"	1st Reinf. (at Base), 5	2		1	1	1		
III/47/1	Fd. Hyg. Sect., 29	2		1	1	1		
III/48/1	Casualty Clearing Station (50 beds)(150 Stretchers) 107	26	7	13	16	13	15	3
"	1st Reinf. (at Base) 3	2		1	1	1		
III/49/1	Motor Amb. Convoy, 197	16	4	8	10	8	8	2
"	1st Reinf. (at Base) 8	2		1	1	1		
III/53/1	Army Fd. Wkshop A.A.O.C. Mainshpp 263	22	6	11	13	11	11	3
"	" " " " Recovery Section 73	6	2	3	4	3	3	1
"	1st Reinf. (at Base) 19	2		1	1	1		
III/54/1	Ord. Fd. Park 335	28	7	14	17	14	15	3
"	1st Reinf. (at Base) 12	2		1	1	1		
III/57/1	Fd. Cash Office, 8	2		1	1	1		
III/59/1	Corps Postal Unit, 18	2		1	1	1		
III/60/1	Provost Coy., 110	10	3	5	6	5	7	1
III/63/1	Graves Registration and enquiries Unit, 38	14	2	2	2	2	3	
III/75/1	Employment Pl., 34	4	2	2	2	2	3	
III/76/1	Salvage Unit, 42	4	2	2	2	2	3	
III/62/1	Corps Int. Sec., 61	6	2	3	3	3	3	1
II/62/1	A.I.L. Sec., 8	2		1	1	1		
III/53/1	L.A.D., 13	2		1	1	1		
III/49/1	M.A.C. 229	20	5	10	11	10	11	2
III/53B/1	A.A. Bde. Wkshop, 73	6	2	3	4	3	3	1
III/26/1	Mob. Bath Unit, 20	2		1	1	1		

* Plates, baffle, will be issued also on the scale of one per three Stands, cooking, L.P.



DEPARTMENT OF THE ARMY.

MILITARY BOARD

ARMY HEAD-QUARTERS,
VICTORIA BARRACKS

Melbourne, S.C.I.

Q. 20/3/100

Distribution	
C.O.	
2 I/C.	
ADJ.	<i>AD</i>
Q.M.	<i>AD</i>

26166

7th May, 1940.

- Northern Command. (6)
- Eastern Command. (6)
- Southern Command. (6)
- Western Command. (6)
- 1st Australian Corps. (250)

Copies for information:

'G' Branch (3); 'A' Branch (3); 'Q' Branch (3); 'C' Branch (3).

ISSUE OF COOKING EQUIPMENT ; A.I.F.

I am directed by the Master-General of the Ordnance to advise that cooking equipment, for use overseas by units of the A.I.F., will be issued in accordance with the following scale.

This scale replaces scales of similar articles shown in War Equipment Tables and in M.G.O's memo. 46974 dated 20 Dec. 39.

It will be noted that certain small units have not been provided with Stoves, cooking, and Stoves, portable.

When these units are operating as detachments, the A.D.O.S. concerned will issue them with Stoves, camp, petrol, "Coleman" Model 382B Monarch, which have been provided to meet the requirements of such units.

W. W. Little

Colonel,
Director of Ordnance Services.

*2/27 Batt.
WOODSIDE.
S.A.*

.....	D Coy.
.....	C Coy.
.....	B Coy.
.....	A Coy.
.....	H.Q. Coy.
Distribution	

.....	Q.M.
.....	ADJ.
.....	2 I/C.
.....	C.O.
Distribution	

Held for Information

6

H.Q. 7 DIV. A.I.F.,
MELBOURNE.

3/5/40.

7 Div. Circular A/2.

Forwarded herewith are copies of a schedule of Records to be compiled and returns to be rendered by all A.I.F. H.Q., Units and Services.

2. The abbreviation D.R.O. used in the Schedule signifies "District Record Office", and refers to the District Record Office now established in each Military District.

3. The Australian Army Forms and Army Forms required, should be demanded from District Stationery Depots.

(A.J. Boase) Col.
A.A. & Q.M.G. 7th Division.

Distribution.

7 Div. Cav. Regt.	6	copies
C.R.A.	10	"
C.R.E.	6	"
Signals 7 Div.	6	"
20 Infantry Bde.	10	"
21 Infantry Bde.	10	"
C.A.S.C.	6	"
A.D.M.S.	6	"
Provost	2	"
Postal	2	"
Pay	2	"
Camp Commdt.	2	"
2/1 Army Field Workshop	6	"
O.C. 2nd Echelon. Army H.Q.	1	"
D.A.D.O.S.	2	"

2ND AUSTRALIAN IMPERIAL FORCE

RECORDS TO BE COMPILED, MAINTAINED AND RENDERED

Serial	When rendered	A. A. F. or A. F.	Return	By whom	To whom	How rendered	Action taken	Remarks
1	On attestation	A.200	Attestation Form (Special Force)	Area etc. Officer or enlisting authority	D. R. O.	Registered Post or D. R.	Forms basic document for B.103. Advice to District Accounts Office.	Forwarded to D. R. O. as soon as attestation completed. In duplicate for Officers.
2	do.	D.1	Medical History Sheet	do.	do.	do.	do.	
3	With Serial 1	Mob. 2	Mobilization Part II Order (triplicate)	do.	(i) D. R. O. (ii) Accounts Office (iii) Area	do.	Check with Serial 1	Submitted with A. A. Forms A.200 or Mob.1 attached for names appearing in the Part II Order.
4	Daily as at 6 pm.	Telegram	Reporting daily progress recruiting Pro Forma vide Appendix 3. Instructions of War Records.	do.	D. R. O.	Telegram or D. R.	Summary to A. H. Q. by noon following day	Rendered only until District quotas complete. Commencing from date first enlistments.
5	Weekly for period ending midnight Sunday	W3010	Casualty Return Officers. (duplicate)	All Units (or detached sub-units in other Districts)	Both copies to D. R. O.	Post or D. R.	Basis of Part II Orders and extracts to personal records B.199A. and Districts Accounts Office. <u>One copy forwarded to A. H. Q. to O. C. 2nd Echelon</u>	

Serial	When rendered	A.A.F. or A.F.	Return	By whom	To whom	How rendered	Action taken	Remarks
6	Weekly for period ending midnight Sunday	W.3011	Casualty Ret. other ranks.	All units (or detached sub-units in other Districts)	D. R. O.	Post or D. R.	Basis of Part II Orders and extracts to personal records B.103 and District Accounts Office.	
7	do.	W.3012	Casualty Ret. of attached personnel. (duplicate)	do.	(i) D. R. O. (ii) Copy O. C. Parent Unit	do.	do.	In case of attached Officers prepared in triplicate. Triplicate copy to A.H.Q.
8	Weekly ^{Daily} as at 6 a.m. Monday	W.3006	Strength State	do.	D. R. O. (through) Bde. H. C. where applicable	Telegram or D. R.	Consolidated and then to A.H.Q. by noon following day. (Tuesday)	
9	Weekly as at 6 a.m. Monday	W.3034	Nominal Roll of patients in Hospital (other than Camp Hosp.) Other ranks	D.D.M.S.	D. R. O.	Post or D. R.	Consolidated, extracted and filed. Extracts to Part II Orders B.103	For all admissions of other ranks for preceding week.
10	do.	do.	Nominal Roll of patients in Hospital other than Camp Hosp. Officers (duplicate)	do.	(i) D. R. O. (ii) Copy A.H.Q.	do.	do. extracts also to B.199A	Do. for Officers.
11	Weekly on Sunday	W.3008	Field Return Officers (duplicate)	All units (or detached sub-units in other Districts.	do.	do.	Consolidated, recorded and filed. Extracts to Part II Orders and B199A.	For all officers borne on strength on previous Saturday.

