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

Item number: 8/2/25

25 Infantry Brigade

June 1940

WAR DIARY PRECIS .

Classification of Subject.	Headquarters 25 Infantry Brigade.	June . 40.
Organisation.	Formation of Units.	War Diary. H.Q. 25 Inf.Bde. 17 June 40.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

Instructions regarding War Diaries and Intelligence Summaries are contained in F.S. Regs., Part II. and the Staff Manual respectively. Title pages will be prepared in manuscript.

WAR DIARY
or
INTELLIGENCE SUMMARY.
(Erase heading not required).

Army Form C. 2118.

H.Q. 25 MXD BDE A.I.F.

Place	Date June 40	Hour	Summary of Events and Information	Remarks and references to Appendices
LONDON	17	1100	Gen.Wynter conferred with War Office, M.L.O. & H.C. Commissioner regarding reorganisation of units.	
	19	1400	Reply recd from A.H.Q Australia approving proposed reorganisation, and this was later confirmed by P.M.	
WINTERSLOW	21		Col Bridgeford & Maj Pollard reported to A.I.F. H.Q. at Pheasant Inn WINTERSLOW and later to Amesbury Abbey. Brig W Bridgeford M C apptd Comd 25 Mxd Bde. Maj R.G.Pollard apptd B.M. 25 Mxd Bde.	
HASTINGS HO. TIDWORTH	22		Brig Bridgeford & Maj Pollard took over Hastings Ho., TIDWORTH as first H.Q. for 25 Mxd Bde.	
	23		Brig conferred with Bde Comd 18 Inf Bde regarding assistance in form of offrs etc.	
	26		Maj Bierwirth apptd C.O. 72 Bn. Maj Sparkes apptd C.O. 71 Bn. Lt-Col Strutt apptd C.O.70 Bn	
	27		"L" Sec 6 Div Sigs att to 25 Mxd Bde. Lieut Clarke VX123 apptd I.O. 25 Mxd Bde. WX4 Capt R.C.Dewar 2/3 Fd Regt apptd S.C 25 Mxd Bde. Re-organisation commenced by tps forming new Bde moving to Bn camps. This drawn from Arty, ~~Engrs~~, Sigs, 18 Inf Bde, Reinfcts, Army Fd Wkshop.	Appx "B" 3.
	28	1000	44 L.A.D. att to H.Q.25 Bde, NX6725 Lieut J.B.Kater O.C.	
	29	1000	NX177 Lieut R.F.Woodcock 6 Div Sigs att H.Q.25 Bde. NX16 Lieut R.Vincent Arty Gp apptd T.O. 25 Mxd Bde.	
	30		Brig addsd all Bns in succession . C.O's conference to discuss exact position of all Bns.	
	ADD			
	24		Visit of the High Commissioner for Australia (Rt Hon S.M.Bruce)	Appx "A"
	25		Conference at Australian Force H.Q.	Appx "B"

R.G. Pollard

(3110) Wt 35842/1764 1000M 12/39 BPL 51/5684 Forms C2118/22

AUSTRALIAN WAR MEMORIAL RCDIG1025890

25 INF. BDE.

For Official Use Only
A.M.R. & O. 1587

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDER

BY

Brig. W. Bridgeford M.C.

Comd. 25 Inf. Bde. A.I.F.

TIDWORTH
28 Jun 40

No.1.

1. HEADQUARTERS. H.Q. 25 Inf. Bde.
HASTINGS HOUSE: TIDWORTH

2. DUTIES (a) Permanent Duty:-

Guard on Water Tanks Windmill Hill

70 Bn. will mount a continuous guard of 1 N.C.O. and 4 O.Rs. over the water tanks at Windmill Hill Camp.

(b) DUTIES:- Provided by Duty Unit.

(i) Guard:- H.Q. 25 Inf. Bde.

Strength - 1 Sjt. 1 Cpl. 6 O.Rs.
Tour of Duty - 24 Hrs. To mount at 1830 Hrs.
Dress - S.D., Steel Helmets, Rifles, Side Arms, Respirator.

Guard will be rationed by 25 Inf. Bde. Transport for new guard will be arranged by unit to which guard belongs and this transport will be used to return old guard to unit camp.

(ii) Piquets:- LUDERSHALL

One Piquet of 2 N.C.Os. and 8 O.Rs. with Lorry.
Tour of Duty - 2030 Hrs. - 2300 Hrs.
Dress. - S.D., Steel Helmets, Side Arms, Respirator.

Two O.Rs. to be stationed at the main entrance of the Prince of Wales Hotel and will prevent soldiers from entering the residential portion of the building.

Piquet will be responsible for the conduct of A.I.F. soldiers in LUDGERSHALL

TIDWORTH

One piquet of 2 N.C.Os. and 8 O.Rs. with Lorry.
Tour of Duty - 2030 Hrs. - 2300Hrs.

Piquet Post will be established at the Ram Hotel, remainder of piquet will act as a roving patrol.
Dress - S.D., Steel Helmets Side Arms.
Piquet will be responsible for the conduct of A.I.F. troops in TIDWORTH.

3. DUTY UNIT Duty Unit to mount at 1830 Hrs. 28 Jun 40:- 70 Bn.
Next for Duty 71 Bn.

4. 25 BDE. SIGS.D/R Service.

D/R Service between H.Q. 25 Inf. Bde. and units will commence today.
Time table issued separately.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

5. POSTING OF OFFICERS

Units will submit to this H.Q. by 0900 Hrs. 30 June lists showing names of officers and posting within unit.

6. SPORTS GROUNDS

Cricket pitches for use of Units Camps are allotted as follows:-

1. Arena Rd. Camp - 3 Pitches on Tattoo Arena
   Groundsman for 1 and 2 - Mr. Curtis, Garrison Cricket Ground.
2. Tidworth Park Camp. - 3 Pitches on Polo Ground North of Garrison Cricket Ground.
3. Windmill Hill and Hedge End Camps - 3 Pitches south end of Perham Polo Ground.
   Groundsman L.C. Hutchinson, 54 Lt. Trg.R.Perham Down.
4. Pennings Camp. - 2 Pitches being prepared on Polo Ground adjoining Camp.
   Groundsman Mr. Wilkins, The Oval, Tidworth.

The Tidworth Garrison Ground is allotted to A.I.F. units on 7 July.

No.1. Fisher Ground on July 17th
No.2. Fisher Ground " June 30 and July 10
No.3. Fisher Ground " July 20

Arrangements for matches against Tidworth Garrison will be arranged by this H.Q.

Units in Camp Areas will arrange allotment of pitches with one another.

R.K. Laval. .Capt.
S.C. 25 Inf. Bde.

NOTICE

A letter is held at this H.Q. for:-

Neville Nixon,
of Heathertea,
12 Arkland Rd. Sydney.

This letter may be had on application.

