

AWM52

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

1/5/54 FORCES

New Guinea Force General
Staff Branch (Staff Duties and
Training) (NG Force G Staff
Branch (SD & Trg))

July 1944



1/5/54-0114

G(3D & TRO) SECTION

Date	Summary of Events	Remarks
28 Jun 44	GS Minute to 241 - Standing Orders - H. M. Force	Appx 1
1 Jul 44	Daily Staff Conference	Appx 2
3 Jul 44	Daily Staff Conference	Appx 3
4 Jul 44	Daily Staff Conference	Appx 4
5 Jul 44	Daily Staff Conference	Appx 5
6 Jul 44	Daily Staff Conference	Appx 6
	GS Minute to 244 - Duty Officer Courier	Appx 7
7 Jul 44	Daily Staff Conference	Appx 8
8 Jul 44	Daily Staff Conference	Appx 9
10 Jul 44	Daily Staff Conference	Appx 10
	GS Minute to 242 - Standing Orders - H. M. Force	Appx 11
11 Jul 44	Daily Staff Conference	Appx 12
12 Jul 44	Daily Staff Conference	Appx 13
	GS Minute to G/237/3D - Amendment to GPO 3219/44	Appx 14
13 Jul 44	Daily Staff Conference	Appx 15
14 Jul 44	Daily Staff Conference	Appx 16
15 Jul 44	Daily Staff Conference	Appx 17
17 Jul 44	Daily Staff Conference	Appx 18
18 Jul 44	Daily Staff Conference	Appx 19
	G/309/3D - redesignation of Units	Appx 20

Date	Summary of Events	Remarks
19 Jul 44	Daily Staff Conference	Appx 21
20 Jul 44	Daily Staff Conference	Appx 22
21 Jul 44	Daily Staff Conference	Appx 23
22 Jul 44	Daily Staff Conference	Appx 24
23 Jul 44	Daily Staff Conference	Appx 25
26 Jul 44	Daily Staff Conference	Appx 26
27 Jul 44	Daily Staff Conference	Appx 27
	G3 Minute No 352 - Visiting Officers	Appx 28
28 Jul 44	Daily Staff Conference	Appx 29
29 Jul 44	Daily Staff Conference	Appx 30
	G/358/SD - Census of Telephones	Appx 31
31 Jul 44	G/463/Trg - Visual Training-HQ Force Training Instruction No 3/44 Amendt No 1	Appx 32

GS MINUTE NO. 221

Subject: STANDING ORDERS - HQ NEW GUINEA FORCE

Distribution List A

1. Consequent upon the reorganization of HQ NG Force, it is proposed to promulgate Standing Orders HQ NEW GUINEA Force cyclostyled in draft form initially and after trial and receipt of suggested variations and comments from other Branches, to have the Standing Orders printed for distribution.
2. Attached are:
 - (a) Table of contents
 - (b) Parts 2 - 7, 11 - 16 and 17 with appropriate appendices
3. These parts become operative forthwith. Further parts are being prepared and will be distributed separately as they are completed.
4. In due course, Branches will be requested to advise any suggested amendments.

Lt Col
GS

G(SD & Trg)
Ext 74
27 Jun 44

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PART 2

APPOINTMENTS - REPORTING ARRIVAL OR DEPARTURE OF OFFICERS

ARRIVAL

ACTION BY BRANCH ETC

1. The Branch, Section of the Staff, Arm or Service to which an officer is appointed will:

- (a) Arrange for him to be met upon arrival
- (b) Ensure that he reports to Camp immediately upon his arrival, and that his particulars are furnished to Camp
- (c) Furnish DMS with his written particulars and the date of his arrival and of taking up his appointment.

ACTION BY CAMP

2. Camp will

- (a) Allot such officer accommodation and to a Mess
- (b) Furnish written particulars of such officer's accommodation and messing:
 - (i) to G(SD) in the case of an officer of or attached to the General Staff or of the Survey Service
 - (ii) to A or Q Branch, as appropriate, in the case of an officer of the Administrative Staff or Services.

ACTION BY DMS

3. DMS will furnish G(SD) with particulars of such officer, his appointment and the date of his taking up his appointment.

DEPARTURE

4. Upon an officer relinquishing an appointment.

- (a) The Branch, Section of the Staff, Arm or Service concerned will:
 - (i) inform Camp
 - (ii) arrange for his transport to point of departure
 - (iii) inform DMS of date of his relinquishing his appointment and of his departure
- (b) DMS will furnish G(SD) with the particulars mentioned in paragraph (a) (iii) above.

PART 3

DEFENCE OF HEADQUARTERS

GENERAL

1. Although HQ NG Force will normally be sited to take advantage of the protection afforded by the disposition of other units, it is always possible for a situation to arise in which the local protection of the HQ will devolve on HQ personnel. It is therefore necessary that there be in existence at all times a practical plan for the protection of the HQ.

RESPONSIBILITIES

2. G(Ops) will be responsible for laying down the general policy relating to such defence and the general plan therefor.

3. OC Protective Troops will be responsible for implementing such policy and plan.

4. G(Trg) will advise on and supervise the training of Protective Troops.

COMPOSITION AND ORGANIZATION OF PROTECTIVE TROOPS

5. The Camp Commandant will be OC Protective Troops.

6. Subject to the general policy laid down, Branches, Sections of Branches, Arms and Services will maintain an up-to-date list of all personnel, irrespective of rank, whose services are not absolutely essential for the functioning of the HQ during times of emergency. This list will be held ready for submission to Camp on demand. In this regard, every effort should be made to include in the list of essential staff, personnel whose physical disabilities restrict them in bearing arms, thus releasing able bodied men for the defence of the HQ.

7. Personnel listed for release from duty as above will be termed "Protective Troops."

8. The layout of the HQ, and the number of HQ personnel available will dictate the organization of small tactical units, but, wherever possible, protective troops will be organized into rifle platoons of three sections. Strengths of platoons will be approximately 30 all ranks.

9. Branches, Sections of Branches, Arms and Services will be responsible to OC Protective Troops for the initial organization of these platoons and sections. In cases where numbers are not sufficient to form complete platoons, OC Protective Troops will co-ordinate the grouping of personnel concerned, having due regard to their location during normal office hours.

10. Each Branch etc providing a complete platoon will recommend to OC Protective Troops an officer to command. In making this appointment the guiding factor will be ability to handle a rifle platoon tactically rather than seniority of rank.

DUTIES OF OC PROTECTIVE TROOPS

11. OC Protective Troops will command all personnel and sub-units formed from such personnel, when released from their normal duties for employment as protective troops.

12. At proper intervals he will call for the lists of personnel referred to above and, subject to the general policy laid down, will be responsible for grouping all unallotted personnel into platoons and all platoons into companies consisting of not more than four platoons. When making such grouping he will take into consideration the location of platoons during normal office hours.

13. He will select, with concurrence of Branches, etc concerned, Company Commanders as required.

14. When requested by G(Ops) he will submit details of the composition, organization current strength and locations of the Protective Troops.

15. On receipt of the general policy and plan for the defence of the HQ from G(Ops) referred to in para 18, he will be responsible for its detailed implementation, including the training of Protective Troops and the preparation of such orders as may be necessary.

16. OC Protective Troops will take no action to implement the detailed plan of defence against the enemy until receipt of orders from G(Ops):

(a) Stand to - When he will order platoons to stand to arms in platoon areas

(b) Occupy Positions - When he will order Protective Troops to occupy defensive areas.

ACTION BY G(Ops)

17. Immediately the layout of a new HQ site is determined and at proper intervals thereafter, G(Ops) will call on OC Protective Troops to submit details of the composition, organization and current strength and locations of protective troops.

18. In the light of the information disclosed by these details, G(Ops) will prepare a general plan for the defence of the HQ.

NOTE: As the number of personnel available will seldom permit of adequate perimeter defence, the plan should embody a provision for the retention of a mobile reserve.

19. G(Ops) will issue this general plan, and any necessary instructions to OC Protective Troops to enable him to formulate his detailed plan.

20. Except in an emergency, G(Ops) will examine all recommendations and draft orders relating to the defence of the HQ which have been prepared by OC Protective Troops. The purpose of this is not to restrict the initiative of the OC Protective Troops, but to ensure that all activities in connection with the protection of the HQ will be in keeping with the original plan and the general situation.

TRAINING OF PROTECTIVE TROOPS

21. With a view to ensuring that the plan of defence will function effectively with minimum warning at all times, OC Protective Troops will, with the prior concurrence of G(Ops) and in conjunction with G(Trg) initiate and supervise such training of and rehearsals by Protective Troops as he may consider necessary.

22. Training will be collective as well as individual and time will be devoted to day and night rehearsals.

23. Although during training periods every effort will be made to allow the HQ to function normally and without interruption, Branches etc, will be required to co-operate and accept any necessary dislocation involved.

ROLE OF GUARD PLATOON ATTACHED

24. The Guard Platoon normally attached to this HQ will be responsible for the protection of the HQ until such time as Protective Troops are released from their normal duties and detailed to their tasks and in position.

25. When OC Protective Troops has taken over from commander of the Guard Platoon, the Guard Platoon will then adjust its dispositions primarily to protect Commander HQ Force and his Senior Staff Officers, but this will not relieve commander of the Guard Platoon of the responsibility for giving such support to the Protective Troops as the dispositions of his platoon in its primary role may afford.

LOCAL PROTECTIVE MEASURES WITHIN AREAS

26. All ranks will have their arms and equipment near them at all times.

27. Alarm posts will be established in area occupied by each Section of the Staff, Arm or Service; and in local administrative areas.

28. Personnel employed on clerical duties will not be employed as sentries.

29. AA sentries will carry a whistle, trench rattle and gas ground detector.

PAD MEASURES

30. The OC Protective troops will be responsible for implementing PAD measures, with the approval of G(Ops).

31. Such PAD measures as relate to protection against and decontamination after gas will be planned in conjunction with Tech Offr (CW).

ALARMS

32. The following alarm signals will be used:-

- (a) General Alarm - succession of long and short blasts on a whistle
- (b) Air Attack Alarm - succession of short blasts on siren and whistle.
- (c) Gas Spray Alarm - series of short blasts on a whistle.
- (d) Local Gas Alarm - trench rattle.
- (e) All Clear Signal - two long blasts on a whistle repeated at 5 second intervals.

ACTION ON ALARM

33. On the general alarm being sounded each office will detail a clerk to stand by to collect all documents.

34. The work of this HQ will proceed at all times, even during an air attack, unless a direct attack is imminent.

35. In the case of an Air Attack Alarm, personnel not on duty and those who can be spared from duty may disperse to cover in an orderly fashion, when ordered.

36. When a direct air attack is imminent, personnel may take cover.

37. "All clear" will be given by the senior officer present, whereupon work will be resumed forthwith.

PART 4

OFFICIAL TIME

1. 19 Arst L of C Sigs will be responsible for obtaining the correct time from broadcasts of official wireless stations and for ensuring that a time-piece showing correct official time is kept by Signals.
2. Signals will furnish official time as required, to the nearest minute.
3. More accurate time will be furnished by Signal Master on request.
4. G(SD) will announce official time at the morning Staff Conference.

PART 5

DUTY STAFF OFFICERS

1. Each Branch will maintain a roster of Duty Staff Officers, to mount daily for a tour of duty for the ensuing 24 hours. By arrangement, one Duty Staff Officer may serve more than one Branch.
2. Branches will prepare and maintain instructions consistent with these orders for its Duty Staff Officers.
3. Such instructions will be read by each Duty Staff Officer on mounting.

PART 6

OFFICERS ON VISITS OR RECONNAISSANCES

MOVEMENTS OF LIAISON OFFICERS AND CERTAIN SENIOR OFFICERS

1. The movement of all liaison officers, staff officers, technical advisers attached to the General Staff and representatives of the Services holding a Grade 1 appointment or higher, and of the senior officer of the Survey Service, will be recorded in the Battle Room.
2. The record will be kept on a movements board showing details as under:

Appointment	Units, Units or areas to be visited (showing dates)	Date and hr of departure	Estimated date / hr of return

3. Such record will be entered by G(Ops) on information furnished prior to departure of officer concerned:
 - (a) in the case of officers of the General Staff, by the Section concerned
 - (b) in the case of technical advisers attached to the General Staff and of the senior officers of the Survey Service by G(Ops)
 - (c) in the case of officers of the Administrative Staff and Services, by A or Q Branch, as appropriate.

ACTION BEFORE DEPARTURE

4. An officer, other than one referred to in paragraph 1 above, who is to visit Formations or units or make a reconnaissance will:
 - (a) make himself acquainted with the relevant local tactical and administrative situations.
 - (b) notify any Branch etc that may be interested in his movements.

ACTION ON RETURN

5. An officer returning from such visit or from a reconnaissance will at once circulate to all Branches, Sections of the Staff, Arms and Services concerned any important information acquired, stating its degree of reliability, together with notes of any matters referred on needing attention.

PART 7

LIAISON OFFICERS

METHOD OF WORKING

1. Liaison Officer will serve all Branches of the Staff. They will be controlled by G(Ops).
2. Any Branch or Section of the Staff requiring a Liaison Officer will contact G(Ops), where the senior officer on duty will make the necessary arrangements. Normally this officer will work through the Senior Liaison Officer. If possible each Liaison Officer should work with a definite Formation or Formations.

ACTION BEFORE DEPARTURE

3. As soon as it is known that a Liaison Officer is to leave this HQ, G(Ops) will advise G(Int), G(SD & Trg), A & Q Branches and the Signal Office that a Liaison Officer is to leave at a definite time for named destinations. The Branches etc concerned will then send to G(Ops) any urgent despatches for delivery by the Liaison Officer during his visit, and make requests for attention of Liaison Officer to matters upon which action is required.
4. Before leaving, the Liaison Officer will call at G(Ops) and the Signal Office to pick up urgent despatches he can deliver quicker than Signals. Except in cases of urgency, arrangements can be made for the Liaison Officer to call at Branches, etc, for briefing, unless this would unduly delay his departure, in which case Branches etc should meet Liaison Officer's convenience with a view to ensuring expedition.
5. Liaison Officers will at all times be conversant with the general dispositions of our own and enemy troops in the whole area of responsibility of this HQ, and in addition obtain any further information of Allied Forces that may be known to G(Ops). They will also obtain the latest information concerning the particular dispositions of our own and enemy troops in the area of the HQ of the Formation they intend to visit.
6. G(Ops) will ensure that the prospective movements of Liaison officers are recorded on the Movement Board in Battle Room.