Serial	When rendered	A. A. F. or A. F.	Return	By whom	To Whom	How rendered	Action taken	Remarks
12	Weekly on Sunday	W.3009	Field Return - other ranks	All units (or detached sub-units in other Districts.	D. R. O.	Post or D. R.	do. Extracts also to B.103.	do. for other ranks.
13	Weekly on Sunday	A.36	Nominal Roll of Patients in Hospital: (Camp Hospitals) or Fd. Amb.) Officers (in duplicate)	Fd. Ams. or Camp Hospitals	(i) D. R. O. (ii) Copy A. H. C.	Post or D. R.	do. extracts to B.199A.	For all admissions of officers during preceding week.
14	do.	A.36	do. do. - other ranks	do.	D. R. O.	do.	do. extracts to B.103.	do. for other ranks.
15	do.	B.2069	Offence Report	All units (or detached sub-units in other districts)	D. R. O.	do.	do.	
16	do.	W.3034A	Progress Report of dangerous and serious cases.	D. D. H. S.	D. R. O.	do.	do.	Copy to A. H. C. in case of officers.
17	On move of draft	Mob.3	Nominal Roll of Draft proceeding to unit (triplicate)	Area etc. Officer	(i) D. R. O. (ii) D. C. O. (iii) Area copy	do.	do. D. C. O. hands to unit of destination Checked, signed and forwarded D. R. O. where checked against D. R. O. copy.	Copy to A. H. C. covering officers only.

Serial	When rendered	A.A.F. or A.F.	Return	By whom	To whom	How rendered	Action taken	Remarks
18	When necessary	D.11	Report on accidental or self-inflicted injury.	Units	D. R. O.	Post or D. R.	Extracts to B.199A or B.103.	Copy to authority for convening Court of Inquiry, etc.
19	When necessary	Medical Boards	Completed proceedings	Unit or other authority	D. P. O.	Post or D. R.	do. Proceedings filed. Extracts forwarded to A.H.C. in case of officers.	
20	1st day each month	C.2118	War Diary	All Units (or detached sub-units in other Districts)	D. R. O.	do.	Appendices checked, diaries filed in formation etc. groups.	

5.

AUSTRALIAN MILITARY FORCES : SOUTHERN COMMAND

Headquarters,
7 Aus. Div.
MELBOURNE S.C.1.

A.19/40

29 Apr 40.

19 Inf.Bde.	(4)	C.R.E.	(6)	7 Div.Cav.Regt.	(1)
20 Inf.Bde.	(4)	Sigs.7 Aus.Div.	(4)	G	(1)
21 Inf.Bde.	(4)	A.A.S.C.7 Aus.Div.	(5)	A	(1)
C.R.A.	(6)	A.D.M.S.	(4)	File	(1)
				Spare	(10)

PROMOTIONS - WARRANT AND NON-COMMISSIONED OFFICERS

1. In order to provide for replacement of warrant and non-commissioned officers, who may be found to be insuited to their appointments, all promotions to warrant and non-commissioned rank will, in the initial stages, be to "acting" rank only.
2. Powers of appointment and promotion are delegated as under :-
 - (a) Up to and including the rank of Sergeant To officers holding Lt.Col. Commands.
 - (b) Up to and including the ranks of Staff Sergeant and Warrant Officer Class 11. To Commanders Infantry Brigades, C.R.A. and Heads of Services.
3. Recommendations for promotions to higher ranks will be referred to the Divisional Commander for approval.

[Signature]
Major for Col.
A.A. & Q.M.G. 7 Aus. Div.

#54

A.10/40

7 Aus.Div.

23 Apr 40.

19 Inf.Bde. (2)	C.R.A. (6)	Sigs.7 Aus.Div. (5)
20 Inf.Bde. (5)	C.R.E. (6)	A.D.M.S. (6)
21 Inf.Bde. (5)	C.A.A.S.C. (5)	

SELECTION OF OFFICERS 7 AUS.DIV.

1. The following is a copy of A.H.Q. 19898 of 5 Apr 40 :-

"COMMITTEE FOR SELECTION OF OFFICERS - A.I.F.

(1) I am commanded by the Military Board to inform you that in order to -

- (a) regularise procedure, and
- (b) provide an equitable allocation of Militia officers available,

the following action will be taken in connexion with the selection of officers for appointment to the A.I.F.

(2) A Selection Committee will be appointed in each Military District consisting of -

- (a) a Senior Militia Officer as Chairman
- (b) a representative of Command or District Headquarters,

which committee will act in co-operation with the Commanding Officer or Commanding Officer designate of A.I.F. unit concerned.

(3) In connexion with the selection of officers for A.I.F. units where more than one Commanding Officer is interested, such as in the case of Artillery, A.S.C., etc., the G.O.C., 1st Aust. Corps, will nominate one or more of the A.I.F. Commanding Officers concerned to co-operate with the District Selection Committee.

(4) Should there be any case on which an agreement is not reached as to allocation or for any other cause, the matter will be referred to Army Headquarters for decision.

(sgd.) C.B.LAFFAN

Secretary to the Military Board."

2. In reference to the above, the C.O. of a unit with the Bde. Comdr. C.R.A., etc. as applicable, will work in conjunction with the District Selection Committee in the selection of officers.

3. The policy to be adopted in selecting officers is that officers are to be drawn from the District in which a unit or sub-unit is raised. Any variations from this policy are to be referred to Div. H.Q. for approval.

F. J. [unclear] Major,
for A.Q., 7 Aus. Div.

2/27.

~~11/19~~
37.

Distribution	
C.O.	<input checked="" type="checkbox"/>
2 I/C.	<input checked="" type="checkbox"/>
ADJ.	<input checked="" type="checkbox"/>
Q.M.	<input type="checkbox"/>

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

22 Apr. 40.

19 Aus. Inf. Bde. (2)
20 " " " (5)
21 " " " (5)
7 Aus. Div. Cav. Regt. (2)
C.R.A. (6)
C.R.E. (6)
Sigs. 7 Aus. Div. (5)
A.S.C. 7 Aus. Div. (5)
A.D.M.S. (5)
7 Aus. Pro. Coy. (2)
7 Aus. Div. Postal Unit (2)

Copies for information to -
A.Q., G.II, G.III, D.A.A.G., D.A.Q.M.G., D.A.D.O.S., S.C.M.E.,
Fd. Cashier.

CIRCULAR No. G/1.

RECRUITING FOR 7 AUS. DIV. A.I.F.

Hereunder is a copy of a memorandum which has been forwarded to 1 Aus. Corps in reference to the above subject :-

"It is desired to recommend that the procedure given below be adopted in regard to recruiting for 7 Aus.Div.:-

1. The preliminary organization and administration of units will be effected more smoothly if arrangements can be made for the assembly of a cadre of officers and N.C.Os. of units prior to the commencement of general recruiting. This will involve also the enlistment of some administrative personnel to serve the cadre while in training.

The experience of some Commands, when dealing with reinforcements for 6 Aus. Div., showed that this method proved a very suitable one.

2. It is suggested that the preliminary assembly of Officers and N.C.Os. should cover a period of ten to fourteen days. The actual period would be dependent, among other considerations, on the dates when accommodation can be made available in the various districts.

3. On the above basis it is submitted that the following be the approximate time-table for recruiting :-

(a) Officers, Senior N.C.Os. and some administrative details selected up to 6 May 40, or as soon as accommodation is available in the respective camps after that date, should assemble for organization and training purposes at the unit camp locations. This should include the training of administrative Officers and N.C.Os. in their duties.