DISTRIBUTION

18 Inf. Bde.
Force Sigs.
1 M.G. Bn.
11 Fd. Amb.
A.A.S.C.
A.A.O.C.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

For Official Use Only
A.M.R. & O 1587

25. INF. BDE.

AUSTRALIAN IMPERIAL FORCES

Routine Order

by

Brig. W. Bridgeford M.C.

Comd. 25 Inf. Bde. A.I.F.

No.2. PART I TIDWORTH 29 Jun 40

1. DUTIES

Duty unit to mount 1830 Hrs. 29 Jun 40. 71 Bn.
Next for duty 72 Bn.

2. DUTIES

In addition to the duties detailed in Bde. R.O. Pt.I of 28 Jun 40, duty unit will provide a 'Piquet Duty Officer'.

Instructions for Piquet Duty Officer:-

(a) He will be responsible for the posting, control and supervision of piquets.

(b) He will personally post the piquet at the Ram Hotel, Tidworth.

(c) He will visit the Piquets at both LUDGERSHALL and TIDWORTH at frequent intervals and with portion of the picquet patrol the area of LUDGERSHALL and TIDWORTH.

(d) In the case of an alarm or Air Raid, he will collect his piquets and take charge of them and act as he thinks fit.

(e) He will relieve the piquets on completion of their tour of duty personally, and on return to camp will report by telephone to H.Q. 25 Inf. Bde.

3. ROUTINE

C.Os. are at liberty to make up their own daily routine programme.

Sunday will be included as a normal working day, but arrangements will be made to hold a Church Parade.

4. LEAVE

C.Os. may grant leave to personnel not on duty from 1630 Hrs. till 2359.

It is essential that personnel observe the time to which leave is granted as in view of the long hours of training which will be necessary, all troops must have ample rest to ensure fitness.

C.Os. will take steps to check the time of return to camp of all men and take disciplinary action against any men who return to camp after their leave has expired.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

5. TIME OF ISSUE OF ORDERS

Commencing with the next issue, R.Os. will be issued at 1400 Hrs. ON for the day prior to which duties detailed therein take effect.

R.E.Deane

. . . . . Capt.
S.C. 25 Inf. Bde.

DISTRIBUTION

70 Bn.
71 "
72 "
Arty. Gp.
Fd. Ccy. Gps.
AUSTRALFORCE
18 Inf. Bde.
Force Sigs.
1 M.G. Bn.
11 Fd. Amb.
3 Spec. Hosp.
A.A.S.C.
A.A.O.C.
War Diary (2)
File

AUSTRALIAN WAR MEMORIAL RCDIG1025890

For Official Use Only
A.M.R. & O 1587

25 INF. BDE.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDER

BY

Brig. W. Bridgeford M.C.

Comd. 25 Inf. Bde. A.I.F.

No.2. No.3.

Part I

TIDWORTH
29 Jun 40.

1. DUTY UNIT

To mount 1830 Hrs. 30 Jun 40 — 72 Bn.
Next for Duty — 70 Bn.

2. P.A.D.

Pending revised instructions in connection with P.A.D. which will be issued later the following additional procedure will be observed:-

Troops with no urgent commitments under Defence measures.

1. (a) During the hours of Daylight

On receipt of Air Raid Warning Message RED and/or the sounding of the Public Warning, troops will take cover.

(b) During the hours of Darkness

During the hours of darkness with the exception of P.A.D., key personnel, there will be no movement unless otherwise ordered by Unit Commanders, reliance being placed on the efficiency of Blackout.

2. Observation for Parachutists

On receipt of Air Raid Warning RED and/or the sounding of the public warning whether received by day or night, sentries will be posted to watch for parachutists or air landings. From recent experience, parachutists may be expected to land shortly after bombing from air raids.

R.C. Dewar. Capt.
S.C.25 Inf. Bde.

DISTRIBUTION

70 Bn.
71 Bn.
72 Bn.
Arty Gp.
Fd. Coys. Gp.
Australforce
18 Inf. Bde.
Force Sigs.
1 M.G.Bn.
11 Fd. Amb.
A.A.S.C.
A.A.O.C.
War Diary (2)
File

AUSTRALIAN WAR MEMORIAL RCDIG1025890

25 INF. BDE.

For Official Use Only,
A.M.R. & O. 1587

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDER

BY

Brig. W. Bridgeford M.C.

Comd. 25 Inf. Bde. A.I.F.

No.4. TIDWORTH 30 Jun 40

PART I

1. DUTY UNIT

To mount at 1830 Hrs. 1 Jul.40. 70 Bn.

Next for Duty 71 Bn.

2. DUTY LONDON LEAVE

Units will select personnel on scale as set out below for Reporting Staff and Piquet.

Reporting Staff
(1 N.C.O. 3 O.Rs.) 2 A.Tk. Bty. 1 N.C.O. 1 O.R.
11 Fd. Coy 2 O.Rs.

PIQUET

Piquet Strength	Offrs	Wo	Sjts	Cpls	O.Rs
To be detailed by C.O. 70 Bn.	1	-	1	1	8
" " " " C.O. 71 Bn.	-	1	1	1	7
" " " " C.O. 72 Bn.	-	-	1	1	8

(23.

Names of personnel selected will be submitted to H.Q. 25 Inf. Bde. by 1600 Hrs. Tue. 2 Jul. 40.

Personnel will be carefully selected, smartness in turnout together with steadiness in character should be fully considered.

Personnel selected will be given extra parade ground and squad drill and will be trained as a squad under the Officer in charge on Wed. 3 Jul. 40.
Instructions as to duties, time of taking over, transport, Billeting etc. will be issued later.

3. SECURITY

(a) All Ranks will be warned that they must take every procaution when talking to strangers whether in uniform or plain clothes.

(b) Any person acting in a suspicious manner or making enquiries of a kind to arouse suspicion, will be dealt with as follows:-

(i) Ask the persons concerned to establish their identity, by either a civilian identity card or Military Pay Book.

(ii) If identity cannot be established the persons will be handed over to either the Military Police, piquet, guard, or the civil police.

(c) All Ranks should carry their pay book or an

AUSTRALIAN WAR MEMORIAL RCDIG1025890

identification pass, to establish identity when requir-ed.

(d) Units will mount a guard over the camp continuously and will have an inlying piquet who will remain in the camp area, throughout the tour of duty.

(e) C.Os. will order All Ranks to enter camps past the guardroom, so that a strict check is kept on all personnel entering the camp. Roving patrols, drawn from an inlying piquet will be sent out at frequent but irregular intervals; Any persons apprehended in camp or in the near vicinity of camp without authority will be considered as suspicious characters and dealt with accordingly.

(f) Military Drivers, when driving vehicles will be armed with a rifle and will carry 50 rounds of ammunition.

(g) Personnel armed with a rifle, will carry ~~h~~ rifle and 50 rounds of Ammunition when moving out of camp on duty or training.

(h) All ranks will take particular care to guard against loss or theft of equipment or clothing. Articles of equipment or clothing will on no account be left unattended in cars, hotels, cafes, etc.

(i) Officers will carry revolvers at all times when leaving camp on duty or when proceeding on leave.

