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17 Infantry Brigade
Standing Orders 1939 - 1940

STANDING ORDERS

H. Q. 17 AUST INF BDE

1939-40

AMENDED TO OCTOBER

1941

S T A N D I N G O R D E R S

HEADQUARTERS

17 AUSTRALIAN INFANTRY BRIGADE

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S T A N D I N G O R D E R S

HEADQUARTERS

17 AUSTRALIAN INFANTRY BRIGADE

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APPENDIX "T"

P.A.D. AIR RAID REPORT PROFORMA.

(1)

STANDING ORDERS

HEADQUARTERS 17 AUST INF BDE

CHAPTER 1

ORGANISATION

1. These Standing Orders apply to the following :-
 - HQ 17 Aust Inf Bde
 - Sig Sec
 - PL Aust HQ Gd Bn
 - L.A.D.
 - Det Pro Coy (if attached)
 - Det Div Postal Unit (if attached)
 - Other attached units located at Bde HQ.
 - Units of the Bde where general policy is laid down.

2. Brigade HQ will not normally be divided (except that B Echelon may be detached) and will establish only one HQ. It may occasionally be necessary to detach a small command party for a short time. The composition of such a party will vary.

Operational experience has shown that in certain areas it is sometimes necessary to form both an advanced and rear HQ, and in very difficult country, a third separate area for "L" Echelon transport. In all cases the Brigade Commander's wishes will be ascertained by the Brigade Major who will detail the personnel and vehicles to remain at each HQ.

3. Administrative area :

- i. There will be one administrative area under the Staff Captain except that when "B" Echelon is detached it will form a separate area under the Brigade Transport Officer.

- ii. The Brigade HQ area should allow for :-

- Bde HQ Office (including Sig Office and wireless set with remote control)
- Sig Sec (less the above)
- PL Aust HQ Gd Bn
- L.A.D. and other attached
- Messes
- Quarters (or rest-areas)
- Transport not required with the above, e.g. D/Rs, visiting vehicles (To be at a distance from the others).with due regard to losses likely to be sustained from ground straffing.)

Transport will be left as near roads as possible with due regard to losses likely to be sustained from ground straffing and all precautions taken to avoid noise and dust near offices. On

no account will transport be allowed to halt so as to block thoroughfares.

Special attention will be paid to the concealment from the air of both tracks and vehicles. Vehicles will always be parked facing away from the sun when no shade is available. On temporary halts camouflage nets will be spread but at permanent or semi-permanent headquarters, they will be spread on stakes about the vehicle and camouflaged against the natural background.

4.

Duties and office organisation:

Duties and office organisation are given in Appendix A. Orders for duty personnel are given in Appendix B.

CHAPTER II

MOVES

5. Types of move will normally be one of the following :-
- i. When HQ is to move complete to a new area.
 - ii. When HQ less B Echelon is to move to a new area; B Echelon remaining at its present location or moving to a lying-up area.
6. Orders for moves of Brigade HQ :-
- i. The Brigade Major will plan the move and decide in each case whether the Staff Captain, Intelligence Officer or Transport Officer is to issue the movement orders to Brigade HQ.
 - ii. The warning order for a move should be issued not less than one hour in advance.
7. Composition of groups for the issue of detailed movement orders is as follows :-

<u>GROUP</u>	<u>Responsible for issue of orders</u>
i. Recce party	S.C. or I.O.
ii. Brigade HQ complete	I.O., S.C. or T.O.
iii. Brigade HQ less B Ech	I.O. or S.C.
iv. "B" Echelon	T.O.

Detail of personnel to vehicles, of vehicle commanders and of vehicles to groups, will be as laid down.

The Brigade Commander and Brigade Major will normally not travel in the same vehicle, nor should a Unit Commander and his Adjutant. All officers will be spread over the vehicles of a convoy as far as is consistent with the situation at the time.

8. Reconnaissance Parties :

i. If the Brigade R group is called for by division it will normally consist of :- Brigade Commander and Intelligence Officer (or Brigade Major), Signal Officer, and two D/Rs; and the R parties of any supporting arms. The Brigade Commander will decide whether Battalion R groups will be also ordered forward to another R.V. nearby.

ii. For billets, bivouacs or a new location in battle; or to act as a guide party :-

Staff Captain (or Intelligence Officer)
Sig Officer or N.C.O. One Wireless Vehicle.
One or two ORs (in Staff Captain's truck)
One sig D/R. One or more Tro personnel on
M/Cs (if available).

Notes : If the main body of Brigade HQ is to follow shortly after the recce party, and the distance is only a few miles, the reconnaissance

party will mark the route to be followed either with personnel or direction signs, or both.

2. The reconnaissance party may only be able to precede the HQ by a few minutes. It must therefore be prepared to find a new site for the HQ and make all arrangements for guiding vehicles in, and to their places, in a very short time.

3. Billetting, bivouac or guide parties will include reps of supporting arms. When the S.C. or I.O. allots them their areas they will allot accommodation in detail for their own units, and will arrange for guiding tpt on arrival.

9. Closing of HQ :

Brigade HQ should if possible open at its new location at the same time as it closes at the old. When this is not practicable (for example, in the case of a long move) a Staff Officer may have to travel in a wireless vehicle.

When the HQ moves a man will be left at the old location for a time to re-direct D/Rs, etc.

10. Movements by Road :

Dismounted troops :

Dismounted troops will march in one of the following ways; in threes; in file on one side and single file on the other; in single file on each side; or all in single file on one side. They will move with gaps between platoons - e.g. 10 yards. Unit or sub-unit commanders should vary these formations to suit traffic conditions, for example, in towns or where meeting other dismounted troops on the march.

Unit transport :

This will be moved by bounds from one parking area to another - parking areas being off the road. When in parking areas, transport will not be formed up in rows, but will be well dispersed, making use of any available cover.

When action is expected, sub-unit vehicles may move with their sub-units; but in this case, there should, by day, be a distance of at least 40 yards between troops of the sub-unit and the vehicle.

Moving off :

When starting from bivouacs, etc., dismounted troops and M.T. will move off direct from dispersed platoon, etc areas, without first forming up by companies.

Halts :

All troops, including vehicles and groups of vehicles, when halting, even for a very short time, will if possible, clear the road.

Orders for M.T. Movement :

The essential points for road movement are dealt with in Chapter VII.

11. Traffic Control and March Discipline :

The officer issuing the orders for the move to each group will collect all the drivers of the group and issue verbal orders. (See F.S.F.B. Pamphlet No 6, Sec 4, 5, for the points to include). He will arrange for a N.C.O. to start the vehicles off at the correct time interval necessary to produce the density ordered.

12. "B" Echelon :

The Brigade Transport Officer will normally control the move of "B" Echelon of units as well as of "B" Echelon of Brigade HQ. He will usually reconnoitre the next site himself and arrange the route, leaving the senior Battalion Transport Officer in charge. The L.A.D. will normally move with "B" Echelon.

CHAPTER III
COMMUNICATIONS

13.

D/Rs :

i. O.C. Signal Section is responsible that a D/R always accompanies the Brigade Commander if he goes away from HQ during operations.

ii. When a special D/R is going out, all officers on duty at Brigade will be warned by signals as early as possible.

iii. Orderlies, D/Rs and delivery of messages :

All ranks must assist orderlies or D/Rs to find the HQ or individual officer to whom their message is to be delivered.

When a HQ is on the move the vehicle acting as the signal office will carry a signal flag in a conspicuous position.

Before returning to his own HQ, an orderly or D/R will always ask if there is any message to take back. He should not be retained for an unreasonable period for this purpose. If the HQ is on the move he should follow immediately behind the signal office vehicle until he is permitted to return to his own HQ.

An orderly wishing to deliver a message to an individual officer who may, for example, be engaged in conversation, will not wait until somebody asks him what he wants, but will make his presence known by saying loudly, "Message for".

14.

Franking of Signal Messages :

Franking of messages, demanding special D/R; priority telephone calls :-

Officers are authorised as follows :-

Brigade

i. "EMERGENCY OPS" -/Commander, Brigade Major, Unit Commander.

ii. "IMMEDIATE" - Brigade Commander, Brigade Major, Unit Commander, Adjutant.

iii. "IMPORTANT" - Brigade Commander, Brigade Major, Staff Captain, Unit Commander, Adjutant and all officers Corps of Sigs.

iv. Special D/R and Priority Calls - Brigade Commander, Brigade Major and - within the Brigade - UNIT Commander and Adjutant.

v. Only officers authorised to sign an "IMMEDIATE" message will sign signals in the "BY ANY MEANS" column. Other officers will sign all messages in the "IF LIABLE TO FALL INTO ENEMY HANDS THIS MESSAGE MUST BE SENT IN CIPHER" column.

If unauthorised officer should initiate messages franked as above, signals will accept the message, but will report to the Brigade Commander. In an emergency any officer may frank any priority but he must be able to justify his action as by franking he accepts full responsibility.

15. Signal Plan :

When warning has been received by signals that an operation order is to be issued, they will show their signal plan for despatch of the order to the Brigade Major.

16. Marking of HEADQUARTERS :

The Staff Captain will be responsible that distinguishing signs are placed at the entrance to HQ and if necessary at the approach from the main route.

17. CODE NAMES, Call Signs, Signal Procedure :

i. Single-Call Procedure will be used on Call-sign and Code names allotted by DIV.

ii. W/T messages will always be in cipher.

iii. Subject to the tactical situation permitting, R/T messages will always be in code.

iv. With L/T, Call Signs and Code names will be used within 3000 yards of the front line or in front of Bde HQ, whichever is nearer the enemy.

v. The danger of direct tapping-in on lines in back areas must always be borne in mind when using the telephone.

vi. In messages addressed to units in front of Bde HQ, it is the responsibility of Signals to see that no clear names are signalled in either the address or text of any message passing by Wireless or Line, except that in messages by Fullerphone clear names may be used.

vii. When a message would normally be enciphered, but time does not permit, it will be the duty of Signals, on instruction from the Brigade Commander, Brigade Major or Staff Captain to convert the message to the R/T Code and pass it as a phonogram or by R/T.

viii. It will be the responsibility of the receiving Signal office to convert Call Signs into P/L names, and messages in R/T code to P/L.

ix. D/R despatches will be addressed in clear names and no code names or call signs will be used either in the despatch itself or on the envelope.

Daily Time Signals :

18. When battalion and brigade are in telephonic communication, the brigade signal officer will synchronise time with units at 0730 and 1930 hrs daily. Any battalion which has not received the time signal will send in an orderly to Brigade HQ to synchronise watches at 0050 hrs daily. Units will also be responsible that time has been synchronised immediately before an operation, in addition to the daily time signals.

19. S.O.S. Signal :

Unless other orders are issued, the S.O.S. signal may be put up on the authority of a company commander. It will only be put up when enemy infantry or tanks are advancing to the attack. The S.O.S. signal will be answered by all weapons on fixed lines, the fire of which falls in the area in which the signal has gone up.

20. Rates of Fire :

In the absence of specific orders on the subject, the following rates of fire will apply :-

i. S.O.S.

L.M.Gs - 1 min rapid, 1 min normal (repeating according to circumstances.)

MED M.Gs - 2 mins rapid, 3 mins normal (repeating according to circumstances).

Mortars - 5 rounds H.E. per min for 3 mins (if ammunition allows).

Arty - 3 mins intense; lift to counter-preparation tasks and fire two bursts of 2 mins rapid with 2 mins interval.

ii. Counter-preparation. Artillery.

When a unit is ordered to engage one task - one burst of 3 mins at rate "intense" followed by two bursts of 2 mins at irregular intervals and at "rapid" rates. The whole during a period of 10 mins.

