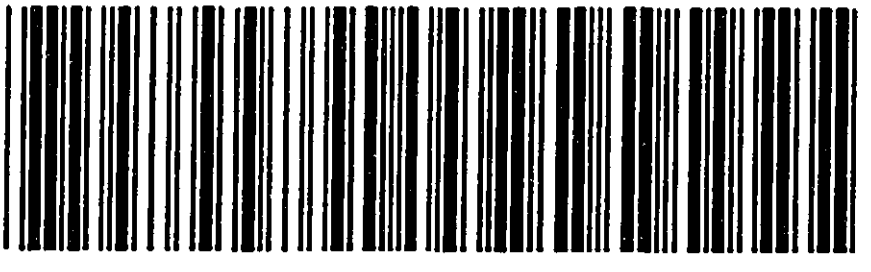
AWM52
Australian Military Forces, Army headquarters, formation and unit diaries, 1939-1945

1/8/52

BASE AND LINE OF COMMUNICATION AREAS (SUB)

Headquarters British Commonwealth Base British Commonwealth Occupational Forces (HQ Brit Comwlth Base BCOF)
March 1946, part 1, Commonwealth Base, Kure



1/8/52-0047

WAR DIARY or INTELLIGENCE SUMMARY.

(Erase heading not required.)

Army Form C.2118.
(Adapted.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 1 MAR 46 *To* 3 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	1 MAR 46		SS CHESHIRE arrived from SINGAPORE with Adv Sea Party BRIDIV 1693 officers	
			and O/R's, 174 RAF, 294 tons stores.	
			Capt J.J. MacPHERSON RAMC reported for duty as M.O. Base.	
	2 MAR 46		AAES commenced distributing Nippon Times, Stars & Stripes, & Mainichi.	appx. Ordnance Stores Accountancy & Procedure
			200 copies of each publication is distributed.	" A.F.W. 3008
				A.F.W. 3009.
	3 MAR 46		RIVER MURRUMBIDGEE sailed.	
			First Regular Church Parades. RC at 1100 hrs Protestant 0930 hrs.	

WAR DIARY or INTELLIGENCE SUMMARY.

Army Form C.2118.
(Adapted.)

(Erase heading not required.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 4 MAR 46 *To* 7 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	4 MAR 46		STAMFORD VICTORY arrived from CROTAI carrying 54 offs, 597 O/R's (AMF),	
			115 vehicles and 1108 tons stores.	
			SS CHESHIRE sailed.	
			Conference on labour at HQ	
	6 MAR 46		RIVER DERWENT arrived from CROTAI with 384 vehicles, 3721 tons stores for BOOF and 34 Bde.	Appx. B.C. Base Routine Order Part I Serial No. 2.
				message - Speed Limit in Docks Area
	7 MAR 46		ACHAIA VICTORY and SAMARA sailed.	

WAR DIARY or INTELLIGENCE SUMMARY.

Army Form C.2118.
(Adapted.)

(Erase heading not required.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 8 MAR 46 *To* 10 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	8 MAR 46		Sailed RIVER MURRAY.	Appx. BCOF Administrative Instruction No. 2. " BCOF Transportation Instruction No. 1 Brit Com. Base
	9 MAR 46		SS FREDERICK BANTING arrived from BOMBAY with stores and vehicles for BRINDIV. 146 vehicles, 2312 tons stores, 9 Brit offs, 1 W/O, 40 Brit O/R's, 110 Indian O/R's.	Appx. Brit Com. Base Administrative Instruction No. 1.
	10 MAR 46		SS MERKUR arrived from SYDNEY via BRISBANE with 1 offr, 45 O/Rs for Base, 3903 tons stores.	
			STAMFORD VICTORY sailed.	

WAR DIARY or INTELLIGENCE SUMMARY.

Army Form C.2118. (Adapted.)

(Erase heading not required.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 11 MAR 46 *To* 14 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	11 MAR 46		SS ESPERANCE BAY arrived from SINGAPORE with 35 offrs, 1192 O/R's for	
			BRINDIV and RAF, 500 tons stores.	
	13 MAR 46		Sailed ESPERANCE BAY	Appx Brit Com. Base Routine Order Part I Serial No. 3.
			Arrival: Capt RAMSIAR (Staff Capt A2)	
	14 MAR 46		SS SARANA arrived from SINGAPORE with 193 vehicles, 17 m/cycles -	
			2617 tons stores.	
			SS SUVA arrived from SYDNEY with 10,000 tons stores.	
			AABS commenced Shorthand classes at Base. Schedule every Wed night.	16 Mar. 46 Appx Confirmed Order of Battle & Location Statement.

WAR DIARY or INTELLIGENCE SUMMARY.

Army Form C.2118. (Adapted.)

(Erase heading not required.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 16 MAR 46 *To* 18 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	16 MAR 46		SS FLORESTAN arrival from MADRAS 163 vehicles, 1500 tons stores and 58 personnel RAF.	
			SS BAHARISTAN from BOMBAY: 7 offrs, 129 O/R's for BRINDIV; 1759 tons stores, 132 vehicles.	
			SS RIVER CLARENCE from KOROTAI: 3 offrs, 15 O/R's, 250 vehicles, 3000 tons stores.	
			FREDERICK BANTING sailed.	
	18 MAR 46		SS RIGALDAR from BOMBAY: 1000 tons stores, 130 vehicles, 93 personnel for BRINDIV.	
			SS RIVER DERWENT sailed.	
			2 Japanese language classes commenced at HQ Base. Schedule twice weekly.	

WAR DIARY or INTELLIGENCE SUMMARY.

Army Form C.2118.
(Adapted.)

(Erase heading not required.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 19 MAR 46 *To* 21 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	19 MAR 46		SS STRATHNORE arrived with medical personnel and hospital patients.	
			231 Brit Offrs, 3643 Brit O/R's, 76 Women's Services, 190 sick personnel.	
			730 tons stores.	
			130 AUST Gen Hospital at ETA JIMA began admitting patients.	
	20 MAR 46		Music Room opened by AAES. Recorded recital once weekly.	Appt. BCOF Internal Security
			Reading Room opened.	" Brit Com. Base Routine Orders Part I Serial No. 4
			Arrival of first Amenities Stores ex RIVER CLARENCE.	
	21 MAR 46		Arrival: Capt J.B. SELMAN I.O.	

WAR DIARY or INTELLIGENCE SUMMARY.

Army Form C.2118.
(Adapted.)

(Erase heading not required.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 21 MAR 46(contd) *To* 22 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	21 MAR 46	(contd)	HMS DUKE of YORK open for inspection.	
			SS SABRIAN sailed.	
			2 Jap language classes commenced at 13 Aust Army Troop Coy – Schedule	
			twice weekly.	
			RN Amenities ship MENESTHEUS arrived and arrangements made for visits	
			by Force personnel.	
	22 MAR 46		SS SAINTRUTH from BOMBAY 4 Brit offrs, 71 Brit O/R's, IVOO, 103 Indian	
			O/R's, 1300 tons stores, 147 asstd vehicles.	

WAR DIARY or INTELLIGENCE SUMMARY.

(Erase heading not required.)

Army Form C.2118.
(Adapted.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 23 MAR 46 *To* 24 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	23 MAR 46		Arrival: Chaplain R.R. CLARK(NZEF)	Appt Acting & Temporary Officer Rank BCOF
			Lt Col ARCHER S/C NZ Bde called on DADOS Maj MERRY.	
			Sailed MERKUR for SYDNEY.	
			Royal Marine Band HMS DUKE OF YORK gave performance at Theatre Royal.	
			Negotiation begun for purchase of 275 ton vessel TACHIO MARU for purpose of organising conducted tours on Inland Sea.	
	24 MAR 46		HMS GLORY arrived from NZ with 35 offrs, 280 O/R's RNZAF, 550 tons stores.	
			Sailed: SAMANA, STRATHMORE.	

WAR DIARY or INTELLIGENCE SUMMARY.

Army Form C.2118.
(Adapted.)

(Erase heading not required.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 25 MAR 46 *To* 26 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	25 MAR 46		Hospital ship MANUNDA arrived from SYDNEY with 2 offrs, 72 O/R's(male),	
			43 offrs, 54 O/R's (female), 61 tons Red Cross Stores.	
			Whilst in port vessel being used as temporary hospital.	
			AAES Mobile Library commenced to operate on full itinerary covering all	
			Base Units.	
	26 MAR 46		Arrivals: SS SAINTRENT from BOMBAY with 8 offrs, 132 O/R's, 129 vehicles,	
			1000 tons stores.	
			SS CRDUNA from BOMBAY 84 Brit offrs, 390 Brit O/R's, 36 nurses, 998 Indian	
			O/R's, 1165 tons stores for BRINDIV.	
			Capt MEHTA, Legal Officer reported for duty.	
			AAES Fiction Library opened.	

WAR DIARY or INTELLIGENCE SUMMARY.

Army Form C.2118.
(Adapted.)

(Erase heading not required.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 26 MAR 46 (contd) *To* 29 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	26 MAR 46	(contd)	Director of Amenities arrived on visit - Col A. SCOWERS.	
	27 MAR 46		SS MURRUMBIDGEE from HOPETAI with 5234 tons stores and 28 vehicles for BCOF.	
			SS CAMPHILL arrived from BOMBAY with 5 vehicles, 3600 tons stores for BRIN-DIV.	
			Brig CLIFTON NZ Army arrived for HQ BCOF posting BGS.	
	29 MAR 46		HT DUNERA arrived from BOMBAY with 91 Brit Officers, 55 Women's Services, 1032 Brit O/R's, 761 Indian O/R's for BRINDIV - 500 tons stores.	