4. ROAD SAFETY

(a) MOTOR

Drivers will at all times observe the normal road courtesies bearing in mind the fact that although they are on Military Duty other vehicles must be given the right of way where applicable. They will watch and obey all road signals whether they be by police, road sign, Traffic Signals or Traffic control personnel.

(b) PEDESTRIAN

Troops must always comply with the rule of the road and keep to the left except during blackout, during which period they will:-

(i) Use footpaths or footwalks.
(ii) In the absence of footpaths, walk on the right of roads, that is against approaching traffic.
(iii) Not walk more than three abreast along roads.
(iv) Not attempt to stop cars by barricades, obstructions or by signal unless authorised to do so.

(c)

Cars will not showlights after air raid warning has sounded until the All Clear has been given.

5. DETENTION BARRACKS

(a) Personnel sentenced to detention for a period of less than 28 days will not be sent to a ~~Civil~~ detention Barracks.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

(b) Units who have men awarded periods of detention in excess of 28 days, will apply through this H.Q. for permission to send men to Detention Barracks

If accomodation can be arranged in a Detention Barracks unit will be notified of the time and place to send the prisoner.

(c) The following procedure will be adopted when sending a prisoner to Detention Barracks.

(i) Prisoner will be paraded to R.M.O. who will examine the man and if fit to undergo detention, endorse the Sick Report to that effect.

(ii) The Prisoner will be sent to the Detention Barracks under escort; he will take with him his full Kit, Rifle and equipment and the escort will take the following documents.

Commitment Warrant
Field conduct sheet
Sick Report

(iii) On arrival at the Detention Barracks the escort will hand the prisoner over to the prison staff.

6. PAY

(a) London Leave

All men will be paid prior to going on leave to LONDON.

Units will submit Requisition, made up for estimated requirements at leave rate of 10% per leave party till Friday 5 Jul 40.

Requisitions will be endorsed LEAVE PAY

Units should get advise from the Paymaster, Australforce H.Q. of the time at which to draw leave pay. It is anticipated that special pay will be discontinued from next Friday.

(b) NORMAL PAY

Requisitions for normal pay will be submitted on Wednesday 3 Jul and will probably be available to units on Thur. 4 Jul 40.

7. MESSAGES

All ranks must be impressed with the importance of passing on messages, whether they are given verbally or in writing. Unit Comds. will take action against any person who fails to pass on a message received.

8. MAPS

Units will submit by 1600 Hrs. 2 Jul 40 a statement showing:-

(a) The number of, SALISBURY PLAIN, one inch to 1 mile maps held.

(b) The units from which maps were received, and the number of maps received from each unit or organization.

8. PERSONAL SAFETY

(a) All ranks must be warned of the danger of moving across country at night and of the necessity for immediately obeying when challenged.

Other ranks will not carry revolvers whilst on leave.

R.C.H. Dewar .Capt.
S.C. 25 Inf. Bde.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

NOTICE

Registered mail for following personnel may be obtained from POST OFFICE, TIDWORTH on application to that office.

DX 4836		John Brereton	2/1 Fd. Pk.
	Pte.	G.H. Harker	Amo Coy A.A.S.C.

Distribution

70 Bn.
71 Bn.
72 Bn.
1 Arty Gp.
3 Fd. Coys. Gp.
Australforce
18 Inf. Bde.
Force Sigs.
1 M.G. Bn.
11 Fd. Amb.
A.A.S.C.
A.A.O.C.
War Diary (2)
File

AUSTRALIAN WAR MEMORIAL RCDIG1025890

~~29/1~~

25/6/40

DC PIF Corp Tidworth

25 I.B.
18/40.

Australforce.
24 June 40.

All Units.

VISIT BY HIGH COMMISSIONER FOR AUSTRALIA.

1. The High Commissioner for Australia (Right Hon. S.M. Bruce P.C., C.H.) will visit units on morning of Wednesday, 26 June 40.

2. He will meet G.O.C. at PHEASANT INN at 0930 hrs and will proceed to 18 Inf. Bde. Camp thence ARENA ROAD and WINDMILL HILL areas.

3. The High Commissioner wishes to meet Commanders and C.O.s and to see the troops at whatever work is proceeding.

4. Probable time of departure on return to LONDON is 1300 hrs.

Col. i/c Adm.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

Appendix B.1.

AGENDUM

for

CONFERENCE

to be held at H.Q. AUSTRALFORCE at 1000 hrs

25 June 40.

1. Re-organization of A.I.F., U.K.

(a) re-allotment of personnel.

(b) 25 Mxd Bde bns to be organized on three and NOT four rifle coys basis.-

(c) re-allotment of accommodation and transfer of personnel thereto.

(d) new sites.

2. Position regarding:-

(a) Equipment - War and Training.

(b) Mechanical transport.

(c) Stationery- Message Forms.

3. Maps.

4. Local Defence.

5. Active A/A Defence.

6. Leave.

7. Detention Barracks: 28 days or less in units - Establishments with Brick

Notes

1. Tg Equip.
2. Local defence schemes.
3. Newkit (Reqn 8000 Medical form)
4. Working dress
5. Kit Store - Salisbury.
6. Ammunition incl Blanks.
7. Leave Authorities - tomorrow
8. Men Bdkt-Cy under detention
9. Leave passes.
10. Schools (Pl + NCOs) - 110
11. Public address speakers (4).
12. Returns.

Notes

a. 18 Bde Sick back to 18 Bde & then re allot to 25 Bde

b. Sick at Glasgow - parties to

(c) Reallotment & quartering force.

25th Bde

2 A.T. Bties Windsmoor Area
2 Fd Bties (LAD) Pennings
Mtr. Bn (LAD) "
One Mg Bn "
ASC Arena Rd
Bde H.Q. } Hasting House
LAD.
Sig Sec }

MDC (less LAD) Redan End
Fd Corps (Sling) near Bulford
Provost — Bulford
Force HQ Sigs } Tidworth Park
1 Fd Amb
Spec Amb
One Bn

AUSTRALIAN WAR MEMORIAL RCDIG1025890

S/5/40 copy. S.C.

Appendix B.
(Complete)

SECRET

LOCATION STATEMENT.

28 June 40

AUSTRALIAN IMPERIAL FORCE, UNITED KINGDOM.