N.C.Os. of the Militia who intend to enlist could be medically examined beforehand, and at the beginning of May called up and enlistment completed.

These N.C.Os. could then be taken into the cadre and given acting rank.

(b) General recruiting to commence so that the first batch of recruits is received into camp about third week in May. Where reception depots exist in Commands, it is understood that about four days would be necessary for enrolment, medical examination, first issue of clothing, etc., before a recruit is ready to be drafted to his unit.

(c) In between the times given above, further administrative personnel should be selected and organized so as to be available for the reception of drafts.

4. During the preliminary period of organization and cadre training, it is desired that where practicable the following assistance be given by Commands :-

(a) Provision of camp and training equipment.

(b) Instructors A.I.C. to assist in training and administrative instruction.

(c) Provision of administrative details during the cadre period of training."

2. The above has not yet been approved by Corps and A.H.Q. but is forwarded to indicate the policy which has been recommended and will serve as a guide to unit commanders until such time as further instructions are issued by A.H.Q.

3. It is most important, as soon as C.Os. are nominated, that early selection of officers to fill the appointments of Adjutants and Quartermasters be made and names forwarded by wire and confirmed in writing. The commencement of the cadre training on date recommended above will depend on the selections made before 6 May and the preparation and organisation of the cadre training. In both these matters the closest liaison is necessary with commands.

John A. Gapsis
Col.,
G.S. 7 Aus. Div.



AUSTRALIAN IMPERIAL FORCE

1 Aust Corps
441 St Kilda Road,
MELBOURNE. S.C.2.
12 Jul 40.

7 AUS. DIV.
No. 9214/5/214
Date. 22 JUL 1940

Distribution
C.O. ✓
2 I/C.
ADJ ✓
Q.M.

- 7 Div
- 8 Div
- C/Tps
- RAA
- RAE
- SIGS
- DDS&T
- MED
- ORD
- 2/2 MG Bn
- 2/1 Pnn Bn
- 2/2 Pnr Bn

S.A.T. VOL. 1 PAMPHLET NO. 5.- A.TK. RIFLE

Instructions have been received to the effect that S.A.T. Vol 1. Pamphlet No 5-.55 in. A.Tk Rifle is now with the printer and should be issued to Comds. etc. at an early date. Pending receipt of the pamphlet, the attached copy of para 3 thereof, referring to conditions to be observed when firing .55 in. Practice Amn., is forwarded for the information and guidance of all concerned. The effect of these directions is that if Practice ("P" Mk. I) Amn. is issued, firing must, of necessity, be conducted on Arty. Practice Ranges or on other suitable areas which have been specially proclaimed for the purpose. In some Districts it may be possible to conduct practices firing seawards.

H. Durant

for Lt-Col
1 Aust Corps.

FILE

P.T.O.

EXTRACT FROM S.A.T. VOL. 1 PAMPHLET NO. 5.

3. Part II. may then be fired with .55-in. Practice ammunition where facilities exist and the requisite danger area permits. Mk. I Practice ammunition is fitted with an A.P. bullet which will range somewhat less than the service round, i.e., 7,500 yards. Mk. II Practice ammunition has a lighter bullet consisting of a cupro-nickel envelope with an aluminium case. The danger area for this Mark of ammunition is similar to that required for .303-in. Mk. VII ammunition.

Practice ("P" Mk. I) ammunition will only be fired on ranges which possess a minimum danger area of 7,500 yards, measured from the firing point in prolongation of the line of fire.

Practice ("P" MK.II) ammunition may be fired on .303-in. rifle classification ranges at ranges of 300 yards and above, provided that markers "dug-outs", pits or galleries are in a good state of repair. Below 300 yards, the penetration of the Practice bullet is greater than that of .303-in. Mk.VII ammunition for the following reasons :-

- (a) It has a higher muzzle velocity, although it drops more rapidly than the Mk. VII.
- (b) It is heavier.
- (c) It is less likely to break-up on impact than the Mk.VII.
- (d) Its tunnelling effect in earth is much greater than the Mk. VII. This is of particular importance in relation to the condition of "dug-outs", pits and galleries located in the line of fire.

The practice bullet tends to become unstable at ranges above 700 yards.

Where safe facilities do not exist for the carrying out of the stated practices of Part II of the course, personnel should be permitted to fire up to 3 to 5 rounds of .55-in. Practice ammunition at 25 yards, into the stop butt of a rifle classification range which possesses the necessary danger area, in order to accustom them to the effect of such firing. Where Practice - "P" Mk. I- ammunition is so utilized, the prescribed danger area is 7,500 yards.

A definite aiming mark must be selected well below the top of the stop butt with the object of ensuring a horizontal line of fire into the widest or thickest portion of the stop butt. These aiming marks must be selected or located in areas of the stop butt reasonably free of stones, rock or concrete which, if struck, might cause ricochets or set up a dangerous amount of "splash". Markers "dug-outs", pits or galleries in close proximity to the line of fire must be cleared of personnel when firing has to take place at the range of 25 yards.

.55-in. ammunition, service or practice, will never be fired on a 30 yards range unless it has been specially passed for this purpose".

Distribution	
C.O.	<i>ME</i>
2 I/C.	
ADJ.	<i>th</i>
O.M.	

X Rm
X Gule

A-48
1.

M.B.I. Q.73 OF 30TH NOVEMBER, 1939.

Q. 73. Postal Instructions for Units in Training Camps, etc.

1. The general arrangements agreed upon between the Postmaster-General's Department and the Department of Defence relating to the provision of post office facilities at military camps etc. are described in Military Board Memo. No. 33663 dated 7th October, 1939. The following instructions relate to the procedure to be observed by the regimental authorities in connection with the treatment of inward and outward postal articles and telegrams addressed to or from members of their units or sub-units.

INWARD MAIL MATTER AND TELEGRAMS.

2. Addressing of correspondence. - Units, etc., will direct all members to arrange for their correspondence to be addressed with the addressee's number (if any), rank, name, unit and the name of the post office to which such correspondence is to be forwarded. In the case of a large unit such as a regiment or battalion, the squadron or company should also be specified.

3. Collection of mail matter, etc. - Mail matter (including registered articles) and telegrams addressed to members of individual units or sub-units will be collected at the appropriate post office by accredited Post Orderlies. Responsibility for the distribution of mail matter and telegrams is transferred from the Postmaster-General's Department to the regimental authorities upon delivery to the Post Orderly.

4. Credentials of Post Orderly. - A Post Orderly will be a carefully selected N.C.O. or man and will be furnished with written authority, signed by his Commanding Officer, to obtain from post office officials postal articles addressed to members of his unit.

5. Registered articles and parcels. - The Post Orderly will be required to sign for all registered articles and parcels handed to him at the post office and will be responsible for all such articles received by him until he, in turn, obtains a valid receipt for them.

6. Particulars of all registered articles and parcels received by the Post Orderly will be entered in A.B. 426. Pending the supply of A.B. 426, a suitable book will be prepared by each unit for that purpose. The book should be prepared in accordance with the following pro forma:-

RECORD OF REGISTERED ARTICLES AND PARCELS RECEIVED BY (NAME OF UNIT).

Date of receipt	Office of posting	Registration No.	Name of Addressee	Signature of person to whom delivery made	Date of delivery.

7. Registered articles should be delivered to the addressee personally. Articles which cannot be delivered will be treated in accordance with paragraph 11 below and returned without avoidable delay to the post office, a suitable notation being made in A.B. 426 and a signature obtained for each article so dealt with.