WAR DIARY or INTELLIGENCE SUMMARY.

Army Form C.2118.
(Adapted.)

(Erase heading not required.)

Unit HQ BRITISH COMMONWEALTH BASE *Date and Time.—From* 29 MAR 46 *To* 30 MAR 46

Place.	Date.	Hour.	Summary of Events and Information.	Remarks and references to Appendices, Diaries, &c.
KURE	29 MAR 46	(contd)	EMPIRE RANGOON from SINGAPORE with 5600 tons stores.	
	30 MAR 46		Typhoon warning received that Typhoon situated 200 miles SE of SAIPAN moving WNW might possibly arrive this area. Action taken to advise units as to immediate precautions & action on receipt Near Approach message.	Appx. Brit. Com. Base Routine Orders Part I Serial No. 5

Base Diary

MESSAGE FORM

FROM: BRIT COM BASE	Date-Time of Origin 01 1015 I
TO : HQ BCOF Brindiv 34 Inf Bde	Distribution List "B"

AG 29 unclass (.) voluntary PROTESTANT church parade will be held 0930 hrs SUNDAY 3 MAR 46 at the CHAPEL opposite NORTH EAST end of PARADE GROUND (sports area) (.) CHAPEL is building painted white with green fence (.) two personnel ex BRIT COM BASE will report to CHAPEL 0309151 to open building and act as guides (.) padre McLELLAN of 130 Aust Gen Hosp officiating (.) service will be combined C of E and Protestant denominations

This message may be sent by any means, including Wireless

Capt
1 Mar 46.

MESSAGE FORM

FROM: BRIT COM BASE	Date-Time of Origin 01 1025 I
TO : Distribution List "A"	

QG 4 unclass (.) a conference of unit representatives namely the officers responsible for preparing labour requisitions and supervising labour control within the unit will be held in the conference room HQ BRITISH COMMONWEALTH BASE at 041930I (.) representatives may bring NCOs who are assisting in the handling of labour (.) object of conference (.) to instruct unit representatives in correct procedure in preparation of requisitions and returns

This message may be sent by any means, including Wireless.

Capt.
1 Mar 46.

War Diary

MESSAGE FORM

FROM: UNIT COM BASE	Date-Time of Origin 01 1100 I
TO : Distribution List "E"	

AG 2c unclass (.) unit comds will give personnel every opportunity to attend SUNDAY church services (.) unit church parades will be held at appropriate times so that those desiring to attend services will arrive at the CHAPEL by time for service (.) unit transport will be used if practicable (.) otherwise personnel will march

This message may be sent by any means, including Wireless.

Capt.

1 Mar 46.

MESSAGE FORM

FROM	BRIT COM BASE	Date - Time of origin 01 [illegible] I
TO	HQ BCOF 34 Inf Bde Distribution List "B"	

AG30 unclassified (.) ROMAN CATHOLIC church service will be held 1100 hrs SUNDAY 3 Mar 46 at the CHAPEL opposite NORTH EAST end of PARADE GROUND (sports area) (.) CHAPEL is building painted white with green fence (.) padre O'KEEFE of 34 Aust Inf Bde officiating

This message may be sent as written or by any means including wireless.

[illegible] Capt.

1 Mar 46.

WAR DIARY

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ British Commonwealth Base
Kure. Ref. 710.4
2 Mar 46

Subject: ORDNANCE STORES - ACCOUNTANCY AND PROCEDURE

1. The following instructions deal with the accountancy for Ordnance Stores and procedure to be adopted by units forming Australian component of Base and Force Troops vide Adv. HQ BCOF 213.11 of 13 Feb 46.

2. Immediately they are concentrated in JAPAN, Aust units will:-

(a) Take action to bring all transactions relative to Ordnance Stores and equipment up to date and enter these transactions in the accountancy medium ie. WET, WET Extract, MFVs etc.,

(b) Appoint stocktaking Staff who will proceed to make a physical check of all Ordnance stores and equipment actually held by the unit.

(c) Prepare a statement of discrepancies i.e., deficiencies and surpluses by ascertaining the difference between stock held and WET etc, balances.

(d) Submit to HQ BCOF or HQ British Commonwealth Base as appropriate:-

(i) List of discrepancies, in triplicate
(ii) Report on discrepancies revealed by stocktake
(iii) Certificate Receipt Vouchers (G1033s) taking surplus stores on charge, and
(iv) Write off Voucher (AAF F2) for approval to write off deficiencies.

(e) Maintain record of surpluses on AAF E2(a) (one copy of which will be forwarded direct to LADOS HQ British Commonwealth Base) pending instructions regarding retention or disposal.

3. On completion of the foregoing instructions units will:-

(a)(i) Prepare WET Extract (AAF E2(a)s in triplicate, using WET or E2-500 scales as entitlement and quantities of stock actually held "on hand" figure.

(ii) Submit original duplicate of AAF E2(a) together with unit copy of WET to DADOS., HQ British Commonwealth Base.

(b) Prepare Indents for Ordnance Stores (AFC997) for deficiencies in each of the following:-

(i) Officers Mess equipment (Scale 191), separate indents being submitted for items required on re-payment and those issued free of charge.
(ii) Sergeants Mess equipment (Scale 191)
(iii) Field Service Accommodation Stores (Scale 137)
(iv) Vehicle Tools and Equipment (MFVs and AAF C12)
(v) Training ammunition to 30 June 46 (GROs 167 and 177 of 2 July 45).

4. Indents will NOT be submitted for:

(a) (i) Mechanical Vehicles
(ii) Controlled Stores
(iii) Smallcraft

deficiencies of which will be revealed in census returns.

(b) Clothing and Personal Equipment. Units will be advised at a later date when to submit indents for these items.

5. Unit Administration, Stores Accounting etc, (War) notified in GOs dated 31 May 45 will be the guiding authority in implementation of this instruction.

6. Any unit which cannot fully complete action required by paras 2, 3 and 4 by 23 Mar 46 will notify this HQ immediately.

Lt Col
AA & QMG British Commonwealth Base

DISTRIBUTION

List "B"
Copy to HQ BCOF

Army Form W.3008
(Adapted) (Page 1)
(Revised Jan., 1943)
6./46 (Serial No.)

FIELD RETURN OF OFFICERS

At 0600 Hrs. Saturday 2../..3./1946... BRIT. COM BASE (Unit)
AMF COMPONENT

W.E...../...../..... OFFRS. 16 O.R.'s 71.. OFFRS. 7 O.R's 6 ATT. BY W.E.

PART A.—POSTED STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1	2	3	4	5	6	7	8	9	10
W.E. EXCLUDING ATTACHED				DETAIL	ATTACHED ALLOWED BY W.E.				
WE Rein'fts Required	Deficient W.E.	Surplus to W.E.	Posted Strength		Arm or Corps	Posted Strength	Surplus to W.E.	Deficient W.E.	Rein'fts Required
1 NR	1	—	—	Brig					
— —	—	1	1	Col					
— —	—	—	—	Lieut.-Colonels					
8 3	3	—	5	Majors					
6 —	1	—	5	Captains					
1 —	—	1	2	Lieutenants					
				Quarter-masters					
				A.A.N.S. and A.A.M.W.S. Offs.					
				Civilians Counting as Offs.					
16 3	5	2	13						

Analysis of Part A to be shown here by ALL units. Only units notified in para. 10 of instructions for compilation of form will complete Part E(1) and E(2).

DETAIL		A.I.F.	C.M.F.	A.W.A.S.	A.A.N.S.	A.A.M.W.S.	CIVIL	R.A.N.	R.A.A.F.	**	TOTAL
A.		13									13
E.(1)											
E.(2)											

* Insert detail of higher ranks as necessary.
** Personnel belonging to a category not provided for in the analysis will be shown in this Col. Particulars will be shown, e.g., 20 U.K. Forces; 10 N.Z. Forces.

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

OFFICERS JOINED DURING WEEK.

Army No.	Rank	Name and Initials	Unit From	Date	CAUSE

OFFICERS QUITTED DURING WEEK.

Army No.	Rank	Name and Initials	Unit To.	Date.	CAUSE.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO.....(Unit) IS PARTICULARLY REQUESTED. ..../...../194.....

Army No.	Rank	Name and Initials.	REMARKS (e.g., present whereabouts if known).

BRIT. COM BASE ..... Unit
AMF COMPONENT

Army Form
(Adapted) (Page
(Revised Jan., 1
6/46 (Serial

PART D.—NOMINAL ROLL OF OFFICERS ON POSTED STRENGTH

At 0600 Hrs. Saturday 2/2/1946 (Total to agree with Columns 4 and 7 of Part A.)

1	2	3	4	5	6	7	8
Substantive Rank and Higher Temporary Rank if Held	Army Number	Surname	Initials	Posting	Whether present with Unit (Insert Yes or No)	If not present with Unit, state how employed.	Date of Detachment.
LT COL T/COL	VX 12398	WILSON	A.G.	COMD	YES		
MAJ	VX81095	DEMMLER	EE	DADCS	"		
CAPT T/MAJ	SX 15077	HENDERSON	J.M.	DAPM	"		
CAPT	NX 177071	McGOVERN	R.S.	CATERER	"		
LT T/CAPT	NX 130579	BARCLAY	A.B.	SCA	"		
T/MAJ	TX 2140	MERRY	J.W.	DADMS	"		
LIEUT	TX 6713	THORP	J.T.	EDN OFFR	"		
LIEUT	NX167675	TALBOT	LH	100	"		
CAPT	NX 19146	RYAN	J	MILGOVT	"		
MAJ	TX 6125	CLEAVER	M.G.	DAQMG LEARNER	"		
CAPT	SX 231	HOPTON		DAQMG	"		
MAJOR	VX35672	MACKIE	L.M.	DAD. AMEN	"		
CAPT	133068	HARVEY	O.C.P.	AMEN OFFR	"		
T/MAJ	NX 76225	GRAHAM	S.C.	ATT FROM LIASON SEC.	YES		

PART E.—NOMINAL ROLL OF OFFICERS ATTACHED FROM OTHER UNITS.