Unit or H.Q.	Camp. Ref Map: Salisbury Plain 1 inch.	Telephone.
Australforce H.Q. Force Post Unit.	AMESBURY ABBEY (589621)	Amesbury 378 " 388 " 394
3 Fd.Coy 11 Fd. Coy.	HEDGE END (698704)	Tidworth 215 " 146
70 Bn. 2 & 3 Rec. Sec. Details A.A.O.C. A.A.O.C.	WINDMILL HILL (695711)	Tidworth 215 " 146.
71 Bn 1 M.G. Bn. Force A.A.S.C.	TIDWORTH PENNINGS (660705)	Tidworth 215 " 146
H.Q. 25 Mxd. Bde.	HASTINGS HOUSE. (669676)	Tidworth 215 " 146
5 Fd. Bty. 6 Fd. Bty. 1 A.Tk. Bty. 2 A.Tk. Bty.	ARENA ROAD. (673670)	Tidworth 215 " 146
Force Sigs. 72 Bn. 3 Spec. Hosp. 11 Fd. Amb.	TIDWORTH PARK. (675666)	Tidworth 215 " 146
Force Pro Unit	MARLBOROUGH BARRACKS BULFORD (625640)	Bulford 3171
H.Q. 18 Mxd Bde. 9 Bn. 10 Bn. 12 Bn. 3 Fd. Amb,	LOPCOMBE CORNER (707564)	Salisbury 2408 " 2415 " 2417

.....Lt. Col
G.S.Australforce.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

TABLE SHOWING METHOD OF RAISING NEW UNITS

1. SUMMARY

UNITS PROVIDING PERSONNEL

UNITS	For 70 Bn.			For 71 Bn.			For 72 Bn.			Grand Total			REMARKS
	Offcrs.	O.Rs.	Total	Offcrs.	O.Rs.	Total	Offcrs.	O.Rs.	Total	Offcrs.	O.Rs.	Total	
2/3 Fd. Regt.		5	5	4	36	40	4	162	166	8	203	211	
1 A.Tk.REgt.	7	117	124	2	8	10	2	37	39	11	162	173	
Sigs.		37	37		38	38		40	40		115	115	
M.G. Bn.	2	70	72	2	70	72	2	70	72	6	210	216	Toremain with H.G. Bn. Temporarily.
A.I.F. Reinfcts.	7	318	325	7	106	113	7	9	16	21	433	454	
18 Inf. Bde.					106	106		98	98		204	204	
1 A.Fd. Wk.shop		9	9	1	63	64	1	13	14	2	85	87	
GRAND TOTALS	16	584	600	16	584	600	16	584	600	48	1052	1800	

AUSTRALIAN WAR MEMORIAL RCDIG1025890

War Diary Copy No 21

SECURITY

25th AUSTRALIAN

INFANTRY BRIGADE

HEADQUARTERS

STANDING ORDERS

DISTRIBUTION

	Copy No.
Brig.	1
B.M.	2
S.C.	3
L.Os.	4 - 6
Bde. I.O.	7
Bde. T.O.	8
Capt. A.A.S.C.	9
W.O. A.A.O.C.	10
Offices	11-14
Bde. Sig.Sec.	15-18
L.A.D.	19-20
Reserve	21-30

Hastings House,
TIDWORTH.
June 1940.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

CONTENTS

SUBJECT	Para	Page
ORGANIZATION. -		
Application of S.Os.	1	2
Division of Bde. H/Q.	2	2
Adm Area	3	2
Duties and officer Organization (See also Appendices A & B)	4	2
MOVES		
Types of moves	5	2
Orders for moves of Bde. H.Q.	6	2
Composition of gps.	7	2
Recce. parties	8	3
Closing of Bde. H.Q.	9	4
Traffic control and march discipline	10	4
B ech	11	4
COMMUNICATIONS		
D.Rs.	12	5
Sig plan	13	5
Marking of Bde. H.Q. - S.C.	14	5
PROTECTION (See also Appendix E)		
Responsibilities	15	5
A.A. and Anti-gas	16	5
Protection against ground attack	17	5
Sentried by night	18	5
Billets and bivouacs	19	5
Alternative site	20	5
Personnel available	21	6
ADM - (See also Appendix A)		
Orders	22	6
Interior economy	23	6
Notice boards etc. - S.C.	24	6
Police duties - S.C.	25	6
APPENDICES		
A. DUTIES AND OFFICE ORGANIZATION		
Distribution of Duties:-	1	
B.M.		7
S.C.		7
Capt. A.A.S.C.		7
BDE. I.O.		7
BDE. SIG.OFFR.		7
Bde. T.O.		8
Chief Clerk		8
Clerks		8
Cipher Staff		8
W.O., A.A.O.C.		8
Offr i/c Offrs's mess		8
Bde. C.Q.M.S.		9
Bde. Tpt. Sjt.		9
Office Organization:-	2	
"In" messages		9
"Out" Messages		9
Despatch		9
Telephone conversations		10
Locations of H.Q.		10

AUSTRALIAN WAR MEMORIAL RCDIG1025890

SUBJECT	Para	Page
Office box		10
Production of Bde. O.Os.		10
Checking of messages etc.		10
GENERAL . . .	3	
Offrs.		11
B DUTY PERSONNEL		12
Duties		12
Dutty Offr		12
Duty clerk		
C DIVISION FOR MOVES OF:-		13
Bde H.Q.		14
Sig. Sec.		14
L.A.D.		
D Selection of Bde. H.Q. Site		15-16
E. Protection of Bde. H.Q.		17-18

AUSTRALIAN WAR MEMORIAL RCDIG1025890

ORGANIZATION

1. These standing orders apply to the following:-

H.Q. Inf. Bde.
Sig. Sec.
A.Tk. Unit
L.A.D.
other attached units located at Bde. H.Q.

2. Bde. H.Q. will not normally be divided (except that B ech may be detached), and will establish only one H.Q.

3. Administrative Area

(a) There will be one adm. area under the S.C. except that when B ech is detached it will form a separate area under the Bde.T.O.

(b) The Bde. H.Q. area should allow for:-
Bde. H.Q. Office (including Sig Office and Set wireless/with remote control).
Sig. Sec. (less the above).
A.Tk. Unit
L.A.D. and other att.
Messes
Quarters (or rest areas).
Tpt not required with the above, e.g. D.R.s. visiting vehicles, to be parked at a distance from Bde. H.Q. and if possible concealed from the air.

4. Duties and office Organization

Duties and office organization are given in Appendix A.
Orders for duty personnel are given in Appendix B.
A duty roster for Offrs, clerks and orderlies will be maintained. At night, one offr. one clerk and one orderly will be on duty.

MOVES

5. Types of moves will normally be one of the following:-
(a) When H.Q. is to move complete to a new area.
(b) When H.Q. less B ech is to move to a new area; B ech remaining at its present location or moving to a lying-up area.

6. Orders for moves of Bde.H.Q. will be:-

(a) The B.M. will plan the moves and decide in each case whether the S.C., I.O. or T.O. is to issue the movement orders to Bde. H.Q.
(b) The warning order for a move if possible, will be issued not less than one hour in advance.
(c) S.C., I.O. or T.O., will go fwd. and recce the new site in area indicated by Brig or B.M. An adv ech will move up to the new site in time to open comms at the required time. Unless otherwise ordered, adv ech will consist of:-
Brig in car accompanied by I.O.
4,8 cwts. - 3 L.Os, 1 for orderlies and clerks.
1, D.R. from Sig. sec.
1 wireless set from Sig. sec.
1, 15 cwt. or 30 cwt. from Sig. sec to open Sig office.
(d) When fwd ech has established comm, rear ech moves fwd under B.M.