8. When a Post Orderly is changed, steps should be taken to ensure that he hands over the A.B.426 in use, together with any registered articles and parcels on hand, to his successor.

9. Completed A.Bs. 426 should be retained in the Orderly Room of the unit for two years from the date of the last entry therein.

10. Addressee - A careful record should be kept at the headquarters of the unit of all requests from officers and men for the re-direction of their mail matter and such articles should be re-directed accordingly.

11. Undeliverable articles. - Articles which cannot be delivered owing to the absence of the addressee will be dealt with as indicated in the following table and handed back to the post office without delay:-

Reason for non-delivery	Steps to be taken.
(a) Addressee left unit and present address known.	Articles to be clearly re-addressed accordingly.
(b) Addressee left unit but whereabouts unknown.	Articles to be endorsed "Left (unit) address not known".
(c) Addressee unknown.	Articles to be endorsed "Unknown in (unit)".

12. All endorsements and redirections will be initialled and dated and any earlier endorsements or redirections will be struck out.

13. Mail bags. - Units are responsible for the return to the post office with the least possible delay of any mail bags belonging to the Postmaster-General's Department which may reach them and also for seeing that mail bags are on no account used for purposes other than the conveyance of mails.

OUTWARD MAIL MATTER AND TELEGRAMS.

14. Pre-payment of postage. - Articles for transmission by post must be fully prepaid. The current rates of postage are published in the Post Office Guide. Where necessary the rates may be ascertained by inquiry at any post office.

15. Facilities for the purchase of stamps, etc. - Postage stamps, stamped envelopes, postcards, letter cards and registered envelopes will be on sale at the nearest post office. It is contemplated that arrangements will be made later under which postage stamps may also be obtained at canteens and recreational huts conducted by the Y.M.C.A. and kindred organizations.

16. In localities where the number of troops is not sufficient to justify the provision of a post office, commanding officers will make suitable arrangements for the purchase of postage stamps, etc., in bulk for re-sale to members of their units.

3.

Such purchases will not be charged to Public Funds.

17. Posting of mail matter and lodgment of telegrams. - Unregistered postal articles and telegrams for despatch will be accepted at unit or sub-unit headquarters. Mail matter may also be posted and telegrams may be lodged by individuals at the nearest post office. Postal articles and telegrams accepted by units or sub-units will be conveyed to the nearest post office and handed over to post office personnel under regimental arrangements. Articles for transmission by registered post will be accepted only at a post office.

O C's Coys during the initial training period of their commands will aim at carrying out their administration in the same manner as they would in the field.

With this object in view by the time the Bn commences collective training Coys should have so allotted the various duties that the Coy office will function efficiently under any conditions and be capable of moving quickly from place to place with a minimum of delay.

A small box or case, large enough to pack the records in, should be introduced and the O R Cpl should be taught to work from this. A list of the contents should be pasted under the lid and they should be checked and adjusted daily.

Similarly, the C Q M S should have prepared & labelled/box or boxes he requires for his store with a list of the items to be carried in each box.

Items required on voyage only should be kept in a separate box.

1. CORRESPONDENCE.

- (a) All coy correspondence within the Bn will be carried out on Message Form C.2128
- (b) Secret and confidential memos will be kept by the O C Coy in a special file
- (c) A register will be kept for both inward and outward correspondence on a sheet of foolscap as follows:-

Date	Sequence No.	Time of Receipt	Sender's No.	From	Subject	Action
------	--------------	-----------------	--------------	------	---------	--------

Adjust headings for outward messages

2. RECORDS.

The following will be kept:-

- (a) Manning chart showing Pls and Secs
- (b) Pl Comdrs roll book
- (c) Running state by Pls (Remarks column to show changes)
- (d) Daily state (as per cyclostyler form)
- (e) Personal History card
- (f) Weekly offences list (B.2069)
- (g) Leave Book
- (h) Whist in training camp, any other records or rosters which the O C Coy deems necessary
- (i) Acquittance Roll (W F 46)

3. MAIL.

- (a) Official mail for posting will pass through Bn HQ
- (b) Outward mail and parcels will be collected in Coy HQ, after being censored by Pl Comdrs and will be passed to Bn HQ daily. Pl Comdrs' mail will be censored by the O C Coy
- (c) Inward mail and parcels will be sorted by the Postal Orderly at Bn HQ into Coy lots and passed to Coy HQ for distribution
- (d) Registered mail and parcels will be drawn by the individual direct from the Postal Orderly at Bn HQ, who will keep a record of such mail and have the individual sign for it
- (e) Mail not distributed will be returned to Bn HQ immediately. It will be re-addressed by the Coy if the address is known.

O C's Coys during the initial training period of their commands will aim at carrying out their administration in the same manner as they would in the field.

4. PAY.

(a) Pay Books (W F 5) will be handed in to Coy HQ at times as laid down by the O C Coy

The individual will put a slip of paper in the Pay Book showing the amount he requires to draw as follows:-

SX1258 Smith B. Draw £5

The O R Cpl will make a list of names and amounts, in duplicate, and forward one copy with the Pay Books to the Pay Sgt who will requisition for the total amount and enter up the Pay Books

On the arrival of Pay the amount and the Pay Books will be passed to Coy HQ for payment

(b) All queries of individuals in regard to pay, alteration of status or loss of pay book will be made direct to the Pay Sgt for adjustment at specified times to be arranged by the O C Coy.

5. DUTIES.

O C's Coys will allocate specific duties to the members of their Coy HQ staffs.

- (d) Secret and confidential memos will be kept by the O C Coy in a special file
- (c) A register will be kept for both inward and outward correspondence on a sheet of foolscap as follows:-

Date	No.	Receipt	No.	From	Subject	Action
Adjust headings for outward messages						

The following will be kept:-

RECORDS

- (a) Manning chart showing PIs and Secs
- (b) PI Comd's roll book
- (c) Running state by PIs (Remarks column to show changes)
- (d) Daily state (as per cyclostyle form)
- (e) Personal History card
- (f) Weekly offences list (B.2069)
- (g) Leave Book
- (h) What in training camp, any other records or rosters which the O C Coy deems necessary
- (i) Attendance Roll (W F 4d)

MAIL

- (a) Official mail for posting will pass through Bn HQ
- (b) Outward mail and parcels will be collected in Coy HQ, after being censored by PI Comd's and will be passed to Bn HQ daily. PI Comd's mail will be censored by the O C Coy
- (c) Inward mail and parcels will be sorted by the Postal Orderly at Bn HQ into Coy lots and passed to Coy HQ for distribution
- (d) Registered mail and parcels will be drawn by the individual direct from the Postal Orderly at Bn HQ, who will keep a record of such mail and have the individual sign for it
- (e) Mail not distributed will be returned to Bn HQ immediately. It will be re-addressed by the Coy if the address is known.

1. ISSUES. First and second issues are made at R. H. P. Hayville. The third issue (prior to embarkation) will be made from the Q. M. Store to individuals. This issue consists of:-

- Shoes canvas gymnasium 1-
- Bag sea kit 1-
- Discs identity sets 1-
- Dressing field 1-
- Knives clasp 1-
- Lanyard, knife, clasp 1-

All replacements will be made direct from the Q. M. store either on payment or a free issue in accordance with a certificate to be issued by the C. O.

2. PERSONAL EQUIPMENT, BLANKETS, ETC. Issues will be made by Q. M. to C. O.'s Coys, who will arrange for issue on A. A. Form F 12. Coys will be notified by the Q. M. of those items which are to be returned prior to embarkation. The completed F 12's will be returned to the Q. M. prior to embarkation.