Substantive Rank and Higher Temporary Rank, if Held.	Army Number	Name and Initials	Unit	Date of Attachment	Nature of Attachment
T/MAJ.	NX 76225	GRAHAM S.C.	AIRLIASON SEC FORLAND	14/2/46	

2 MAR 46
Date of Despatch

Signature of Commander

N.S.W. L. of C. Press—

Army Form W.3009 (Adapted)
(Page 1)
(Revised Jan., 1945)

FIELD RETURN OF OTHER RANKS 6./46... (Serial No.)

At 0600 Hrs. Saturday. 2../.MAR./1946..... BRIT. COM. BASE..... (Unit)
AMF COMPONENT

W.E....../...../..... OFFRS. 16..O.R's. 71.. + OFFRS.. -...O.R's.. 6...ATT. BY W.E.

Part A. Posted Strength, Surplus or Reinforcements Required.

	1	2	3	4	5	6	7	8	9	10
	W.E. EXCLUDING ATTACHED					ATTACHED ALLOWED BY W.E.				
WE	Reinfts. Required	Deficient W.E.	Surplus to W.E.	Posted Strength	DETAIL	Arm or Corps	Posted Strength	Surplus to W.E.	Deficient W.E.	Reinfts. Required
1				1	W.Os., Class I.					
3	1	2	-	1	W.Os., Class II.					
1	NR	1	-	-	Squadron or Company Quartermaster Sgts.					
1				1	Staff Sergeants.					
5	3	4	-	2	Sergeants.	AA POSTAL	1 CPL	-	-	-
12	8	8		4	Corporals.	AAPC	-	-	1 SJT	1 SJT
48	21	22	8	34	Troopers, Privates, etc.	AACC	2 PTES	2 PTES	-	-
					Civilians counting as O.R.	AAMC	4 "	2 "	2 CPL	-
71	33	37	5	44 *	Totals of cols. marked * should agree with details shown in Part E on Page 2.		7 *	4	3	1 *

Analysis of Part A to be shown here by ALL units. Only units notified in para. 7 of instructions for compilation of this return will complete analysis of Part B(1) and B(2).

** Personnel belonging to a category not provided for in the analysis will be shown in this Col. Particulars will be shown, e.g., 20 U.K. Forces, 10 N.Z. Forces.

Detail		A.I.F.	C.M.F. Under 19 Years	C.M.F. 19 years and over	A.W.A.S.	A.A.M.W.S.	CIVIL	R.A.N.	R.A.A.F.	**	TOTAL
A		51						[redacted]	[redacted]		51
B(1)											
B(2)							[redacted]				

Part B. Other Ranks Attached from Other Units.

Number of O.Rs.	Unit to which they belong	Number of O.Rs.	Unit to which they belong
1	HQ 34 BDE.		

Part C. Other Ranks Included in Part A Detached to Other Units.

Number of O.Rs.	Unit to which detached	Number of O.Rs.	Unit to which detached
1	HQ 34 BDE.		

Part D. Description of O.R's. Whose Return To....(Unit) is Particularly Requested. ..../..../194..

Army No.	Rank	Name and Initials	REMARKS (e.g., present whereabouts if known).

R.S.W. L. of C. Press—St. 97.

BRIT. COM. BASE ..... Unit
AMF. COMPONENT.

Army Form W.3009
(Adapted) (Page 2)
(Revised Jan., 1943)
...6../.46...Serial No.

PART E. Detail of Present Strength and Reinforcements required as shown in Part A of Army Form W.3009 at 0600 Hours Saturday 2 / MAR / 1946..

Details of Tradesmen GROUP I.	W.E.	Posted Strength	Reinfs. Required
Ammunition Examiners			
Armament Artificer Fitter			
Armament Artificer Fitter (Electrical)			
Armament Artificer Fitter (M.V.)			
Armament Artificer Fitter (A.F.V.)			
Armament Artificer Instrument			
Armament Artificer Radio			
Armament Artificer Signals			
Armament Artificer Wireless			
Artificer, Artillery			
Artificer, Engine			
Blacksmiths			
Bricklayers			
Computors			
Cooks, Hospital			
Coppersmiths			
Dispensers			
Draughtsmen			
Draughtsmen (Architectural)			
Draughtsmen (Engineering)			
Draughtsmen (Mechanical)			
Draughtsmen (Topographical)			
Electricians			
Electricians (M.V.)			
Electricians (Signals)			
Fitters			
Fitters (Cycle)			
Fitters (Electrical)			
Fitters (Gun)			
Fitters (Instrument)			
Fitters (M.V.)			
Fitters, Railway Signal			
Fitters, Signals			
Grinder, Precision			
Mechanics, Instrument			
Mechanics, Instrument (Signals)			
Mechanics, Instrument (Surgical)			
Mechanics, Radio			
Mechanics Typewriter			
Mechanics, Wireless			
Millwrights			
Operators, Excavator			
Pattern Maker			
Pharmacist			
Photographer, Wet Plate			
Pheasewriter			
Plumber			
Saw Doctors			
CARRIED FORWARD			

Details of Tradesmen GROUP I. (cont.)	W.E.	Posted Strength	Reinfs. Required
Surveyors			
Surveyors, Engineering			
Surveyors, R.A.A.			
Surveyors, Topographical			
Surveyors, Trigonometrical			
Toolmakers			
Turners			
Watchmakers			
Welders			
GROUP II.			
Armourers			
Axemen			
Bakers			
Bty. Comd's Asst.			
Boilermakers			
Carpenters			
Carpenters and Joiners	1	2	-
Cooks			
Dental Mechanics			
Driver-Mech. (Eng. and Mot.)			
Driver-Operator			
Drainers			
Electricians			
Electricians (Engineers)			
Fire Control Operators			
Gun Operator			
Hatchman			
Height Taker			
Helio Operator			
Instrument Operator			
Intelligence Duties			
Joiners			
Lineman			
Lineman, Signals			
Lithographers			
Machinists, Metal			
Machinists, Wood			
Masons			
Masseurs			
Mechanics, M.T.			
Miners			
Moulders			
Nurses, Trained			
CARRIED FORWARD	1	2	-

Details of Tradesmen GROUP II. (cont.)	W.E.	Posted Strength	Reinfs. Required
Observation Post Assts.			
Operating Room Assts.			
Operator Keyboard			
Operator, Line			
Operator, Signal			
Operator, Switchboard			
Operator, Wireless			
Opticians			
Painters			
Panel Beaters			
Photographer Dry Plate			
Predictor Numbers			
Printers			
Radiographers			
Riggers			
Sawyers			
Signallers			
Signwriters			
Telescope Identfn. Numbers			
Well Borers			
Wheelers			
Winchman			
Wireman			
Woodturners			
GROUP III			
Battery Surveyors			
Butchers			
Clerks	23	11	12
Clerks, Supply			
Clerks, Technical			
Coach Trimmers			
Concretors			
Cooks			
Dental Clerk Orderlies			
Despatch Riders			
Draughtsmen, Signals			
Drivers, H.T.			
Driver Mechanics	3	1	2
Driver Tptn. Plant			
Engine Hands, I.C.			
Equipt. Repairers			
Farriers			
CARRIED FORWARD	27	14	14

Details of Tradesmen GROUP III. (cont.)	W.E.	Posted Strength	Reinfs. Required
Fitters' Mates			
Gun Layers			
G.P.O. Assistants			
Hammermen			
Leather Stitchers			
Orderlies, Nursing			
Orderlies, Nursing Mental			
Plate Layers			
Rangetakers			
Rivetters			
Roughriders			
Saddlers			
Saddletree makers			
Shoemaker and Boot Repairer			
Stevedores			
Stokers, Staty. Eng.			
Storemen, Technical	3	2	
Tailors			
Textile Refitters			
Tinsmiths			
Vulcanizers			
Wagon Erectors			
Whitesmiths			
TYPE. MECH	1		1
DETAILS OF NON-TRADESMEN.			
BATMAN	6	8	
HYG INSP	2	2	
WATER DUTY	2	1	
ORDERLIES	1	3	
G.D.'s		3	
CSM	1		
CQMS	1	1	
HYG DUTIES		1	
DVR. MT	27	9	
ATTACHED BY W.E.			
AAMC	4	4	
AAPS	1	1	
AA PayC	1		
AACC		2	
Totals of columns marked * to agree with columns 4 and 7, and 1 and 10 of Part A, respectively.	77	51	

NOTES.—(a) If rank other than private is involved give details on back.
(b) Authorised trades or specialists not included in list will be added as required in spaces provided.
(c) Where A.W.A.S. and/or A.A.M.W.S. personnel are desired show details on back.
(d) Where replacement not desired note accordingly on return by insertion of N.R. in col. "Reinfs. Required."
(e) Where any request or notation is made on back of form, the words "See Back" should be written in one of the blank spaces on this page.

Date of Despatch .....

Signature of Commander .....

N.S.W. L. of C. Press

MESSAGE FORM

FROM	BRIT COM BASE	020910
TO	LIST "A"	

G95 unclassified (.) units will advise this HQ at earliest number of stoves barrack heating required (.) initial requirements will be based on one per 750 sq ft of floor space

This message may be sent AS WRITTEN or by any means including wireless.

[illegible] Capt.
2 Mar 46.