ACTION AT HEADQUARTERS VISITED

7. On arrival at and just before leaving any HQ during his visit, a Liaison Officer will report his intended movements to the Signal Office at such HQ, where it should be entered in a Log of LO Movements to which a reference can always be made through Signal Master. Where necessary, G(Ops) will instruct the Liaison Officer to advise by Signal his arrival at and/or departure from any HQ visited.
8. Before leaving any HQ during his visit a Liaison Officer will ascertain the latest tactical and maintenance situations and matters which it is desired to refer to HQ HQ Force.

ACTION ON RETURN

9. A Liaison Officer will report to G(Ops) immediately upon his return.
10. If a Liaison Officer's report is of great urgency, he will, after reporting to G(Ops) on his return, go at once to the officer to whom he has to deliver his report and give it verbally. He will then return to G(Ops) and furnish any information he has upon which the battle maps may be brought up to date and so that other information he has may be recorded and circulated.

11. If a Liaison Officer's report is not of great urgency, he will first make his complete report to G(Ops) and then make his report to the Branch or Section of the staff for which he has carried out tasks.

12. A short written report on his task should be submitted as soon as opportunity allows or when necessary.

13. A Liaison Officer will follow up matters referred by him and ensure that the Formation concerned is advised of action taken.

EXTERNAL CORRESPONDENCE

PREPARATION OF BODY

6. Correspondence originating in HQ NG Force for external addressees will be set up in accordance with the following example:

Subject - (See Note (a)) Headquarters
 (See Note (b)) NEW GUINEA Force
 (See Note (c)) G/ /SD
 Jun 44

5 AUST DIV)
LAE BASE SUB AREA) (See Note (d))
MADANG BASE SUB AREA)

Copy to:
11 -UST DIV

1.

2.

(a)

(b)

(i)

(ii)

(Nate)

Brigadier
General Staff

Copies to

G(Ops))
G(Air))
A) (See Note (e))
Q)
War Diary (2))
File No /)

NOTES ON PARAGRAPH 6

- (a) Block capitals will be used for the reference to the subject matter.
- (b) The originating Branch, Section of the Staff, Arm or Service will add here the distinguishing letters of such Branch, Section of the Staff, Arm or Service and the serial number.
- (c) the officer signing the correspondence will add the date by hand.

(d) In lieu of designating external addressees, they may be shown by reference to a Distribution List. If an internal distribution is also given to the paper, this may also be shown by reference to a Distribution List, if appropriate but in no event will the internal distribution, whether by reference to a Distribution List, or otherwise, be shown on the copies despatched to external addressees.

(e) The subject matter of the previous note as to Distribution Lists will apply, and a reference to the file on which the paper is to be filed will be added here.

EXTERNAL CORRESPONDENCE - FORM FOR SIGNATURE

7. Correspondence will be prepared for signature in the following form:

(a) Correspondence addressed to higher or equivalent Formations or to other Services of the Allied Forces

Lieutenant General
Commander NEW GUINEA Force

and will be signed by, or for, the Commander.

(b) Correspondence originated by the General Staff and addressed to subordinate formations

(NAME) Brigadier
General Staff

and will be signed by, or for, BGS.

(c) Correspondence originated by the Administrative Staff to subordinate Formations

(NAME) Brigadier
DA & QMG

and will be signed by, or for, the DA & QMG.

MINUTES FOR INTERNAL DISTRIBUTION

PREPARATION

8. Minutes for internal distribution will be set up in accordance with the following example:

GS MINUTE NO _____ (See Note (a))

Subject: _____ (See note (b))

Q

Copy to A

File No / (See Note (c))

1.

2.

.....
If Col
GS

G(Int))

Ext) (See Note (d))

Jun 44)

NOTES ON PARAGRAPH 8

- (a) The originating Branch of the Staff Arm or Service will show on this line distinguishing letters and serial number.
- (b) Block capitals will be used for the reference to the subject matter.
- (c) The reference to the file on which the minute is to be filed will be added here.
- (d) So that ready reference may be made to the officer dealing with the matter, his telephone extension will be added here.

SUBMISSION OF PAPERS FOR SIGNATURE

9. Officers submitting a paper for signature will:

- (a) Check the contents
- (b) Sign the bottom left hand corner of the file copy and add the date.

10. Where a paper has been typed from a checked draft or includes extracts copied from another paper, the clerks reading over and checking the final paper with the draft will sign and date the box file copy.

PART 11

PREPARATION OF PAPERS OTHER THAN MESSAGES

GENERAL

NUMBER OF COPIES TO BE PREPARED

1. Copies of papers will be prepared for despatch and filing.
 - (a) One copy for each addressee for action or for information
 - (b) One copy (coloured if possible) for attachment to the relevant file.
 - (c) One copy for the box file kept by the Registry concerned.

PARAGRAPHING

2. For clarity in form and expression and for ease in reference the following rules will be observed:
 - (a) All orders, instructions, memoranda, minutes, letters and other papers will be divided into appropriate paragraphs, sub-paragraphs and sub-sub-paragraphs.
 - (b) Every paragraph will be numbered by an Arabic numeral, every sub-paragraph lettered by a bracketed lower case Roman letter and every sub-sub-paragraph by a bracketed lower case Roman numeral, so that, for example, a reference may be made to "paragraph 17(b) (iii)."

ABBREVIATIONS

3. Abbreviations will not be used in letters, reports and memoranda which are not usually written under conditions of great urgency, except those abbreviations for designations of appointments and of Headquarters of Formations and units.

ATTACHMENTS

4. Attachments to papers such as appendices, copies of other papers, diagrams, tables etc will be indicated by three hyphens typed in succession in the margin opposite the reference in the text to the attachment, thus "---".

REFERENCE NOTE ON APPENDICES ETC

5. Where appendices etc are to be attached to another paper, the first page of each attachment will bear a reference note at its right hand top corner, e.g. in the following form:

APPENDIX A
to HQ NG Force
G/3054/Ops

and each page of each such attachment will be numbered consecutively.

PART 12

MESSAGE WRITING

1. The Rules of Message Writing are given in FSPB Pamphlet 2 and MTP 23, as amended consequent upon the introduction of Army Message Form C2136.

2. It is essential that Signals traffic be reduced to a minimum, so ensuring the promptest delivery of important messages.

3. This is best achieved by making maximum use of the Army Postal Service, that is by writing a letter instead of a message, if possible.

4. Every officer originating a message must be conscious that he is personally responsible that the matter is of sufficient urgency to warrant despatch by Signals.

5. The Rules of Message Writing are designed to ensure efficient despatch. With a view to emphasizing important aspects of these Rules, the following sub-paragraphs are published:-

- (a) Write legibly.
- (b) Use block capitals for place, personal and regimental names, single letters, code signs, and the word "NOT", also for important words in the text.
- (c) In the "FROM" and "TO" spaces, use abbreviated titles of formations or units. The name of an appointment or person will never appear in these spaces. In the case of messages for a subordinate commander or a Service, the "TO" space will contain an appropriate abbreviated designation of the Arm or Service, e.g. Ord 3 Aust Corps, Pro 6 Aust Div, Sigs 23 Aust Inf Bde.
- (d) In the "Date-Time of Origin" space write a single group of six figures, followed by the time-zone suffix letter or letters. The first two figures will represent the date (where the date is a single digit, it will be preceded by the digit 0), and the last four figures the time of origin in hours and minutes, e.g. "0930 hrs K time 4 Aug 44" will be represented by "040930K". No reference will be made to the year or month.
- (e) Write addressees "For Action" and "For Information" in the appropriate spaces. Do NOT use the word "rptd" to separate these classes of addressees.
- (f) Write the originator's number as the first group of the text, with an appropriate distinguishing letter or prefix for Branch of Staff, subordinate commander or Service concerned, e.g. "ME1688".
- (g) In replying to any previous message refer to it in the text, employing the originator's number preceded by "your" or "our", as appropriate.
For example, the text of a typical message might begin; "SD1904 your SD2191 (.)"
- (h) Ensure that groups in the text are adequately separated.

(j) In an appropriate case, the text of a message might continue "for col SMITH (.)", "for JONES from JENNINGS(.)", or "for DDOS(.)". In the first two examples, it must be remembered that, if Col SMITH or JENNINGS is away, the message might NOT be dealt with in his absence.

(k) Avoid verbosity. Write brief, concise messages. Ensure clarity yet save every word possible.

(l) Make maximum use of authorised abbreviations in address and in text.

(m) Write only one word, letter or figure, or one abbreviated word or combination of letters or figures undoubtedly meaning one thing, or the sign indicating a full stop, in each group.

(n) Do NOT write Roman numerals, or mathematical signs.

(o) Avoid the use in the text of "NOT repeat NOT" and similar repetitions, which are quite unnecessary and are the subject of existing routine checks in transmission.

(p) Use the phrase "all informed" in routine messages where appropriate.

(q) Do NOT ask for an "ack", much less an "all ack", unless it is urgently required to know that a particular message has been delivered.

(r) Do NOT write a full stop before "ack" or "all informed" or at the end of text.

(s) Reduce priority messages to a minimum. An officer who exceeds his authority in regard to the priority directed in a message will be held responsible that the urgency was sufficient to justify his action.

(t) Make maximum use of the DEFERRED category.

(u) Remember that, normally, a priority given to a message will apply only to its despatch to addressees "For Action". If it is desired to give priority to the despatch of the message to addressees "For Information", write "ALL" before the priority given, e.g. "ALL IMPORTANT."

(v) Remember that, only two classes of priority can be given to a message, the priority to the addressees "For Action", and that to those "For Information."

It is suggested that this be indicated, e.g. :

ACTION - IMMEDIATE
INFO - IMPORTANT

(w) Sign the message in the left or right hand space, as appropriate, with name and rank only. Originator is responsible for informing Signals of any precautions necessary in method of transmission, but a direction to encipher will be avoided where possible without prejudice to security.

(x) Reduce to the minimum the lapse of time between TOO and and THI. Orderlies, Offices and Registries will be organized to this end.

PART 13

INTERCOMMUNICATION

GENERAL

METHOD

1. The following methods of intercommunication are used by HQ NG Force:-

- (a) Line Telephony
Trunk (Long Distance and Local)
Inter-office
- (b) Teleprinter
Teletype
- (c) Line Telegraphy
- (d) Wireless Telegraphy
- (e) Message carrying
DRLS
Special DR
- (f) Safe Hand Service
- (g) Army Postal Service
Direct Bag Service)
Normal Postal Service) Registered and
(incl Air Mail in) Unregistered
certain parts of AUST))
- (h) Military Forwarding Organization

RESPONSIBILITY

2. (a) 19 Unit I, pCSigs will be responsible for intercommunication by methods including (a) to (e) above, and CSO will be responsible for co-ordination of various agencies involved in providing such intercommunication and for promulgating to 19 Unit I, pCSigs such orders as are necessary for the secure and efficient functioning of that unit as an agency implementing signal requirements under these orders, or as a Signal Centre for other HQs.
- (b) OIC Message Control Centre will be responsible for the despatch and receipt of safe hand bags.
- (c) Q Branch will be responsible for all arrangements with Army Postal Service necessary to ensure proper despatch and receipt of postal articles from or at HQ NG Force and with Movement Control in respect of the Military Forwarding Organization.

NOTIFICATION OF CHANGES IN SCHEDULES

3. As changes occur, CSO, OIC Message Control Centre and Q Branch will furnish G(SD) with matter necessary for the publication of current time schedules or with other information required with regard to methods of intercommunication for which they are respectively responsible as above. G(SD) will provide CSO, OIC Message Control Centre and Q Branch with any relevant data received by G(SD) in this regard.

LINE TELEPHONY

GENERAL

4. Use of telephones will be for official purposes only and

kept to a minimum. Conversations will be brief at all times. Un-official local calls may be made from a Public Telephone which is installed.

TELEPHONE SECURITY

5. Telephone channels, except when secraphones are available, are always a most insecure method of communication. Accordingly, if used at all, the greatest care will be taken by both parties to preserve security of the information passing.

TELEPHONE PRIORITIES

6. (a) Officers authorized to frank priority messages are authorized to demand telephone calls with equivalent priorities. Vide paragraph 19 et seq below.
- (b) Duty Staff Officers may originate priority calls as necessary.
- (c) In an emergency any officer may originate "IMMEDIATE" and "IMPORTANT" priority calls, but these will be the subject of a routine report by 19. Auct. LofC Sigs to CSO, who will refer them to G(SD) for appropriate action.

OUTWARD TRUNK LINE TELEPHONE CALLS

Services to MORESBY LAE and MADANG

7. (a) Except in an emergency when no officer is available, WOs or NCOs will not originate trunk line telephone calls on this circuit. When booking any such call, WO or NCO will state the name of the officer for whom he is acting.
- (b) Trunk line calls on this service will be originated, by asking the switchboard operator for the "Booking Clerk", to whom particulars of the officer required and his formation will be given. If undue delay is anticipated, the booking clerk will advise the caller accordingly.
- (c) If it becomes necessary for the originator, after booking any such trunk call, to leave his extension he will appoint a deputy to take the call or will cancel the call.

Services in LAE Area

8. (a) Calls to subscribers in the LAE area not connected to HQ NG Force Exchange will be made by asking the operator for LAE Base Sub Area who will then route the call to the exchange required. When this exchange answers the caller will ask for the number required.
- (b) If the exchange or number required is engaged the caller will NOT hold the line but will ring off.

OUTWARD CALLS TO SUBSCRIBERS ON HQ NG FORCE EXCHANGE

Calling Up

9. Callers will ask for the subscribers by extension number and not by name or appointment.

Ringin Off

10. Both subscribers will give a vigorous "ring off" when the call is concluded.

TECHNICAL FAULTS

11. Technical faults will be reported to Test Clerk (Ext 82) for action as necessary.

INQUIRIES AND COMPLAINTS

12. Inquiries and complaints will be made to the Telephone Supervisor (Ext 88).

INWARD TELEPHONE CALLS

13. Whenever an officer is asked for by name and the switchboard operator is in doubt the call will be referred to GIII(SD) or, in his absence to General Staff Duty Officer, who will advise the operator where to route the call.