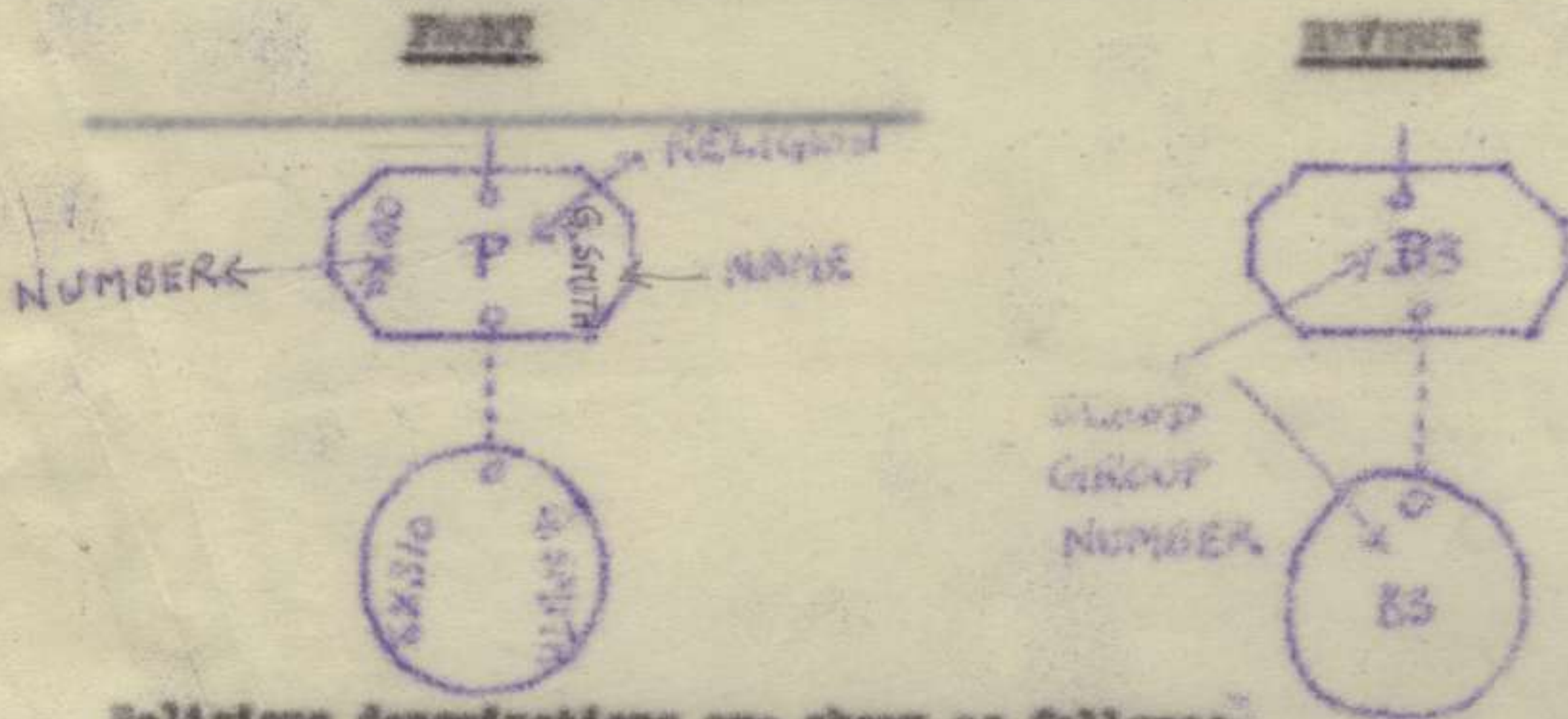
3. TRAINING STORES. Training stores will be returned to the Q. M. store when instructed to do so.

4. CAMP STORES. As for para 3.

5. ISSUES. All issues from the Coy Q. M. store other than those shown on F 12 will be recorded in a "Loan or Issue Book". Items will be signed for by the individual and on return they will be struck off by drawing a pencil line through them and initialled by the C. O. A note will be made of all losses and the signature of the individual shown for them. These issues include training stores, sports gear, camp equipment, etc.

6. DISCS. All ranks will be issued with:-
No 1 Disc (Green) which will be suspended round the neck by 32 inches of cord and No 2 Disc (Red) will hang below suspended by 6 inches of cord.

The discs will be marked as follows:-



Religious denominations are shown as follows:-

Church of England	C E	Congregational	C
Presbyterian	P	Roman Catholic	R C
Methodist	M	Jewish	J
Baptist	B	Salvation Army	S A

Companies must take extreme care to see that identity discs are stamped correctly.

In case of death of an officer or soldier in the field the lower disc (red) will be removed and disposed of as directed in F. S. B. Vol 1 App VI. The upper disc (green) will not be removed from the body.

7. SEA KIT BAGS.

The following are the items to be carried in sea kit bags for use on the voyage:-

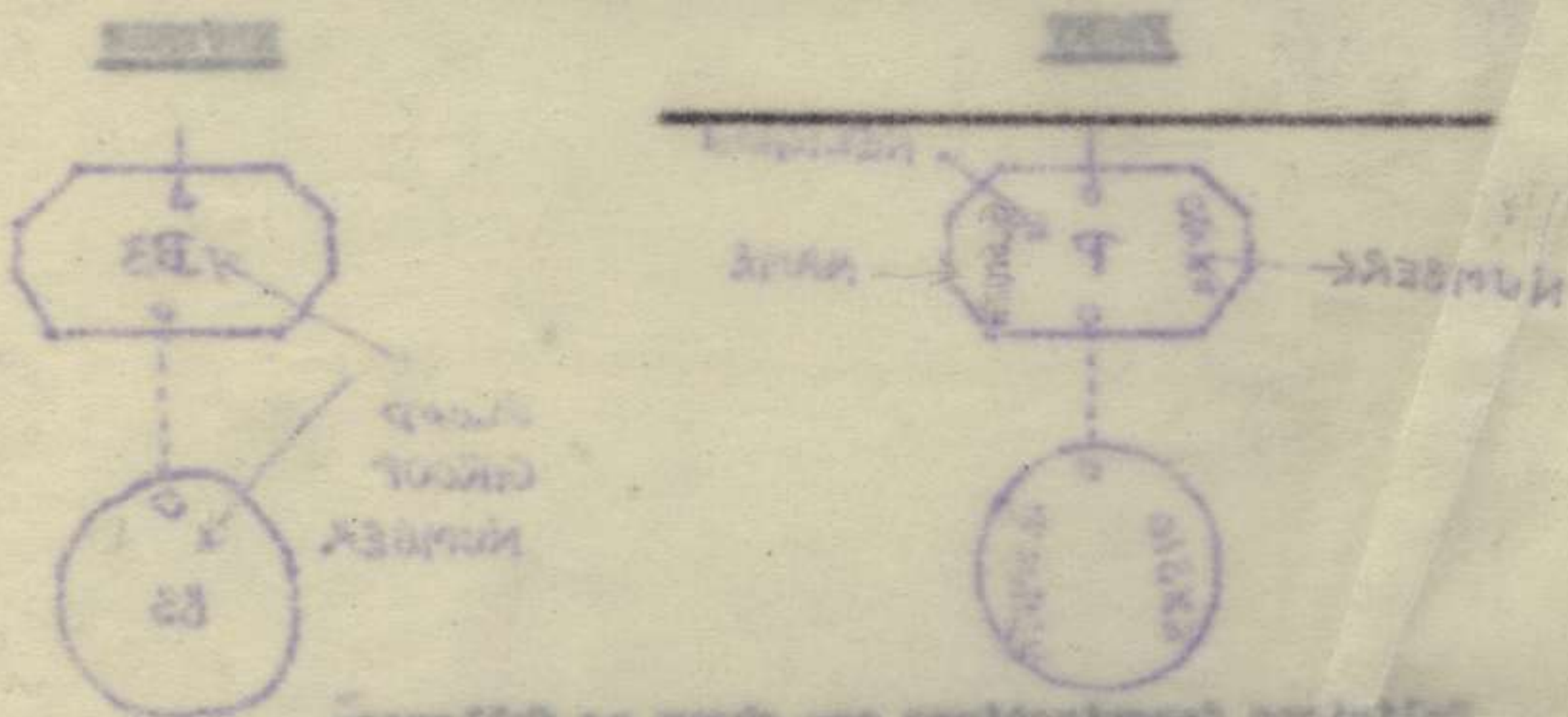
- Brushes Hair
 - *1 Shaving
 - *1 Tooth
- Comb
- Cap S or F S
- Hats working
- Holdall containing fork, knife, spoon, razor, housewife, F S jersey, pullover or cardigan
- Juniper
- Shirts (spare)
- Singlets
- Shoes gymnasium
- Socks (spare)
- Trousers
- Towel, soap and boot cleaning materials
- Small articles of personal property
- Bathing costume (if any)
- Pyjamas