When a unit is ordered to engage more than one task - one burst of 3 mins at rate "intense" on each task in succession.

CHAPTER IV

PROTECTION

21. Responsibilities :

i. The Brigade Major will lay down a policy in each situation.

ii. The O.C. Guard Platoon, or if he is not available, the Brigade Intelligence Officer, will be responsible for Brigade HQ, and the Brigade Transport Officer for "B" Echelon if it is separated.

22. A.A. and Anti-Gas :

i. Brigade HQ will normally be included in a battalion air defence area.

ii. A P.A.D. officer for Brigade HQ will be detailed.

iii. At least one combined air and gas sentry will be posted for Brigade HQ by day.

iv. Mounting of A.A.L.M.Gs. At each halt and in billets, bivouacs etc., all L.M.Gs will by day be mounted for A.A. action with one sentry on duty at each post. Posts will only be manned on alarm. Each post will be provided with one pair of field glasses, two pairs of dark glasses (for A.A. sentries) and 20 magazines.

23. Ground Attack :

Protection against ground attack :

All personnel will be permanently organised into fire sub-units.

Alarm Posts will always be selected. (The alarm post for clerks will be at their office).

All ranks will have their arms and equipment near them at all times. The anti-tank rifles will be placed in position and personnel detailed to man them on alarm.

24. Sentries :

Sentries by night :

Except in times of special emergency only one sentry will be on duty at night for the Brigade HQ area. He will visit the signal office relief on duty at frequent intervals. He will also undertake the duties of gas sentry. Sentries must be properly posted by an N.C.O. Each sentry will carry one packet of detectors ground in haversack.

25. Alternative site:

The Staff Captain will be responsible for reconnaissance and selection of an alternative site for Brigade HQ. The Brigade Transport Officer will be responsible that an alternative site is found for B Echelon.

26. Protection against Gas And Air Raids :

See Appendix "C", and "T".

27. Precautions against demolitions, minefields, "blinds" and "booby traps":-

Demolitions :

All demolitions and cratering, whether executed by our own troops or by the enemy, will be reported without delay. The repair of such damage will likewise be reported.

28. Reporting location. :

A complete record of all minefields laid will be maintained. Their position and density will be reported to Brigade HQ. Commanders will take steps to ensure that any of their troops who are likely to be required to operate in the vicinity of minefields are informed of their location.

29. Blind shells and "booby traps" :-

- i. Blind shell, when located, should not be moved or tampered with, but should be reported to the nearest artillery personnel.
- ii. Units entering areas recently vacated by the enemy must be on the watch for "booby traps" which are likely to be operated by door-knobs, trip wires, or by touching attractive-looking souvenirs. Suspicious objects should be reported to the nearest engineer unit.
- iii. Enemy mines should be lifted with care. Any wire underneath them should be cut and not pulled.

CHAPTER V

ADMINISTRATIVE

Ref Appendix A, Part II

30. Orders for administrative personnel are given in Appendix A.

31. Interior Economy :

Each sub-unit, office, mess, etc is responsible for the cleanliness of its own sub-area. The Brigade C.S.M. will arrange for the general tidiness of the Brigade HQ area.

Regular Kit inspections will be carried out and losses of Government property by neglect will be charged against the paybooks of personnel concerned. In making a stoppage it must be borne in mind that the articles have been in use for a period and the original value should only be charged when the article is a recent issue. In all other cases a proper assessment of depreciations should be made.

32. Noticeboards :

The Staff Captain will be responsible for the posting of notice boards and direction signs immediately on arrival in a new position.

33. Police :

The Staff Captain will be responsible that military police, or other personnel, are on duty to ensure that all precautions are taken to prevent betrayal of Brigade HQ to the air and that the instructions given in Brigade Standing Orders on the subject of vehicles at Brigade HQ are complied with.

34. Ammunition Code :

i. Daily consolidated returns of ammunition expended up to 1200 hrs, including S.A.A., mortar bombs, grenades, fireworks, etc, will be telegraphed to Brigade HQ.

ii. The ammunition code is contained in F.S.P.B., Pamphlet No 9A, 1939.

35. Brigade S.A.A. Reserve :

When ordered, one 15 cwt truck of S.A.A. per battalion will form the Brigade S.A.A. reserve and will move under orders of the Staff Captain with "A" Echelon of Brigade Transport.

36.

Petrol and OIL :

i. Petrol will be distributed in 4 gallon tins. Units will make their own arrangements for the disposal of these tins, according to orders laid down for the particular area. All empty tins will be concealed from the air, particularly those which have not been painted.

Petrol tins will be uncased at P.R.H.

ii. Diesel fuel oil and lubricating oil will be distributed in 5-gallon drums which are returnable.

iii. Units will give a receipt for all petrol and oils received on A.B.55 and a check system of fuel issued and mileage run will be kept.

iv. Rigid economy must always be exercised in the use of petrol. When the situation permits, engines will be switched off immediately vehicles are halted.

37.

Supplies :

When unit vehicles are required to collect supplies from AASC lorries, the period of time for which AASC lorries will remain at supply points will be ordered by Divisional HQ. Units will collect from supply points in cooks' vehicles.

The scale of rations, fuel and disinfectants will be as laid down in general routine orders.

The sale of items of the ration is PROHIBITED.

38.

Ordnance Stores :

i. Units will submit (through Brigade AAOC warrant officers, where applicable) indents in duplicate to DADOS, for stores shown on A.F.G.1098 series or authorised by general routine orders. In urgent cases indent may be made by telegraph or telephone direct to above.

ii. Ordnance field parks hold a proportion of replacement vehicles (non-fighting A and B), M.Gs, gun and other spares. Indents for stores of an urgent nature will be met as far as possible from stocks held in ordnance field parks. These indents must be submitted through DADOS as above.

iii. Stores not required urgently, such as those to complete equipment of spares allotted by A.F.G.1098, will be supplied in the normal manner from the base depot or advanced ordnance depot.

iv. Stores will usually be delivered to units in supply column vehicles.

When stores are authorised to be issued from the ordnance field park, units will send their own vehicles to collect them.

Normally when units are instructed to draw vehicles from the ordnance field park or S.R.H., they will send their own drivers to collect them.

39.

Anti-Gas reserves :

For clothing and other items held in anti-gas reserve in petrol coys and corps petrol park, "clothing points" (i.e. a proportion of the lorries carrying anti-gas reserves) will be established forward when necessary.

Anti-gas reserves will be supplied to units on demand. A demand will be made in writing and will show the name, rank and unit of the officer making it.

Contaminated clothing will be collected in anti-gas bags by units and dumped. Location of dumps will be reported.

40.

Returned stores :

The importance of salvage will be impressed on all ranks. Unserviceable stores (other than ammunition) which have salvage value, will be sent to Corps Salvage Dump, sorted in categories, in returning vehicles of supply column. Fired cartridge cases, ammunition boxes, etc, will be returned to A.R.H. through ammunition echelons. Any live S.A.A. returned will be placed in a separate box and clearly labelled.

Arms and equipment removed from casualties by field ambulance or casualty clearing stations, will be reported by them to the nearest DADOS for disposal instructions.

41.

Advanced landing grounds:

Advanced landing grounds are out of bounds to all troops and vehicles.

CHAPTER VI

SECURITY

42.

General :

i. All ranks will exercise constant care to prevent leakage of information through indiscreet conversation in public places or in the presence of strangers, whether in uniform or not, on topics directly or indirectly connected with operations. Disclosures, even amongst relatives and friends, while on leave, of impending movements of themselves or their units, is forbidden.

ii. Orders, official documents and marked maps, will not be carried into action, except such as are indispensable to the operation in hand. Any such papers or maps taken into action will be destroyed and any markings on talc coverings to maps rubbed out, when there is risk of capture. The same applies to any private papers which may give indications of the location of the unit or of the state of affairs at home.

All diaries will be collected and envelopes of old letters destroyed before entering a battle zone. Envelopes of mail received while in a battle zone will be destroyed by all ranks after distribution of mail.

iii. Documents, maps and secret and confidential papers will not be left lying about in offices, tents and billets. Those in charge of offices will ensure that all drafts of orders, stencils, waste paper, etc, are destroyed by burning.

iv. Cameras will not be taken into the field.

v. Officers are responsible that all ranks under their command are familiar with F.S.P.B. Pamphlet No 5, 1939, Sections 16 to 26.

43.

Security Officers :

A Senior Officer preferably on the strength of Unit HQ should act as Unit Security Officer and a Staff Officer other than the Brigade Intelligence Officer as Bde HQ Security Officer. The Brigade Major will be the Chief Security Officer of the Brigade.

44.

Recognition of Forces :

Officers will ensure that all ranks under their command are thoroughly familiar with the appearance of allied and enemy uniforms, A.E.Vs and aircraft.

CHAPTER VII

TRANSPORT

45. Traffic Control :

Brigade HQ :

i. No vehicles (except those connected with Brigade HQ) will approach within 200 yds of Brigade HQ unless adequate cover exists for their concealment from ground and air. A car park will be arranged.

ii. Orderlies will be warned to use the most covered approach and to keep under cover whilst in the vicinity of Brigade HQ.

iii. Motor vehicles, including motor cycles, will not be left running near Brigade HQ.

iv. Motor cycles will not be started up or kept running within 30 yds of the Brigade HQ office or of any conference of officers. If necessary they must be wheeled away until clear.

In default of other orders, battalions are responsible for organising traffic control within any areas allotted to them.

46. Brigaded Transport :

Battalion "B" Echelon, when brigaded, will, unless otherwise ordered, consist of all vehicles not carrying fighting equipment or personnel.

47. Manoeuvres :

Transport manoeuvring across country by day will move at wide intervals and distances.

48. Night Moving :

Particular attention must be devoted to training in driving by night on roads and across country both with reduced lighting and no lights.

49. Machine Mastership :

The maintenance of mechanized forces in the field depends on expert machine mastership. The following considerations help to attain that state :-

- (i) A high standard of mechanical knowledge.
- (ii) An organized system of inspection and maintenance.
- (iii) Good driving discipline.
- (iv) Good driving training.

50.

Convoy Movement :

(a) Traffic Control : All available M/Cs must be used for this purpose.

(b) Marking : The leading vehicle of each unit will fly a unit flag at the front of the vehicle, and the last vehicle will fly a similar flag from the rear. Flags will be attached to the sides of vehicles and under no circumstances will be flown from the top of the radiator.

(c) Speed and density : The leading vehicle will control the speed of the convoy as laid down. The Transport Officer is responsible that all drivers are acquainted with the m.i.h. and v.t.m. for the move and that correct intervals are maintained between vehicles and blocks of vehicles.

(d) Road Blocks : On encountering any road block all personnel in M.T. must immediately remove, repair or detour the block and ensure continuous freedom of road movement. Care must be taken by all drivers to ensure that their vehicle does not block the roadway should they halt at any time, and that if unable to pull right off the road, a man is posted to signal traffic to pass.

(e) Halts : Whenever a halt or check occurs on the line of march, one man by day or two men by night will dismount from each vehicle. They will ensure that their vehicle moves on again as soon as the vehicle in front moves, keep the driver awake and alert to his job, assist to clear any blockage ahead, and control traffic approaching from the rear.

(f) Dispersal : Units will post T.C.Ps at dispersal points to ensure rapid movement of their convoy off the roadway and prevent any traffic blocks occurring.

51.

Air Attack v Road Movement :

When road movement is liable to attack from the air, it must be realised that the object of the enemy aircraft is to disorganise road movement and so prevent or retard the operations in hand.