Draft

IMMEDIATE
IMMEDIATE

War Diary.

MESSAGE FORM

FROM	BRITI COM BASE	Date - Time of origin 03 1450 I
TO	List "3" less serials 24-26 and 28-34	

AG35 unclassified (.) as from 0606001 strength return AAF W300c will be submitted bi-weekly to this HQ as follows(.) FIRST (.) strength state as at 0600 hrs WED will reach this HQ NOT later than 1900 hrs WED each week (.) strength state as at 0600 hrs SAT will reach this HQ NOT later than 1900 hrs SAT each week

This message may be sent AS WRITTEN or by any means including wireless.

3 Mar 46. Capt.

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ British Commonwealth Base Kure.

Ref. No. 033

3 Mar 46.

IMMEDIATE

Subject: SECURITY OF STORES - REMOVAL FROM DUMPS

1. Units will NOT remove stores from dumps in Japanese caves, warehouses or other buildings.

2. If a Unit representative locates a new dump the OC Unit will report the matter by phone to 22226 immediately.

Captain
General Staff.
HQ British Commonwealth Base

Distribution

List "3"

War Diary

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ British Commonwealth Base
Kure.

Ref. No. 331.13
3 Mar 46.

Subject: DISTRIBUTION LISTS

Ref: This HQ 331.13 of 23 Feb 46.

1. The following amendments will be made to list attached to the abovementioned letter:-

(a) Against Supply & Transport and under Column B amend to read 15.

(b) Against Medical and under 130 Gen Hosp add:

	A	B
92 Ind Gen Hosp	1	1
80 Brit Gen Hosp	1	1

(c) Against Ordnance and under 21 AOD add:

	A	B
221 Ind AOD	1	2

(d) After making the above amendments allot serial numbers 1 to 37 to units on the list.

Captain
General Staff
British Commonwealth Base

Distribution

List "B"
Copy to: HQ BCOF
Pt Director

Ban Diary.

MESSAGE FORM

FROM	BRIT COM BASE	Date - Time of origin 03 / 0 3 0 I
TO	LIST "A" BCOF (For AUST Units) 34 Inf Bde	

QG 6 unclassified (.) offrs and ORs kits (.) ref my 406 of 27 Feb 46 (.) Units will ensure that [illegible]s of all personnel on their posted strength whether arrived in this area or not are collected NOT later than 5 MAR 46

This message may be sent AS WRITTEN or by any means including wireless

[signature] Capt.
3 Mar 46.

MESSAGE FORM

Ban Diary

FROM	BRIT COM BASE	Date - Time of origin 03 1040 I
TO	List "B" less serials 24 - 26 and 29 - 34	

AG 34 unclassified (.) units will submit return of all personnel NOT successfully vaccinated for small pox during year 1946 (.) return will reach this HQ NOT later than 041900I

This message may be sent AS WRITTEN or by any means including wireless

[signature] Capt.
3 Mar 46.

Van Liang -

MESSAGE FORM

FROM	BRIT COM BASE	Date - Time of origin 03 1055 I
TO	List "A"	BCOF

QC 7 unclassified (.) Beer issue (.) issue for week commencing 4 Mar 46 is one bottle Japanese beer at 1.50 Yen and two (2) bottles of Australian beer at 3.60 Yen per bottle (.) rations can be drawn from Canteen Issue Point on any day during week 5 - 9 Mar 46.

This message may be sent AS WRITTEN or by any means including wireless.

Capt.
3 Mar 46.

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ British Commonwealth Base.
Kure.
Ref. 711.62
6 Mar 46.

Subject: STOVES BARRACK HEATING

1. Attached herewith as Appendix "A" are details of allotment of abovementioned engineer stores.

2. Units will prepare indents S18's and collect stoves from Engineer Depot KURE.

3. Units will ensure that the personnel who will instal these stoves in unit areas accompany party to collect stoves. This is emphasized so that Engineer advice can be obtained and a study of a working model can be made.

4. No stoves will be lit until RAE personnel have inspected the installation in Unit areas. Attached as Appendix "B" are details of installation.

5. Units are warned of the accentuated fire risk and will ensure full compliance with these instructions.

6. Indents for automotive diesel fuel will be submitted to DID.

for Lt Col.
AA & QMG British Commonwealth Base.

Distribution

List B

Appendix "A" to HQ British
Commonwealth Base
711.62 of 6 Mar 46.

ALLOTMENT OF STOVES BARRACK HEATING

13 MC Gp	6
HQ Base Sub Area	15
HQ Comd ASC	21
HQ Comd EME	1
6 Adv 2 Ech	4
17 CRE Works.	1
13 Army Tps Coy	6
42 Port Op Coy	23
130 Gen Hosp	15
92 Comb Hosp	15
112 Depot Med Stores	1
Ordnance Depot	4
Veh Pk	7
Area Workshops	10
344 LAD	2
111 Cash Office	1
8 Base Postal	1
Provost	7
22 Det Bks	2
12 L of C Stat	2
Canteens	3
DADOS Dump	1
54 Bde Rec Camp	2
TOTAL	150

Appendix "B" to HQ British Commonwealth Base 711-62 of 6 Mar '46.

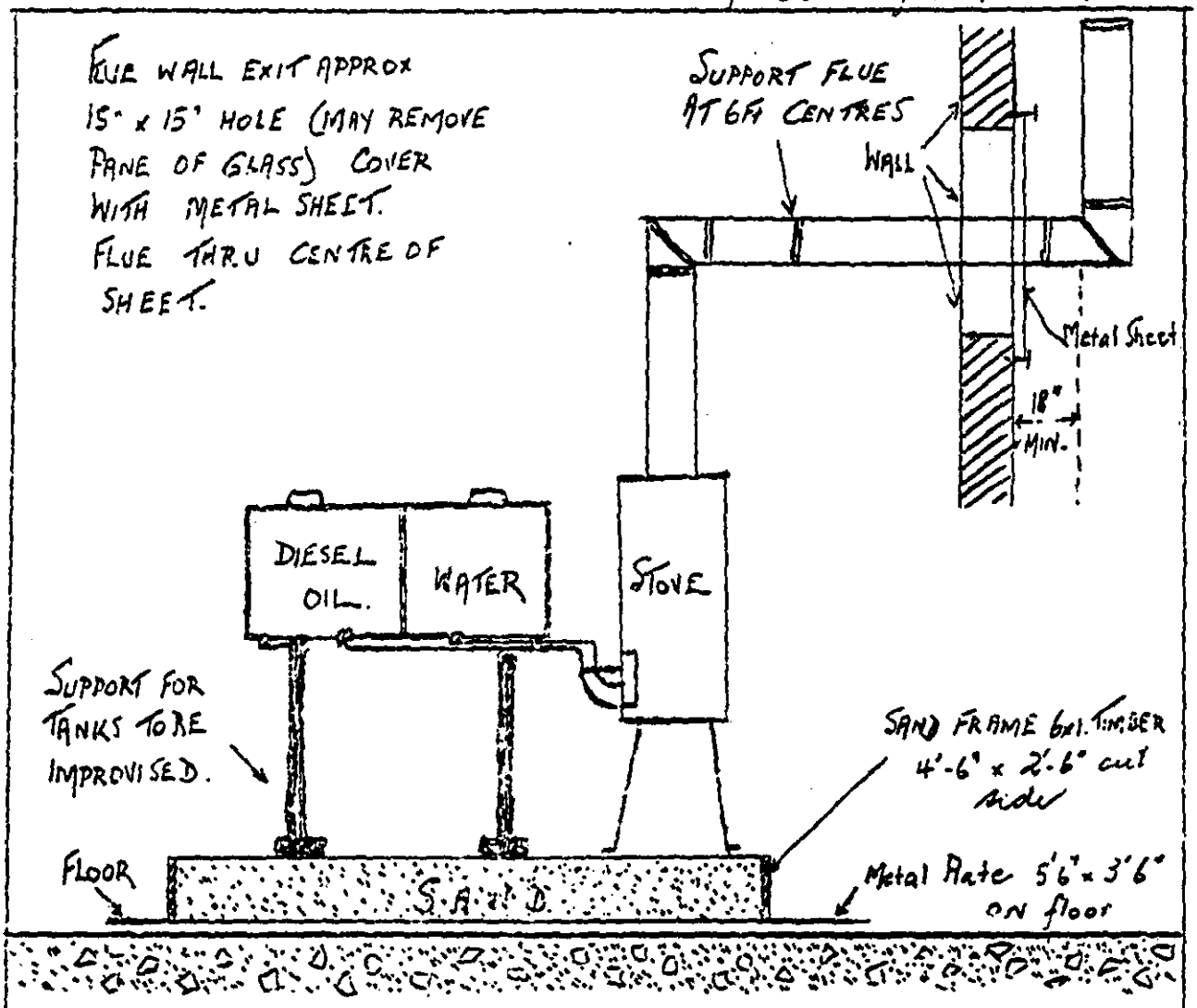


PLATE NOT REQUIRED ON CONCRETE FLOORS BUT ESSENTIAL ON WOODEN FLOORS.

STOVES HEATING

INSTALLATION DIRECTIONS.

WAR DIARY

RESTRICTED

The information given in this document is not to be communicated either directly or indirectly to the Press nor to any person not authorised to receive it.

Serial No. 2
Nos 12 - 25

British Commonwealth Base

Routine Order Part I

by
Colonel A. G. Wilson

Commanding British Commonwealth Base

HQ British Commonwealth Base.
6 Mar 46.