HQ NG FORCE TELEPHONE DIRECTORY

14. (a) HQ NG Force Telephone Directory will be published and issued to each subscriber on HQ NG Force. Amendments thereto will be notified as necessary.
- (b) So that necessary amendments may be issued the following procedure will be adopted:
- (i) Upon a change in posting taking effect, or upon a change in the telephone serving an officer, the Section of the Staff, Arm or Service concerned will promptly notify G(SD) and HQ 19 Just LoEC Sigs, in writing, of such change.
- (ii) Upon a change in any number being made for technical reasons, HQ 19 Just LoEC Sigs will likewise notify G(SD).
- (c) All holders of copies of HQ NG Force Telephone Directory will be responsible for altering copies in their possession immediately on receipt of amendments.

ALTERATIONS AND ADDITIONS TO HQ NG FORCE TELEPHONE SYSTEM

15. (a) Applications for alterations and additions to HQ NG Force Telephone System will be submitted to CSO. Submissions will be made in writing with sketch of alteration or additions showing proposed telephone location.
- (b) CSO will arrange for the application to be complied with if possible and advise the applicant accordingly.
- (c) If the application cannot be met, CSO will inform G(SD). G(SD) will then make any necessary investigations and co-ordinate priorities if necessary. If the application cannot be met, G(SD) will advise applicant.

SIGNAL TRAFFIC

GENERAL

16. (a) In general, only operational despatches and messages in which the time factor is urgent will be routed by Signals. In other cases appropriate alternative methods will be used.
- (b) In the case of all messages, internal office arrangement will be such as to ensure minimizing the time between TOO and THI.
- (c) Non urgent matters such as DRO and DFO inquiries and advices, Graves Registration information, Stationery requisitions and the like will be routed by Army Postal Service.

SIGNALS SECURITY

17. (a) The originator will sign all "NODECO" "TOP SECRET" and "SECRET" messages in the right hand space ("If liable to be intercepted or fall into enemy hands, this message must be sent "IN CIPHER").
- (b) In an appropriate case, by adding the words "IN CIPHER" in the "Originator's instructions" space, the originator can direct that any message be enciphered before despatch.
- (c) All messages despatched by wireless and all "NODECO" and "TOP SECRET" messages are enciphered.
- (d) The prefix "NODECO" will be used only in messages warranting a higher degree of security than "TOP SECRET". No personnel except officers in Registries or in Cipher Officers will handle "NODECO" messages passing between the originator and the addressee.
- (e) Accordingly, whilst the provisions of LHO SM4239 of 27 Apr 44 and GRO governing the classification of protected papers will always be complied with, the originator of a "NODECO" or "TOP SECRET" message will nevertheless first carefully consider whether a lower classification cannot be made to suffice.
- (f) The requirement laid down in the preceding sub-paragraph is necessary to relieve cipher traffic, as "TOP SECRET" messages may be enciphered by selected WOs and NCOs, and "SECRET" messages may be sent securely in clear by certain teleprinter and teletype circuits. A diagram of such circuits will be published.

ENVELOPING, OPENING, HANDLING AND RECORDING OF MESSAGES

18. (a) The provisions of GRO (Not yet Published) on these subjects will be strictly adhered to by all concerned.
- (b) As appropriate, these provisions will also be applied to "NODECO" messages.
- (c) So that full and proper records can be kept, all copies of messages for transmission, including copies of "DEFERRED" category, will be handed in at the Signal Office, provided that NODECO and TOP SECRET messages may be handed to the Cipher Office direct.
- (d) Inner envelope containing NODECO or TOP SECRET messages will NOT be opened in the Signal Office but will be handed to Cipher Office unopened. Ciphers will furnish Signals with information necessary to record the despatch of such messages.

MESSAGE PRIORITIES

OFFICERS AUTHORISED TO FRANK MESSAGES WITH A PRIORITY

19. The equivalent AUST and US Army priorities are tabulated below, with a list of officers holding appointments by virtue of which they are authorised to frank messages in accordance with the degrees of priority shown, or with a lower priority.

<u>AUST PRIORITY</u>		<u>US ARMY EQUIVALENT</u>
(a) MOST IMMEDIATE)	
)	URGENT
GOC)	
BGS)	

<u>AUST PRIORITY</u>		<u>US ARMY EQUIVALENT</u>
(b) EMERGENCY AIR ATTACK EMERGENCY OPERATIONS))	URGENT
(abovementioned plus)		
DA & OMC GSOI (Ops) GSOI (Int)		
(c) IMMEDIATE AIR SUPPORT IMMEDIATE METEOR IMMEDIATE		No equivalent OPERATIONAL PRIORITY No equivalent
(As in (a) and (b) plus		
GI(SD & Trg) GII (Air) CSO AQMG	DDMS DDST DDOS	
(d) IMPORTANT		PRIORITY
CCRA CE AAG	DAQMGs DAMS DAD Svy APM	
(e) ORDINARY		ROUTINE
(i.e. No priority given in "Originator's instructions" space)		
All officers		
(f) DEFERRED		DEFERRED
All officers		

20. In an emergency or in urgent cases any officer may frank a message as "IMMEDIATE" or "IMPORTANT", but if not authorized to do so he will be held responsible that the urgency is sufficient to justify his action.

PRIORITY GENERALLY

21. The priority "IMMEDIATE" will be limited to messages the speed of which is of special importance; and the priority "IMPORTANT" to those which require priority above ordinary official messages.

22. It is essential that priority traffic be kept to a minimum otherwise its purpose will be defeated.

23. - Consequent upon the introduction of Army Message Form C2136, the following provisions will be specially noted:

- (a) Normally a priority given to a message will be applied only to its despatch to addressees "FOR ACTION"
- (b) If it is desired that the same priority should apply to all addressees, the word "ALL" will be inserted before the priority given in the "originator's Instructions" space e.g. "ALL IMPORTANT".
- (c) If it is desired that the priority to addressees "For Information" should be lower, this can be given. In such a case it is suggested that this be indicated e.g.
ACTION - IMMEDIATE
INFO - IMPORTANT

(d) NO other distinction in priorities in multiple address messages will be made.

24. "DEFERRED" messages will rank after "ORDINARY" traffic but before private paid traffic. Originator's will write "DEFERRED" in the "originator's instructions" space of all messages of a routine nature where the time factor is not urgent. The instruction "DRLS" will NOT be used.

ACTION BY SIGNALMASTER

25. (a) In the case of "MOST IMMEDIATE" "EMERGENCY AIR ATTACK" and "EMERGENCY OPERATIONS" messages Signalmaster will advise originator when the messages are cleared.

(b) If the Signalmaster is aware that any message marked with a priority is likely to be unduly delayed in despatch he will inform originator.

(c) In general "DEFERRED" messages will be cleared, according to their time of handing in, by any available means, which (e.g. if DRLS is delayed by weather) may entail a delay exceeding 24 hours. In such cases, the Signalmaster will inform the originator and give a higher priority to any message if so required by the originator.

DESPATCH AND MESSAGE CARRYING

GENERAL

26. Signals organize and conduct DRLS as appropriate, and provide special DRs for carrying despatches and messages as necessary.

27. Despatches and messages transmitted by DRLS are carried by the fastest methods of transport available, including air transport. DRLS will not be confused with the Safe Hand Service conducted through Message Control Centre, nor with the Direct Bag Service operated by Army Postal Service. The terms "Air Letter Service" (ALS) and "Express Letter Service" (ELS) will NOT be used in any context.

28. Only despatches or messages requiring personal custody in transit and rapid delivery will be routed by DRLS.

29. Heavy or bulky matter will NOT be despatched by DRLS but by Army Postal Service or MFO.

30. Normally, where the destination of a despatch or message for transmission by DRLS is in an area reached by Direct Bag Service, Signals arrange for its carriage by Army Postal Service to that area, where Signals will effect delivery through normal Signals channels, but Signals may also arrange for other means of transmission.

PROCEDURE

31. The originator of a message to be transmitted by DRLS will write "DEFERRED" in the "Originator's instructions" space.

32. Signals, or Ciphers in the case of NODECO and TOP SECRET messages, will envelope, address and certify all envelopes containing messages which are of the "DEFERRED" category and which are, in the result, despatched by DRLS.

33. All orders, instructions, summaries, reports, correspondence or other official papers intended to be transmitted by DRLS will be referred to as "despatches."

34. Despatches for transmission by DRLS will not be finally enveloped by the originator. The Registry handling originator's correspondence will be responsible for recording, enveloping, addressing and certifying envelope for despatch by DRLS, and for giving it a serial number. It will then be sealed and handed in to Signal Office. In every case, franking of despatches for DRLS will be made by an OFFICER.

35. Matter despatched by DRLS will be accorded "registration" treatment throughout, that is, serial numbers will be given and receipts obtained and given for each article.

36. A schedule of DRLS available in the area adjacent to HQ NG Force will be published. This schedule will be in addition to any arranged in conjunction with the Direct Bag Service.

SPECIAL DRs

37. A Special DR may be ordered only by an officer authorised to frank "IMMEDIATE" messages.

38. The envelope containing the despatch will be endorsed "SPECIAL DR" and signed by the originator or some other officer authorised by him.

39. Special DR will report to the originator, if required, for special instructions.

MESSAGE CONTROL CENTRE

39A. The Message Control Centre will be responsible for the handling, receipt and distribution of ALL incoming official Correspondence (excl Signals).

Message Control Centre will also be responsible for the handling of all SAFE HAND DESPATCHES both Inwards and Outwards.

SAFE HAND SERVICE

GENERAL

40. The Safe Hand Service is maintained only for the carriage of TOP SECRET and SECRET matter which it is not desired to transmit by other permissible means available. The definition of matter which may be classified TOPSECRET and SECRET is given in Part 10 above.

41. The Safe Hand Service is designed primarily for SECURITY in transit rather than SPEED in delivery.

42. The Safe Hand Service will not be confused with "Direct Bag" or "Air Mail" Services operated by Army Postal Service.

43. The word "mail" will not be used in connection with articles for carriage by safe hand. Such articles will be known as "Safe Hand Despatches". They are forwarded in "Safe Hand Bags."

44. The total weight and size of safe hand despatches are restricted so that they can be easily handled and expeditiously destroyed in an emergency. Accordingly heavy books or packages will not be sent by regular safe hand services, except under special arrangements by G(SD).

RESPONSIBILITY FOR SAFE HAND DESPATCHES

45. OIC Message Control Centre will be responsible for conducting the Safe Hand Service.

46. OIC Message Control Centre will, if necessary, make up safe hand bags daily in accordance with the Schedule issued with NG Force Office Instruction No.1 of 11 May 44. or as otherwise directed by GSOI(SD & Trg).

47. Message Control Centre does NOT conduct Safe Hand Services to formations or units in the LAE area.

OTHER SAFE HAND SERVICES

General

48. Branches, Sections of the Staff, Arms and Services originating matter for safe hand despatch other than through Message Control Centre will keep proper records of the despatch, comply with para 50 hereof and detail one of their officers to carry the despatch; unless it is known that another officer is available.

49. The officer carrying such despatch will obtain a receipt for the despatch upon delivery to the addressee and hand or forward same to the originating Branch etc.

TRANSMISSION OF SAFE HAND DESPATCHES

50. Matter for safe hand despatch will be enveloped in accordance with GRO G634/43 para 15 (a) (i). The outer covering of the despatch will be marked "BY SAFE HAND" and signed by an officer holding a Grade I appointment. His signature and rank only will appear in this endorsement.

51. The sender will prepare and sign in duplicate a "request and receipt" form to transmit safe hand despatches. Pro formas of the "request and receipt" are attached as Appendix C.

52. Message Control Centre will:

(a) On receipt of articles for despatch and the "request and receipt" in duplicate, complete the receipt at foot of request and receipt and hand receipted copy to the sender and retain the other.

(b) Serially number, with the prefix "GS", each article received.

(c) Prepare and sign in triplicate, for each safe hand bag despatched, an advice note in the form attached as Appendix D, retain one copy and place two in the bag.

(d) Securely seal each bag and attach a serially numbered and clearly addressed label, in the form attached as Appendix E.

(e) Advise the Formation etc to which the safe hand bag is addressed, by code or cipher message, of the safe hand bag number and method and time of despatch, using code words for this purpose allotted by this HQ. This signal will ask for an acknowledgement. A pro forma of such message is shown as Appendix F.

(f) Keep proper records of all transactions relative to safe hand despatches.

TRANSMISSION OF SAFE HAND DESPATCHES BETWEEN MESSAGE CONTROL CENTRE AND CARRYING AGENCY

53. G(SD) will maintain and issue a roster of Duty Officer Couriers responsible for acting as safe hand couriers between Message Control Centre and the carrying agency. This roster will include junior officers of the General Staff or attached to the General Staff who are not liable for duty as GS Duty Officer.

54. The Duty Officer Courier will:

(a) Attend at Message Control Centre daily, at a time to be advised, to collect the safe hand bags for despatch to carrying agency and give a receipt for same.

- (b) Be provided with a written authority, in the form attached as Appendix G signed by or on behalf of GSOT(SD & Trg) for him to collect incoming bags, which he will endorse with his signature in the margin for his identification.
- (c) Deliver the bags to the carrying agency and obtain a receipt for the same.
- (d) Deliver his written authority to the carrying agency, collect incoming safe hand bags and give a receipt for the same.
- (e) Deliver the incoming bags and carrying agency's receipt for outgoing bags to Message Control Centre and obtain a receipt in the form attached as Appendix H.

55. The Duty Officer Courier will carry out such special missions, including separate delivery or collection of incoming bags, as are requested by Message Control Centre.

RECEIPT OF SAFE HAND DESPATCHES

56. On receipt of incoming bags, Message Control Centre will:-
- (a) Check the contents against the advice note contained in each bag.
 - (b) If the contents are in order, sign and return to despatching Formation etc a copy of such advice note
 - (c) If discrepancies are disclosed, at once advise details by message to the despatching Formation etc.

57. Empty bags used for the Safe Hand Service will on no account be used for any other purpose and will not be accumulated but will be returned by Message Control Centre to the sender as soon as possible.

ARMY POSTAL SERVICES

TOP SECRET AND SECRET PAPERS

58. TOP SECRET matter will NOT in any circumstances be transmitted by post, and SECRET matter only when a Safe Hand Service is NOT warranted to be used.