7. Composition of groups for the issue of detailed movement orders is as follows:-

AUSTRALIAN WAR MEMORIAL RCDIG1025890

(a)

Gp	Responsible for issue of Orders
i Recce party	S.C. or I.O.
ii Bde. H.Q.complete	I.O.,S.C., or T.O.
iii Bde. H.Q.less B ech	I.O. or S.C.
iv B ecn	T.O.

(b) For a move, Bde. H.Q.(incl Sig. Sec & L.A.D.) will be divided into three groups - R(or recce)Gp, O(or operations) Gp and T (or Tpt, B ech) Gp. Normallythe main personnel will be grouped as follows:-

Gp	Main Personnel	REMARKS
	Brig and B.M. Bde.I.O. Bde. Sig. Offr L.Os.	No.1 or 101, set as required
R	N.C.O. Bde. Int Sec.	
	M.C.D.R.	
O	B.M. or Bde.I.O. S.C. Sig. 2i/c Int. N.C.O. L.Os. Chief Clerk	x As required xx Office truck five No.. 1 or 101, sets Mechanical layer Bde Sig Office Dets and Charging set.
	D.Rs.	Depends on number available at time of move
	W.O.,N.C.O. etc of Sig. sec.	No 9 set if attached
T	Bde T.O. A.A.S.C. Offr.	Baggage Water Armourers & Fitters Petrol Cooks Offrs Mess
	Bde.C.Q.M.S. Cooks	
	Bde. Tpt.Sjt. A.A.S.C. personnel A.A.O.C. personnel	L.A.D. 1 breakdown, 2 store L.A.D.

(c) Detailed allotment of Bde H.Q.,Sig Sec, and L.A.D. personnel to tpt is set out in Appendix C

8.Recce Parties

(a) If the Bde R group is called for by Division it will normally consist of:- Bde.Comd and I.O.(or B.M.,Sig.O., and two D.Rs.; and the R parties of any supporting arms. The Bde. Comd will decide whether Bn R groups and L.Os. will also be ordered fwd to another R.V. nearby.

(b) For billets, bivouacs or a new location battle; or to act as a guide party:-
S.C.,I.O.or Bde.T.O.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

Sig. Offr or N.C.O.
One or two O.Rs.(in S.C's truck).
One wireless vehicle
One sig D.R.
One or more provost personnel on m.cs.(if available)
Representatives from any attached units.

Notes:-

1. If the main body of Bde.H.Q. is to follow shortly after the recce party, and the distance is only a few miles, the recce party will mark the route to be followed either with personnel or direction signs, or both.

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

3. For considerations in selection of Bde. H.Q. site, see Appendix D.

9. Closing of H.Q.

Bde. H.Q. 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 H.Q. moves a man will be left at the old location for a time to re-direct D.Rs. etc.

10. Traffic control and march discipline

(a) See F.S.B.B. Pamphlet No. 6 and 25 Inf. Bde.S.Os.

(b) The offr issuing the orders for the move to each group will collect all the drivers of the group and issue verbal orders.

(c) All must be trained to carry out moves rapidly and at short notice. There will be no time for elaborate orders.

(d) Verbal orders to individual drivers will include:-

(i) Convoy Running

Destination and route (place names to be recorded in writing.)
Cruising speed at which to aim(leading vehicles only).
Average distances to be maintained from vehicle in front (in yds.) for normal running, and in defiles.
Minimum distance between halted vehicles.

(ii) Independent Running

Destination and route (place names to be recorded in writing.)
Marking of route.
Table of distances and timings.
Cruising speed at which to aim.
Minimum distance to be observed between halted vehicles.

(e) The Offr issuing the orders will arrange for a N.C.O. to start the vehicles off at the correct time interval necessary to produce the density ordered.

11. B ech

The Bde. T.O. will normally control the move of B ech of units as well as of B ech of Bde. H.Q. He will usually reconnoitre the next site himself and arrange to mark the route, leaving the senior Bn.T.O.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

in charge. The L.A.D. will normally move with B ech.

COMMUNICATIONS

12. D.Rs.

(a) O.C. Sig. sec. is responsible that a D.R. always accompanies the Bde Comd if he goes away from H.Q. during operations.

(b) When a special D.R. is going out, all officers on duty at Bde. H.Q. will be warned by Sigs. as early as possible.

13 Signal Plan

When warning has been received by Sigs that an operation order is to be issued, they will show their Sig plan for dispatch of the order to the B.M.

14. Marking of Headquarters.

The S.C. will be responsible that distinguishing signs are placed at the entrance to H.Q., if necessary at the approach from the main route, and at car park etc.

PROTECTION

15 Responsibilities

(a) The B.M. will lay down a policy in each situation.
(b) The Bde.I.O. will be responsible for Bde.H.Q. and the Bde. T.O. for B ech if it is separated.

16 A.A. and anti-gas

(a) Bde. H.Q. will normally be included in a battalion defence area.
(b) A P...D. officer for brigade H.Q. will be detailed
(c) At least one combined air and gas sentry will be posted for Bde. H.Q. by day.
(d) Mounting of A.A.L.M.Gs (See Brigade Standing Orders.)

17. Protection against ground attack.

All personnel will be permanently organized 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 themat all times. The anti-tank rifles will be placed in position and personnel detailed to man them on alarm.

18 Sentries by night

Except in times of special emergency only one sentry will be on duty at night for Bde.H.Q. area. He will visit the Signal office relief on duty at frequent intervals. He will also undertake the dutes of gas sentry. Sentries must be properly posted by a N.C.O.

19. Billets and bivouacs

See Brigade Standing Orders.

20. Alternative Site

The S.C. will be responsible for Recce and selection of an alternative site for Bde. H.Q.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

The Bde.T.O. will be responsible that an alternative site is found for B ech.

21. Personnel available

Clerks will not be employed as sentries. All other troops forming part of Bde.H.Q. as given in para 1 may be called on for protective duties. Working parties from outside Bde.H.Q. will when possible be obtained for work such as digging.

ADMINISTRATIVE

22 Orders for administrative personnel are given in Appendix A.

23. Interior economy

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

24 Noticeboards etc.

The S.C. will be responsible for the posting of notice boards and direction signs immediately on arrival in a new location.

25 Police Duties

The S.C. will be responsible that military police, or other personnel, are on duty to ensure that all precautions are taken to prevent betrayal of Bde.H.Q. to the air and that the instructions given in Bde.S.Os. on the subject of vehicles at Bde.H.Q. are complied with.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

DUTIES AND OFFICE ORGANIZATION

1. Distribution of Duties

B.M.

Responsible for all the staff work at Bde. H.Q. and can allocate it subject to his Comd's approval, as he thinks fit.

Initiation of plans, subject to the Comd's orders.
Preparing and issuing operation orders and instructions.
Transmission of information to Div. H.Q. and to neighbouring troops.
Training
Reports
Reports on offrs.
Honours and awards.

S.C.