GENERAL STAFF

G 12. TRAINING - BASE UNITS

1. In order to maintain a high standard of physical fitness and smartness, all COs and OCs of units will arrange training programmes for all other ranks to include foot and arms drill and physical training/.
The total period per week for drill will be 2 hours, and physical training excluding sport 3 hours.

G 13 INSTALLATION of TELEPHONES

1. All applications for installation of telephones will be submitted in writing to HQ British Commonwealth Base. This includes written confirmation of all verbal applications already made.

A 14 BOUNDS

1. Out of Bounds

(a) The Palace Dance Hall is out of bounds to all officers.
(b) All Geisha Houses and Brothels are strictly out of bounds to all ranks.

A 15 DRIVING of MOTOR VEHICLES BY OFFICERS

1. Officers are NOT permitted to drive Government motor vehicles.

2. In exceptional circumstances, permission may be granted to specific officers by the Commander British Commonwealth Base, who alone is authorised, in respect of Base Units and Installations, to grant exception from this rule.

A 16 DRESS

1. All ranks are reminded that when in public places they must be correctly dressed and carry themselves in a soldier-like manner.

2. In particular the following points will be observed:

A 16 DRESS (Continued)

(a) Greatcoats if worn will be properly buttoned. Collars may be worn open when not on parade.

(b) Personnel will NOT walk about with their hands in their pockets.

3. Service police have instructions to take particulars and report all offenders.

A 17 FRATERNISATION

1. The following Personal Instruction from the Commander-In-Chief BCOF to all ranks of BCOF concerning Fraternisation will be brought to the attention of all ranks.

"Every member of the BCOF must bear in mind that he is present in Japan in a dual capacity.
You are not only a sailor, soldier, or an airman, you are also a representative of the British Commonwealth of Nations, and all that it stands for in the world.
In dealing with the Japanese you are dealing with a conquered enemy who has, by making war against us, caused deep suffering and loss in many thousands of homes throughout the British Empire.
Your relations with this defeated enemy must be guided largely by your own individual good judgement, and your sense of discipline.
You must be formal and correct.
You must not enter their homes or take part in their family life.
Your unofficial dealings with the Japanese must be kept to a minimum.
You must obey strictly all instructions regarding establishments or areas which are placed out of bounds to personnel forming part of the BCOF.
Above all you must remember the dual capacity in which you came to Japan, and, beyond the fact that the eyes of the Japanese and of our allies, and indeed of the world will be watching you. Much depends on your conduct and on your bearing.
Be sure that they remain formal and that they are in keeping with the dignity and courtesy which are part of our common heritage and tradition".

A 18 CHURCH PARADES

1. The Commander-In-Chief has stated that he will attend Protestant Church Parads on Sundays.

2. Every opportunity will be given to personnel wishing to attend Church Services.

3. Unit personnel wishing to attend Church will proceed in formed bodies.

4. Transport will be provided by units where necessary and practicable.

5. Personnel attending Church will debuss at the NORTH EAST end of the PARADE GROUND (Sports Area) ref map KURE 1.7920 map ref 546427 and be marched to the Chapel.

6. Personnel from units in close proximity to the Chapel will march.

Q 19 UNIT EQUIPMENT

1. The practice of units obtaining equipment through unofficial channels i.e. "scrounging" will cease forthwith.

2. Procurement of equipment from Japanese sources will be effected only by the procedure laid down in British Commonwealth Base Administrative Orders, Ref para 21 of British Commonwealth Base 301.2 of 21 Feb 46.

Q 20 REQUISITIONS FOR STATIONERY

1. All requisitions for stationery must be submitted on AAF L 9 or AAF L 10.

2. Separate requisitions must be submitted for

(a) Army forms and books.

(b) Stationery

(c) Office Machinery - typewriters, duplicators, etc.

(d) Rubber stamps. Three drafts of the stamps required will be attached.

3. Requisitions will be signed by an officer.

4. Repairs to typewriters etc will be submitted on AAF E 3A.

5. Units will refer to GRO 54/46 in reference to accounting procedure for unit stationery.

Q 21 CRANES LIFTS or HOISTS ELECTRIC

1. All the abovementioned equipments will be allotted a permanent Japanese operator who will be responsible for complete operation and maintenance thereof.

2. Units in possession of cranes will requisition for operators as permanent labour.

Q 22 LABOUR

1. Requisitions for labour must be submitted, except in cases of emergency, 48 hrs in advance. Requisitions may be phoned but must be confirmed in writing on Form "A".

2. Separate requisitions must be submitted for each day's requirements.

3. Attendance reports must be submitted as required by para 12 Labour Administrative Instruction.

Q 23 LABOUR - INTERFERENCE at POOL

1. There have been instances of Service and Unit representatives who report to the labour pool to pick up labour going direct to Japanese officials and work parties at the pool and taking away parties without authority, of the X 6 Labour Group representative in charge of the parade.

2. The abovementioned practice will cease forthwith.

3. Service and unit representatives will henceforth adhere to the following procedure:

(a) The Service or Unit representative will report to the 6 Labour Gp representative at the Labour Pool.
(b) The service or Unit representative will then wait until his labour party is ready to move off.
(c) The Service or Unit representative will be called forward by the 6 Labour Grpup representative to take charge of his party when the above procedure has been completed.

& 24 DISPOSAL OF GARBAGE

1. A firm has been contracted to collect and dispose of all garbage, kitchen scraps, and clear latrines if the pan system is in use.

2. Passes have been issued by HQ British Commonwealth Base, signed by the DA&QMG.

3. Units will ensure that garbage is not removed by any other Japanese nationals employed in unit lines.

& 25 RETURN of WATERCRAFT

1. All units in possession of watercraft will submit a return to HQ British Commonwealth Base NOT later than 10 mar 46, and thereafter monthly as at first day of each month.

2. The return will be rendered on a pro forma as of AAF T125 shown hereunder. This will be drawn up by units and submitted in duplicate.

SMALL CRAFT CENSUS CARD AAF T 125
(Introduced July 1943)

ARMY NO.....SIGNAL LETTERS.....NAME OF CRAFT (if any).....
TYPE OF CRAFT.....TOTAL NO. OF ENGINES IN CRAFT.....

HULL		ENGINE DETAILS	Port	Stbd.	Aux Eng.	Unit	Date
Nett Tonnage		Make					
Gross Tonnage		Type					
Length Overall		Engine No					
Beam		Model					
Draft Maximum Loaded		Year of MFG					
Type of hull Wood, steel		H.P.					
Is hull sheathed?		Type of Ign					
Year built		L.Prop Shaft					
		Diam " "					
DECK EQUIPMENT		GEAR BOX					
Sails Carried		Make					
Cranes Carried		Number					
Dinghy		Reduction					
Any other particulars of Interest		PROPELLOR			Date recd by Army		
Passenger Capacity		Diameter			Date		
Cargo Capacity (cu tons)		No of blades			From		
Approx Fuel Consumption		Pitch			Reg No.		

Lt Col.
AA & QMG British Commonwealth Base.

Distribution:
List "B"
Copy To:
HQ BCOF (10)
Brindiv
34 Aust Inf Bde

MESSAGE FORM

FROM: BRIT COM BASE

Date-Time of Origin
06 1600 I

TO : Distribution List "B"

INFO: HQ BCOF Brindiv 34 Aust Inf Bde

AG 43 unclass (.) speed limit in DOCKS AREA will NOT exceed 15 MPH (.) MP have been instructed to report all offenders (.) units will ensure that every driver is conversant with this order

This message may be sent AS WRITTEN or by any means including WIRELESS

IMPORTANT

[signature] Capt
6 Mar 46

War Diary

MESSAGE FORM

FROM BRIT COM BASE — Date - Time of Origin 060930 I

TO Distribution List "B"

INFO For Infm HQ BCOF Port Director

AG41 unclassified (.) found ROYAL NAVAL BARRACKS AREA (.) one black wallet containing Aust and Jap currency (.)claimant report to 24 Aust Provost Pl ROYAL NAVAL BARRACKS

This message may be sent as written or by any means including wireless.

D B Barclay Capt.
6 Mar 46.

War Diary

MESSAGE FORM

FROM	BRIT COM BASE	Date - Time of origin 07 1445 I
TO	Distribution List "A" less serials 24 - 26, 28 - 34	

AG 46 unclassified (.) copies unit routine orders NOT required by this HQ unless specially demanded

This message may be sent AS WRITTEN or by any means including wireless.

[signature] Capt.
7 Mar 46.

War Diary

MESSAGE FORM

FROM BRIT COM BASE	Date - Time of origin 07 1525 I
TO Distribution List "B"	
For Infm HQ ECOF	

AG 48 unclassified (.) preview screening of "BURMA VICTORY" will be shown at NAVAL BARRACKS commencing 0811001 for C-in-C senior offrs and other available offrs (.) duration approx one hr

This message may be sent AS WRITTEN
or by any means including Wireless.

A.B. Barclay Capt.
7 Mar 46.

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ British Commonwealth Base
Kure.
Ref.
8 Mar 46.

ADMINISTRATIVE INSTRUCTION NO.2.

1. In order to check irregular removal of stores and materials from the KURE DOCKS AREA check points are being established on:

   (a) Main road entrance to the Docks, East of the Docks area.

   (b) Between 21 AOD and the demolished Dockyard buildings west of the Dock area.

Exit Permits

2. The above check points will be manned with effect from 0800 hrs 10 Mar 46, after which time all personnel and vehicles removing goods or stores from the area will require to be in possession of Exit Permits. Australian Army Book form 67 will be used for this purpose.

3. All vehicles and all personnel collecting articles from the Docks or installations in the docks area will obtain from the installation visited Forms 67 in triplicate covering all articles to be removed from the docks area.(including any articles which may have been brought in the vehicle). Copies of Form 67 will be disposed of by the driver of the vehicle or person concerned as under:-

   (a) Original copy to the consignee of the stores.