GENERAL

59. Army Postal Service operates the following services:-
- (a) Direct bag service
 - (b) Normal Postal Services (including Air Mail in certain parts of AUST).

60. Postal articles carried by Army Postal Service may be registered or unregistered. These articles will be referred to as "mail" or "parcels" as the case may be.

61. Official mail and parcels which do not exceed 3 ft in length (or 6 ft in length and greatest girth combined) and 11 lbs in weight will be carried by Army Postal Service.

62. All postal articles will be securely enveloped or wrapped and clearly addressed, and they will be delivered by the originating branch, Arm or Service to the Field Post Office attached to HQ NG Force.

63. "BY DIRECT BAG" and "BY AIR MAIL" stickers are available for use as required.

REGISTRATION

64. All postal articles classified "SECRET" and "CONFIDENTIAL" will be registered when lodged with Army Postal Service.

65. Registered articles will be distinctly marked by red lines drawn lengthwise and across the front and back.

66. Registries of Branches, and Arms or Services conducting their own correspondence, will be responsible for keeping proper records of the receipt by and from Army Postal Service of all registered articles.

DIRECT BAG SERVICE

67. The Direct Bag Service will not be confused with the Safe "and Service conducted through Message Control Centre, nor with DRLS operated by Signals, both of which services carry "despatches" not "mail."

68. Ordinarily correspondence and other official papers are delivered soonest at destination by Direct Bag Services and sufficient security is ensured. In general it is carried by air transport.

69. Accordingly, urgent and important matter will be routed by these Services, in which case the envelope will be endorsed "BY DIRECT BAG" and this will be signed by an officer of the Branch or Service originating the correspondence.

70. The weight of the matter which can be carried by Direct Bag Service is restricted, accordingly non-urgent and heavy matter will be routed by normal Postal Services.

71. A Schedule of Direct Bag Services operating from HQ NG Force will be published.

NORMAL POSTAL SERVICES

72. Normal Postal Services provide for carriage of postal articles by air to AUST. Thereafter they are carried by surface transport, or, in certain parts, if endorsed "BY AIR MAIL", by air transport in collaboration with PMG.

MILITARY FORWARDING ORGANIZATION

73. Military Forwarding Organization is part of Movement Control.

74. Official packages or parcels exceeding 11 lbs but less than 112 lbs in weight or exceeding the dimensions handled by Army Postal Services should be consigned through MFO.

75. The consignment will be delivered to MFO by originator made up in a travel-worthy container and its contents will be disclosed to MFO.

76. No label will be affixed but full forwarding instructions will be given.

77. In urgent cases, air freight will be arranged, in which case the reasons for urgency will be supported by a request signed by an officer.

78. A full list of authorised and prohibited traffic is given in LHO SM2364 of 1 Mar 44.

79. Included in the authorised traffic are the following:

- (a) Private parcels of "comforts" from home more than 11 lbs but less than 30 lbs in weight.
- (b) Effects of personnel between Sections of Aust Kit Store.
- (c) Excess baggage of personnel proceeding by air on duty.

80. Included in prohibited traffic are the following:

- (a) Private consignments containing information of value to the enemy.
- (b) Weapons
- (c) Equipment on issue
- (d) Perishable articles
- (e) Alcoholic beverages.

81. In the case of private consignments, consignors will be responsible that no prohibited articles are included. The impress of unit censor stamp and an officer's signature will be accepted by MFO as evidence in this regard, or a certificate will be given by unit concerned.

PART 14

ORGANIZATION AND FUNCTIONS OF BRANCH REGISTRIES AND OFFICE REGISTRIES

GENERAL

BRANCH REGISTRIES

1. There is no Central Registry at HQ NG Force. Registries are maintained:

- (a) G Registry
- (b) A Registry
- (c) Q Registry

OFFICE REGISTRIES

2. G(Int), all Arms and Services, DAMS and AMGO(E) conduct their own Office Registries.

RESPONSIBILITIES OF BRANCH AND OFFICE REGISTRIES

3. The abovementioned Registries will:

- (a) Receive and despatch official papers
- (b) Record receipt and despatch of all official papers as detailed in subsequent paras.
- (c) Make proper distribution of inward official papers for action and for information
- (d) Be responsible for safe custody of official papers and files whilst in Registries.

G REGISTRY

4. G Registry will act as a Registry for G(Ops), G(SD & Trg) G(Air), G(Liaison) and, as may be arranged, for units, sub-units or detachments attached.

A BRANCH AND Q BRANCH REGISTRIES

5. A Registry and Q Registry will function as Registries for A and Q Branches respectively.

SAFE HAND SERVICE

6. Message Control Centre will conduct a Safe Hand Service for all Branches, Arms and Services as provided in Part 13 of these Orders.

MESSAGE CONTROL CENTRE

7. (a) Message Control Centre is provided on "E". The detailed responsibilities of Message Centre are set out in Part 13 of these Orders.

(b) These responsibilities include;

(i) Receipt and distribution to appropriate Branch or office Registries of all inward official correspondence received either by Aust Army Postal Service or by DRLS.

(ii) Receipt and Despatch of all SAFE HAND DESPATCHES.

DESPATCH AND RECEIPT OF POSTAL ARTICLES

8. Branch Registries, and Office Registries of G(Int), all Arms and Services, DAMS and AMGO(E) will be responsible for despatching their own official postal articles and for all dealings with Field Post Office in that regard.

RECEIPTS FOR OFFICIAL PAPERS DESPATCHED

9. Receipts relating to the despatch of Safe Hand despatches or bags, DRLS despatches and registered postal articles will be obtained and filed by Branch and Office Registries so that cross references thereto may be made from register books as necessary.

CLASSIFICATION AND HANDLING OF PROTECTED PAPERS

10. The orders in Part 10 of these Orders, relating to the classification and handling of protected papers, will be strictly adhered to in all Registries.

11. OsIC Registries will ensure that every practicable precaution is taken to restrict the number of personnel under their control who are obliged to handle the various categories of protected papers.

FILES AND FILING

BOX FILES KEPT IN REGISTRIES

12. (a) Except in the case of messages which are NOT copied for distribution, OsIC Registries will ensure that the original copy of all messages is placed in chronological order in an appropriate box file to be kept in the Registry, so that reference may be made to such original if required.

(b) OsIC Registries will ensure that one copy of all outward official papers is serially numbered and placed in an appropriate box file. This box file will not be removed from the Registry concerned except upon the specific direction of a Principal Staff Officer.

SUBJECT HEADING OF FILES

13. OsIC Registries will keep an up-to-date list of subject headings of all files held and will exercise constant supervision to ensure that all papers are placed on their correct files.

METHOD OF FILING

14. All papers will be kept in file covers. The subject heading and reference number of each file will be typed on a slip of paper and pasted in the centre of the front of the cover.

15. Papers will be filed in the order in which they are received in Registries and given successive folio numbers.

16. Papers will be secured together in file covers by a paper fastener.

17. Care will be taken in filing to ensure that the top and left hand edges of successive papers line up accurately with the lowest paper on the file. Files will be kept neat and tidy at all times.

FILE INDEX SHEET

18. The File Index Sheet will always be maintained as the top paper on all files and will shew file number, subject heading of file, reference to similar files, originator or addressee of paper, originator's reference number of paper, date, short precis of contents and folio number. The file index sheet will be of foolscap size and prepared in accordance with the following pro forma.

File No. _____ Cross References to similar files _____
Subject Heading _____ (IN BLOCK CAPITALS) _____

From	Originators	Date	Short Precis of contents	Folio
	Ref No.			No

19. Branches, Sections of the Staff, Arms and Services will NOT add entries to the File Index Sheet. The File Index Sheet will be kept up to date by the Registry responsible for the file.

"ACTION" FLAGS

20. The Registry concerned will pin a coloured flag endorsed "ACTION" on the action copy of all inward papers passed for action to an office served by such Registry, whether such paper is passed attached to a file or on a backing sheet.

PASSAGE OF FILES BETWEEN BRANCHES ETC

21. Files may be passed to other Branches, Sections of the Staff, Arms or Services for action or information.

- (a) Through Registries, which will keep records of their passage.
- (b) Direct on Direct Transit Slip, receipted duplicate copy of which is forwarded by Sender to Registry then responsible for the file.

TRANSFER OF PAPERS BETWEEN FILES

22. Any necessary transfer of papers from one file to another will be made by the Registry responsible for the files. The File Index Sheet of the file from which papers have been removed will be endorsed with the number of the file to which such papers have been transferred and appropriate entries made in the relevant register.

ACTION BY G REGISTRY

GENERAL

23. G Registry will receive from Message Control Centre all incoming correspondence DRLS despatches and postal articles intended for action by G(Ops), G(SD & Trg), G(Air) or G(Liaison) or, as may be arranged, for units, sub-units or dets attached.

NOTE: For action to be taken in connection with Sitreps and Observer Reports, vide paragraphs 36 and 37 of this Part of these Orders.

24. Promptly upon their receipt, OIC & Registry will examine the contents and such messages and.

(a) In the case of papers NOT for action by addressees mentioned in para 23 above, will pass them forthwith to the Registry of the appropriate Branch, Arm or Service and obtain a receipt.

(b) In the case of papers for action by any such addressees, will take further action in accordance with subsequent paragraphs of this Part of these Orders.

REGISTERS

25. Separate Registers will be kept.

INWARD

(a) Correspondence Registers for correspondence received from:

- (i) LHQ
- (ii) Adv LHQ
- (iii) Other external originators
- (iv) Originators on HQ NG Force

(b) Message Registers, as in (a) above.

OUTWARD

(a) Correspondence Registers for correspondence originated by:

- (i) G(Ops)
- (ii) G(SD & Trg)
- (iii) G(Air)
- (iv) G(Liaison)
- (v) Other originators on HQ NG Force

(b) Message Registers, as in (a) above.

ACTION BY ALL BRANCH AND OFFICE REGISTRIES

INWARD REGISTRATION

26. Incoming papers will be recorded and registered.

(a) The originator's reference number, date of origin, serial number in appropriate inward register, subject heading of the paper and file number will be entered in the appropriate inward register.

(b) The paper will be stamped with the registry stamp, and the date and time of receipt, serial number and file number will be added.

(c) In the case of papers which refer to previous papers, reference to the file on which each such previous paper is filed will be noted on each relevant inward paper. If any such previous paper has NOT been received, a note to such effect will be made.

OUTWARD REGISTRATION

27. Outgoing papers will be recorded and registered.

(a) Unless already numbered by the originator, they will be given an originator's reference number.

(b) The originator's reference number, date of origin, list of addressees (for action and information), subject heading of the paper and file number will be entered in the appropriate outward register.

INTERNAL DISTRIBUTION BY REGISTRIES

GENERAL

28. The Registry of the Branch, Arm or Service taking action on a paper received will make such internal distribution as is required.

29. In ALL cases, the paper will be marked to a Branch, Section of the Staff, Arm or Service for ACTION or JOINT ACTION.

30. Any paper received by a Branch or Office Registry which has been misrouted will be delivered to the appropriate Registry without delay for appropriate distribution.

ACTION BY 19 AUST LOFC SIGS

31. So that an "Advance Action Copy" of messages marked with a priority may be delivered by Registries without delay, 19 Aust LOFC: Sigs will ensure that two copies of such messages are delivered from the Signal Office.

ACTION DURING NORMAL OFFICE HOURS

32. During normal office hours, Branch Registries, and Office Registries as appropriate, will distribute inward papers:

(a) In the case of an urgent despatch etc requiring immediate attention it will be delivered without delay to the Section of the Staff, Arm or Service which is required to take action.

(b) In the case of a message marked with a priority and requiring immediate attention, the original message will be marked "Advance Action Copy" and delivered as in sub para (a) above. Registry concerned with retain the duplicate message and take normal action for its subsequent distribution.

(c) In other cases, OsIC Registries will decide the appropriate distribution of the paper, and the recipient responsible for action.

(d) The word "ACTION" will be marked against the recipient for action, together with any other remarks concerning action or co-ordination OsIC Registries regard as necessary.

(e) The necessary number of copies for distribution will be typed and the full distribution list shown on each copy.

(f) The "ACTION" copy will be registered as in para 26, flagged as in para 20, and attached to the appropriate file, which will be delivered forthwith to the Section of the Staff concerned.

(g) If the relevant file has been withdrawn from Registry and is not immediately available for the attachment of the "ACTION" copy, the "ACTION" copy will be registered as in para 26, flagged as in para 20 and delivered forthwith to the Section of the Staff concerned on a backing sheet with a note attached to the top stating the reference number of the file, title of file and by whom held. Papers will never be passed without a backing sheet.

(h) Any "INFORMATION" copies for other recipients will be attached to backing sheets and delivered to the Branches, Sections of the Staff, Arms or Services concerned.

(i) Receipts will be obtained from Branch or Office Registries for all files and papers passed to them and the passing of such files will be recorded on a card system.

ACTION OUTSIDE NORMAL OFFICE HOURS

33. Outside normal office hours, any urgent correspondence received and the original of the two copies received from the Signal office of a message marked with a priority will be delivered at once to the Duty Staff Officer of the Branch concerned, who will take action thereon as provided in these orders. The duplicate copy of such messages will be retained by Duty NCO in the Registry for action under the previous paragraph.

34. Subject to any instructions to the contrary, Duty Staff Officers and NCOs will take action only on urgent correspondence or messages marked with a priority received during their tour of duty.

35. All other papers will be dealt with by Registries in accordance with previous paragraphs. For this purpose one Duty NCO, and clerks as necessary, will be on duty in Registries at all times.

36. Duty NCOs will decide the appropriate distribution of the papers referred to in the previous paragraph, arrange for necessary copies to be typed and submit them to OsIC Registries for checking and distribution by 0830 hrs each day.

SITREP AND OBSERVER REPORTS - RECEIPT AND DISTRIBUTION

37. 1st Act L of C Jigs will arrange for two copies of Sitreps and Observer Reports to be delivered direct to OIC G Registry, or GS Duty Clerk, who will record and pass to GIII(Ops) or Duty Staff Officer for checking and instructions as to distribution.

38. Sitreps and Observer Reports will not pass through G Registry for action but after their distribution they will be filed in G Registry.

PROMULGATION OF THIS PART OF THESE ORDERS

39. OsIC Registries will ensure that this part of these Orders is promulgated to and understood by all ranks under their control.