Questions relating to:-
Personnel (except as above).
Casualties
Spiritual welfare.
Discipline.
Sanitation.
Prisoners of War.
Police.
Routine duties.
Ceremonial.
Distribution and detail of billets.
Supplies. pet, amn water, equipment, clothing, etc.
Preparation of adm para of O.Os.
Traffic control.
Recce of sites for Bde. H.Q. - and allotment.
Control of tpt arriving at Bde. H.Q.

Capt AAS.C.

Represents C.A.A.S.C. at Bde. H.Q.
Advice on A.A.S.C. questions.
Maintains personal liaison with units to ensure smooth working of A.A.S.C. service.
Assists S.C. in all matters relating to A.A.S.C. supplies.
Forecasts requirements of petrol and oils and gives early warning of any abnormal demand.

BDE.I.O.

Intelligence.
Distribution of information.
Disposal of prisoners of war and captured documents.
Supply of maps and air photograpsh to units.
Tracings.
Situation maps.
Codes and ciphers.
War diary(under direction of B.M.
Security measures within the Bde.
Defence of Bde. H.Q. (if O.C. A Tk. Coy is not available)
Preparation of information para of operation order, and checking of co-ordinates in those orders.
Organization of Bde. R.V. when O.Os. come for order.

Duties in connection with gas

To collect and record all items of gas intelligence and to forward full reports to div. H.Q. without delay.

To arrange for samples and specimens of technical interest to be collected and forwarded to Div. H.Q. (see B.S.O.)

Bde. Sig. Offr.

Com,adm and technical efficiency of Bde. Sig. Sec.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

Available as an offr of the Bde. staff to take his turn of d[illegible] Bde. H.Q.

Liason with B.M. and B.IO. to obtain adequate information on which tc base his signal plans.

Advice on signal matter, especially with reference to the intercom paragraphs of O.Os.

Reporting to the B.M. any failures in Sig com or delays in the transmission of messages.

Advice to Bn Comds. on their own sig comns line and cooperation with Bn Sig Offrs including all possible assistance to them.

Siting at Bde. H.Q. and general tactical control of Div. wireless sets and R.A.F. wireless tender, if att.

Adm of att details of other sig units and R.A.F. personnel at Bde. H.Q.

First line repairs to sig equipment of Bns.

Bde. T.O.
Comd B ech (incl B ech of Bn tpt when brigaded)
Defence Bech areas.
M.T.
Recce of site for B ech.
Pet

CHIEF CLERK
Organization 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 Offr concerned; and that they are subsequently seen as necessary by other offrs. and filed.
Ensuring that all waste paper, carbons, etc. are burnt.
Ensuring that reliefs are carried out so that clerks get meals and rest.
Preparation of duty roster for clerks.
Preparation of returns.
Will, at frequent intervals, examine all files to ensure that no unnecessary paper is kept. He will bring fwd to offrs concerned any files or papers which he considers should be destroyed.

CLERKS
Responsible for cleanliness of offices as detailed filling ink wells, etc.
Must be able to use duplicator.
Know location of all units of, or att to Bde.
Check all typing before handing to Chief Clerk or Offr concerned.

CIPHER STAFF
Responsible for cipher work and apparatus.
Will assist the Bde. I.O., or the chief clerk, when not engaged in cipher work.

WARRANT OFFICER A.A.O.C.
Represents D.A.D.O.S. at Bde H.Q.
Advice on A.A.O.C. questions.
Assists S. . in all matters relating to ord stores.
(See also Ord Manual, 1939, Appendix II)

O. i/c Offr's Mess
Responsible for mess, public and private property. (accounting for the former is through the Bde. C.Q.M.S.
Mess accounts and wine sheets (latter to be initialled daily.)
Mess staff nd Offr's servants.
Ensure that Officers on lat : duty, etc. are catered for.
(See instructions under Bde. C.Q.M.S. - Messing)

AUSTRALIAN WAR MEMORIAL RCDIG1025890

BDE C.Q.M.S.
Assists the S.C.
Drawing, and accounting of equipment and stores (except M.T.)
Accounting for and repair of Bde. H.Q. property.
Interior economy and discipline of O.Rs.
Messing of O.Rs. (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.

BDE. Tpt Sjt.
Assists Bde. T.O.
Drawing and accounting of M.T. vehicles, and spare parts.
Maintenance of M.T.
Petrol.
Responsible to Bde. Tpt.Offr for the discipline and general conduct of M.T. dvrs of Bde. H.Q.

2. OFFICE ORGANIZATION

NOTE: Separate registers will be kept for "inwards" and "outwards" messages etc.

I. An office stamp showing Offrs of Bde staff will always be kept at Bde. H.Q.
II. All correspondence messages etc. received at Bde H.Q. will be impressed with this stamp by the Chief Clerk, Bde. Int. N.C.O. or duty clerk, passed without delay to the Offr concerned; seen by other offrs as necessary, and filed.
III. Offrs dealing with messages, etc., will note on them when action has been taken.
IV. Sigs. will supply two copies of messages (other than those received by D.R. or orderly).
V A separate file will be kept for each unit of 25 Inf Bde & att tps.
VI Messages will be filed after action has been taken in order of receipt according to their file registration numbers.
VII "In"files will be divided into :-
(a) Messages
(b) Orders and Instructions.
VIII All correspondence will be registered and cross-indexed (using A.B. 121) when not engaged in active operations.
IX During operations a simple alphabetical system of registration only will be used.
X Correspondence, messages, orders etc of an important character which should be att to the War Diary will be marked "W.D." and passed to the B.M. or S.C.
XI Date and Hr of receipt will be recorded on all "inwards " messages, correspondence etc.
XII A "pending file" will be kept. Offrs. on return to Bde.H.Q. will see if it contains anything requiring their attention.

"Out" messages.
i Clerks should have pads of Message Forms fitted with carbons ready to insert into the typewriter.
ii The number of copies will be one for each addressee, one spare for sigs, and one for filing in office of origin.
iii A list of message numbers and an acknowledgement check will be maintained. Where a document to be ack, has a distribution list, the list will be used by the Chief Clerk for checking acks. If not ack within a reasonable time, Offr concerned must be notified.

Despatch
i. All orderlies and drivers will be instructed & questioned regarding the whereabouts of all units of the Bde and att tps. In addition they must know where H.Q. of neighbouring formations

AUSTRALIAN WAR MEMORIAL RCDIG1025890

are located.
ii An ample supply of addsd envelopes will always be available.
iii Receipt forms for all correspondence despatched will be prepared.

Telephone Conversations

A pad will be kept near each telephone.
Records of conversations and decisions will be made by speakers. These will be handled in the same way as messages.
Sig. Offr will arrange a code so that individual offrs can be called to the telephone (especially in the case of R.T.) without disclosing their appointments or names (e.g. unit code name preceded by No.1 might mean Brig; and preceded by No 2. might mean B.M.)

Locations of H.Q.
When locations of H.Qs are changing a separate file will be kept and all Offrs at Bde. H.Q. informed immediately of each change.