   (b) Duplicate copy to the check point on leaving the area.

   (c) Triplicate copy receipted by the consignee will be returned by the driver or person concerned to his own unit, or if so instructed to the MT check point.

4. The above procedure will not, for the present apply to Naval vehicles.

5. Civilian vehicles will be allowed to pass the check points after satisfying the guard that they are carrying no military stores or equipment. Civilian vehicles will not be allowed to stop in the controlled areas.

6. A similar procedure to that given in para 3 above will be adopted as regards despatches by Rail. All three copies of Form 67 will be handed to the guard who will pass them to the RTO, KURE STATION.

7. Note The instructions given in TRANSPORTATION INSTRUCTION No.1 dated 8 Mar 46 (to some addressees only) are not yet being fully implemented in that

   (a) Aust Army Book Form 67 is not required for articles being taken IN to the docks area (except articles for shipment).

   (b) The procedure for disposal of Form 67 given in para 3 of this instruction will be adopted. This differs slightly from TRANSPORTATION INSTRUCTION No.1.

8. Provision of personnel for police and guard duties

The following personnel are being provided for police, guard duties and manning check points in the Docks Area.

   (a) Military Police - 12 Corporals (ie sufficient to maintain three 8 hour shifts of 4 MPs each).

to be arranged by DAPM British Commonwealth Base.

(b) Infantry Guards - Two platoons (approx strength 2 Offrs 50 ORs) are being provided by 34 Aust Inf Bde. They will be attached to 42 Port Op Coy for rations and accommodation.

The above will work under instructions to be issued by A.D.Tn ECOF.

9. With effect from 0800 hrs 10 Mar 46, unit guards will not be permitted in the transit sheds in the Docks Area.

Lt Col.
AA & QMG British Commonwealth Base.

Distribution

List B
Copy to: HQ ECOF. (6)

Headquarters,
British Commonwealth
Occupation Force
Kure.

Q/601.2/Tn

8 Mar 46

TRANSPORTATION INSTRUCTION NO 1

Subject : Control of KURE Docks

OBJECT

To establish a Transportation restricted area.

METHOD

1. Two check points at entry and exit to Dock Area.

2. To control movement of stores and equipment within the Dock Area.

3. To guard all stores and equipment arriving by sea or in transit.

4. To police the Dock Area for pilferage, naked lights etc.

5. To establish a system of documentation whereby all stores and equipment are at all times held a military responsibility.

PROCEDURE

1. The check points will be located at

   (a) the main road entrance to the Docks, and
   (b) at the entrance of the Ordnance Depot.

   One Military Policeman and three Inf OR's will be on duty at (a) and one MP and one Inf OR at (b) over a 24 hour per day period. Their duty is to satisfy themselves that all vehicles moving in and out conform with the regulations as follows :-

   (a) Military vehicles must have an Australian Army Book Form 67 which indicates the type of load carried and its destination.

   (b) Naval vehicles will be allowed to pass through without check for the present.

   (c) Civilian vehicles will be allowed to pass through after satisfying the check point guards that they carry no military stores or equipment.

2. Guards will be placed at all exit and entry doors of Transit Sheds, Duties as follows :-

   (a) To ensure that no stores or equipment are removed from the Transit Sheds unless the person or vehicle driver produces a Form 67.

   (b) To stop any unauthorised person or vehicle from entering the Transit Sheds.

3. The Transport Companies will have a representative at the road check points and work under direction of the Transport Company commander.

4. The Military Police to provide a roving patrol of 2 Military Policemen 24 hrs per day to cover the whole Docks Area for pilfering, naked lights, etc. Duties :-

(a) To challenge any person or vehicle which they may think is not in the Dock Area on legitimate duty.

(b) To stop all smoking and fires in non-smoking areas. A SMOKING area will be allotted and all guards made conversant with its location.

5. One Infantryman will be placed at the head of each ship's gangway 24 hrs per day, while the ship is alongside. Duties:-

(a) To stop any unauthorised person from boarding the ship while in port.

ACTION

1. Engineers to erect barriers and install floodlights as soon as possible.

2. 42 Port Op Coy will arrange for an NCO or other rank to be in the Dock Office 24 hrs per day.
This person should be conversant with all operation in the Dock area, and able to answer queries on any subject with regard to the Docks

3. All units within the Dock area must adopt the Army Book 67 with effect from 0800 hrs on 1st Jun 46 for all vehicles under load passing in or out of the Dock Area.

A number of these forms are forwarded herewith for distribution to all units concerned so that this method can be adopted forthwith. Units are requested to make copies of the form until such time as they can be supplied in bulk.

N.B. Forms have been indented for and should be available shortly.

4. The procedure to be adopted with regard to Army Book 67 is as follows :-

Motor Transport

The Forms will be filled in in quadruplicate.

The original - To the consignee
The duplicate - To the MT Check Point
The triplicate - To the Transport Company HQ concerned
The quadruplicate-Kept by the consignor

The original, duplicate and triplicate are to be given to the driver of the vehicle who,

(a) hands the original to the consignee at the destination and
(b) hands the duplicate after having it signed by the consignee, to the MT Check Point on returning from his trip, and
(c) the triplicate to his Unit HQ on completion of his duty.

Rail

The same Army Forms will be used but as follows:-

(a) The original, duplicate and triplicate will be handed

to the tramn guard who takes them to the RTO, KURE Station. The RTO, KURE sends the original and duplicate to the consignee who signs the duplicate and returns it to the consignor. The triplicate to be kept by the RTO who returns them at 0800 hrs the following day to the consignor with any remarks he has to make.

H. Harvey-Williams

Lt Col RIE

(H. Harvey-Williams)
Principal Administrative Officer

DISTRIBUTION

British Commonwealth Base	30
13 M. C. Gp	15
42 Port Op Coy	15

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ British Commonwealth Base
Kure.
Ref. 327.1
8 Mar 46.

Subject: JAPANESE CIVILIAN (FEMALE) EMPLOYEES - ACCOMMODATION OF TYPISTS, STENOGRAPHERS, INTERPRETERS

1. The question has been raised of the suitability of accommodation provided for in use by Japanese Civilian (Female) Employees, employed as Typists, Stenographers, or Interpreters in the KURE area. It is believed that some of these employees are accommodated in areas which are not suitable or respectable.

2. In order that a thorough investigation may be made addressees will forward to this HQ by 0910301 information on the following points:-

(a) Are women employees of this class permanent residents of KURE?

If so: (i)Are they living with relatives?

(ii)Are they living in suitable quarters in a respectable area of the town?

(b) Are women employees of this class temporary residents of KURE?

If so: (i)Are they living in suitable quarters in a respectable area of the town?

(c) Do any of these employees travel from out-lying districts to KURE daily and return to their homes nightly?

(d) In the event of sleeping accommodation being made available in a suitable building in the KURE area how many of the women employees of this class do you recommend should be accommodated?

3. As the above information is required by HQ BCOF by 9 Mar 46 units will ensure early reply; particulars may be phoned to Ext.22104 (Chief Clerk British Commonwealth Base).

4. NIL returns are required.

M. Hanlay Capt for Lt Col.
AA & QMG British Commonwealth Base.

Distribution

List "A" less serials 2, 7, 24 - 26, 28 - 34.

HEADQUARTERS

BRITISH COMMONWEALTH BASE
KURE.
9 Mar 46.

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTION No.1

Herewith Aministrative Instruction No.1 amended to 9 March 46.

These instructions are issued for the guidance of units in the KURE area.
Units will ensure that the relevant portions of these instructions are promulgated to all personnel under their command.

Lt Col.
AA & QMG British Commonwealth Base.

DISTRIBUTION

List B
Copy to: HQ BCOF

I N D E X

to

BRITISH COMMONWEALTH BASE ADMINISTRATIVE INSTRUCTIONS

Para No.	Subject	Page
	PART 1 - GENERAL	1
1.	Title	2
2.	Dress	2
3.	Laundry	2
4.	Tailoring	2
5.	Censorship	3
6.	Hygiene	3
7.	Fire Precautions	3
8.	Demolition of Buildings	3
9.	Price Control	3
10.	Transient Personnel	3
11.	Discipline	3
12.	Unit Records	4
13.	Allotment of Buildings	4
14.	Security of Arms	4
15.	Tracked Vehicles	5
16.	Hours	5
17.	Controlled Critical Items	5
18.	Misconduct	6
19.	Pilfering	6
20.	Shrines	6
21.	Guards and Sentries	6
	Appendix A	8
	Appendix B	9
	PART II - ENGINEERS	10
1.	Location	11
2.	Engineer Works	11
3.	Engineer Stores	11
4.	Indenting	11

Para No.	Subject	Page
	PART III - SIGNALS	12
1.	Telephone System	13
2.	Signal System	13
3.	Signal Co-ordination	13
	Appendix A	14
	PART IV - S and T	15
1.	Supplies	16
2.	POL	16
3.	Transport	17
	PART V - MEDICAL	18
1.	General	19
2.	MAPs	19
3.	Ambulance Transport	19
4.	VD Prophylaxis	19
5.	Atebrin	19
6.	Water	19
	PART VI - DENTAL	20
1.	Location	21
2.	Treatment	21
3.	Appointments	21
4.	Dental Treatment Cards	21
5.	Oral Prophylaxis.	21
	PART VII - ORDNANCE	22
1.	Installations	23
2.	DADOs responsibilities	23
3.	Indents	23
4.	Returns, vouchers, etc	23
5.	Accountancy	23
	PART VIII - AEME	24
1.	Responsibility	25
2.	Method	26
3.	General	26