PART 15

SPECIAL ACTION ON "NODECO" OR "PERSONAL" MESSAGES FOR

CERTAIN GENERAL OFFICERS OR APPOINTMENTS

52. The following action will be taken on messages which are "NODECO" or "Personal" for GOC, BGS or DA & QMG:

(a) If the message indicates that the originator intends the matter to be of the highest security and/or for the personal action or information of the senior officer named, e.g. if it begins:

"NODECO (.) for comd (.)....."

"Personal for comd (.)....."

"NODECO (.) (or personal) for gen....(.) ..."

"NODECO (.) (or personal) for BGS (or DA & QMG) (.)....", then:

(i) Ciphers (or Signals, in the case of a "Personal" message received in clear) will mark the message "FOR ACTION" and deliver it to PA to GOC or the Officer concerned.

(ii) PA to GOC will be responsible for any ack required of a message for GOC and for all further action as directed by GOC, until it is passed to the Staff for action.

(b) If the message does NOT begin "NODECO" or indicate that it is for personal action or information as in the preceding sub-paragraph, but begins merely, e.g. "for comd (.)..." or "for BGS (or DA & QMG)(.)....", then:

(i) Ciphers (or Signals, if the message is received in clear) will mark one copy "NOT ACTION" and deliver it to the PA to GOC or the officer named.

(ii) A second copy will be delivered to the Registry concerned for normal action, including any ack required.

PART 16

INTERNAL OFFICE PROCEDURE

PASSAGE OF FILES AND PAPERS TO AND FROM REGISTRIES

1. The Chief Clerk of each Section of the Staff, Arm or Service working through a Branch or Office Registry will ensure that the passage of files and papers to and from such Registry is frequent, prompt and secure, and that proper records are kept of such passage.

"REFERENCE" FLAGS

2. Upon receipt of an inward paper, the Chief Clerk of each Section of the Staff, Arm or Service will pin plain reference flags endorsed "REFERENCE" to those papers on the relevant file, or files to which reference is made in the paper for action. Such flags will show the reference number of papers flagged.

INTERNAL CIRCULATION SLIP OR STAMP

3. All Branches, Sections of the Staff, Arms and Services will employ a circulation slip or rubber stamp in accordance with the example shown in the following pro forma:

HQ NGF - G(SD & TRG)

CIRCULATION SLIP

Appointment	Initials	Date	Action taken
BGS			
GSOI(SD & Trg)			
GSO II(SD) (War Org)			
GSO II (SD) Movs			
GSO III(SD) Movs			
etc.			

4. Chief Clerks concerned will attach such slip to, or impress such stamp on each paper received for action or for information and mark it to and ensure its delivery to the officer concerned for action. If such stamp cannot conveniently be impressed on the face of the paper it will be impressed on the back.

5. Officers to whom such paper is passed will take appropriate action and note same in "Action taken" space on circulation slip or stamp.

RESPONSIBILITY FOR CORRECT DISTRIBUTION

6. The first officer in the Branch, Section of the Staff, Arm or Service receiving a paper for action will check the distribution shown on such paper and be responsible for its correctness.

DISTRIBUTION OF INWARD PAPERS RECEIVED DIRECT BY A BRANCH SECTION OF THE STAFF, ARM OR SERVICE

7. Any Branch, Section of the Staff, Arm or Service receiving a paper direct, without it passing through a Registry will make a distribution through its Registry:

(a) Where the recipient is taking action:

e.g. Distributed by A on (Date) - Acting

DA & QMG
G(Ops)
G(SD)

(b) Where the recipient considers that entire responsibility for action should be passed to another Branch, Section of the Staff, Arm or Service:

e.g. Distributed by G(SD) on (Date)

PA to GOC
BGS
G(Ops) - Action
G(Int)
G(Air)

DISTRIBUTION OF OUTWARD PAPERS ORIGINATED BY A BRANCH, SECTION OF THE STAFF, ARM OR SERVICE

8. Any Branch, Section of the Staff, Arm or Service originating a paper and desiring to make an internal distribution for information will make it through its Registry and show the distribution in the following form:

e.g. Copy to

G(ops)
A
Med

9. Where it is desired that further action be taken by another Branch, Section of the Staff, Arm or Service the distribution will be made through the originator's Registry and shown:

e.g. Copy to

A - Action
Q
Ord

or e.g. Copy to

G(Ops) For further necessary
A) action in accordance
AMS) with LHO SM25444,
Q) A Branch is
EME requested to inform
etc.....

10. No reference to any internal distribution made will appear on copies of any outward paper despatched to external addressees.

AMENDED DISTRIBUTION

11. Where the distribution of an inward or outward paper has been made and the Branch, Section of the Staff, Arm or Service responsible for the distribution desires to amend such distribution in respect either of recipients for action or for information, such amended distribution will be made through its Registry by copies marked:

e.g. Amended distribution by Q(Mov) on (Date).

G(Ops)
G(SD) - Action
A
ST

DISTRIBUTION BY SECTIONS OF THE STAFF TO ARMS OR SERVICES AND VICE VERSA

12. Distribution of inward or outward papers for information may be made to any Arm or Service by any Section of the Staff, and vice versa.

RECORDS OF TELEPHONE CONVERSATIONS

13. When an important decision or important information is given or received by telephone, whether internal or external, a record will be made by the officer concerned in the following form.

RECORD OF TELEPHONE CONVERSATION

TO..(Name, appointment, fmn, unit).....

FROM.....

Date..... Time.....

PRECIS

(Signature and Rank)

14. Such record will be given an appropriate circulation and/or distribution, as necessary.

ACKNOWLEDGEMENTS - MESSAGES

15. Each Section of the Staff, Arm or Service will keep an ack register in the following form.

Details of Despatch				Detail of Ack received			
Date	Originator's Number	Addressee (one each line)	Ack expected by	Time	Date	Originators' No	Initials of Recorder

16. Chief Clerks will bring to the notice of the officer concerned any ack outstanding. An officer will be detailed in each Section of the Staff, Arm or Service to review outstanding acks at least once daily.

17. Chief Clerks will prepare the message for any ack required of an inward message and submit it to the officer concerned for signature.

18. If ack is of an inward message marked with a priority, reference will be made to an officer holding a Grade II or higher appointment for direction as to any priority to be given to the ack.

ACKNOWLEDGEMENTS - OOs AND OP AND ADM INSTRUCTIONS ETC

19. An appropriate ack register for OOs and Op, Adm or Technical instructions etc despatched will be kept by each Branch or Section of the Staff, Arm or Service concerned, substantially in the form set out in paragraph 15 above. The provisions of paragraph 16 above will be adapted and applied to such ack register.

RECORD OF FILES HELD WITHIN OFFICES

20. So that files requested may be traced with the minimum delay, each officer retaining a file overnight will complete a list of the file numbers of such files in the following form:

CHIEF CLERK
(Office concerned)

THE FOLLOWING FILES ARE HELD BY ME:
(List of file numbers)

(Name
Rank
Time
Date)

21. This list will be signed and placed in officer's "Out" tray when he ceases work for the night.

REMOVAL OF FILES HELD BY AN OFFICER

22. A file held by an officer will not be taken from his custody without his consent unless a note is left recording particulars of movement of the file.

DISPOSAL OF FILES UPON WHICH ACTION IS PENDING

23. An officer originating a paper will be responsible for obtaining an appropriate reply from addressees.

24. Accordingly, an officer will NOT mark "P/A" (Put Away) on any paper to which a reply is required, but will endorse it "B/F" (Bring forward), show the date by which he considers a "follow up" will be necessary if no reply is received and add his initials and the date.

25. An officer may mark any paper "B/F" for any other reason, e.g. pending decision in other matters or the receipt of further information.

"BRING FORWARD" INDEX

26. Chief Clerks concerned will ensure that a proper "B/F" Index is kept and will be responsible for the file being brought forward to the officer concerned on the required date, with the paper required flagged for reference.

DISPOSAL OF FILES UPON COMPLETION OF CURRENT ACTION

27. Files upon which current action has been completed will not be retained in Offices. The last paper seen will be marked "P/A" (Put Away) and initialled and dated by the officer concerned.

28. If an officer originating a paper has not, when signing it for despatch, endorsed the file copy with the action to be taken on the file, it will be returned to him on the relevant file for his direction as to its circulation or disposal.

29. No file will be returned to Registry unless a direction has been given by the officer concerned for the disposal of each inward and outward paper on it.

REVIEW AND DESTRUCTION OF FILES

30. It is desirable that as few documents as possible be retained.

31. To this end arrangements will be made for a review of all papers held to be conducted at monthly intervals and the papers sorted into three categories:

- (a) Those needed for current use and reference, which will be retained
- (b) Those no longer needed but likely to be of historical value, which will be indexed and sent to 2 Ech.
- (c) Those not falling within the categories (a) and (b) above, which will be destroyed by burning.

32. Each Section of the Staff, Arm and Service will detail an officer to supervise the implementation of the preceding paragraph.

SECURITY OF INFORMATION

33. Chief Clerks in all Registries and Offices will be responsible for the daily destruction by burning of all rough drafts and spare copies of papers in waste paper baskets or otherwise no longer needed.

34. Chief Clerks in all Registries and Offices will be responsible for supervising and checking the actions of their subordinates in complying with Part 10 of these Orders dealing with the handling of Protected documents.

DAILY OFFICE HOURS

35. The "Normal" daily office hours kept in offices of Branches, Sections of the Staff, Arms and Services are:

0830 hrs to 1230 hrs
1400 hrs to 1630 hrs (Offrs 1645 hrs)
1930 hrs to 2130 hrs

36. These hours will be varied in accordance with the volume of work on hand, and officers and clerks will be maintained during meal periods and at other times as necessary, on a duty roster.

PROMULGATION OF THIS PART OF THESE ORDERS

37. Chief Clerks will ensure that this part of these orders is promulgated to and understood by all ranks under their control.

PART 17

DISTRIBUTION LISTS

GENERAL OBJECT

1. Distribution Lists provide a short method of referring to the distribution intended to be given to a paper, whether external, internal or both.

MAINTENANCE OF LISTS

2. Distribution Lists will be maintained by G(SD) and amended as necessary.

(a) Distribution List A (Internal - Holders of Principal Appointments)

(b) Distribution List B (Internal - Branches, Sections of the Staff, Arms, Services and Camp).

(c) Distribution List C (External - Fms under comd and units under direct comd)

(d) Distribution List D (External - Fms under comd (with sufficient copies for distribution by Fms to all units under comd) and units under direct comd)

ADDRESSEES APPEARING IN DISTRIBUTION LISTS A AND B

3. Addressees appearing in Distribution Lists A and B are shown in Appendix J attached.

METHOD OF REFERENCE TO LISTS

4. Except in Orders, Instructions Summaries and similar pro forma papers, so that recipients can be readily determined, Distribution Lists will always be referred to as set out in paragraph 2, for example.

Distribution List B (Internal - Branches, Sections of of the Staff, Arms, Services and Camp)

POSITION OF REFERENCE TO LISTS

5. The reference to the Distribution List in a paper for an external addressee will appear:

(a) In the case of an Order, Instruction, Summary and similar pro forma papers - below the left hand bottom corner of the text.

(b) In other cases - above the left hand top corner of the text.

6. If it is desired to distribute to internal addressees, by reference to a distribution list, a paper addressed to an external addressee, the reference to the internal distribution will appear at the end, but no reference to any internal distribution given will appear on the copies despatched to the external addressee.

7. If it is desired that a paper (such as one drawing attention to a LHC Instruction which calls for universal action) which is distributed to external addressees, should also be distributed to internal addressees by reference to an internal Distribution List, the reference to such internal list will appear at the end and be followed by the words "-FOR ACTION as appropriate."

VARIATIONS IN LISTS

8. Where it is an economy to do so, variations required by the originator in a Distribution List will be shown e.g.:

Distribution List A (Internal - Holders of Principal Appointments, less DDMS, DDST DDOS and DDME)

SELECTION OF SPECIFIC ADDRESSEES

9. If the number of addressees of a paper is not excessive, they will be selected from Distribution Lists by designation or appointment as required.
10. Addressees specifically selected as above will appear in the order set out in the relevant Distribution List and the abbreviations shown in such list will be employed.

SECRET

APPENDIX C
to HQ NG Force SOs

PART I

REQUEST TO TRANSMIT SAFE HAND
DESPATCHES

Message Control Centre

Please forward the undermentioned.....article(s)
by SAFE HAND to the respective addressees mentioned below.

Date..... Signature
..... Appointment

SENDER'S NO.	ADDRESSEE	SAFE HAND SERIAL NO. (GS....)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

- NOTE
- 1 Only "TOP SECRET" or "SECRET" matter will be forwarded by SAFE HAND
 - 2 Requests for transmission of SAFE HAND despatches will be signed by a responsible officer.
 - 3 SAFE HAND despatches will be enveloped in accordance with GRO and any amendments thereto. The inner envelope will be clearly addressed, wax sealed and marked "TOP SECRET" or "SECRET", as the case may be.
 - 4 The outer envelope of every SAFE HAND despatch will be clearly addressed, marked "BY SAFE HAND" and signed with the name and rank only of an officer holding the appointment of GSO I or the equivalent.
 - 5 "SAFE HAND SERIAL NO" space above will be completed by Message Control Centre.

PART II

RECEIPT FOR SAFE HAND DESPATCHES HANDED IN

Receipt Serial No.....
RECEIVED the.....abovementioned article(s) for despatch by
SAFE HAND to addressees in accordance with above request.

.....OIC Message Control
Centre
HQ NG FORCE

Date.....

APPENDIX D

to HQ NG Force SOs

SECRET

ADVICE NOTE OF DESPATCH OF SAFE HAND BAG

TO.....
 FROM. HQ NG Force
 SAFE HAND BAG No GS.....containing the undermentioned articles
 per(e.g.:USASOS.or.e.g.:Special Officer Courier).....

SAFE HAND SERIAL No (GS....)	ADDRESSEE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

DESPATCHING OFFICER

RECEIVING OFFICER

SignatureOIC Message
 Control Centre
 HQ NG Force

Signature.....

Appointment.....