Office box

i. Messages, orders, etc. during operations will be filed in an office box. (This will be the duty of the clerks.) The Intelligence section will also file messages which are purely of an "I" nature.

ii. In principle a separate file is required for each formation, unit or gp of units from whch messages may be received; one file for the file copy of messages to div; one file for the file copy of all out messages to units; and another file for Bde.O.Os.

iii. Offrs. returning to H.Q. will read and initial all messages, etc. posted up in their abscence (these will be retained temporarily in a pending file until initialled by all concerned).

iv. At the end of each day, or other period ordered, the box will be cleared. Messages on file subjects will be placed in the appropriate files. Operation messages, etc. will be filed for attachment to the War Diary.

Production of BDE.O.Os.
i. Clerks and sig office will be warned that an operation order is to be produced, and approximate time.
ii. Chief clerk will then organize:-
Preparation of envelopes (these can be prepared in advance;) typists ready for dictation; duplication and pinning up.
iii. Clerks type in heading and await dictation.
iv. B.M. informs Chief Clerk and Sigs:-
distribution
order of priority
time orders are likely to be ready.
v. Sigs work out plan for delivery of O.Os. which will be shown to B.M.
vi. I.O. will assist as needed; in particular with tables and tracings, and will prepare information para.
vii. S.C. will adm paras and assist with march tables if required.
After Conference
viii. B.M. dictates. No interruptions by telephone or visitors.
ix. Clerk types on stencil.
x. Offr, or clerk, listens and checks co-ordinates.
xi. On completion O.Os checked by another offr.

Checking of messages and orders

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

AUSTRALIAN WAR MEMORIAL RCDIG1025890

Appendix A

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

3. GENERAL

Offrs.

I. Before an offr leaves Bde. H.Q. he will notify the Duty Offr of his proposed movements and anticipated time of return.
II. Before leaving to visit any unit Offrs will enquire of the other Bde. H.Q. offrs whether there are any messages for, or any information required from the unit.
III. Offrs. going on duty to a higher formation should visit all branches of the Staff at that H.Q.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

DUTY PERSONNEL

(other than sentries.)

1. DUTIES

One Offr, one clerk and one orderly will be on duty at Bde H.Q. 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 offrs' duty roster will be maintained by the S.C. all Offrs., including the L.Os. will be available. Intelligence sec and cipher personnel will be included on the clerical duty roster.

The Duty Offr 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 offr concerned.

iii. Arrange for matters not urgent to be passed to the offr 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 Bde. H.Q. (who have to he awake) at least once during the night.

The Duty Clerk will:-

i. Assist Duty Offr as required.

ii. Receives and registers all correspondence.

iii. Takes all incoming "secret " correspondence to Duty Offr.

iv. Checks acks of outgoing messages etc. and reports omissions to Duty Offr (if Chief Clerk is not on duty.)

AUSTRALIAN WAR MEMORIAL RCDIG1025890

Appendix C

TABLE SHOWING DETAILED ALLOTMENT OF PERSONNEL, MOTORCYCLES AND MOTOR TRANSPORT

Type of Vehicle	Vehicle Number	Load	Bde.Gp	Remarks
Bde H.Q. M.Cs.	1 & 2	2 Liaison Offrs.	R or O	As required
	3	I.C. or Int. Sjt.	R or O	
	4	Tpt Sjt	T	
	5	A.A.S.Motor Cyclist	T	
Cars 2 str.	6	Liaison Offrs.	R or O	As required
	7 - 9	3 Chaplains & 3 Batmen Drivers	-	With Bns.
Cars 4 str.	10	Brig.Comd, B.M. or I.O. 1 Driver	R	
	11	B.M. or I.O. 1 Clerk 1 Batman 1 Driver	O	
	12	S.C., C.Q.M.S. 1 Batman, 1 Driver	O	
	13	T.O. 1 Driver	T	
	14	Bde. Sup. Of. 1 Clerk 1 Batman 1 Driver	T	A.A.S.C.
Trucks 8 Cwt. 5 str.	15	1.O. or Int.Sjt. Cpl., L/Cpl. 1 Driver	O	
	16	4 Spare Dvrs. 1 Driver	T	
	17	3 Batmen, 1 San. Duties 1 Driver	T	
	18	1 W.O. 1 Clerk, 2 Arms. 1 Driver	T	A.A.O.C.
Trucks 15 cwt.	19	1 Driver	T	Petrol
	20	1 Fitter, 1 Mech. 1 Arm. 1 Driver	T	A.A.O.C.
	21	S/Sjt., 2 clerks Driver	O	Office
Trucks 15 cwt.	22	1 Water Duties, 1 Driver	T	Water Tank
	23	1 Driver, 2 Batmen	T	Baggage, spare anti-gas capes & equipment.
Lorries 30 cwt.	24	1 Offr'sMess Servant 1 Driver	T	Offrs Mess
	25	Offrs mess cook, 1 cook, Driver	T	Food & Water

AUSTRALIAN WAR MEMORIAL RCDIG1025890

Type of Vehicle	Vehicle Number	Load	Bde. Gp	Remarks
<u>Sig. Sec.</u>				
M.Cs.	6	1 D.R.	R	
	7 - 9	3 D.Rs.	0	
	10 -14	1 cpl & 4 Linemen D.Rs.	0	
	15 -16	2 Sjts.	0	
	17	1 Electrician	0	
Trucks 8 cwt.	26	1 operator 1 Driver-operator	R	Wireless
	27	Sig.Sec. Comd. 1 Driver	R	
	28	2 i/c Sig Sec. 1 Driver	0	
	29 - 33	Each 1 Operator 1 Driver-operator	0	Wireless
Trucks 15 cwt.	34	1 Driver	0	Line stores, mech. layer.
Lorries 30 cwt.	35 - 36	2 Cpls. 1 electrician 7 Office personnel 1 cook 2 Drivers	0	Sig Office, charging sets, cooks stores.
<u>L.A.D.</u>				
Trucks 12 cwt.	37	O. C. 3 O.Rs. 1 Driver	T	
	38	1 W.O. 2 O.Rs.1 Driver	T	
Lorries 3 ton	39	1 W.O. 1 Driver	T	Breakdown
	40	1 S/Sjt.1 Driver	T	Stores & Spare parts.
Trailers garage	41	Nil	T	M.T. equipment petrol motor & generator, battery charging.

<u>Note</u>:- Normally all vehicles shown in Bde. Gps R & O will be A ech vehicles, whilst those in T Gp will form B ech.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

APPENDIX D

CONSIDERATIONS IN SELECTION OF SITE FOR BDE H.Q.

1. Main considerations in selcting site :-

(a) Cover from ground and air observation is essential.
(b) A site will never be selected near a cross roads, or any prominent object likely to be a target for hostile arty.
(c) Sufficient cover should be available to permit essential dispersion in the lay-out of H.Q.
(d) A quiet site removed as much as possible from traffic noise.
(e) Easy access to road.
(f) Vehicles, is possible, should be able to reach site among 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 headlamps will be well camouflaged. Vehicles will be parked, when possible, parallels to a hedge, or under cover from air.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

Note:
Having selected the site, the offr will send a D.R. or his car back to guide H.Q. forward, while he proceeds with the lay-out.