8. CLOTHING - MARKING OF.

O C's Coys will ensure that all clothing is correctly marked with the recruit's enlistment number. Boots will be stamped near the top of the "Upper" with the number in 1/2 inch metal figures.

9. MARKING OF RESPIRATORS.

- (a) Fan pieces. Number and name of officer or soldier impressed on a disc, identity No 2 (Red) using "stamps steel for metal". This disc will be secured to the connecting tube in the indentation between first and second corrugations from the container end by means of whip cord. The cord will first be passed round the tube and securely knotted without restricting the tube, then the disc will be threaded on to one end and the ends again knotted. The ends will then be passed each through one of the small apertures of a lead seal and securely knotted in the wide opening. The seal will then be compressed and closed by a press or flat headed punch.
- (b) Kaversacks will be similarly marked on the inside of the flap using black marking paint and stamps, marking textiles ins.



1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4

...the lower disc (red) will be removed and disposed of as directed in Vol I pp VI. The upper disc (green) will not be removed from the bag.

2/27 Bn - Syllabus - Rifle Coys

13 th WEEK.

DATE		MORNING 0900 - 1215	AFTERNOON 1400- 1630
Mon 26 Aug	A	Ex 6	Coy Syllabus
	B	Recapitulation Coy Syllabus	Ex prepared by Coy 2 i/c
	C	(DUTIES) Coy Syllabus	Coy Syllabus
	D	Coy Syllabus	Ex 1
Tues 27 Aug	A	{ H Q W & all Coys completion of Practices 6,7, 8 Table B 11	
	B	{ by those who have a possibility of qualifying. Remainder	
	C	{ Coy Syllabus. (PORT ADELAIDE RANGE)	
	D	(DUTIES)	
Wed 28 Aug	A	Ex prepared by Coy 2 i/c (H Q W DUTIES)	Coy Syllabus
	B	Coy Syllabus	Ex prepared by O C Coy
	C	Coy Syllabus	Ex 5
	D	Ex 4	Coy Syllabus
Thurs 29 Aug	A	{ H Q W & all Coys PORT ADELAIDE RANGE Table L table M &	
	B	{ Rifle details to be arranged.	
	C	{ Remainder Coy Syllabus	
	D		
Fri 30 Aug	A	Route March	Coy Syllabus
	B	(DUTIES) Coy Syllabus	Route March
	C	Ex prepared by 2 i/c	Route March
	D	Route March	Ex prepared by Coy 2 i/c
Sat 31 Aug	A	Long weekend	-----
	B	Long weekend	-----
	C	(DUTIES) C & D Football	{ Coy Adm & Kit Inspn
	D	C & D Football	

1 Sep

H Q W on Range Sunday morning.

BLS carry out P T 0630 - 0700, 1215 - 1245, 1630 - 1700, and Rifle exs 0830 - 0900.

DUTIES mount the day before.

Those shown Coy Syllabus carry out A/Gas Tg, PXA.D. Tg, Smartening up drill, L M G Inspn, Musketry Inspn.

X | Coy's will resubmit syllabus as necessary above by 24 Aug 40.

TABLE	PRACTICES	RANGE	NUMBER	TO FIRE
Table B 11	1 - 8 9 - 10	open or 30x 10x	939 939	All Bn personnel & Reinforcements
L	1 - 5 6	open or 30x 10x	670 670	(All personnel of Rifle Coys (129) (& all reinforcements
E	1 - 4 5 - 7	open or 30x 10x	144 20	(4 men per Rifle Sec less practices 1 - 4 (which are same as Table L (A A Pl plus 3 reinforcements
M 1	1 - 4	25x	36	Carrier Pl plus 6 reinforcements
M 11	1 - 6	open	36	Carrier Pl plus 6 "
W 1	1 - 4	10x	55	Officers, Motor Cyclists & personnel armed with pistols
W 11	1 - 4	10x	39	Officers

R 20
L 20
W 5

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27, 29

DATE		0900-1215	1400-1630	Night
Mon 2 Sep	A	F D Tg - Fire orders - Quick Decision Exercises by Secs	F D Tg - Quick Decision Exercises by Pls	Officers' Lecture
	B	do	Cross Country Run - Bayonet Assault course	
	C	do	F D Tg - Quick Decision Exs by Pls	
	D	do	Bayonet Assault Course - Cross country run	
Tues 3 Sep	A	F D Tg - Bayonet course - L M G	Cross Country run - Bayonet assault course	A & B Coys in withdrawal
	B	Bayonet Course - L M G + F D Tg	Quick decision exs by pls - F D Tg	
	C	March to K.	March to K.	
	D	L M G - F D Tg - Bayonet Course	F D Tg - Quick decision exs by Pls	
Wed 4 Sep	A	Digging, wiring and obstacles	Tabloid Sports	
	B	Route March	Tabloid Sports	
	C	Exs with ball amn at K.	Exs with ball amn at K.	
	D	March to K.	March to K.	
Thurs 5 Sep	A	L M G - A Tk Rifle - Bayonet Course	Route March	A & B Coys in attack
	B	Digging, wiring and obstacles	L M G - F D Tg - Cross Country Run	
	C	March from K.	March from K.	
	D	Exs. at K.	Exs. at K.	
Fri 6 Sep	A	Rifle Range Port Adelaide	Rifle Range Port Adelaide.	
	B	Rifle Range Port Adelaide	Rifle Range Port Adelaide	
	C	Bayonet Course - LMG- F D Tg	Digging, wiring and obstacles	
	D	March from K.	March from K.	
6666				
Sat 7 Sep		A & B Football C & D Long week end	A & B Adm	
Sun 8 Sep		HQ Coy 30x Range C & D Coys Long week end		

Pls carry out P T 0630-0700; 1215-1245; 1630-1700 daily. Rifle Exercises 0830-0930

F D Tg + Fire Discipline Training

K - Kanmantoo

Coy Exercises prepared by Bn HQ will be carried out by Coys when marching to and returning from K.

2/27 Bn RIFLE COYS 15th Week 9-15 Sep.