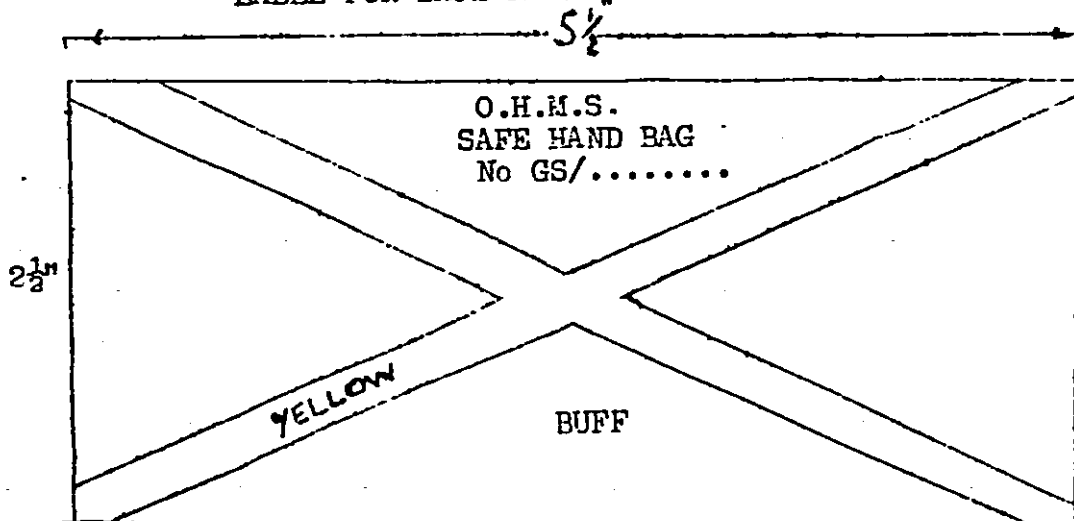
Date.....

Date.....

WEIGHT lbs. Please complete receipt and return one copy to
 HQ NG FORCE

LABEL FOR SAFE HAND BAG

APPENDIX E
 to HQ NG FORCE SOs



NOTE: Supplies of these labels may be demanded through the usual channels.

APPENDIX F

to HQ NG Force SOs

PRO FORMA OF A MESSAGE ADVISING DESPATCH OF SAFE HAND BAG

NGF

08

K

LANDOPS

REG (Code Word) GS153 USASOS 082245K ack

APPENDIX G

to HQ NG Force SOs

AUTHORITY TO COLLECT SAFE HAND BAGS

(Rank and Name of Duty Offr Courier) the bearer hereof, whose signature appears in the margin for his identification, is authorised to collect incoming safe hand bags addressed to HQ NG Force during his tour of duty expiring tomorrow.

.....(Date)

.....
GSOI (SD & Trg)

APPENDIX H

to HQ NG Force SOs

RECEIPT BY MESSAGE CONTROL CENTRE TO DUTY
OFFICER COURIER

RECEIVED from (Rank and Name of Duty Officer Courier)

(a) Incoming safe hand bag(s) No(s).....

(h) Carrying agency's receipt
for outgoing bag(s) No(s)

.....(date)

.....
OIC Message Control Centre
HQ NG Force

SECRET

NEW GUINEA FORCE DAILY STAFF CONFERENCE

0830 hours 1 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II(Air)</u>	Summarised Air reports
... <u>ARMS</u>	Weekly resume of activities (attached)

U(SD : Trg)
Ext 74
1 Jul 44

ELK
Lt-Col
GS

Copies for information to:

PA to C-in-C
LHQ
Adv LHQ (2)
War Diary (2) (less resume)
File

SECRET

Summary of Signal Activities for 3 Jul 44

0830 hours 3 Jul 44

- G I (Int) Summarized int reports
- G I (Sea) Summarized sea reports
- G I (Air) Summarized air reports
- ... CSG SLP Weekly resume of Signal activities (attached)
- ... DDMS Weekly resume of medical activities (attached)

EL

S(Sig) (Int)
Ext 74
3 Jul 44

Lt-ol

Copies for information to:

- PA to C-in-C
- LRQ
- Adv LRQ (2)
- ✓ War Diary (2) (less resumes)
- File

4
SECRET

NEW GUINEA FORCE DAILY STAFF CONFERENCE

0030 hours 4 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II (Air)</u>	Summarised Air reports
<u>G I (SD & Trg)</u>	Weekly resume G (SD & Trg) activities (attached)

G (SD & Trg)
Ext 74
4 Jul 44

Edt
Lt-Col
GS

Copies for information to:

FA to C-in-C
LHQ
Adv LHQ (2)
✓ War Diary (2) (less resume)
File

SECRET

NEW GUINEA FORCE DAILY STAFF CONFERENCE

0830 hours 5 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II (Air)</u>	Summarised Air reports
...	
<u>AAG</u>	Weekly resume of A Branch activities (attached)

G(SD & Trg)
Ext 79
5 Jul 44

W. J. ...
Maj
for Lt-Col
OS

Copies for information to:

PA to C-in-C
LHQ
Adv LHQ (2)
War Diary (2) (less weekly resume)
File

6
SECRET

NEW GUINEA FORCE DAILY STAFF CONFERENCE

0030 hours 6 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II(Air)</u>	Summarised Air reports
<u>G I(Int)</u>	World War situation

G(SD & Trg)
Ext 79
6 Jul 44

Alley
Maj
for Lt-Col
US

Distribution: (for information only)

PA to C-in-C
LHQ
Adv LHQ (2)
War Diary (2)
File

7

GS MINUTE NO. 126

Subject: DUTY OFFICER COURIER

G(Ops)
G(Int)
ERA
5 Aust Mob Met Flt
CE NGF
CSO NGF

Svy
GS Registry
Duty Officer Couriers
File
✓ War Diary (2)

1. Further to GS Minute No 126 the following officers will mount as Duty Officer Courier at 0900 hours on the days shown:

Sun	Lt McMICHAEL	G(Int)
Mon	Lt CASH	G(Int)
Tues	Lt KING	G(Int)
Wed	Lt SEARLE	RAE
Thurs	Lt FORD	Messare Control Centre
Fri	Lt EWEN	RAA
Sat	Flt/Lt BELL	5 Mob Met Flt

2. The above roster will operate weekly as from Sunday 9 Jul 44.

Alf...
Lt Col
GS

G(SD & Trg)
Ext 79
4 Jul 44

8
SECRET

NEW GUINEA FORCE DAILY STAFF CONFERENCE
0800 hours 7 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G I (Air)</u>	Summarised Air reports
<u>CE HQ</u>	Weekly resume of Engineer activities (attached)

c(SF & Eng)
Act TO
7 Jul 44

W. C. C.
for Lt-Col
GS

Copies for information to:

PA to C-in-C
LHQ
ACV LHQ (2)
War Diary (2)
File

9
SECRET

NEW CHINA FORGE DAILY STAFF CONF. NO. 2
0830 hours 8 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G I (Air)</u>	Summarised Air reports
<u>AqMu</u>	Weekly resume of G activities (attached)

G.I. (Int)
at 70
8 Jul 44

Alamy
Maj for
Lt-Col
GS

Copies for information to:

PA to C-in-C
LHQ
Adv Sec (2)
✓ War Diary (2) (less resume)
File

16
SECRET

NEW GUINEA FORCES DAILY STAFF CONFERENCE

0830 hours 10 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II (Air)</u>	Summarised Air reports
<u>GSC HOF</u>	Weekly resume of Signal activities (attached)
<u>DDMS</u>	Weekly resume of Medical activities (attached)

G(SB & Trg)
Ext 75
10 Jul 44

[Signature]
Maj for
Lt-Col
25

Copies for information to:

PA to C-in-C
LEQ
✓ Adv LQ (2)
✓ War Diary (2) (less resumes)
File

GS MINUTE NO.282

Subject: STANDING ORDERS - HQ NEW GUINEA FORCE

Distribution List A.

1. Further to GS Minute No.221 of 23 Jun and in accord with para 2 of that minute, the following are forwarded.

(a) parts 18, 19 and 21.

2. Remaining parts to be promulgated will be forwarded in the near future.

G(SD & Trg)
Ext 79
10 Jul 44

Alf...
Lt Col
GS

PART 18

VISITORS - PROCEDURE GENERALLY

VISITORS FROM OUTSIDE NEW GUINEA

CONCURRENCE IN VISIT AND DISTRIBUTION OF SIGNALS

1. With a view to co-ordinating the visits of personnel from outside NEW GUINEA, messages or correspondence requesting the concurrence of HQ NG Force in, or otherwise giving initial notice of, a proposed visit will be distributed by G Registry:

(a) in the case of GS visitors :

PA to COC
EGS - for direction to G(SD)
DA & QMG
G(SD) - for action as directed by EGS
Section of the General Staff concerned
Arm or Service concerned, if any
A
DAMS
Q
Q (Mov)
Camp

(b) in the case of AQ visitors :

PA to COC
EGS
DA & QMG - for direction to G(SD)
G(SD) - for action as directed by DA & QMG
A) - for advice to DA & QMG
Q)
Q (Mov)
DAMS
Camp

2. Upon receipt of such direction, G(SD) will despatch the appropriate message or letter relating to such proposed visit, and distribute copies to those concerned.

3. Subsequent incoming messages or correspondence relating to such visitors received by a Branch, Arm or Service will be distributed as necessary by the recipient, including copies to G(SD) and Camp. Those relating to ETA will be distributed with special promptness.

ALL VISITORS

CO-ORDINATION OF ALL VISITS TO FORWARD AREAS

4. In order to reduce to the minimum the number of visitors present at any one formation HQ at any one time, all visits forward of LAE will be co-ordinated by G(SD).

REQUEST FOR APPROVAL OF ITINERARY

5. The principles of the succeeding paragraphs will be adopted by the Arm, Service, Branch or Section of the Staff concerned in initiating requests for approval of itineraries, whether for personnel from outside NEW GUINEA or from HQ NG Force, provided that:

(a) In the case of visits by personnel from HQ NG Force where the matter is urgent and time does NOT permit, prior approval of the itinerary may be waived.

(b) In any such case, particulars of the itinerary will be promptly submitted to G(SD) by the Branch or Section of the Staff concerned.

USE OF PRO FORMA FOR APPROVAL OF ITINERARY

6. The pro forma attached as Appendix K will be used in submitting requests to G(SD). If sufficient copies of this pro forma are typed by the Arm, Service, Branch or Section of the Staff initiating a request for approval of itinerary, considerable time and trouble will be saved by others concerned.

PROCEDURE BEFORE MOVEMENT

7. Action will be taken as under to obtain approval of a proposed itinerary before initiating a request for movement of a visitor from the LAE area:

(c) Arms or Services:

(i) The Arm or Service concerned will make the initial recommendation for the visit, including purpose and proposed itinerary, and submit it for approval to the Branch, or in GS Branch the Section of the Staff concerned.

(ii) If the visit is approved, such Branch or Section will recommend a proposed itinerary and submit it, with a statement of the purpose of the visit, to G(SD) for co-ordination and action as under.

(b) Branches or Sections of the Staff

The Branch or Section of the Staff concerned will submit to G(SD), in triplicate if visitor is from an Arm or Service otherwise in duplicate, a proposed itinerary for co-ordination, and a statement of the purpose of the visit.

(c) Staff Duties Section of the General Staff

G(SD) will approve or amend the itinerary and will advise the Branch or Section of the Staff concerned and return completed copies of pro forma so that a request for movement may be initiated and any Arm or Service concerned informed.

STAFF ADVICE TO FORMATIONS AND ARM OR SERVICE CONCERNED

8. When firm movement bookings have been made, Camp will promptly notify the Branch or Section of the Staff concerned. Such Branch or Section will then send, by signal if necessary, full details including dates and purpose of the visit to the Formations to be visited. Advice will also be passed by the Branch or Section concerned to the Arm or Service (if any) originating the request for movement.

9. A copy of the Staff advice and all subsequent relevant messages will be distributed as necessary, including G(SD) as an information addressee.

10. Camp will notify the Branch or Section of the Staff concerned with the visitor of any change in time or method of movement of the visitor.

RECEPTION AND ACCOMMODATION OF VISITORS

11. The Branch, Section of the Staff, Arm or Service concerned will give Camp earliest information of the arrival of a visitor whereupon Camp will provide transport and take any necessary action to provide accommodation and allot the visitor to a Mess.

PROCEDURE TO EFFECT MOVEMENT OF VISITOR

12. Movement of all officers will be effected in accordance with the provisions of Part 19 of these Orders.

PART 19

MOVEMENT PROCEDURE

GENERAL

RESPONSIBILITY FOR MOVEMENT OF INDIVIDUALS, X LIST PERSONNEL
AND REINFORCEMENTS

1. A Branch will be responsible for initiating the movement of individuals, X List personnel and reinforcements, and Q Branch will be responsible for carrying out such movement, except in the following cases:

- (a) Personnel moving to or from Schools or Courses
- (b) Personnel moving pursuant to operational requirements
- (c) Visitors (including Training Teams and Observer Parties) and officers of HQ NC Force, the procedure for whose movement is laid down in paragraphs 15 et seq of this Part of these Orders.
- (d) Officers moving for reposting or on attachment.

2. G(SD) will be responsible for initiating the movement of personnel referred to in sub-paragraphs (a) and (b) of the preceding paragraph, and Camp or Q Branch, as appropriate, will be responsible for necessary subsequent action.

3. The responsibility for initiating the movement of personnel referred to in sub-paragraph (c) of paragraph 1 will be as laid down in paragraph 15 et seq of this part of these Orders.

3a. DMS will be responsible for initiating movement referred to in sub-paragraph (d).

REQUEST FOR PROVISION OF UNITS OR DETACHMENTS OF UNITS FROM
AUSTRALIA

4. If G(Int), G(Air) or any Arm or the Survey Service considers that a unit or a detachment of a unit should be ordered forward from AUSTRALIA, a request will be submitted to G(Ops) in the form shown in Appendix L attached.

5. If an Administrative Service considers that a unit or a detachment should be ordered forward from AUSTRALIA, a similar request will be submitted to A Branch or Q Branch, as appropriate.

6. Such requests will be considered by G(Ops), A or Q as the case may be and, if approved, such approval will be signified in a form to the effect of that shown in Appendix L attached. Such form of approval will be signed by for BCS or DA & QAC, as appropriate, and submitted to G(SD) for implementation.