It is the duty of all ranks to do all in their power to nullify or reduce to an absolute minimum such interference with our plans.

Defence against air attack will be either PASSIVE or ACTIVE, normally the former. Active defence will only operate against aircraft which actually attack the vehicle or convoy and are within effective range.

When in an area subject to air attack, every vehicle must have an air sentry posted for all round observation, during daylight. The driver must on no account act as an observer, but will concentrate on his full time task of driving.

Duties of Air Sentries :

- i. Maintain all round observation for enemy aircraft.
- ii. On sighting hostile aircraft, observe the direction of flight.
- iii. If direction of flight will bring enemy aircraft within range of vehicle or convoy, then issue warning to driver and personnel to be prepared for action, but vehicle will not stop. Driver must ensure that he is moving at correct density.
- iv. If enemy aircraft attacks, order driver to stop, pulling well to the side of the road, and all personnel dismount, move away from vehicle and roadway for a short distance at a smart pace and take cover or lie down. Avoid running, which can be easily observed from the air. Do not move more than approx 100 yards from the roadway.
- v. Continue to observe flight of enemy aircraft, and as soon as danger of observation from the air is over, or attack has ceased, order "All clear" and ensure that vehicle is on the move again with no delay.

Air sentry should be changed frequently to avoid over strain. Should an attack by enemy aircraft result in damage or obstruction to the road surface, immediate steps must be taken by all in the vicinity to clear the obstruction or repair the road surface, or find a detour if such is necessary.

Only by these active measures of passive defence will we be able to defeat the enemy in his objective of disorganising our road movement.

Should enemy aircraft attack road movement from a low level or by dive bombing, ACTIVE measures are called for. All available fire should be brought to bear against the aircraft. This fire, however, must be controlled and must be held until the target comes within effective fire range.

In order to develop the maximum amount of fire power in the minimum of time, the Bren gun will, unless mounted, be used by firing from the shoulder. Time will not be wasted in mounting the gun on tripod for use against fast moving dive bombers. All ranks will therefore be taught to fire the Bren from the shoulder and from any other position from which effective fire may be brought to bear against the enemy without delay.

51A.

Inspection :

Regular inspection of unit transport will be ordered by the C.O.

The Brigade Transport Officer and O.M.E. will carry out regular inspection of Bde HQ and unit vehicles at least once each month and report to Staff Captain and C.Os of units respectively.

Training of spare drivers will be continuous.

CHAPTER VIII

INFORMATION

52. Situation Reports :

When the Bde is actively engaged, Bn Comd will render a brief written or verbal report to Bde HQ at least every two hours, giving their situation and intentions. Copies of Bn O.C's may be sent for this purpose, if considered desirable.

53. Hostile Shelling Intelligence :

Information regarding enemy shelling should where possible, include the following :-

- i. Exact times shelling began and ended.
- ii. Bearing of the flash or report of the hostile gun (The map reference of the place given from which the bearing taken must be given.)
If the shell makes a groove in the ground before explosion, the bearing of the groove is of great assistance.
- iii. Area shelled.
- iv. Damage done.
- v. Nature of fire, e.g., registration, bombardment, etc.
- vi. Number of guns firing and rate of fire.
- vii. Whether guns or howitzers and, if possible, the calibre.

54. Gas Intelligence :

i. Whenever gas is used by the enemy, the fullest particulars and the place where it was used will be noted and reported.

ii. Whenever there are any new or unusual circumstances, samples of earth and water from gas-shell holes, any contaminated materials, splinters from bombs or shells and, if available, an enemy respirator, should be sent to HQ together with precise information as to the location of any blind bombs or shells suspected of containing gas.

55. Air Intelligence :

i. Air intelligence which should be forwarded in situation reports includes :-

- (a) Particulars of enemy air raids, i.e., tactics employed, numbers and nature of bombs dropped, size of craters, location of any "duds".
- (b) Pyrotechnic and light signals employed by enemy aircraft.
- (c) Spray attacks, tactics employed, type of aircraft used (if known), nature of spray.

ii. The following will be reported immediately :-

- (a) Particulars, including location, of enemy aircraft crashing within our own lines. A statement of the equipment salvaged and action taken with regard to enemy pilots and airmen should be given.
- (b) Information of casualties of our own or allied aircraft. If the airman falls in our own lines, the senior officer on the spot will assist the crew and mount a guard on the aircraft with orders to allow no one but R.A.A.F. (or allied Air Force) personnel to approach it. ENEMY AIR FORCE P.O.W. will be sent immediately to COR. HQ for interrogation.

55A.

Prisoners of War :

The disposal of prisoners-of-war will be laid down by higher formations for various battle zones.

It is essential that all Ps.O.W. should be thoroughly searched and all documents removed and labelled with prisoner's name and number. They will be sent direct to DIV HQ unless the Bde is operating on a detached role when they will be sent to Bde HQ. Identifications of new enemy units will be signalled to DIV repeated to BDE.

P.O.W. will not normally be subjected to long interrogation at unit or Bde HQ.

Identification, name and number will usually suffice.

CHAPTER IX

TRAINING

56. The following subjects require continuous attention in unit training programmes :-

Small arms training.
Fire discipline; indication and recognition.
Field craft.
Field signals.
Field works (layout of work and four hour digging task).
i. Crawl trenches.
ii. Slit trenches.
iii. Splinterproof shelters - Remember "sweat saves blood".
Patrols.
Defence against aircraft.
Defence against A.F.Vs.
Defence against gas.
Sentry duties in the field.
Concealment and camouflage.
Driving wheeled vehicles and towing disabled ones.
Track discipline.
Marching, including cross country by night.
Siting and protection of road blocks.
Map reading.
Messages and reports.
Short lectures on subjects such as tactics of infantry, of other arms, of the enemy; recognition of allied and enemy personnel, vehicles and aircraft; security of information; anti-aircraft protection; standing orders; mechanised movement; use of field dressings; field hygiene, etc.

57. Preparation of Tactical Exercises :

Exercises will be prepared in accordance with A.T.M. No 25, Part II, para 11.

CHAPTER X

GENERAL

58. Church Parades
 See Appendix F.
59. Rece and Layout of Bde HQ
 See Appendix G.
60. General Duties in the Field
 See Appendix H.
61. Organisation Table
 See Appendix I.
62. Basis for Layout of HQ - on move
 See Appendix J.
63. Basis for Layout of "B" Echelon on move
 See Appendix K.
64. Basis for Layout of HQ - when halted
 See Appendix L.
65. Desert Formation
 See Appendix M.
66. Platoon Vehicle Loading
 See Appendix N.
67. Maintenance Programme
 See Appendix O.
68. "G" Returns
 See Appendix P.
69. "A" and "Q" Returns
 See Appendix R.

70.

Bde Commander Strength Return

See Appendix S.

71.

P.A.D. Air-Raid Reports

See Appendix T.

DUTIES AND OFFICE ORGANISATION

PART I - DISTRIBUTION OF DUTIES

BRIGADE MAJOR :

Responsible for all the staff work at Brigade HQ and can allocate it, subject to his Commanders approval, as he thinks fit.

Initiation of plans, subject to the commander's orders.

Preparing and issuing operation orders and instructions.

Transmission of information to Div HQ and to neighboring troops.

Training.

Reports.

Reports on officers other than C.Os.

Honours and Awards.

BRIGADE MAJOR (LEARNER)

Assists Brigade Major.

STAFF CAPTAIN :

Questions relating to :-

Personnel (except as for B.M.)

Casualties.

Spiritual Welfare.

Discipline.

Sanitation.

Prisoners of War.

Police.

Routine Duties.

Ceremonial.

Distribution and detail of billets.

Supplies, petrol, amn., water, equipment, clothing etc.

Preparation of adm. para of operation orders.

Traffic Control.

Recce of sites for Bde HQ.- and allotment.

Control of Transport arriving at Bde HQ.

STAFF CAPTAIN(LEARNER)

Assists Staff Captain.

BDE SUPPLY OFFICER :

Represents C.A.S.C. at Bde HQ.

Advise on A.S.C. questions.

Maintains personal liaison with units to ensure smooth working of A.S.C. services.

Assists Staff Captain in all matters relating to A.S.C. supplies.

Forecasts requirements of petrol and oils and gives early warning of any abnormal demand.

BDE INTELLIGENCE OFFICER :

Intelligence.

Distribution of information.

Disposal of prisoners of war and captured documents.

Supply of maps and air photographs to units, Tracings.

Situation Maps.

Codes and Ciphers.

War Diary (under direction of B.II.)

~~Security measures within the Bde.~~

Defence of Bde HQ. (if O.C. Gd Pl is not available).

Preparation of information para of operation orders, and checking co-ordinates in those orders.

Organisation of Bde R.V. when C.Os. come for orders.

GAS - To collect and record all items of gas intelligence and to forward full reports to, Div HQ without delay.

Gas maps.

Shelling Maps.

A.Tk mine maps.

Patrol maps.

LIAISON OFFICERS :

1. Duties.

In addition to carrying out such special missions as may be ordered, the duties of Liaison officers, in general, are :-

i. To convey the orders of the commander of the formation to which they are attached, and when necessary, forecasts of his intentions, to his subordinate commanders.

ii. To bring information of the situation as known at the next forward headquarters to the commander at his own headquarters. This may include the following information from the commanders they have visited :-

The opinions and intentions of those commanders. Deductions regarding the intention of the enemy. Opinions as to the morale and physical condition of the troops.

iii. To keep flank formations informed of the course of events and of future intentions, and to obtain similar information from them.

2. Conferences :

To be in a position to carry out the duty defined in para 1, (i) above, liaison officers should, whenever possible, attend all operational conferences at their own headquarters.

3. Location :

i. It is not possible to lay down any hard and fast rules as to when liaison officers should be at the headquarters of the formation to which they are attached or at the next forward headquarters. In each case it depends on whether it is immediately more important to wait at the rear headquarters to take out the commander's instructions or to wait at the next forward headquarters to bring back information. Liaison officers must continually ask for instructions on this subject.

ii. A location statement will be kept. Every liaison officer on departure or on relief will write down the nature of his duty or whereabouts, and times of his departure.

4. Duty Roster :

Except in times of active operations, a duty roster will be kept, one liaison officer being always on duty or at short notice.

5. Action on arrival at a Headquarters :

On arrival, unless the information which they bring is so important and urgent as to require an immediate report to the commander, liaison officers will visit the signal office, hand in any messages which they have brought with them for distribution and give the map location of the headquarters they have left. They will also inform the signal office of any impending moves.

They will then make their report to the officer on duty. While at headquarters they will be either at the place appointed for liaison officers or will inform the officer on duty where they are to be found.

Vehicles will be parked with the signal D/Rs and should be clearly marked "Liaison Officer".

6. Action on leaving a Headquarters :

Liaison officers will not leave a Headquarters without first reporting to the officer on duty. They will also call at the signal office before leaving to collect any outgoing messages. If possible, they will give prior notice of the probable time of their departure in order that D/Rs are not sent out needlessly.

7. Messing :

Liaison officers will mess with whichever HQ they happen to be with.

8. Maps :

Liaison officers should have a small map board, talc and chinagraphs, so that they can record the position of the troops, plan of attack, etc, on a marked map.

L.A.D. COID :

Represents S.O.M.E. at Bde HQ.

Advice on M. Eng. questions.

Maintain personal liaison with units, under direction of S.C., to ensure efficient maintenance of M.T. and other mechanical and optical equipment.

Assist Staff Captain in all matters relating to M. Eng.

Under S.C., supervise training of drivers M.T., mechanics and fitters.

BRIGADE SIGNAL OFFICER :

Command, administration and technical efficiency of Brigade Sig Sec.