0900 - 1215

1400 - 1630

Night

Mon 9 A March to K
 B L M G - A T Rifle - Bayonet course
 C Route march
 D Digging wiring & obstacles

Tues 10 A Exs at K
 B March to K
 C Rifle range Port Adelaide
 D Rifle range Port Adelaide

Wed 11 A March from K
 B Exs at K
 C Digging wiring & obstacles
 D L M G - Bayonet course - F D Tg

Thurs 12 A L M G - Bayonet course - F D Tg
 B March from K
 C L M G - A T Rifle - Bayonets course
 D Digging wiring & obstacles

Fri 13 A Digging wiring & obstacles
 B Bayonet course - L M G - F D Tg
 C F D Tg - L M G - Cross country run
 D L M G - Bayonet course - A T Rifle

Sat 14 A A v C football
 B Tabloid sports
 C A v C football
 D Tabloid sports

Sun 15 A Rifle Range KK H Q W Long week end

March to K
 Digging wiring & obstacles
 L M G - F D training - cross country run
 Route march

Officers
 Lecture

Exs at K
 March to K
 Rifle range Port Adelaide)
 Rifle range Port Adelaide) Plus H Q details

March from K
 Exs at K
 Tabloid sports
 Tabloid sports

Dress & Drill competitions - cross country run
 March from K
 Dress & Drill competitions - cross country run
 L M G - F D Tg - Bayonet Course

C & D Coys in
 withdrawl

L M G - Bayonet course - A T Rifle
 Dress & Drill competitions - cross country run
 L M G - A T Rifle - Bayonet course
 Dress & Drill competitions - cross country run

}
 } Adm make and mend Kit inspn
 }

EXERCISE 1.

Sec. EX. Ball Ammunition.

1. The Ex. will be explained to O.Cs Coys on the ground.

2. To Teach.

- (a) Fire control and fire orders.
- (b) Section control.
- (c) Use of scouts.

3. Outline of Ex.

- (a) Vanguard Pl. advancing in a northerly direction with two sections forward one eachside of VALLEY ROAD. (Right section only being exercised.)
- (b) The leading scout of right sec. is fired on when he reaches point A. Enemy action represented by two No.4 figure targets appearing from Pit 1. and firing of two blanks. Targets remain up for one minute and then disappear. Scouts engage targets.
- (c) The scouts are joined by the section and the advance continues to Point B, when six No. 4 figure targets appear from Pit 1, and they remain up for one minute. Engaged by riflemen only.
- (d) When targets disappear section will clean up the post and continue the advance to Point C, when it comes under fire from a M.G. in Pit 2. which it engages, but is held up. M.G. represented by one No. 3 Target and firing of TWO blanks. Target remains up for two minutes and is engaged by L.M.G. and riflemen. Ex. finishes when target disappears.

4. Ammunition.

10 Rounds per rifleman. 25 Rounds per L.M.G. Total. 125 Rounds.

5. Scoring.

Hits on Pit 1. Targets.	2 points each.
Hits on Pit 2. " "	5 " "
20 points for section control.	
15 " " fire orders.	
10 " " action of scouts.	

6. Safety Precautions.

- (a) Umpire to go with section and be responsible.
- (b) Magazines charged but rifles not loaded until instructed to by Sec. Commander by umpire's direction. L.M.G. magazine on gun but not loaded until ordered to.
- (c) Inspection on completion of exercise.
- (d) Bugler with director to blow "cease fire" as required.
- (e) Red flags at each pit and at director's position.

*next
weekly Report*

Pl. Ex. Ball Ammunition.

1. Exercise explained to O.Cs Coys on ground.

2. To teach;

- (a) Platoon control.
- (b) Fire discipline training.
- (c) Demonstration of covering fire by M.M.G., action of mortar, use of smoke.

3. Outline of Ex.

- (a) Vanguard Pl. advancing in a northerly direction with two Secs. forward, one on each side of VALLEY RD. and one in rear. Pl. Hq. with rear Section.
- (b) Action as in Ex. 1. Par. 3. (b) - (d). M.G. target remains up. Exercise continues.
- (c) When 1 Section becomes held up, Mortar is brought into action by Pl. Commander and engages M.G. in Pit 2, and target disappears. (Enemy has withdrawn.) Two bombs are fired by mortar from Point D. (Only sufficient bombs for two to be fired with each Pl. Ex.)
- (d) Advance continues - 3 minutes later Pl. is disposed as follows. (Shown on ground.) Enemy open fire with M.G. from QUARRY and rifles and L.M.G. from Pit 3. Enemy action represented by appearance of Target at QUARRY and 12 No. 3 Targets at Pit 3.
- (e) Pl. Commander puts 2 & 3 Sections in on left flank, and Pl. advances under covering fire of M.M.G. from Point E. Enemy M.G. knocked out.
- (f) M.M.G. has to stop because of safety angle. 2 & 3 Sections advance towards Pit 3. under covering fire of 1 Section. Targets remain up.
- (g) Pl. held up (as pointed out on ground) all ammunition to be expended.
- (h) Cease fire is blown, all section arms inspected, and then N.C.O in No. 3 Pit will come out and light smoke candle to demonstrate to Pl. how an advance can be made under cover of smoke screen.

4. Ammunition.

10 Rounds per rifleman 2 & 3 Sections.	200	
20 Rounds per Rifleman 1 Section	200	
2 Mags. of 25 Rounds. 1 Section only.	50	
1 Belt per M.M.G.	250	
	<u>700</u>	S.A.A.

2 Mortar bombs
1 Smoke candle

5. Scoring.

Hits on Pit 1. Targets	2 Points.
" " " 2 "	5 " .
" " " 3 "	2 " .
" " " QUARRY "	10 " .
20 Points for Pl. control.	
10 " per Sec. fire discipline training.	

6. Safety Precautions.

As for Ex. 1.
Special precautions presented to O.Cs Coys on ground.

AMMUNITION.

Total S.A.A. Required;

9 Sec. Exercises @ 125 Rounds	1125
3 Pl. Exercises @ 700 "	2100
	<u>3225</u>

5 Coys. @ 3225 = 16125

Smoke candles.

1 per Pl. Exercise. 3 per Coy. Total 15.

Mortar bombs

2 per Pl. Ex. 6 per Coy. Total 30.

Move of HQ, C & D Coys to & from

KANMANTOO

Movement is not to be made along roads except where shown.

DATE	TIME	UNIT	MOVE	ACTION	M E A L S							
					946782			042745				
					B	L	D	B	L	D		
Tues 3	0830	H Q	Out	Set up defence Coy Comdrs Car to K - Recce Attacks defence set up by H Q Route Main Road to 913772 thence to 946782 946782 direct over country to 042745		HQ						
	0900	O Cs	Out									
	1000	C	Out			C						
	1400	H Q C	Out									HQ C
Wed 4		C		Ex 1 & 2 at K Soup at 042745 Defensive position for night attack by D. On completion of Ex march direct from X to 946782 and bivouac Route Main Road to 913772 thence to 946782 (cup of tea or soup) Then move direct on rd junc 012766 East along road to meeting point					C	C		
	1700	C	In						HQ	HQ	HQ	
	1800	C	In									
	1400	D	Out					C				
	1800											D
Thurs Thurs 5		D		Ex 1 & 2 at K Occupies defensive position Commences night withdrawl direct on 946782 and bivouacs Sets up defence on way to 946782 and on completion moves on same route as D on Wed 4 to bivouac Attacks position occupied by H Q details. Thence direct to camp At K					D	D	D	
	1800	D										
	1900	D	In									
	0830	H Q det- ails	Out						HQ dis			HQ dis
	1000	C H Q	In				C		HQ	HQ	HQ	
Fri 6	1000	D H Q	In	Marches direct on Camp Exs 1 & 2		D			HQ	HQ	HQ	

TELEPHONE—L 4181.