PROCEDURE FOR DISPOSAL OF FORMATIONS, UNITS OR DETACHMENTS OF
UNITS FROM AUSTRALIA

7. Upon receipt of a movement order from LHQ or Adv LHQ advising the movement from AUSTRALIA of a Formation, Unit or detachment of a Unit, G(SD) will dissect the order as necessary and pass the information contained therein to, and request relevant advice concerning the unit from, G(Ops), A or Q, as appropriate, employing for the purpose the form shown in Appendix M attached. Two copies of such form will be passed to the Branch concerned, one to be promptly completed and returned to G(SD).

8. Upon receipt of the advice requested, G(SD) will issue an appropriate order for the disposal of the Formation, Unit or detachment to the Formation or Base Sub Area concerned.

MOVEMENT OF UNITS OR DETACHMENTS OF UNITS WITHIN NEW GUINEA

9. Except in the case of units or detachments in forward areas, the procedure and form applicable to a request for a unit or detachment to be ordered forward from AUSTRALIA will be adopted as appropriate and applied to the case of a request for the movement of a unit or detachment within NEW GUINEA.

10. In the case of the movement of a Formation, or of a unit or detachment in a forward area, G(Ops) will normally issue the warning order and G(SD) will implement this warning order as required.

PRIORITY LISTS FOR MOVEMENTS OF UNITS ETC

11. G(SD) will prepare and maintain Priority Lists for all such movements except those referred to in the preceding paragraph.

MOVEMENT OF STORES AND EQUIPMENT

12. The priorities of movements of stores and equipment from AUSTRALIA to NEW GUINEA and within NEW GUINEA will be the responsibility of Q Branch, but in the case of any special priorities required to meet urgent operational requirements, Q Branch may refer the matter to G(SD) for the award of any necessary over-riding priorities.

REQUEST FOR RETURN OF UNITS TO AUSTRALIA

13. The procedure applicable to a request for a unit or detachment to be ordered forward from AUSTRALIA will be adapted as appropriate and applied to the case of a request for approval to the return of a unit to AUSTRALIA, using for the purpose the form shown in Appendix N attached.

14. G(SD) will be responsible for obtaining the approval of LHQ or Adv LHQ to such return, and for initiating such movement if approved. Q Branch will be responsible for carrying out such movement.

AIR MOVEMENT OF INDIVIDUAL OFFICERS

ACTION BY BRANCH ETC CONCERNED

15. After any preliminary approval necessary has been given, the Branch, Section of the Staff Arm or Service concerned with the officer to be moved will submit a Request for Air Movement in the form shown in Appendix O attached.

16. This request will be submitted to Camp in duplicate by 2200 hrs two days before the day upon which movement is required. Where applicable, a copy of the officer's itinerary as approved by G(SD) will be attached to this request.

URGENT CASES

17. In cases of urgency, the request may be made by telephone, the written request being submitted as soon as possible.

ON MOVEMENT BY AIR IN AUSTRALIA

18. If, in the case of an officer moving to AUSTRALIA, GOC NG Force has authorized movement by air in AUSTRALIA, particulars will be referred to in the request, stating whether movement by civil or service aircraft has been authorized.

ACTION BY CAMP CONCERNING MOVEMENT OF INDIVIDUAL OFFICERS

OFFICERS

19. In the case of officers Camp will.
- (a) Submit to the appropriate transportation organization a Request for Movement in the form shown in Appendix P attached.
 - (b) Liaise with transportation organization as to time and place officer will report for movement.
 - (c) Implement any instructions concerning equipment or rations to be carried.
 - (d) Prepare and issue necessary Movement Order, showing appropriate authority therefor, reason for movement and degree of urgency of movement. If GOC NG Force has authorized movement by air in AUSTRALIA, Camp will ensure that particulars required by paragraph 13 of this Part of these Orders appear in the Movement Order.
 - (e) Call forward the officer in good time and transport him to aerodrome.
 - (f) In the case of movement to AUSTRALIA, request Movement Control LAE to advise appropriate Movement Control Groups in AUSTRALIA of on-bookings by air or rail required.

PART 21

LOCAL ADMINISTRATION

RESPONSIBILITY FOR LOCAL ADMINISTRATION

1. The administration generally of the area occupied by WO NG Force will be carried out by the Camp Commandant.

DRESS

DRESS GENERALLY

2. Subject to the provisions of the succeeding paragraph, the following dress will be worn:
 - (a) Slacks and shirt or safari jacket. Shirt or safari jacket will be worn with long sleeves fastened at the wrists and buttoned in all respects except at the collar where the button may be left undone.
 - (b) Boots and socks, with anklets web or gaiters SD or puttees short.
3. During the period between the hours of sunrise and sunset (which hours will be published in Routine Orders from time to time) the following variations from the provisions of the previous paragraph will be permitted:
 - (a) personnel may wear sleeves rolled up
 - (b) personnel or authorised working parties, whilst actually engaged in strenuous work, may leave the upper portion of the body bare, but shirts or safari jackets will be worn when proceeding to and from the actual working site.
 - (c) personnel, whilst actually engaged in sport, may wear singlets and slacks, without anklets web or gaiters SD or puttees short.
4. Safari jackets may be worn only by those other ranks who have:
 - (a) Returned from service with the AIF out of AUSTRALIA or are now serving in NEW GUINEA as members of the AIF, or
 - (b) Had such articles issued to them by Ordnance.
5. Personnel issued with US Pattern gaiters may wear same in lieu of anklets web, gaiters SD or puttees short.

BELTS

6.
 - (a) Officers and WOs Class I may wear Sam Browne belts or belts web.
 - (b) WOs Class II may wear belts, waist, brown, leather or belts web.
 - (c) All other ranks will wear belts web.

HATS

7. Hats will be worn by all ranks provided that,
 - (a) Officers and WOs may wear, in lieu, caps officer pattern
 - (b) Drivers MT may wear, in lieu, caps SD.

REGIMENTAL COLOUR PATCHES

8. Personnel will wear the right arm colour patch on the right hand side of, and in the centre of, the hat band, unless ordered not to wear colour patches for security reasons.

IDENTITY DISCS

9. All ranks will wear at all times the identity discs issued to them.

TRANSPORT

GENERAL

10. Except as provided by paragraph 12 below, Camp will, with the assistance of Transport Officer, be responsible to the DA & QMG for the control, allotment and maintenance of all transport on charge to HQ NG Force.

TRANSPORT PERSONNEL

11. The Transport Officer will be responsible to Camp for the technical training and the allotment and supervision of the duties of all personnel concerned with the operation and maintenance of mechanical transport on charge to HQ NG Force.

ALLOTMENT OF TRANSPORT

12. Transport will be permanently allotted to personnel of Branches, Arms and Services of HQ NG Force in accordance with Table (iii) of WE III/10/2. No permanent allotment of transport from the transport pool shown in such table will be made without the approval of DA & QMG.

USE OF TRANSPORT

13. No transport will be used by personnel except in the course of duty, provided that:

(a) Any officer may use or authorise the use of transport for the purpose of conveying personnel to participate in sport or to a cinema, concert, or other recreational function; but pool transport will NOT be provided for these purposes when such transport is required for use by personnel on duty,

(b) Restricted and economical use of transport will be made at all times for all purposes. Prior to an officer authorising its use, he will enquire into the reasons for which such transport is required. Accordingly an officer authorising the use of transport will be responsible that the use proposed is reasonable.

FIRE PROTECTION

FIRE OFFICER

14. Camp Commandant will select and appoint an officer to be the Fire Officer for HQ NG Force. A Senior ICO will be appointed by Camp, on the recommendation of the Fire Officer, to act as Deputy of the Fire Officer.

15. The Fire Officer will be responsible to Camp for the organization of Fire Services, training of fire squads, and the supervision of fire equipment.

16. The Fire Officer will also supervise the display and enforcement of Fire Orders and conduct inspections as necessary.

FIRE ORDERS

GENERAL

17. Fire Orders HQ IG Force will be displayed in a prominent position in each building or hut. The senior WO or KCO in each Branch, Section of the Staff, Arm or Service, and of each attached unit or detachment, will ensure that these Fire Orders are promulgated to and understood by all personnel under his control.

18. Fire Orders are divided into two sections:

- (a) Precautions to be taken against fire
- (b) Procedure on occurrence of fire.

PRECAUTIONS TO BE TAKEN AGAINST FIRE

SMOKING

19. Smoking is absolutely prohibited in all workshops, petrol depots or dumps, ammunition dumps, magazines, engine houses, stores or garages. It is also prohibited where temporary staging or decorations for entertainment are in use, unless special precautions are taken.

20. In buildings, huts and tents in which smoking is prohibited, notices to that effect will be displayed prominently and the prohibition will be strictly enforced.

21. Care will be taken at all times in emptying ash trays, knocking pipe ashes or throwing cigarette ends or used matches into waste paper baskets or open rubbish bins. Care will be taken to see that cigarette ends, pipe ashes or glowing matches are NOT discarded from moving vehicles or in the vicinity of huts or tents or in any place where there is danger of fire.

ELECTRICAL FITTINGS AND INSTALLATIONS

22. Electrical fittings will be kept in good repair and, if any chafing of wires, sparking, heating or other irregularity is noticed, the supply will be cut off at once pending repair by an electrician.

23. When wireless sets installed in buildings or huts are not in use, arrangements will be made for the aerials to be earthed as a precaution against fire.

INFLAMMABLE LIQUIDS

24. In engine or power houses where the motive power is petrol, or an easily inflammable oil, the quantity of fuel inside the building will be limited to the smallest practicable amount. Inflammable liquid stores will NOT be used as a changing room by storemen or other personnel.

25. Storage of petrol or other easily inflammable oils in ordinary stores is prohibited.

26. Petrol cans will never be left open and caps of petrol cans will be firmly screwed down. Petrol or paraffin cans, empty or full, will NOT on any account be kept in buildings, tents, or other unauthorised places.

NOTE: Petrol vapour is highly combustible.

27. In all places where inflammable liquid is stored, a full bucket of sand or dry earth will be so placed that it can be thrown at once on any burning liquid. Water will not be used.

28. Great care will be exercised when the tanks of vehicles are being replenished. Engines will be stopped and any petrol spilled will be immediately wiped up or liberally sprinkled with sand or dry earth.

OIL LAMPS

29. Naked lights or hurricane type lamps will NOT on any account be taken into or used in the vicinity of any stores containing inflammable liquid or materials, or in power houses; nor will they be used when filling petrol tanks of vehicles at night or where there are exposed inflammable liquids.

30. Oil lamps will be filled at regular intervals but NOT whilst they are burning. Lamps in regular use will be examined daily. Receptacles containing lamp oil will NOT be filled to overflowing point, but only so as to leave an air space above the oil.

31. Oil lamps will NOT be permitted to burn indefinitely in buildings, huts or in places which are not constantly under supervision. In no circumstances will lamps be left burning in tents during the absence of occupants. They will NOT be placed within 24 inches of any combustible material.

32. Cracked chimneys or lamp glasses will be replaced with new ones. Paper or cloth will NOT be gummed over cracks in chimneys or lamp glasses. Wicks should be sufficiently wide to quite fill the wick holder without having to be squeezed into it.

STORE HUTS AND TENTS

33. Storemen will NOT sleep in store huts or tents unless permission has first been obtained from C.O. Commandant and a notice to that effect posted in the hut or tent. The officer in charge of stores will arrange that all stores huts or tents in which men are allowed to sleep are visited periodically, to ensure that all fire orders are being complied with. Storemen will be specially instructed in the use of first aid appliances.

34. Store books or ledgers will NOT be kept in the same place as stores. They may, however, be kept in an office in the store hut, provided that such office is enclosed with fire resisting material such as asbestos, galvanised iron etc.

35. A notice prohibiting smoking will be exhibited in all stores.

GENERAL PRECAUTIONS

36. Grass will be kept short to within 20 yards distance of the outside of all buildings, huts or tents. The senior WO or IEO in each building or hut and senior WO, NCO or OR in each tent will be responsible for ensuring that this precaution is carried into effect. NCOs in charge of rest areas will be responsible for this precaution in regard to officers' huts or tents.

37. Fires will NOT be lit for any purpose whatsoever in proximity to buildings, huts or tents except by the authority of an officer. This officer will ensure that such fires are subsequently extinguished. regard will be given to the possibility of change of wind and windborne sparks.

38. Paper decorations, tissue paper, Chinese lanterns, etc will NOT be allowed, except in special circumstances when adequate fire precautionary measures have been taken; and then all fires and lights will be kept away from them.

39. Mess kitchens and other buildings, in which fires or lights have been used, will be swept out before being closed for the night.

40. Naked lights in tents will be kept carefully shielded; candles, if used, will be placed in approved holders.

FIRE FIGHTING APPLIANCES

41. The Fire Officer will be responsible to see that all fire extinguishers are fully charged and in efficient working order, and that there are personnel readily available who are trained in their use. They will be inspected monthly and recharged immediately after being used.

42. Sand and water buckets will be kept filled in each building or hut. The Senior WO or NCO in charge of each Office or Mess concerned will ensure that the fire fighting appliances provided are kept in an efficient condition and that sand and water buckets are kept filled and free from refuse. Water buckets will be emptied and refilled at least once every seven days.

43. Fire fighting appliances will NOT be moved from their fixed location in buildings or huts except in case of emergency.

PROCEDURE ON OCCURRENCE OF A FIRE

BY PERSON DISCOVERING THE FIRE

44. The person discovering a fire will:

- (a) Immediately give the alarm by calling "F I R E" loudly.
- (b) Warn personnel in building, hut or tent affected.
- (c) Get the fire extinguishers or fire buckets into use at once.

BY PERSONNEL WITHIN SOUND OF THE ALARM

45. Personnel within sound of this alarm will:

- (a) Pick up fire fighting appliances in vicinity.
- (b) Proceed with such appliances to the scene of the fire and assist in extinguishing it.

BY SENIOR OFFICER, WO OR NCO AT SCENE OF FIRE

46. The Senior Officer, WO or NCO at the scene of the fire will organize the personnel available into

- (a) Fire fighting party
- (b) Water carrying party
- (c) Security party to remove documents and salvage equipment.

IN A TENT

47. Personnel first on the scene will immediately strike the tent by the quickest possible means, attempting if possible to throw it clear of the contents of the tent. Other tents in the vicinity will be struck if there is any danger of them catching fire.

ROLE OF FIRE FIGHTING PARTY

48. The essential role and duty of fire fighting party will be to isolate and extinguish the fire by all means available.