Available as an officer of the Brigade Staff to take his turn of duty at Brigade HQ.

Liaison with B.M. and B.I.O. to obtain adequate information on which to base his signal plans.

Advice on signal matters, especially with reference to the intercommunication paragraphs of operation orders.

Reporting to the B.M. any failures in signal communications or delays in the transmission of messages.

Advice to Battalion Commanders on their own sig communications and co-operation with Battalion sig officers including all possible assistance to them.

Siting at Bde HQ and general tactical control of Div wireless sets and R.A.F. wireless tender, if attached.

Administration of attached details of other sig units and R.A.F. personnel at Brigade HQ.

First line repairs to signalling equipment of battalions.

BRIGADE TRANSPORT OFFICER :

Under direction of S.C. :-

Command B Echelon (incl B Echelon of Bn transport when brigaded).

Defence of B Echelon area.

Mechanical transport.

Petrol.

Recce of site for B Echelon.

GUARD PLATOON COID :

He is responsible for the protection of the immediate area of Bde HQ from air and ground attack.

He is responsible for provision of escorts and sentries in HQ area and will obtain from the S.C. or I.O. the number of sentry posts required, the position of this platoon in the ground defence of the area, He will advise the best positions for siting the A.A. defences.

All sentries mentioned in these Standing Orders are provided by the Gd Pl and should the number exceed those available the Gd Pl Comd will ask assistance from the Staff Captain who will allot drivers of stationary vehicles as extra sentries.

The Gd Pl Comd will assist I.O. as P.A.D. officer.

BRIGADE SPORTS AND ENTERTAINMENT OFFICER :

Under direction of S.C. the arrangement and co-ordination of all sporting activities and entertainments within the Brigade.

BRIGADE C.S.M.

The C.S.M. is the senior W.O. on the strength of Bde HQ and under direction of the Staff Captain supervises :-

- i. The work of the N.C.Os and special duty men of Bde HQ.
- ii. Training of Bde HQ personnel.
- iii. Traffic control in HQ area.
- iv. Layout of billets or accommodation.
- v. Sanitation.

In addition to exercising general supervision as outlined above, the C.S.M. will be personally responsible for :-

1. The furnishing of parade states.
2. The maintenance of discipline and the enforcing of standing, general or other orders.
3. The carrying out of weekly arms and amm checks with Bde HQ and attached troops.
4. The assembly of parades including :-
 - (a) Sick parades.
 - (b) Leave Parties.
 - (c) Fatigue Parties.
 - (d) Church Parades.
 - (e) Other Parades as ordered.

SERGEANT CLERK :

Organisation and supervision of clerical duties.

Checking correct assembly, numbering and despatch of orders, messages, etc.

Ensuring that incoming orders, messages, etc. are at once passed to the officer concerned; and that they are subsequently seen as necessary by other officers and filed. (Note: This duty may be allotted to Int Offr.)

Ensuring that all waste paper, carbons, etc are burnt.

Ensuring that reliefs are carried out so that clerks get meals and rest.

CIPHER STAFF :

Responsible for cipher work and apparatus. Will assist the Bde I.O., or the Sgt Clerk, when not engaged in cipher work.

WARRANT OFFICER, A.O.C.

Represents S.A.D.O.S. at Brigade HQ.

Advice on A.O.C. questions.

Assists Staff Captain in all matters relating to ordnance stores, & collections of ordnance salvage.

BRIGADE C.Q.M.S.

Assists the Staff Captain.

Drawing and accounting of equipment and stores (except M.T.)

Messing of ORs (incl sigs). Arrange special meals, haversack rations, etc. Inform personnel when meals are ready and keep meals for or send tea, etc. to those unable to attend. Make a special point of ensuring that all concerned, including visiting personnel, get meals.

Indents for rations, etc.

Payrolls.

BRIGADE TRANSPORT SERGEANT :

Assists Brigade Transport Officer.

Drawing and accounting of M.T. vehicles and spare parts.

Maintenance of M.T.

Petrol.

DETAILED DISTRIBUTION OF DUTIES

Duties are as per Appendix A, Part I,
with the following additions :

B.M. - Major J.A. BISHOP
Chief Security Officer

B.M.(L) -

S.C.

S.C.(L)

SUP.OFFR. - Officer i/c Messing
Franking Officer

I.O. - Censorship
P.A.D.

L.O. 1 - Assistant to S.C. (When L.O. is engaged
Musketry on liaison duties
Leave continually S.C.(L)
Pay perform these duties.)
Franking Officer.

L.O. 2 - Assistant to B.M.)
Compensations)
Training of HQ personnel)
Franking Officer)
Security Officer)

L.O. 3 - Assistant to B.M.) When L.O's
Interviewing Officer) are engaged
Franking Officer) on liaison
Schools and Courses) duties contin-
Publications) uously B.M.(L)
performs these
duties.

SIG OFFR - Franking Officer

Sig Lieut - Franking Officer

T.O. - Franking Officer

L.A.D. - Franking Officer

SPORTS &
ENTERTAINMENT OFFR -

CORPS GD PL COMD - Asst P.A.D. Officer
Franking Officer.

PART II

OFFICE ORGANISATION

1. REGISTRATION :

All incoming correspondence, unless addressed to a specific officer, will be taken to the Sgt Clerk, who opens all except those marked "Secret" or "Confidential" and registers them.

The Sergeant Clerk will immediately distribute inwards correspondence as under :-

i. "Secret" and "Confidential" communications are passed unopened to either the Comd or B.H.

ii. Bde Comd. Matters relating to :-

policy
operations
honors & awards.

iii. B.H. " " " :-

training
information
reports
security
intelligence.

iv. S.C. " " " :-

All A. & Q
subjects.

v. As soon as dealt with, the Sgt Clerk will attach "Seen by" stamp and ensure rapid circulation amongst other officers concerned.

MAXIM : The Bde Comd must see and initial all correspondence and messages as soon as practicable.

2. FILING :

Files will be reviewed regularly to ensure that as few documents as possible are retained at HQ. Every month papers, maps, etc will be sorted into three categories :-

i. Those required for current use and local reference.

ii. Those no longer required, but likely to be of historical value on questions which may arise in the future.

iii. Those not included in i or ii.

for disposal as follows:-

- i. Maintain.
- ii. Index and send to Officer i/c 2nd Echelon for transmission to Records Office.
- iii. Destroy after check by S.C.

3. DESPATCHES :

(a) Correspondence within the Bde will be sent by orderly. Others will be despatched through Sigs.

(b) If a message is for more than one addressee, one copy should be handed to Sigs Office for each addressee and one spare. All addressees must appear on each copy of the message.

(c) Sigs are responsible for advising the originator of any undue delay in transmission and delivery of messages, orders, etc., whether "ack" has been ordered or not.

4. ACKNOWLEDGEMENTS :

When correspondence requiring "ack" is issued, the officer signing it will ascertain from sigs the time by which this should be received. The registration clerk will enter particulars in the form for registration of "acks" and will be responsible for informing the officer whether "ack" has been received or not.

5. SECRET DOCUMENTS :

(a) All documents in the field are secret as far as the enemy is concerned, **but** it is necessary to discriminate as to which papers are to be so marked. The principle is that if a document is "Secret", not merely its contents, but its very existence, should be unknown except to those directly concerned with it.

(b) Important secret papers will not leave an officer's custody.

(c) Every officer is responsible for ensuring the destruction or safety by concealment or removal, of all "secret" ~~xxxxxxxxxxxxxxxx~~ documents in his possession, or in his office, should there be any danger of their falling into enemy hands.

6. OFFICE STORES :

A stock of office stores, stationery, etc., in accordance with the scale laid down by A.F.L. 1598, will be maintained. Indents to replenish stock when in the field will be addressed to 'M' Adv Stationery Depot.

7.

GENERAL :

(a) The responsibility of a Staff Officer does not end with the issue of an order. It is his duty to ensure that the order reaches its destination and that appropriate action is taken by the recipient.

(b) A record will be kept of all verbal orders or instructions, or important telephone conversations, and the officer making the note is responsible that all concerned are informed of its contents. The note will be registered.

(c) The Sergeant Clerk will see that there is a waste paper basket in each office and that their contents are burned daily.

8.

(a) BATTLE MAPS :

The following will be maintained during operations :-

i. Situation Map to be kept by the Int. Sec. All available information of own or enemy's forces will be entered on this map. Each officer should view this map once each hour to ascertain the latest information.

ii. Brigade Commander's Map - Any information (important) will be marked on this immediately. It will be corrected each clock hour or on demand by Brigade Commander or Brigade Major.

(b) BATTLE FILES :

Battle files containing "in" and "out" messages, orders, etc, will be maintained during operations by Intelligence Officer.

Messages will be kept in these files for four hours from T.O.R. and then removed to office files.

All "IN" messages will be handed by Signal Orderly direct to Commander or Brigade Major. The Commander's confidential clerk will collect all messages immediately the Commander or Brigade Major has dealt with them and hand them to the Intelligence Section.

Officers examining the situation map (see 8 (a) (i) above, will read and initial all orders and messages in files also.

9.

PRODUCTION OF COORDINATION ORDERS :

i. Clerks and sig office will be warned that an O.D. is to be produced, and approximate time.

ii. Sgt Clerk will then organize :-

- (a) Preparation of envelopes.
- (b) Typists ready for dictation.
- (c) Duplication.
- (d) Pinning up.

iii. B.M. is responsible for the order; he will also see the sigs plan for despatch.

iv. I.O. will assist as needed, in particular with tables and tracings. He will write the information para.

v. S.C. will write Adm paras and assist with march tables if required.

vi. Form for Ack of Bde Orders & Instns.

Each order or instruction has attached a cyclostyled slip as under :-

To.....name of recipient
S.D.R. Slip.....name of issuing formation
Operation Order No.....Copy No...Date.....
Operation Instn No.....Copy No...Date.....
Adm Order No.....Copy No...Date.....
Adm Instn No.....Copy No...Date.....
Secret Document.....Date.....
Received.....hours.....Date.....
Signature of recipient.....
To be completed without delay and returned to bearer.

10. CHECKING OF MESSAGES AND ORDERS :

i. These will be checked when possible by an officer other than the originator.

ii. The carbon copy of a "wax" will be checked before duplication taken place.

11. DRAFT ORDERS :

Whenever circumstances permit of the preparation of a draft order some hours before the final details of a plan are decided, the draft order will be carbon copied and copies handed to C.Os of units in the form of a "Warning Order".

DUTY PERSONNEL

(Other than Sentries)

One officer, one clerk and one orderly will be on duty at Brigade HQ at all times during day and night. Orders will be issued by the B.M. as to whether any of the duty personnel must be continuously awake at night. Reliefs must be arranged for any who have to remain awake. An officers' duty roster will be maintained by the Staff Captain; all officers, including the Liaison Officers, will be available. Intelligence section and cipher personnel will be included on the clerical duty roster. The duty officer will :-

- i. See all incoming messages and take telephone calls.
- ii. Deal with any matter that requires immediate action; if not competent to deal with the matter himself, wake up the officer concerned.
- iii. Arrange for matters not urgent to be passed to the officer concerned in the morning.
- iv. Keep, in note form, a diary of events, including action taken and matters to be dealt with. He will hand this diary over to his relief.
- v. Keep up situation map.
- vi. Visit all personnel on duty at Brigade HQ (who have to be awake) at least once during the night.

PROTECTION AGAINST GAS AND AIR RAIDS

PART I - GENERAL PREPARATORY MEASURES

1. P.A.D. OFFICER :

The Bde I.O. will be the P.A.D. Officer and will arrange for the following details :-

2. AIRCRAFT SPRAY ATTACK :

Detectors spray will be mounted at each A.A.L.M.G. and sentry post. On observing that spray has fallen the sentry will at once sound the spray alarms.