Australian Military Forces—4th Military District.

HEADQUARTERS		
4TH MILITARY DISTRICT		
56	1	50

Please quote this Number when replying.

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Address 21 Aust Inf Bde
 Date 2/27 Bn
 WOODSIDE.

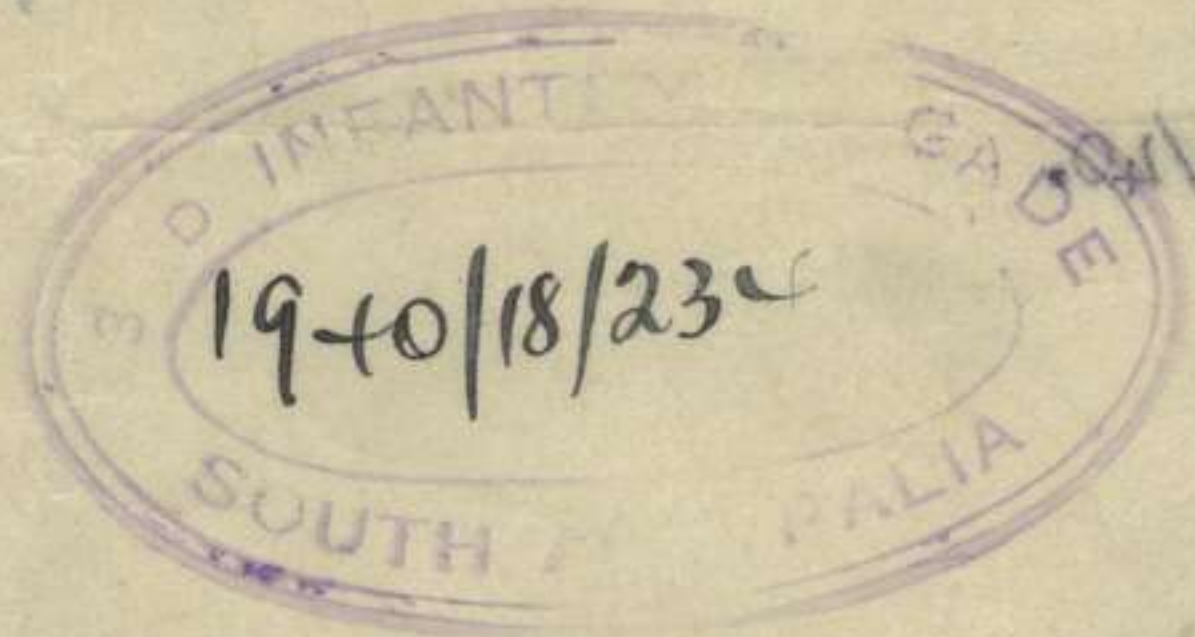
6 Sep 40

attention please. Please advise why this
 was not transmitted through this H.Q.

Captain

ASSISTANT STAFF CAPTAIN

Base Commandant
 4 M D
KESWICK



OFFICERS' MESS

Permission is requested, please, for the transfer of the 2/27 Bn Officers' Mess from Woodside to the Apollo Dance Hall, Myer Emporium, Adelaide, from 2000 hrs on Saturday, 14 Sep 40, to 0300 hrs on Sunday, 15 Sep 40.



[Handwritten Signature]

Lt Col
 Comd 2/27 Bn

- 2 -

Camp Commandant,
WOODSIDE.

*Approved A.R.
 1 pm OK.
 M.R.
 17/9/40*

In connection with the above, please inform C.O. 2/27 Bn. that the Commandant does not approve of the Officers' Mess of 2/27 Bn. being conducted at the place stated until 3 a.m. on Sunday morning. If desired, approval will be given for the Mess to be conducted at the Myer Emporium, provided it closes not later than 1 a.m.

Please advise if this is desired.

[Handwritten Signature]
 Lieut.-Col.,
A.A. & Q.M.G., 4th M.D.

10 SEP 1940

HEADQUARTERS	
DISTRICT MILITARY	
20	2/27 Bn.

Australian Military Force - 4th Military District

Please quote this Number when replying.

For attention please. Please advise why this correspondence was not transmitted through this H.Q.

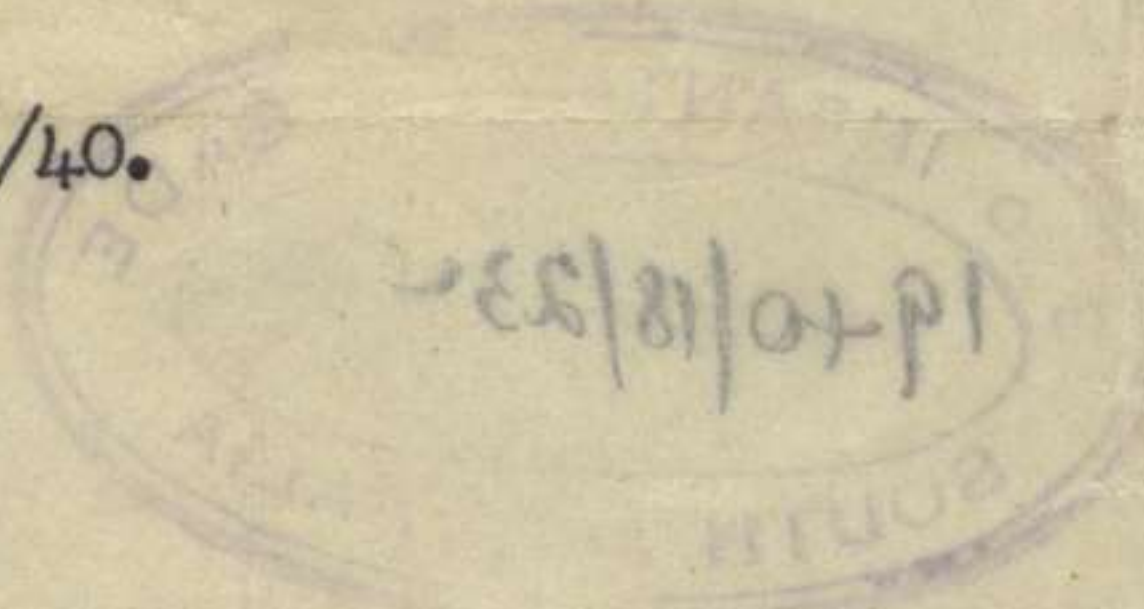
6 Sep 40

[Handwritten signature]

Captain.

ASSISTANT STAFF CAPTAIN.

11/9/40.



Base Commandant
4 M D
KESWICK

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[Handwritten notes and signatures]

Please advise if this is desired.

[Handwritten signature]
Lieut.-Col.
A.A. & G.M.G., 4th M.D.

10 SEP 1940

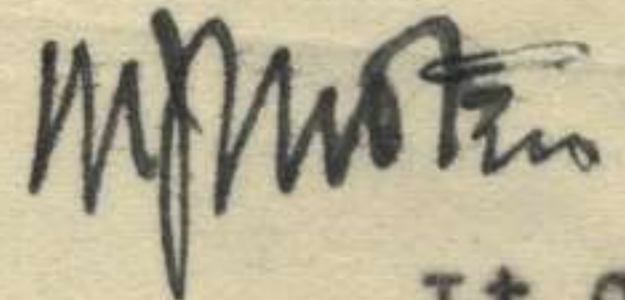
21 Aust Inf Bde
2/27 Bn
WOODSIDE.

6 Sep 40

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4 M D
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