SECRET

NEW GUINEA FORCE DAILY STAFF CONFERENCE

0830 hours 11 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II(Air)</u>	Summarised Air reports
<u>G II(SD & Trg)</u>	Weekly resume G(SD & Trg) activities (attached)

G(SD & Trg)
Ext 79
11 Jul 44

[Signature]
Maj for
Lt-Col
JS

Copies for information to:

PA to C-in-C
LHQ
Adv LHQ (2)
War Diary (2)(less resume)
File

SECRET

13

NAF GLINE: FORNA DAILY STAFF CONF R NOE

0030 hours 12 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II(Air)</u>	Summarised Air reports
<u>AAG</u>	Weekly resume of A Branch activities (attached)

G(SD & TrG)
Ext 79
12 Jul 44

W. H. H.
Maj for
Lt-Col
SS

Copies for information to:

PA to C-in-C
LHQ
Adv LHQ (2)
War Diary (2) (less resume)
File

14

Subject. AMENDMENT TO GRO G219/44

Headquarters
NE GUINEA Force
C' 287 /SD
/Y Jul 44

Distribution List B, plus serials
10, 11, 12, 14, 15, 37, 38, 41, 42,
43, 69, 80, 81, 82, 83

1. The following advice has been received from LANDFORCES.

"Restricted (.) anticipate with immediate effect
following amendment GRO G219/44 (.) para 44 (b)
delete quote and unimportant messages of a routine
nature which could do NO harm by passing into
unauthorized hands unquote "

2. Action will be taken by all concerned to implement
the above forthwith.

A. R. Garrett
(A.R. GARRETT) Brigadier
General Staff

SECRETNEW GUINEA FORCE DAILY SITREP CONFERENCE0830 hours 13 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II(Air)</u>	Summarised Air reports
<u>GI(Int)</u>	World War situation

G(32 & Trg)
Ext 79
13 Jul 44

Alcham
Maj for
Lt-Col
33

Copies for information to:

PA to G-in-C
LHQ
Adv LHQ (2)
War Diary(2)
File

SECRET

NSW GUINER FORCE DAILY STAFF CONFERENCE

0830 hours 14 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II(Air)</u>	Summarised Air reports
<u>CE RDP</u>	Weekly resume of Engr activities (attached)

G(SD & Trg)
Ext 79
14 Jul 44

McKenny
Maj for
Lt-Col
GS

Copies for information to:

PA to C-in-C
LMQ
Adv LMQ (2)
or Diary (2) (less resume)
File

SECRET

WALL JOURNAL FOR THE DAILY WFA P. 1000

0830 hours 15 Jul 44

- S I (Int) Summarised int reports
- S I (Ops) Summarised op reports
- S II (Air) Summarised air reports

..... ASMS Weekly resume of A branch activities (attached)

..... Also attached please find balance of weekly
 resume of "A" branch activities for week ending
 12 Jul 44.

S (S. & Trg)
Ext 78
15 Jul 44

R. J. ...
Maj for
Lt-Col
SS

Copies for information to:

- PA to C-in-C
- Log
- Adv Log (2)
- ✓ War Diary (2) (less resumes)
- File

SECRET

13

REG G ISEA FORCH HANY STA F CASHIERS

0830 hours 17 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Sum arised Op reports
<u>G II(Air)</u>	Summarised Air reports
<u>CSO REP</u>	Weekly resume of Signal activities (attached)
<u>NEWS</u>	Weekly resume of medical activities (attached)

G(25 Trg)
Ext 79
17 Jul 44

W. J. Smith
MAJ for
Lt-Col
G

Copies for information to:

PA to C-in-
G
Adv SAC (2)
War Diary (2) (less resumes)
File

19
SECRET

NEW GUINEA FORCE DAILY STAFF CONFERENCE

0830 hours 18 Jul 44

<u>G I (Int)</u>	Summarised int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II (Air)</u>	Summarised Air reports
<u>GII(SD & Trg)</u>	weekly resume of G(SD & Trg) activities (attached)

G(SD & Trg)
ext 79
18 Jul 44

[Signature] for
Lt-Col
SS

Copies for information to:

PA to C-in-C
LHQ
Adv LHQ (2)
War Diary (2) (less resume)
File

Subject: REDESIGNATION OF UNITS

Headquarters
NEW GUINEA Force
G/309 /SD
/17 Jul 44

Distribution List B

1. An amendment to the OOB, AMF, may be anticipated redesignating the following units:

War Office
Serial No.

49431	HQ FINSCHHAFEN Base Sub Area (Type C) as
49431	HQ MADANG Base Sub Area (Type C)
48622	Town Major 2nd Class - MADZAB as
48622	Town Major 2nd Class - LIEU

2. The redesignations of the above units are made effective from 15 Jul 44. Please amend all current documents accordingly.

A.R. Garrett
(A.R. GARRETT) Brigadier
General Staff

SECRETNEW GUINEA FORCE DAILY STAFF CONFERENCE0830 hours 19 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G I (Air)</u>	Summarised Air reports
<u>AND</u>	Weekly resume of A Branch activities (attached)

G(SD & Trg)
Ext 70
19 Jul 44

[Signature]
Maj for
Lt-Col
CS

Copies for information to:

PA to C-in-C
LHQ
Adv LHQ (2)
War Diary (2) (Less resume)
File

SECRET

NEW GUINEA FORCE TABLE STAFF CONFERENCE

0930 hours 20 Jul 44

<u>G I (Int)</u>	Summarised int reports
<u>G I (Ops)</u>	Summarised op reports
<u>G I (Air)</u>	Summarised Air reports
<u>G I (Int)</u>	World War situation

G(S. P. Trg)
Ext 79
20 Jul 44

W. Cherry
Maj for
Lt-Col
JG

Copies for information to:

SA to C-in-C
Adv L-4 (2)
✓Asst Diary (2)
File

23
SECRET

NEW GUINEA FORCES DAILY STAFF CONFERENCE
0830 hours 24 Jul 44.

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised op reports
<u>G II (Air)</u>	Summarised Air reports
<u>CE-NGF</u>	Weekly resume of Engineer activities (attached)

G(CE) Trg)
Ext 76
26 Jul 44

W. H. H. H.
Maj
for Lt-Col
G2

Copies for information to :

PA to G-in-C
LHQ
Adv LHQ (2)
War Diary(2)✓
File

SECRET

70

NEW GUINEA FORCE DAILY STAFF CONFERENCE

0630 hours 22 Jul 44

<u>G I (Int)</u>	Summarized Int reports
<u>G I (Ops)</u>	Summarized op reports
<u>G II (Air)</u>	Summarized Air reports
<u>Attn</u>	Weekly results of French activities (attached)

G(SD & Trg)
Ext 72
22 Jul 44

W. H. H. H.
Maj for
Lt-Col
03

Copies for information to:

PA to C-in-C
Ltr
Adv HQ (2)
War Diary (2) (less resums)
File

75
SECRET

NAV JOURNAL LOG - 25 JUL 44

0830 hours 25 Jul 44

<u>3 i (Int)</u>	Summarized int reports
<u>3 i (Ops)</u>	Summarized Op reports
<u>3 i (Air)</u>	Summarized Air reports
<u>SSR</u>	Weekly resume of signal activities (attached)
<u>LMR</u>	Weekly resume of Medical activities (attached)

0830 hours
25 Jul 44

Ch
Lt-ol
25

Copies for information to:

1-1-1
Log
Adv Log (2)
/ War Diary (2) (less resumes)
File

SECRET

NEW GUINEA FORCE DAILY STAFF CONFERENCE

0830 hours 26 Jul 44

<u>G I (Int)</u>	Summarised Int reports
<u>G I (Ops)</u>	Summarised Op reports
<u>G II (Air)</u>	Summarised Air reports
<u>G I (SD & Trg)</u>	Weekly resume of G(SD & Trg) activities (attached)
<u>DDST</u>	Weekly resume of ST activities (attached)

G(SD & Trg)
Ext 74
26 Jul 44

ELC
Lt-Col
GS

Copies for information to:

PA to C-in-C
LHQ
Adv LHQ (2)
War Diary (2) (less resumes)
File

SECRET

27

NEW GUINEA FORCE DAILY STAFF CONFERENCE

0830 hours 27 Jul 44

<u>G.I (Int)</u>	Summarised int reports
<u>G.I (Cna)</u>	Summarised op reports
<u>G.II(AIR)</u>	Summarised Air reports
<u>MOB</u>	Weekly resume of Ordnance activities (attached)
<u>WAFB</u>	Weekly resume of WAFB activities (attached)

G(Inf & Arty)
Ext 74
27 Jul 44

EL
Lt-Col
(3)

Copy for information to:

In to C-in-C
WAFB
Adv L (2)
War Diary (2) (less resumes)
File

GS MINUTE NO. 352

Subject: VISITING OFFICERS

List "A" (Branches etc of HQ NG Force only)

Copies to:

LAE Base Sub Area
ANGAU

Ref GS Minute No.152 dated 13 Jun 44.

1. Considerable embarrassment is being experienced because procedure as outlined in GS Minute No.152 is not being observed.
2. Attention is directed to the requirement outlined in para 4 regarding advice being forwarded to formations giving details of the visit concerned.
3. It is requested that the requirements of GS Minute No.152 be observed in full, thereby overcoming difficulties and embarrassment at respective formation HQ's.

E. H. Jones
Lt Col
GS

G(SD & Trg)
Ext 79
2 Jul 44

SEC 57

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

On 20 hours 22 Jul 44

<u>G-1 (1st)</u>	Summary of reports
<u>G-1 (2nd)</u>	Summary of reports
<u>G-11 (1st)</u>	Summary of reports
<u>SEC 57</u>	Weekly report of engineering activities (attached)
<u>SEC 57</u>	Weekly report of program activities (attached)

///

1-1-1
1-1-1

G(1st & 1st)
Sxt 74
28 Jul 44

Copies for information to:

to 16 1-1-1
1-1-1
1-1-1
1-1-1
1-1-1
File

THE GUINEA PAPER

0430 hours 29 Jul 44

<u>G.I. (Int.)</u>	Summarised Int reports
<u>G.I. (GSA)</u>	Summarised Gp reports
<u>G.I. (Air)</u>	Summarised Air reports
<u>BRP</u>	Weekly resume of Artillery activities (attached)
<u>AWG</u>	Weekly resume of Branch activities (attached)

G.I. (GSA)
Int 74
29 Jul 44

CH
Lt-Col
20

Copies for information to:

SA to Coin-1

Int

Adv Int (2)

War diary (2) (less resumes)

File

Subject CENSUS OF TELEPHONES

Headquarters
NEW GUINEA Force
G/ 358 /SD
.. 7 Jul 44

Distribution List C

1. A Census of Telephones will be compiled by all formations and units as per attached pro forma.
2. This return will be submitted apart from the Census of Warlike Stores and will be treated as a separate return. It is imperative that this census is accurate and includes all telephones, whether of Army type or not, held by units under command NEW GUINEA Force.
3. Certificate of accuracy will be completed by the respective formation, unit and sub unit commanders.
4. Consolidation of returns by formations is not required.
5. The return is required to reach this HQ not later than 25 Aug 44.

A.R. Garrett
(A.R. GARRETT) Brigadier
for General Staff

CENSUS OF TELEPHONES

FORMATION, UNIT etc.....

TYPE OF TELEPHONE						Officer, unit or sub-unit served by each individual telephone installed
"F"	PMG Table Set (334 HT)	PMG Wall	PMG Pedestal	"L"	Other Types	

NOTE:- Telephones held but not installed are to be shown
marked with an asterisk (*)

CERTIFICATE

I certify that the above figures are correct and
fully disclose the number of telephones held and/or installed
within this HQ
Unit

.....Rank:
Date.....Appoint ent

Subject : VISUAL TRAINING - NEW GUINEA FORCE TRAINING INSTRUCTION 3/44.
AMENDMENT NO 1

Headquarters
NEW GUINEA Force
G. 23 Trg
31 Jul 44.

3 Aust Div
5 Aust Div
B Aust Corps Sigs
MORESBY Base Sub Area
MILNE BAY Base Sub Area
BUNA Base Sub Area
LAE Base Sub Area
MADANG Base Sub Area
NG Force Trg School
NG Force School of Sigs

Herewith for addition to the abovementioned training instruction, lists of 16 mm sound and .35 mm strip films received since 20 Jun 44.

A. R. Garrett
(A R GARRETT) Brigadier
General Staff

Copies to:

BRA
CE
CSO
A (3)
Q (4)
War Diary (2)✓

NEW GUINEA FORCE TRAINING INSTRUCTION 3/44.

APPENDIX "A" Part 1.

AMENDMENT No 1 to 1 Aug 44.

16 MM SOUND FILMS RECEIVED SINCE 20 JUNE 44

SUBJECT (a)	SERIAL (b)	TITLE (c)	COPIES (d)	TIME (Mins) (e)
<u>Medical & Hygiene</u>	MO 1	Subject for Discussion	2	18
	MO 2	Scabies	1	35
	IC 3	Life Begins Again	1	16
<u>Artillery AA</u>	C 445	Radiolocation Part 5	1	35
	C 452	Handling Handwheels Part 2	1	16
<u>Artillery Coast</u>	C 422	C.A.S/L. (Function, Siting & Tactics)	1	22
	C 423	" (Layout of equipment)	1	16
	C 457	Fire Direction with 6" 9.2 Guns	1	8
	C 458	" " " " "	1	15
	C 459	" " " " "	1	15
	C 460	" " " " "	1	15
<u>Camouflage</u>	C 476	Camouflage & Fieldcraft Pt III	2	17
<u>A.E.M.E.</u>	USC 59	Electricity & Magnetism Part IV	1	17
<u>Chemical Warfare</u>	C 527	Gas First Aid -- Blister Spray	1	15
<u>Intelligence</u>	USC 6	Battle of Russia Part 1	1	45
		" " " " 2	1	55

APPENDIX "A" Part II

AMENDMENT NO 1.

35 MM STRIP FILMS RECEIVED SINCE 20 JUNE 44.

SUBJECT (a)	SERIAL (b)	TITLE (c)	COPIES (d)
<u>Medical & Hygiene</u>	D34/44	Adventures in Anaesthesia	3
	D46/44	Minor Volatile Anaesthetics	3
	D47/44	Basal Narcosis	3
	D48/44	Spinal Analgesia	3
<u>A.E.M.E.</u>	H28/44	Front End Wheel Alignment	5