3. ANTI-GAS EQUIPMENT :

Respirators and capes anti gas will always be carried by personnel not under cover, and eye shields and individual gas detectors will be adjusted when there is any indication that the enemy may use gas.

4. PERSONNEL :

Slit trenches will be dug in the vicinity of all billets, tents, offices, etc. Where this is impracticable, splinter proof cover will be provided.

5. COOKING AREAS IN BIVOUACS :

Tarpaulins or other cover will be provided overhead and to windward of all cooking areas in order to obviate the danger of blister gas spray. Detectors will be mounted in close proximity to any food which has to be left in the open.

6. WATER CONTAINERS AND STORES :

Water containers will always be kept covered. Other stores will be covered where possible.

7. LIGHTING :

All lights in buildings, etc. will be screened so as to ensure an effective black-out. Exterior lights will not be permitted.

8. FIRE POSTS :

Two parties each of one N.C.O. and three men will be detailed as fire fighters. One post at Bde transport lines, the other at H.Q. On the sounding of the alarm they will assemble at their posts with all available fire fighting equipment.

Each vehicle is equipped with a pyrene extinguisher.

9. FIRST AID POSTS :

A First Aid Post will be sited by P.A.D. Officer. One N.C.O. and three men will man this post to collect wounded. P.A.D. officer will liase with nearest R.M.O.

10. GAS CLEANSING CENTRE :

A gas cleansing centre will be established with three O.Rs.

11. GAS DEFENCE CENTRE :

To be established for use by decontamination squad.

12. DECONTAMINATION SQUAD :

One N.C.O. and four men will form a decontamination squad. To report at Gas Defence Centre on sounding of alarm.

13. BLEACH TRAYS :

Bleach Trays will be provided outside First Aid Post, Gas Cleansing Centre, Gas Defence Centre, and all office buildings and tents.

14. VEHICLE DECONTAMINATION :

Each driver is responsible for the decontamination of his own vehicle.

PART II

ACTION ON RECEIPT OF AIR RAID AND GAS WARNINGS :

1. PRELIMINARY CAUTION will be notified to P.A.D. Officer, who may warn others at his discretion.
2. AIR RAID WARNING - On the warning being given by the general warning system, or on A.A.L.M.G. fire being heard, all personnel except A.A.L.M.G. posts and sentries will take cover. Those with P.A.D. duties will go to their posts. All will adjust eye shields A.G.
3. ALARM SIGNALS will be as follows :-
 - (a) Air Alarm (Enemy Aircraft in Sight) - Series of short blasts on whistle, or rising and falling wail of siren, continued for at least 90 secs. Action as in 2 above.
 - (b) All clear (Raiders passed) - Series of 2 long blasts of 5 secs interval on whistle for two minutes, or long continuous note of siren. On hearing this personnel return to normal duty.
 - (c) Gas Alarm - Trench rattle. All personnel will put on their respirators and if not under cover, adjust capes to worn positions.
 - (d) Gas Spray Alarm - Series of short blasts on siren and call of "spray". All personnel will put on their eyeshields and adjust gas capes, then get under cover. If necessary, they will fit respirators then.
 - (e) Gas Clear Signal - will be given by word by P.A.D. officer. This signifies that individuals may test for gas and remove respirators if it is safe to do so.
 - (f) Parachutists - As for 3 (a) and call of "PARATROOPS". Units will immediately man the defensive system and take vigorous action against the enemy parachutists. Care must be taken to discriminate between such enemy forces and enemy or friendly airmen parachuting from a disabled machine.

PART III

ACTION AFTER ATTACK

1. RECCE :

Immediately after a suspected gas attack, the P.A.D. officer will carry out a recce to find the limits of any area contaminated. Heavily contaminated areas will be evacuated and marked with gas warning signs. After a bombing attack a "Bomb recce" will be carried out before the "all clear" is sounded.

2. NEW DETECTORS :

New detectors will be placed in positions.

3. WEAPONS AND FOOD :

Every weapon which has been exposed to gas will be decontaminated by the user immediately the attack is over. Rags for use will be burnt. Food contaminated by liquid will be destroyed.

4. CLOTHING :

Clothing contaminated will be dumped and marked with gas warning signs until placed in bags anti-gas for removal to L. of C. Fresh clothing will be issued from reserves.

5. CASUALTIES :

Choking gas casualties, whether contaminated or not, will be carried to First Aid Post.

All casualties from gas or explosives will be evacuated on first line transport to the nearest R.A.F. or A.D.S. except unwounded blister gas casualties who will report to nearest gas cleansing centre.

APPENDIX E

AUTHORISED OFFICERS KIT TO BE CARRIED WITH BDE HQ.

(A) - ITEMS CARRIED ON THE PERSON

A.B. 53
Binoculars.
Box of matches.
Cardigan (in haversack if not worn).
Compass.
Emergency ration (as issued).
F.S.P.B.
Field Dressing.
Gloves.
Identity Discs.
Knife, fork, spoon.
Map case.
Mess tin and cover.
Technical books or instruments according to arm of service.
Soldier's Paybook (W.F.5) (See F.S.R.I. 1930, Sec 194).
Pistol and ammunition.
Pocket Knife.
Protractor.
Ration Bag.
Steel Helmet.
Set of Web Equipment.
Torch.
Wrist Watch.
Whistle and lanyard.
Water Bottle.

ANTI-GAS EQUIPMENT

Cape.
Cotton Waste.
Individual detectors.
Ground detectors.
Eye Shields.
Ointment.
Respirator.

(B) - CARRIED IN PACK OR HAVERSACK

Cap Comforter.
F.S. Cap
Greatcoat.
Housewife.
Mug.
Spare socks, etc.
Scarf.
Spare laces and buttons.
Washing and shaving kit (including soap in tin or box).

(C) - BAGGAGE

Valise containing a selection of the following :-

(Lt-Cols and above - 50 lbs.
Other officers - 35 lbs.)

Bedding (sleeping bag recommended)
Ground Sheet
Canvas Bucket
Gum Boots
Air, cork or fibre mattress
Mackintosh
Small mirror (may be in pack)
Shoes or slippers
Spare clothing and boots (one set)
Towels (2)
Writing materials

NOTE : The steel helmets of all ranks
will be loosely covered with hessian in such a
manner as to give an irregular line to the rim.

CHURCH PARADES

1. GENERAL :

(a) Combined church parades will be held when ordered by the Brigade Commander.

(b) Opportunity will be given when possible for Roman Catholic personnel and those professing a faith other than Christian to attend special services.

2. ORDERS :

The Staff Captain will issue the order for the assembly of the parade.

3. MARSHALLING :

The parades will be marshalled by the Field Officer when one is detailed for duty and at other times by the Staff Captain.

4. TRAFFIC CONTROL

The B.T.O. will make arrangements for traffic control points and will ensure that a circuit is established to enable the quick handling of transport.

5. DUTIES :

(a) Brigade Major - Staff Officer - Brigade Commander.

(b) Staff Captain - Supervision of parade.

(c) Supply Officer - Staff Officer Visitors.

He will meet visitors at the rendezvous named in the order and will conduct them to the parade to be received by the Brigade Commander.

(d) Intelligence Officer - Assistant to BTO.

(e) Liaison Officer 2/5 Aust Inf Bn. Staff Officer-Bands.

He will supervise the forming up of bands and will be responsible for their control.

(f) Liaison Officer 2/6 Aust Inf Bn - Staff Officer - Chaplains.

He will conduct chaplains to the parade and escort them when the service has concluded.

(g) Liaison Officer 2/7 Aust Inf Bn - Assistant to Staff Captain.

6. PROCEDURE :

(a) The Brigade shall be drawn up for combined parades in the formation described in the order and the senior officer present will take command until the arrival of the Brigade Commander. When the Brigade Commander is absent for any reason, the officer commanding will be named in the order.

(b) On the approach of the Chaplain, the officer commanding the parade will call the parade to attention and hand it to the Chaplain for the duration of the service.

(c) On receiving the parade, the Chaplain shall request the officer commanding to stand the parade at ease.

(d) When the band is on parade, the officer commanding will call the parade to attention immediately after the Benediction and the National Anthem will be played. Officers will salute.

(e) The Chaplain will then salute the officer commanding and leave the parade accompanied by the Staff Officer.

(f) The order to march off will then be given by the officer commanding.

(g) When a general officer attends the parade he will receive a general salute on arrival and departure.

RECCE AND LAYOUT OF BDE HQ

1. In mob ops the location of Bde HQ is changing frequently and any of the following may be called upon to carry out recce to select new sites and lay out new HQ.

B.M.	S.C.	B.M.(L)
S.C.(L)	I.O.	BDE SIG OFFR.
BDE T.O.	L.Os.	

2. When ordered to carry out this recce the offr will be given the general area in which new HQ is to be sited.

Then go by car to carry out this recce accompanied by Bde C.S.M. and a D/R (if available) and reps of Supporting Arty and Bde Sig Sec.

3. In selecting site, the main considerations are :-
 - (a) Cover from ground and air observation is essential.
 - (b) A site will never be selected near a cross rds or any prominent object likely to be a target for hostile arty.
 - (c) Sufficient cover should be available to permit essential dispersal in the layout of HQ.
 - (d) A quiet site removed as much as possible from traffic noise.
 - (e) Easy access to road.
 - (f) Vehicles if possible should be able to reach site along existing tracks or hedges without making new tracks which are likely to be spotted from the air.
 - (g) Personnel will at all times avoid moving in the open and will use existing tracks. Vehicle radiators and head lamps will be well camouflaged. Vehicles will be parked when possible parallel to a hedge.
4. Having selected the site the officer will send D/R or his car back to guide HQ fwd to new site while he proceeds with the layout.
5. During operations the Comd will normally lay down in advance the times at which Bde HQ will close at old and re-open at new site so that necessary arrangements for the move can be made.

6. (a) The layout will consist of a number of car parks sufficiently dispersed to prevent one shell from disabling several vehicles and/or H/Cs and to allow HQ staff to work without interruption from the movement of D/Rs and vehicles.

(b) Where a Fd Arty Regt is working with Pde HQ, the area will be divided into two sectors, one for each HQ. The actual officers of both HQ will be sited as near one another as possible.

(c) Bde HQ area will also be divided into two sectors when "B" Echelon is accompanying it or when it is known that "B" Echelon will rejoin at the site being reced. These areas will be known as :-

i. Ops area.

ii. "B" Echelon area.

(d) As a general guide parks as detailed in paras (e) and (f) below will be required and should be sited approximately 50 to 100 yds apart.

(e) OPS:

i. M.Cs - if necessary a separate park for D/Rs not more than 200 yds from the Sig Office will be arranged.

ii. L.Os and Bde Cars other than Bde Comd's incl spare for visiting offrs' cars.

iii. Cars of supporting arms other than Fd Arty Regt, e.g. Fd Coy R.E. - this park can be combined with (ii) if the number of vehicles is small.

iv. Sig vehicles which may be needed during operations, e.g. cable and spare W/T trucks. This park must have easy access to an exit from the area.

v. Bde HQ office truck, Sig office and Bde Comd's car.

vi. Vehicles that will not normally be required to move, e.g. charging set.

(f) "B" ECHELON :

i. Officers' Mess as near as practicable to HQ offices.

ii. Cocks and water vehicles - normally between Ops and remainder of "B" Echelon parks.

iii. Baggage.

iv. Petrol.

v. L.A.D

7. The following will be selected :-

(a) Alarm posts for all personnel of Bde HQ and Bde Sig Sec if time permits. In selecting alarm posts arrangements will be made for all round defence of Bde HQ.