Para No.	Subject	Page
	PART IX - PAY	27
1.	Pay	28
	PART X - POSTAL	29
1.	General	30
2.	Mail Closing Times	30
3.	Rules	30
4.	British Indian Personnel	30
	PART XI - PROVOST	31
1.	Field Punishment	32
2.	Speed Limit	32
3.	Unattended Vehicles	32
4.	Unauthorised Passengers	32
5.	Trafficking in Cigarettes, etc.	32
6.	Bottled Liquor	32
7.	Out of Bounds	32
8.	General Conduct	32
9.	Travelling on Trains	33
10.	Geisha Houses	33
11.	Arrest of Japanese	33
12.	Thefts and Security Measures	33
	Appendix A	34
	PART XII - CANTEENS	35
1.	Canteens	36
	PART XIII-MILITARY GOVT	37-38
	PART XIV - MOV and TN	39
1.	General	40
2.	Mov and Tn Units	40
3.	Organisation	40
4.	Control of Movement - Sea	40
5.	Control of Movement - Rail	41
6.	Control of Movement - Air	42
7.	RUAB - ETA JIMA Ferry	42

Para No.	Subject	Page
8.	Transportation Works	42
	PART XV - LABOUR	43
1.	General	44
2.	Labour Control	44
3.	Economy in Demands	44
4.	Pay and Rations	45
5.	General Principles	46
6.	Requisitions	46
7.	Authorisation of Tasks	46
8.	Transport	46
9.	Messing	46
10.	Supervising Personnel	47
11.	Security	47
12.	Hours of Work	47
13.	Discharge	48
14.	Casualties	48
	Labour Form A	49
	Labour Form B	50
	Labour Form C	51
	Labour Form D	52

NO 1

BRITISH COMMONWEALTH BASE
ADMINISTRATIVE INSTRUCTIONS

PART I - GENERAL

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

1. TITLE

(a) The designation of the Base is "British Commonwealth Base" and NOT BCOF Base.

(b) Abbreviated title - BRIT COM BASE

2. DRESS

(a) Members of Australian Army Component

(i) Officers

When on parade with troops the dress will be uniforms SD, belts waist web, anklets web or gaiters AUSTRALIAN pattern, hats fur felt turned up or such other order of dress appropriate to the parade.

When working in offices, dress as above, or uniforms officers' pattern may be worn.

(ii) ORs

Officers Commanding units will order the appropriate dress for parades.

Walking Out Dress Uniforms SD, belts waist web, anklets web or gaiters AUSTRALIAN pattern and hats fur felt turned up.

Greatcoats may be worn if necessary.

(b) Members of British, New Zealand and Indian Army Components

Dress will at all times conform with the instructions laid down in British, New Zealand and Indian regulations.

(c) Naval and Air Force Components

Dress will conform with instructions issued by respective Service Commanders.

3. LAUNDRY

(a) The following facilities are available to units for laundry purposes:-

(i) Unit controlled laundries using JAPANESE labour.

(ii) JAPANESE civilian laundry services.

(b) Prices for civilian laundry services are controlled by US Military Government. A maximum price list is attached as Appendix "A".

4. TAILORING

There are facilities for JAPANESE civilian tailoring. Prices are controlled by US Military Government. A maximum price list is attached as Appendix "B".

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

GENERAL (Cont'd).

5. CENSORSHIP

Private correspondence is NOT subject to censorship.

6. HYGIENE

(a) JAPANESE personnel will NOT use baths, showers or latrines used by BCOF personnel.

(b) Any violations of this order will be immediately reported to the appropriate authority and necessary action will be taken.

(c) Units employing JAPANESE labour will make provision for installing the above conveniences for JAPANESE.

7. FIRE PRECAUTIONS

(a) Fire risk in the KURE Area is very great; this necessitates careful drafting of Unit Fire Orders, training of personnel in the use of all available fire fighting appliances and thorough maintenance of equipment.

(b) When burning waste materials attention will be paid to the safety of government and public property; also telephone and electric light cables etc.

8. DEMOLITION OF BUILDINGS

Care must be taken when demolishing buildings and other structures. Safety of personnel, preservation of permanent installations viz telephone and electric cables, must be considered at all times.

9. PRICE CONTROL

Prices for laundry, tailoring, rent of houses, boarding houses and public buildings are controlled by US Military Government.

10. TRANSIENT PERSONNEL

The following procedure will be adopted for the movement and accommodation of incoming transient personnel until such time as a Transit Camp is established:

All incoming personnel requiring temporary accommodation in KURE will report to the Camp Commandant HQ British Commonwealth Base who will arrange accommodation, messing and any necessary transport.

Telephone number during office hours - 22034
Telephone number out of office hours - 22014

11. DISCIPLINE

(a)(i) Inspection of Barracks

All barracks rooms MUST be in inspection order by 0800 hrs daily. COs and OCs of units will, in accordance with normal practice, detail a duty officer who will inspect the barrack rooms, mess rooms, kitchens and places of ablution etc. daily.

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

GENERAL (Contd).

(ii) The importance of tidiness, cleanliness and hygiene cannot be overstressed.

Sale, Barter

(b)(i) Explosives

Explosives will NOT be used for any unauthorised purpose, in particular for obtaining fish.

(ii) Unauthorised personnel will NOT handle explosives of any nature. Particular care will be exercised in handling of explosives of Japanese Manufacture.

(c)(i) Interference With Civil Police

Instances have been reported of interference with by troops with the Japanese police and cases of stealing of their swords.

(ii) Japanese Police are permitted to carry swords and it is essential to maintain their authority with the Japanese population.

(iii) All commanders will ensure that this is brought to the notice of troops under their command.

(iv) Severe disciplinary action will be taken against personnel convicted of interfering with the Japanese and against any person found in possession of a Japanese police sword. Any police swords recovered will be handed over to the DAPM.

12. UNIT RECORDS FOR ECHELON and RECORDS(AUSTRALIAN PERSONNEL)

(a) All units or detachments of units at present located in JAPAN will render AAF W3008 and W3009 to 6 Adv 2 Ech as at 0600 hrs each Saturday.

(b) With reference to detachments only War Establishment Strengths shown on Part A of AAF W3008 and W3009 will be the posted strength of detachments upon embarkation for JAPAN.

(c) Casualty and Medical returns will be rendered in the normal way.

13. ALLOTMENT OF BUILDINGS

(a) The sole authority for the allotment of buildings in KURE is the Commander British Commonwealth Base.

(b) All applications for the taking over of buildings in KURE will be submitted in writing to HQ British Commonwealth Base.

14. SECURITY of ARMS, AMMUNITION and GOVERNMENT PROPERTY

(a) Arms

(i) All personal arms issued to unit personnel, other than those of Provost units and special armed guards, will be kept in a unit armoury. This also includes unissued arms.

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

GENERAL (Cont'd).

(ii) Units will make arrangements forthwith to provide a suitable building for a unit armoury, and for the building to be adequately guarded.

(iii) Arms will be kept thoroughly maintenanced and ready for immediate use.

(iv) Units will institute a strict system of accounting for armeapons. Arms registers showing details and numbers of all weapons on charge of the unit will be maintained. Regular checks of arms will be carried out under unit arrangements. Any loss of arms will be reported immediately by telephone to HQ British Commonwealth Base.

(b) Ammunition

(i) All ammunition will be stored with the utmost security.

(ii) Units will ensure that a thorough and constant check is kept on ammunition at all times.

(iii) Any loss of ammunition will be reported immediately by telephone to HQ British Commonwealth Base.

(c) Billets and Buildings containing Government Property.

Units will ensure that adequate precautions are taken against theft of govt property. In order to reduce guards to a minimum, valuable and attractive property will be concentrated as far as possible and kept under lock and key.

15. TRACKED VEHICLES

Except in cases of emergency tracked vehicles will not be driven over hard surfaced pavements.

16. HOURS

All military personnel will be in their billets by 2300 hrs, with the following exceptions:-

(a) Officers
(b) Personnel on official duty.
(c) Personnel carrying official passes.

17. CONTROLLED CRITICAL ITEMS

(a) The following items are considered critical and will not be procured from Japanese sources without prior authorisation of this Headquarters:-

(i) Medical and dental supplies and equipment.
(ii) Rice.
(iii) Milk, fresh or processed.
(iv) Fish.
(v) Petroleum products.
(vi) General purpose vehicles, including passenger vehicles and accessories, tools, spare parts, tyres and tubes.
(vii) Radio receivers.

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

GENERAL (Cont'd).

(b) Subject to medical inspection and approval, surplus items of perishable foodstuffs may be procured after command determination that a local surplus exists which is not susceptable to civilian distribution.

18. MISCONDUCT

(a) In cases of misconduct among occupation troops towards Japanese nationals it is required,

"That such violations be reported immediately by the offended person or the Japanese Civilian Police to the nearest Military Police supplying such information as time, place and discription of the offence and the identification or description of the offenders."

(b) All Military Police will be instructed to receive complaints from Japanese civilians and Japanese Civil Police of acts of misconduct by occupation troops.

(c) Upon receipt of a complaint, immediate action will be initiated to investigate the offence and to apprehend the offender,

19. PILFERING

(a) All unit commanders will take positive measures to prevent military personnel under their command from pilfering and looting supplies and stores.

(b) The removal of furniture, fixtures or any other property not property of the Armed forces, from buildings or billets, by any unit or personnel of the British Commonwealth Base is prohibited.

(c) No unauthorised requisitioning of Japanese supplies or property is permitted.

20. SHRINES

(a) In the occupation of JAPAN it is desired that no religious shrines, palaces or places of like nature be damaged or profaned by out troops. When troops occupy an area containing places of this nature the responsible commanders will take necessary steps to prevent any profanation or desecration of such places and their contents.