When the HQ of a Fd Regt is co-operating with Bde HQ the defence will be organised in conjunction with the R.A. rep by arranging definite sectors for which each HQ will be responsible.

(b) Posns of A.A.G.M.Gs.

(c) Posns of A.Tk rifles incl that of Bde Sig Sec.

On the arrival of Bde HQ at the new site selected the Senior Staff Officer will be informed of all defensive arrangements made. Should alarm posts NOT have been selected the Senior S.O. will be responsible that this is carried out immediately.

8. (a) Having decided on the layout the officer will then await the arrival of Bde HQ and will direct vehicles to their parks.

(b) Should he anticipate difficulty in parking vehicles he will inform Bde HQ when he sends back to guide it to the new site (see para 4) and the Senior S.O. will be responsible for sending fwd at once personnel to help in this duty.

(c) He will ensure that vehicles use existing tracks when driving into parks. If this is not possible he will arrange for any new tracks to be extended outside the Bde HQ area either into cover not occupied or to join onto existing tracks.

9. Officers in command of various portions of Bde HQ are responsible for the parking of vehicles under their command.

IN THE FIELD - GENERAL DUTIES

1. WHILE ON THE MARCH :

i. Either Brigade Commander, Brigade Major, Brigade Major (L), Intelligence Officer, Staff Captain, Staff Captain (L), must always be at Bde HQ. Should circumstances arise which prevents anyone of the above being present, a Liaison Officer will function as O.C. Bde HQ.

ii. The Officer in charge will, if he cannot contact a senior, act on behalf of Brigade Commander or Senior Staff Officer and carry out orders or directions received from higher authority. He will send a message to the Brigade Commander advising him of the situation.

iii. A clerk will always accompany the Brigade Major during Brigadier's recce. He will be provided with the means to write Operation Instructions as dictated and keep a note of events and their timings. He will hand these records to the Bde I.O. or his recorder at every opportunity.

2. WHEN HALTED :

i. An officer will always be on duty at Bde HQ. No officer will leave Bde before seeing that an officer is available to relieve him or take over duties. In extreme circumstances the O.R. Sgt will act. A roster for night duty will be prepared by Staff Captain and displayed in the office van.

ii. The Bde C.S.M. will control Bde HQ personnel. He will be responsible for :-

(a) The area each section will take up in bivouac.

(b) A sentry to be placed at Bde HQ, fully armed and equipped. His duty will be to challenge all persons unknown to him and demand the password. He will also act as gas sentry and will be posted close to the gas alarm. He will be responsible that all troops are roused at "Stand To".

(c) A sentry to be placed at each group fully armed and equipped. His duty will be to guard the section and waken all troops in the event of a gas alarm.

(d) The hoisting of a blue lamp by night and a blue flag by day as the display of Bde Unit sign illuminated at night.

(e) The placing of the gas alarm in position.

- (f) That latrines are dug at once and that they are properly marked and known by all concerned. There will be one latrine for officers and another for ORs.

3. STAND TO :

All personnel, except those engaged on essential services, will stand to at times ordered. They will be fully dressed, armed and equipped. The sentry on duty at Bde HQ will wake the C.S. who will ensure that all troops stand to. There should be as little noise as possible. Group sentries will ensure that all personnel within their areas of responsibility are roused. If there is no N.C.O. available, the sentry on duty will assume command. The order to "Stand Down" will be given by the sentry at Bde HQ by one long whistle blast.

4. DEFENCE POSITIONS :

The Brigade Major will outline the positions to be taken up in the event of an attack. He will delegate the responsibility of preparation for defence to whom he thinks fit. Trenches will be dug on the defensive positions by personnel who will occupy them. Slit trenches four (4) feet deep will be dug near areas where personnel are sleeping.

5. O.Ps.

The Bde I.O. will ensure that an O.P. is established and manned continuously. Should he be short of personnel he will seek help from the Brigade Major.

APPENDIX "I"

PART I

BRIGADE HEADQUARTERS TRANSPORT

<u>SERIAL NO</u>	<u>VEHICLE</u>	<u>PERSONNEL</u>	<u>REMARKS</u>
1	Car D.S.	Bde Commander Dvr Ord (Conf Clerk)	
2	Car D.S.	Bde Major Batman Dvr Ord	
3	Van 15 cwt	I.O. Dvr Ord O.R. (Int) Batman	
4	Van 15 cwt	B.M.(L) I.Sgt I.I/Cpl Dvr Batman (B.M.(L))	Intelligence Office
5	M.C.	I. Cpl	
6	Car D.S.	L.O.I Batman Dvr Ord	
7	M.C.	L.O. 2	
8	M.C.	L.O. 3	
9.	Van 15 cwt	Dvr Batman (Bde Comd)	Carries gear of Bde Comd & except on long treks must al- ways be avail- able for recce purposes when required by Bde Comd.
10.	Car D.S.	Staff Captain B.S.M. Batman Dvr Ord	
11	Van 1 ton	O.R. Sgt O.R. Cpl 2 Clerks Dvr M.T.	Bde Office
12.	Car D.S.	Supp Offr Cpl Batman Dvt M.T.	
13	M.C.	Supp D/R	
14	Van 15 cwt	Amenities Offr 4 Batmen (Amen Offr) Dvr M.T. (2 L.Os.) (S.C. (L))	

<u>SERIAL NO</u>	<u>VEHICLE</u>	<u>PERSONNEL</u>	<u>REMARKS</u>
15	Lorry 30 cwt	Cook Assistant Cpl Waiter Dvr	Officers Mess
16	M.C.	Ord. Conductor	
17	Car D,S.	T.O. S.C.(L) Batman (T.O.) Dvr	To be for use of Bde Comd in case of breakdown of either of other two vehicles.
18	M.C.	Tpt Sgt	
19	Van 1 ton	C.Q.M.S. Storeman Dvr M.T.	Baggage
20	Van 1 ton	Dvr San Duties	Petrol
21	Van 1 ton	Armourer 3 Fitter 1 Mech M.T. 1 Dvr M.T.	Armourer
22	Lorry 30 cwt	Cpl Caterer 2 Cooks Dvr	Kitchen
23	Lorry 30 cwt	Dvr Water Duties	Water Tank

NOTE - 3 Staff Cars for CHAPLAINS are detached to Units.

SIGNAL SECTION

24	1 Ton Van	Officer Comdg Section Batman Dvr M.T.
25	M.C.	Lieutenant
26	1 Ton van wireless	} 2 signalmen - operators } } } }
27	"	
28	"	
29	"	
30	"	

<u>SERIAL NO</u>	<u>VEHICLE</u>	<u>PERSONNEL</u>
31	1 Ton Van	Corporal linesman, 3 signalmen linesmen, mech- anical cablelayer.
32	3 ton Lorry office	Corporal and 3 signalmen, operators for 1 signal office relief. 4 attached orderlies Dvt M.T.
33	"	Signalman electrician Signalman cook Batman 2 attached orderlies Dvr M.T. Charging Set .
34	M.C.	Sergeant
35	M.C.	Sergeant
36	M.C.	D/R
37	M.C.	D/R
38	M.C.	D/R
39	M.C.	Signalman electrician
40	M.C.	Signalman linesman

GUARD PLATOON

41	Van 1 Ton	Officer Batman Orderly Dvr M.T.
42	Van 30 cwt	No 1 Sec
43	"	No 2 Sec
44	"	No 3 Sec

L.A.D.

45	Van 1 Ton	O.M.E. Mechanic Driver Driver Batman
46	Lorry 3 ton Stores	Fitter M.T. (2) Storeman Driver Mechanic
47	Lorry 3 ton Garage	Fitter M.T. (2) Fitter Driver Mechanic

<u>SERIAL NO</u>	<u>VEHICLE</u>	<u>PERSONNEL</u>
48	Van 1 Ton)	When issued some personnel transferred to these vehicles.
49	Lorry 3 Ton)	
50	Lorry 3 ton - Breakdown	Fitter M.T. Fitter Mechanic Driver Mechanic

PART 2

NORMAL ORDER OF MARCH

This may be varied by the order for any march according to tactical or administrative requirements.

<u>VEHICLE NO</u>	<u>REMARKS</u>
3	I.O.
5	I. Cpl
1	COMD
36	DR
2	B.M.
4	B.M.(L) & Int Office
6	L.O. I
7	L.O. 2
8	L.O. 3
42	A.A. Gd Pl
24	Sig Offr
26	Wireless
37	D.R.
9	Comd. Recce Truck
10	S.C.
11	Bde Office
25	Sig Lieut
38	D/R
27	Wireless)
28	") May be detach-
29	") ed to units
43	A.A. Gd Pl.
31	Cable Layer
39	Sig Elec
40	Sig Linesman
32	Sig Office
34	Sig Sgt
35	Sig Sgt

<u>VEHICLE NO</u>	<u>REMARKS</u>
33	Sig Office
12	Supp Officer
13	Supp D/R
14	Amenities Offr
15	Offrs Mess
16	Ord Conductor
18	Transport Sgt
19	Baggage
20	Petrol
21	Armourer
22	Kitchen
23	Water Tank
17	T.O.
30	Wireless
41	Gd Pl Offr
45	O.M.E.
44	A.A. Gd Pl
46	Stores
47	Garage
48	L.A.D. Baggage
49	Stores
50	Breakdown

APPENDIX J

BASIS FOR LAYOUT OF OP. HQ (Temporary Halt or Movement in Open Formation)

L.O.	COID	B.M.	L.O.
Int Cpl Arty H.C.	Int Truck Office Van	Sig Office	D/Rs lll
Arty W/T	Arty C.O.	W/T Van	L.O.
	S.C.	Sig Comd	Sig Lt. Sig Sgt
Defence Truck (Sec Gd PL)	Sigs HCs lll	Sig Stores Van	Cable Layer
	Spare W/T Van		

NOTE : Each vehicle or group dispersed at intervals and distances of 100 x.

BASIS FOR LAYOUT FOR "B" ECHELON BDE HQ
(TEMPORARY HALT OR MOVE IN OPEN FORMATION)

DEFENCE
TRUCK
(Gd Pl HQ)

SUPP OFFR

T.O.

ARM &
FITTER

BAGGAGE

OFFR MESS

WATER

(SECTION
GD. PL)
DEF. TRUCK

TPT SGT.
SUP M.C.

O.R. MESS

PETROL

SPARE.
VAN

BREAKDOWN

O.M.E.

STORES
GARAGE

L.A.D.
BAGGAGE

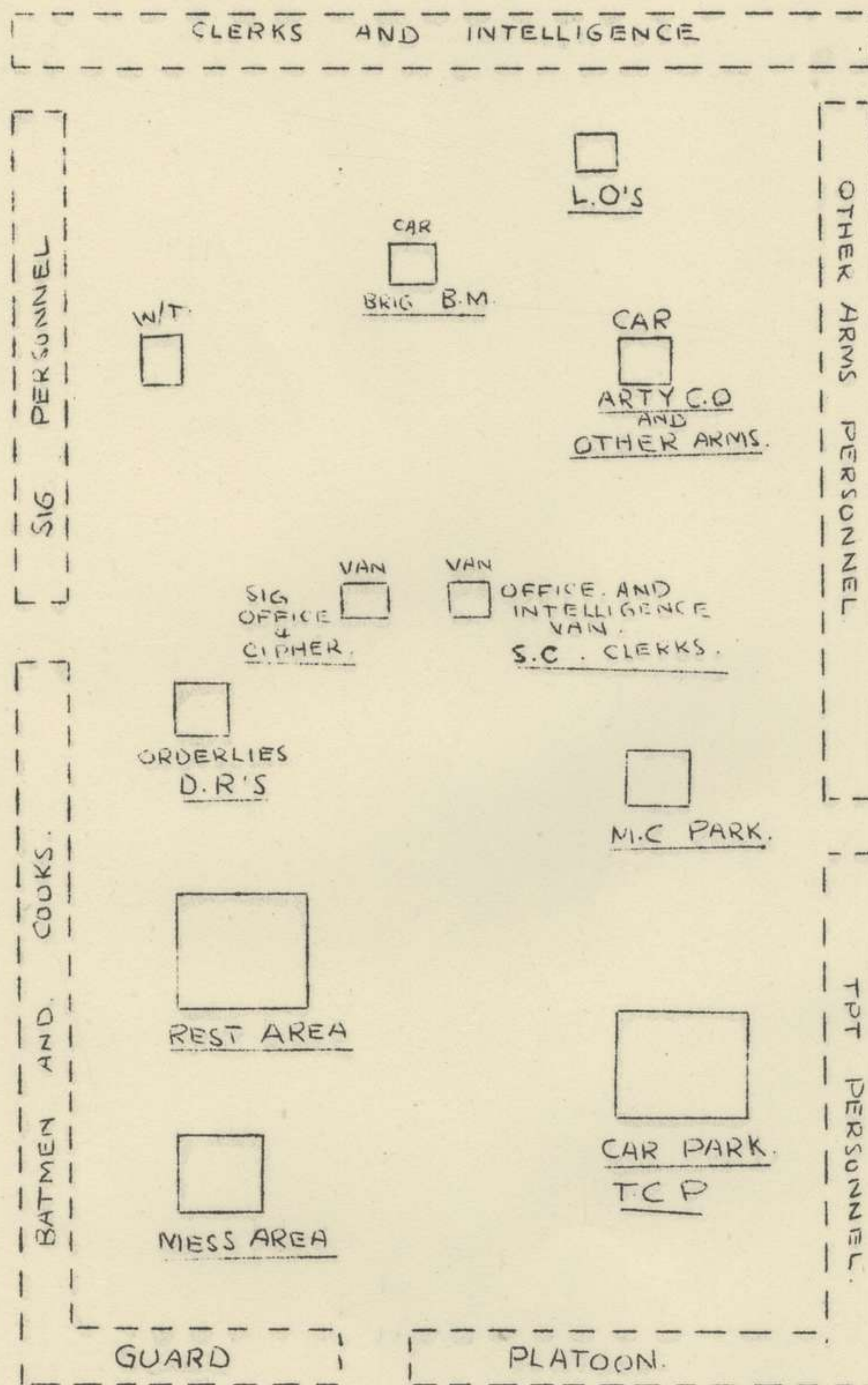
STORES

(SECTION
GD PL.)
DEFENCE
TRUCK

NOTE : Each vehicle or group dispersed at
intervals and distances of 100 x.

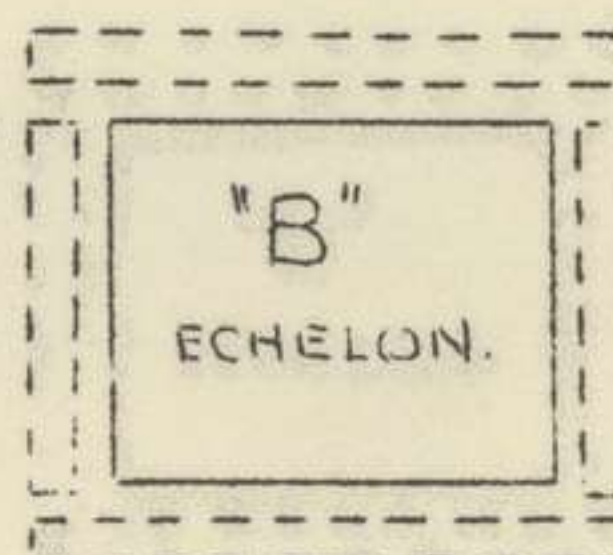
BASIS FOR OPERATIONAL H.Q. LAYOUT

OVERNIGHT OR PROLONGED HALT



NOTES:

1. GROUPS DISPERSED 100' FROM EACH OTHER
2. VEHICLES PARKED WELL DISPERSED IN AREAS SHOWN IN VICINITY OF TRACKS ALONGSIDE HEDGES ETC.
3. AREAS OF RESPONSIBILITY FOR DEFENCE OF H.Q. SHOWN BY BROKEN LINE.



BDE BOX FORMATION
ADV GD

DESERT FORMATION

Carrier Pl "A" Bn
One Tp A/Tk Bty

2000 yds

Tps: ADV GD.
 "A" Bn (less carrier pl)
 A/Tk Bty (less One Tp)
 Recce Party Fd Regt
 " " Fd Coy
 One Sec Fd Coy
 Det "K" Sec Sigs

500 yds

Det
Fd Amb

HQ
Fd
Regt

MAIN
BODY

Fd Coy
(less
One
Sec.)

BDE HQ
"K" Sec
Sigs
less Det.

500 yds

"B" Bn
(less
one Coy
and
Carrier
Pl)

"B" Bn
(less
one Coy
and
Carrier
Pl)

4500 yds

600 yds

"B" Ech,
Fd Regt
and Fd Coy

"B" Ech,
Bde HQ and
Inf

Det Fd Amb

Det Fd Amb.

Fd Amb
less
Dets

1000 yds

REAR GUARD
One Coy each "B" & "C" Bns
one Sec Carriers each
"B" and "C" Bns

Left Flank Gd

One Bty Fd Regt

Carrier Pl "B" Bn (less one sec)

RIGHT FLANK Gd

ONE Bty Fd Regt

Carrier Pl "C" Bn (less one sec)

Scale $\frac{1}{4}$ " = 100 yds
 200 400 600 800 1000

STANDARD PLATOON TRUCK LOADING

This method of loading permits anything on truck to be removed and replaced without disturbing remainder of load.

The vehicle can be loaded in six minutes provided layout is adhered to.

Layout is designed for :-

- (1) Swift loading.
- (2) Storage on ground or in protective trench 7' square.

NOTE : If extra bed rolls have to be carried, they are placed on top of load and pushed under the hood.