(b) Steps will be taken to prevent the desecration of graves and the mutilation of monuments. Troops will be kept out of private homes and public baths.

(c) The entry of personnel into Japanese theatres is prohibited.

21. GUARDS AND SENTRIES

All guards provided by units of British Commonwealth Base will be furnished detailed instructions in writing by the unit posting the guard. The instructions so provided will be permanently posted in the near vicinity of the guard post and will contain;-

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

GENERAL (Cont'd).

(a) Unit which directed that the guard be posted.

(b) Names and appoint of personnel authorised to sign passes.

(c) Directions as to action to be taken in case of:-

(i) Civilian rioting.

(ii) Fire.

(iii) Unauthorised personnel attempting entrance.

(iv) Unauthorised removal of equipment, furniture etc.

(d) All other special orders pertaining to that particular post.

Appendix "A" to PART I
of British Commonwealth
Base Administrative
Instruction.

LAUNDRY PRICES - MAXIMUM WAGE SCALES

Shirt, wool OD	¥ 2.50
Shirt, cotton Khaki	1.50
Trousers, cotton Khaki	1.50
Undershirts, cotton	.40
Drawers, cotton	.30
Handkerchiefs	.10
Undershirts, wool	.80
Drawers, wool	.80
Socks, wool	.30
Towels, face	.15
Cloth, wash	.15
Towels, bath	.50
Sheet, sibglo	.80
Sheet, double	1.60
Pillow case	.25
Trousers, HBT	2.00
Jacket, HBT	2.00
Cap HBT	.50
Cap, cotton Khaki	.60
Bag, barrack	Free
Coat, pyjama	1.20
Trouser, pyjama	1.20
Bath robe, cotton	1.50
Belt,web,waist	.30
Necktie, cotton	.40
Mattress cover	1.00
Overalls	1.50

Appendix "B" to PART I
of HQ British Commonwealth
Base Administrative Instruction.

TAILORING PRICES - MAXIMUM WAGE SCALES

Trousers:

Lengthen or shorten (hand sewing)	¥ 2.00
Lengthen or shorten (machine sewing)	1.50
Waist alterations	4.00

Shirts:

Take in sides	5.00
Take in sleeves	4.00
Shoulder straps	6.00
Sew on shoulder patch or chevrons	.50
Sew on insignia	.50
Shorten sleeves	6.00

Pressing:

Shirt, OD	1.50
Trousers, OD	1.50
Jacket	1.50

MAXIMUM WAGE SCALES

House (mess boys)	¥ 100	per month
Wash woman	4	" day
Cook	¥125 - 200	" month
Steward (club)	¥150 - 200	" month
Hair cut	1.50	
Shave	.50	

****

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

PART II - ENGINEERS

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

ENGINEERS

(1) LOCATION

Map Ref KURE 1:12500

17 Aust CRE(Works) - Engr Depot KURE Map Ref 518435
13 Aust Army Tps Coy- " " " " " 518435

(2) ENGINEER WORKS

(a) Minor Works

Units requiring engineer works of minor nature eg. latrines, showers, electric light reconstruction etc., will apply to "Q" (Maint) British Commonwealth Base HQ, stating location and description of work required.

"Q" (Maint) will examine proposal. If approved, a priority and project reference number will be allotted. If work can be carried out by unit resources plus Japanese labour only, unit will be so advised and project number will be authority for drawing engineer stores for work.

(b) Works requiring Engineer Advice and Supervision

If work is of such nature that Engineer supervision is required, eg. new electric wiring, installation of steam boilers, setting out of work, etc., unit will be so advised. Engineer works Officer will then inspect work and confirm stores requisitions and labour required, and arrange for engineer supervision.

(c) Large Works

Large works, eg. erection of new buildings and major structural alterations will be carried out by local contract. If the proposals are accepted they will be forwarded to HQ BCOF for approval and for implementary action. All works contracts are arranged by Chief Engineer HQ BCOF.

(3) ENGINEER STORES

Engineer Stores Depot is located at Map Ref 518435 (KURE 1:12500). All stores will be obtained by presentation of approved S 18 to Stores Depot. Approval to all S 18 (Demand for Engr Stores) must be obtained from Stores Officer, Chief Engineers Office HQ BCOF.

Units will not purchase, procure or remove any engineer or construction stores from Japanese Sources.
At present Engr Stores are in short supply. Stores are arriving ex Australia and local resources are being taken over under supervision Chief Engineer's Office HQ BCOF.

(4) INDENTING

For minor works, Units will prepare S 18, quoting "Q" (Maint) project number authority, present to Chief Engineer HQ BCOF Stores Officer and then collect from Engr Stores Depot. For works requiring Engineer Supervision S18 for stores will be checked and signed by project supervising Engineering Officer. Requisition will then be presented to Stores Officer Chief Engineer's Office BCOF HQ for release, and then Stores collected from Depot.

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

PART III - SIGNALS

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

INTERCOMM

(1) TELEPHONE SYSTEM

(a) A telephone directory including British Commonwealth Base is issued each Saturday from HQ BCOF.

(b) Any telephone not listed in the directory should be reported to the G3 Base HQ who will pass on the information for inclusion in the next directory.

(c) Sections of HQ Base, units or sub-units, requiring telephone connection will apply in writing to Base HQ. Pro forma of application : Appendix "A".

(d) Under no circumstances will units connect W E T switchboards to the automatic system.

(e) Underground and pole routes in and around KURE have not yet been clearly marked. Units and personnel engaged in clearing or burning rubbish will exercise the utmost care to ensure that the signal system is not interrupted.

(2) SIGNAL SYSTEM

(a) Signal office and signal centre which serve both HQ BCOF and Base HQ are located on ground floor next to main entrance to HQ BCOF.

(b) SDS covering Base HQ and Base Units has been instituted. All packages for delivery by SDS must be labelled "Official" and signed by an Officer. Staffs and Services in Base HQ will deliver their SDS packages to Chief Clerk Base HQ for handing to SDS drivers. Times of arrival and departure of SDS vehicle will be notified from time to time.

(3) SIGNAL CO-ORDINATION

Signal co-ordination for BCOF Area is the responsibility of CSO BCOF. Signal representatives of all Formations and Units will report to CSO on arrival.

Appendix "A" to PART III of HQ British Commonwealth Base Administrative Instruction.

APPLICATION FOR TELEPHONE

INSTALLATION *

MAINTENANCE *

ALTERATION *

Unit_____

The undermentioned Officer will indicate the service required, to the Signal representative on his arrival.

(a)_____

_____Rank
Appointment and Unit

Date_____

* Cross out service not required.

(a) Give rank, name, appointment and location in unit area.

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

PART IV - SUPPLY and TRANSPORT

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

SUPPLY and TRANSPORT

1. SUPPLIES

DID:-

(a) Location - Map Ref 540432 (KURE 1/25000).

(b) Indenting - Units will demand rations on KURE DID daily by the submission of an indent for rations (AAB 55) in duplicate. Rations indented for will be for consumption three days in advance of the date of preparation and submission of the indent, ie.. Rations indented for consumption on Friday will be indented for on Tuesday and issued by the DID on Thursday.

(c) Times of Drawing Rations - CASC will notify units of the time they are required to collect rations at the DID.

(d) Expense Stores - Expense Stores will be indented for on a weekly basis on an AAB 55 and indents will not exceed the maximum entitlement authorised. This authorisation will be promulgated later. Expense stores will be issued each Tuesday together with other rations. Indents are required by Staurday of each week.

(e) Accounting - Units will submit to DID one copy of AF W3809 by 1900 hrs daily and not later than Saturday of each week. Units will forward to the Supply Officer a completed AF W3810 (Comparison of Daily Ration Strength with Rations Drawn) covering the period of the previous week. Attached to the AF W3810 will be the duplicate copies of the relevant AAB 55s.

2. P.O.L.

PETROL POINT

(a) Petrol Point is now located at Map Ref 544424 (KURE 1/25000).

(b) Time of opening and closing - The Petrol Point will open at 0800 hrs and close at 1800 hrs daily. Only urgent demands will be met outside these hours.

(c) Vehicles will be re-fuelled on demand without indents on production of AAF G2. Issues will be recorded on AAF 78 a copy of which will be forwarded to each unit daily.

(d) Units may draw drummed stocks on demand on production of AAB 55a signed by an Officer.

(e) After initial issues have been made, issues will be on a drum for drum basis.

(f) Demands exceeding 3x44 gall drums will be made on 78 BIPOD at Map Ref 510451 (KURE 1/25000) at the YOSHIURA depot between 0830 hrs and 1530 hrs.

BRITISH COMMONWEALTH BASE

ADMINISTRATIVE INSTRUCTIONS

SUPPLY and TRANSPORT (Cont'd)

3. TRANSPORT

(a) All demands for Mechanical Transport will be forwarded in writing to CASC Base KURE, and NOT to Gen Tpt Coys direct.

(b) Requisitions will be lodged by 1630 hrs the day prior to requirement.

(c) Confirmation of telephone demands (In cases of urgency) will be lodged within four hours.

(d) S & T will co-ordinate all MT tasks in the area.

(e) Vehicles will not be diverted from their original tasks without authority from S & T.

(f) Requisitions for transport should if possible be on AAF G1; if in manuscript, the demand must include the following information:

i) Time to report
ii) To whom to report(Name of Offr or NCO).
iii) Place of reporting
iv) Destination
v) Nature of task.

(g) All vehicles' work tickets (AAF G2) must be signed off at completion of task, by an Officer or NCO of the unit or service ordering transport.