TRUCK

Water
Tins

Rations

Pouches

M
Amn

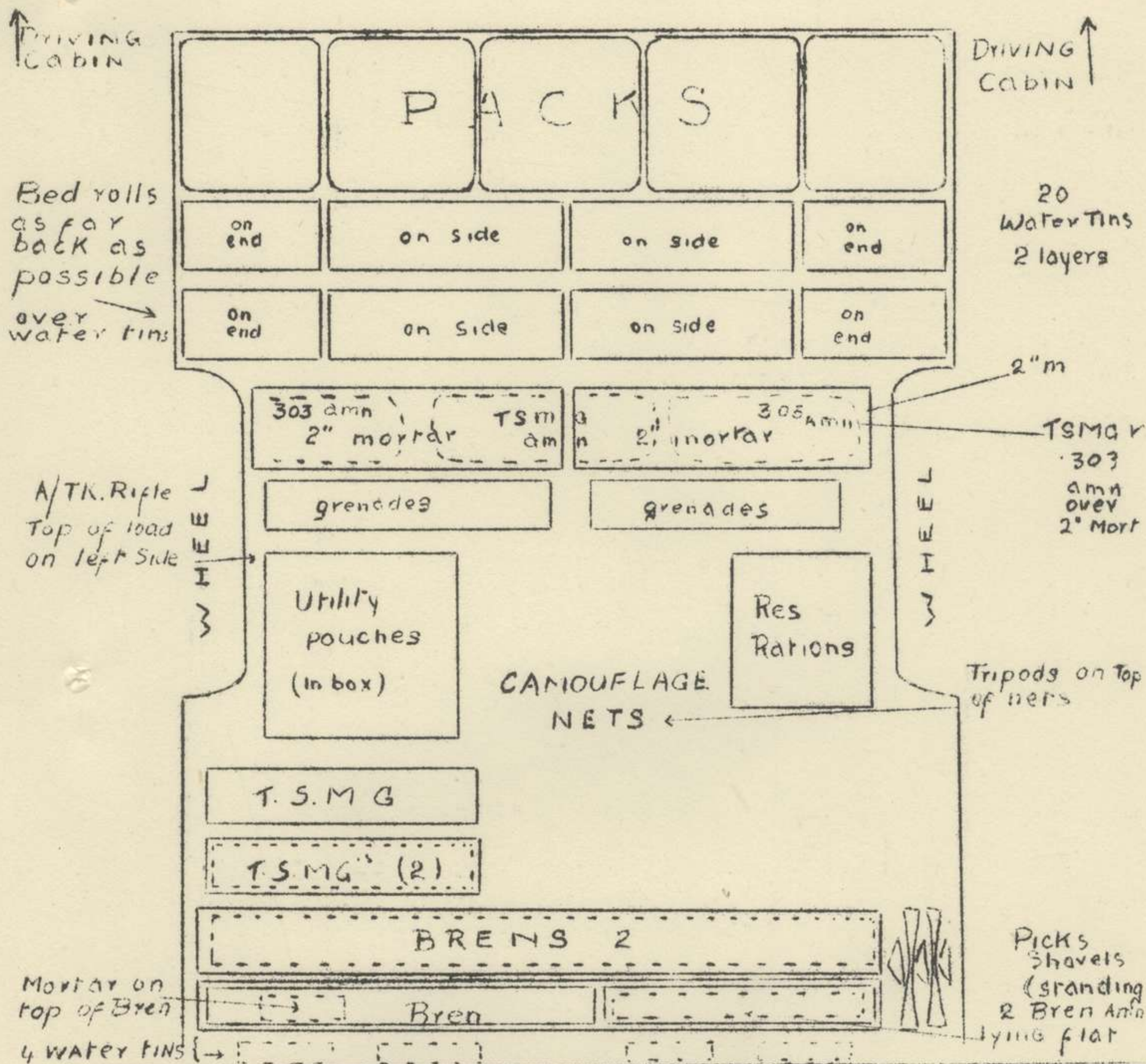
LAYOUT ON
GROUND

Bren
Amn

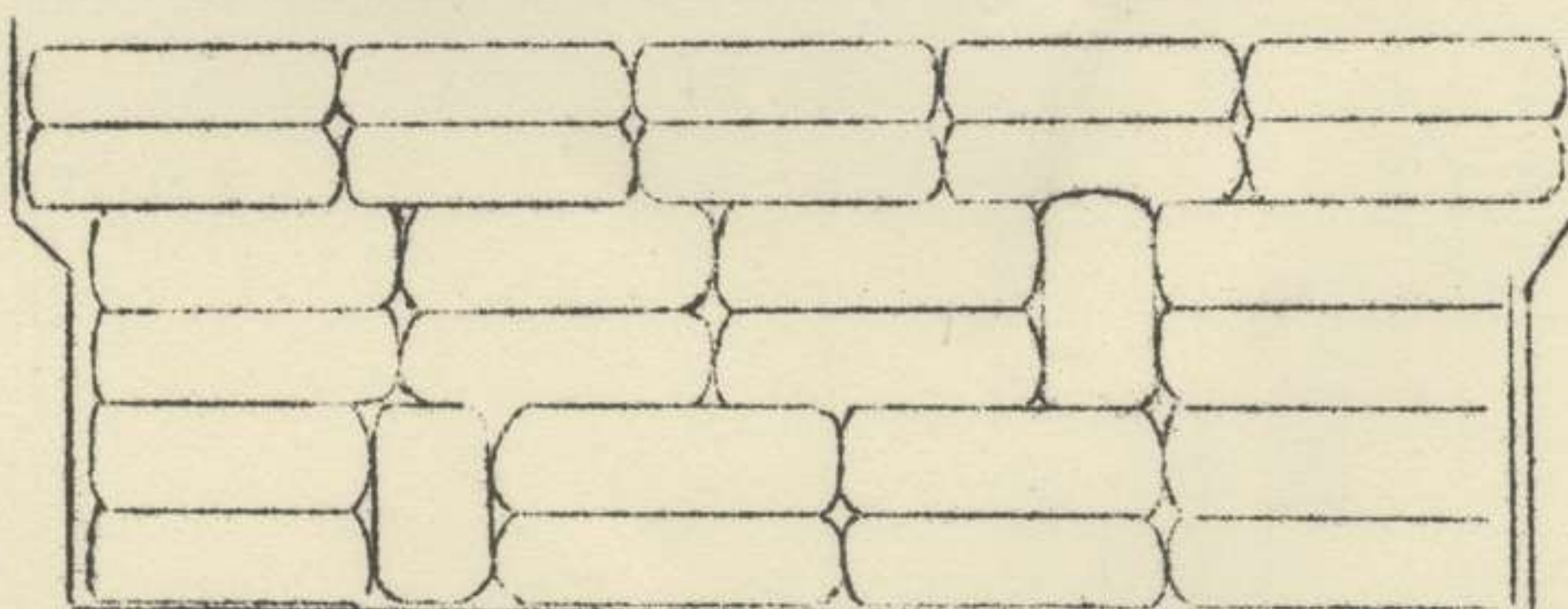
TSMG
TSMG
TSMG
BRENS
MORTAR

Picks
Shovels

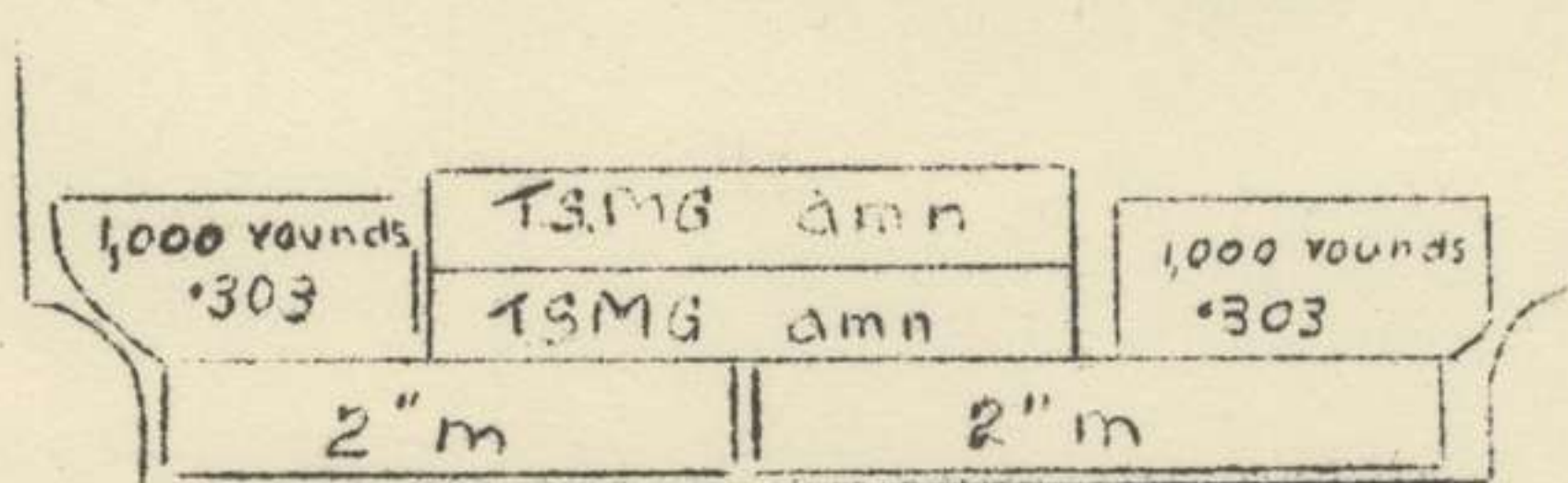
PACKS



Method of arranging Packs



T.S.M.G and 303 amm.



TRANSPORT MAINTENANCE

DAILY POINTS BEFORE ROAD DUTY :

1. See to petrol, oil and water.
2. Start up engine and test controls and steering, observe oil gauge and ammeter.
3. Leave engine running at a speed equal to 15 to 20 m.p.h. road speed and test horn, lights, tyres for pressure, and windscreen wiper.
4. Look over vehicle to ensure that everything is in order, tool box closed and locked tail board fastened up, canopy properly tied, etc.

POINTS DURING ROAD DUTY

1. Carefully note running of engine and general performance.
2. Watch for overheating, oil pressure, ammeter and speedometer.
3. Inspect vehicle at every halt, paying particular attention to tyres.
4. Observe the rules for good driving and practice road courtesy.

POINTS AFTER ROAD DUTY :

1. Refil petrol, oil and water.
2. Clean engine and chassis.
3. Check over accessories, especially tools, and if used during trip clean, pack, and lock in tool box.
4. See that ignition is switched off.
5. Examine chassis for broken springs, loose nuts etc.
6. Report to transport office and hand keys and work ticket to N.C.O. on duty.
7. At all times remember care and use of tools.

EVERY 100 MILES lubricate the following chassis points :-

All steering joints and king pins (jack up front axle when doing this to ensure lubricant reaches all points).

All spring shackles and any points that vary with different makes of vehicles.

WEEKLY :

Examine battery for acid level, tightness of terminals, freedom from corrosion and security in carrier.

Examine tyre pressures, wheel nuts for tightness, tool kits for completeness and cleanliness, accessories for completeness and proper stowage. Drain radiator and refill with clean water.

EVERY 500 MILES :

Lubricate fan, water pump and distributor shaft bearings, universal joints and propellor shaft splines, all brake operating shafts, etc, fitted with grease nipples.

Oil with Oil Can all joints and connections on brake linkage not fitted with grease nipples; all joints of engine controls.

Examine operation of all engine controls, security of all joints on steering and brake linkage, water pump gland for leakage, fan belt for slackness, fuel tank and fuel line for leakage.

EVERY 1000 MILES :

Lubricate with oil can generator and self starter bearings (one or two drops only); clutch operating mechanism; bonnet hinges, door hinges, lock tongues and catches.

Examine oil, petrol and air filters and clean if necessary; spark plugs (clean and reset gaps, if necessary); contact breaker points for clean surfaces and correct gap; change engine oil (this change varies with service conditions).

Check operation of automatic ignition advance; valve tappet clearances; front wheel alignment; brakes for equalisation and stopping power; oil level in steering box, gear box and rear axle housing (replenish if necessary); clutch for drag or slip, and clutch pedal for travel and clearance.

HALF YEARLY (OR EVERY 5000 MILES, IF SOONER)

Remove all tyres from wheels, clean all rust from rims, detachable flanges and flange gutters. Paint rims with aluminium paint. If wear on tyres indicates it, change tyres around and ascertain cause of undue wear on anyone or all tyres. Inspect tyres while removed from rims for internal damage to casings and tubes.

Drain radiator and flush through with clean water under pressure, if available, for several minutes. Afterwards refill with soft, clean water. If cooling system is badly furred up or greasy, boil out with washing soda solution in proportion of 1 lb soda to 1 gallon water.

Remove front hubs, clean out all old lubricant from hubs and bearings and repack with soft cup grease.

Disconnect speedometer cable and lubricate inner cable. Change oil in gear box and rear axle housing (make this change when oil is warm).

"G" RETURNS

<u>RETURNS</u>	<u>DUE FROM</u>	<u>DUE AT</u>
	<u>UNITS</u>	<u>DIV</u>
FITNESS FOR WAR (Monthly)	29th	30th
LOCATION STATEMENT	Each WED.	Each THUR.
CIPHER TRAFFIC (Weekly)	FRIDAY	SUNDAY
QUARTERLY RETURN OF CIPHER DOCUMENTS HELD	31 DEC 31 MAR 31 JUN 31 SEP	1 JAN 1 APR 1 JUL 1 OCT
<u>GAS :</u>		
Monthly Inspection A.G. Equipment	9th	-
TCET in C.W. Tng (quarterly)	12 DEC 12 MAR 12 JUN 12 SEP	14 DEC 14 MAR 14 JUN 14 SEP
PAD Progress Reports (Monthly)	15th	17th
ARMS & AMMUNITION CHECK	Mondays	-
WAR DIARY (monthly)	As early as possible	
TRAINING SYLLABUS (14 days)	10 days in advance	
USE OF GAS BY ENEMY	Immediately	
CRASHED AIRCRAFT	Immediately	
SITUATION REPORT	As Necessary	
HOSTILE SHELLING OR BOMBING	As Necessary	

"A" & "Q" RETURNS

APPENDIX "R"

<u>RETURNS</u>	<u>RENDERED</u>	<u>TO</u>
Ammunition Expenditure	Daily	DIV
Strength State AFW 3006	Daily	DIV 2 OE
Officers Battle Cas. AFW 3010	Daily	2OE
ORs Battle Cas. AFW 3011	Daily	2OE
Attached Battle Cas. AFW 3012	Daily	2OE
Field Return Officers AFW 3008	Weekly	2OE
Field Returns ORs AFW 3009	Weekly	2OE
Offence Reports AFW B2069	Weekly	DIV 2OE
Report of Burial AFW 3314	When Necessary	2OE
Hirings Return (Monthly)	3rd	DIV
Census of Warlike Stores (monthly)	21st	DIV
Daily Ration Indent	daily	DIV
Comparison Statement	Each Monday	DIV
Tentage & Accommodation (Monthly)	20th	DIV
"A" and "B" Vehicle Return (Monthly)	29th	DIV
Supplementary Ration Act (monthly)	11th	DIV (C.P.M.)
Reserve Ration State	When necessary	DIV
Ammunition Return(Wky)	Tuesday	DIV
Personnel Charged by (Provost (Weekly)	Monday	DIV
French Equipment & Transport(Fort'y)	12th & 26th	DIV
Movement of Vehicles	When necessary	DIV

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UNIT	ESTAB	EVACUATIONS	TQS	PRES.STR.	DEFIC
HQ 17 A.I.BDE					
"K" Sec Sigs					
46 L.A.D.					
HQ GD PL.					
TOTAL					

	OFFERS	ORS	REASON FOR ATTACHMENT
2/5 Bn			
2/6 Bn			
2/7 Bn			
Other Units			

EVACUATIONS - Causes

PROMOTIONS WAITING CONFIRMATION

PROFORMA FOR
P.A.D. AIR RAID REPORTS

1. Place.....
2. Date.....
3. Time.....
4. Method of enemy air attack :-
 - (a) High level, Med level,.....
low flying, dive, any new.....
method of attack, direction.....
of approach and departure.....
of raiders
 - (b) Number and type of
aircraft employed
 - (c) Was raid preceded by
recce
 - (d) Any special points,
incl number and type
of bombs dropped etc
5. Duration of Attack
6. Time attackers were
under observation from
A.A. defence positions
7. Number of rounds fired
by each A.A. position
8. Effect obtained by A.A.
defences as a whole, incl
damage inflicted on enemy
(by A.A. or fighter aircraft)
9. Damage inflicted by enemy
.....
.....
10. Own casualties (incl
civilians)
.....
.....
.....
.....