2. Lay-out of Bde H.Q.

(a) The lay-out will consist of a number of "packets" sited at least 50 yds apart.
(b) Offices Sites
The office truck and sig office will be side by side. Wireless sets will be as far as possible from the office truck, with remote controls to Bde office.
(c) When an Arty unit is working with Bde, the area will be divided; each H.Q. being allotted an area. The actual H.Q. offices of Bde and Arty will be sited as close as possible to each other.

(d) When all vehicles of Bde. H.Q. are present the area should be divided into:-
(i) Ops, or "O" Gp sub-area.
(ii) "B" ech, or "T" Gp sub-area.

(e) Car park, or parks, will be arranged for:-
Ops.
(i) M.Cs - away from Bde.H.Q. officers.
(ii) Cars of Bde. H.Q.(except Bde Comd's car) & visiting offrs.
(iii) Cars of att tps or supporting arms.
(iv) Sig vehicles.
(v) Bde. H.Q. office truck, sig office and Bde Comd's car.
(vi) Vehicles not normally required to move, e.g. charging set.
All the foregoing must be conveniently parked for quick movement.
"T" Gp.

(i) Offrs mess, cooks and water vehicles will be parked well away from Bde. H.Q. offices. Normally between O ps and and remainder of "T" Gp parks.
(ii) Baggage.
(iii) Petrol
(iv) Armourers & fitters.
(v) L.A.D.

(f) Good traffic control is essential.
D.Rs. and cars will be stopped well away from the Bde office, and if possible, under cover from air observation.

(g) M.T. will be dispersed in car parks, to reduce to a minimum damage by shells or bombs.

3. Defensive arrangements:
(I) Alarm posts for all members of Bde H.Q. and Bde. Sig. Sec will be selected.
(II) A.A.L.M.G. positions will be selected.
(III) A.T.rifles will be sited.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

APPENDIX "E"

- 17 -

Protection of Bde. H.Q.

1. General

(a) When halted or on the move, Bde. H.Q. will normally be protected by the dispositions of other tps.. Nevertheless, all practicable precautions must be taken to guard against surprise attacks from the air and ground, and for the defence of Bde H.Q. Particular attention must be given to possible attacks by parachutists, air-borne tps, bombs and gas spray.

(b) Personnel for this duty will be provided from drivers and spare personnel.

(c) All ranks will have their arms and equipment near them at all times.

2. On the Move

(a) A.A.L.M.Gs and A.T. rifles will be carried ready for immediate use.
(b) Look outs for enemy planes and to watch the flanks, will be detailed on vehicles.
(c) During halts the A.A.L.M.Gs will be removed from vehicles, mounted, and ready for action.
(d) Offr's responsible for above action being taken:-
S.C. - "O" Gp
Bde.T.O.- "T" Gp

3. During Recce of New Bde H. Q.

Site

(a) Offr carrying out recce will make a provisional plan for the defence of Bde. H.Q.
He will:-
i Site A.A.L.M.Gs. and A.T. rifles.

ii Select "alarm" posts and ensure that their locations are known to all personnel.

iii Prepare defensive arrangements in cooperation with H.Q. of any other unit located in Bde.H.Q. area.

4. Upon Occupation of Bde.H.Q. site

(a) Bde I.O. in the absence of the O.C., Inf A.Tk. Coy., will be responsible for Bde. H.Q. protective measures.

(b) He will:-
(i) Organize all available Bde H.Q. personnel into permanent fire units.
(ii) Ensure that A.A.L.M.Gs are sited in positions from which they can protect Bde H.Q. and have an all round field of fire.
(iii) Site A.T. rifles to cover most likely lines of approach for A.F.Vs.
(iv) Post A.A. Gas and A Tk sentries.(Note: Bde.C.Q.M.S. will detail personnel for these duties. Duties of A.A. & Gas, or A.Tk and Gas may sometimes be combined but A.A. & A Tk will never be combined.
(v) Place "gas detectors" throughout the areas.
(vi) Be responsible for anti-gas measures and gas discipline within Bde. H.Q. area.
(vii) Take early action to provide, if possible, gas-proof accomodation at Bde H.Q.
(viii) Notify all personnel of location of First Aid Post.
(ix) Ensure that slit-trenches, or other protection against splinters, is provided for all ranks.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

5. SIGNALS

(a) Ground attack: Succession of long and short whistle blasts.

(b) Air attack : Succession of short whistle blasts.

(c) Gas attack: Rattles, or succession of short soundings of motor horns.

6. CONCELAMENT OF BDE. H.Q.

(a) It is most desirable that Bde. H.Q. be concealed from the air.

(b) Slit trenches will be camouflaged.

(c) Movement to and from, H.Q. will be confined to roads, paths and tracks. Where possible tracks leading to Bde. H.Q. will be continued beyond.

(d) Movement around H.Q. will be restricted to the minimum.

(e) Vehicles and M.Cs will be halted will clear of Bde. H.Q. and whenever possible parked under cover from air observation.

7. P.A.D.

See separate Instructions issued.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

W.D.

25 INF BDE

Standing Orders for Bde Guard.

1. The Guard will consist of 1 Sjt 1 Cpl and 6 O.Rs.
2. Guard will be supplied by the Duty Bn and will be fully instructed in their duties before proceeding to Bde H.Q. Ref M.E.D. (All Arms) Chap VI.
3. The tour of duty will be for 24 hrs and the guard will mount at Bde H.Q. at 1830 hrs daily.
4. The Sjt will arrange with the Bde. C.Q.M.S. for messing.
5. All sentries will be posted by a N.C.O. who will ensure that they fully understand their duties.
6. The Sjt will ensure that the Guard Tent and surroundings are at all times kept clean and tidy.
   The tent will be rolled by 0800 hrs daily except in wet weather and the usual routine re washing, shaving etc will be observed. Personnel will at all times be fully clothed and ready to turn out.

7. All irregularities will be referred to the Bde Duty Officer Between 2300 - 0600 hrs the Duty Officer will be found in Room 7 2nd Floor.
8. On Bde Air Raid Alarm the guard will move to shelter trench on opposite side of the road.
   DRESS :- Full Equipment, Arms and Ground sheet or Cape.
9. NO vehicles, except those mentioned below, will be permitted to enter the drive or to remain in the vicinity of Bde. H.Q., but will be directed to the Car Park, which is on the EAST side of Bde. H.Q.
   Exceptions :-

G.O.C. General Wynter	Camouflaged Hunter
Bde. Comd Brig. Bridgeford	Black Packard DXN 121
B.M. Maj. Pollard	Grey Ford V258

   M.C.Orderlies will not be permitted to enter Bde.H.Q., but will be direct to M.C. Stand.

10. Guard will turn out to:-
    (a) Bde Comd, once by day and present arms.
    (b) All armed parties. They will present arms to any party whose strength is not less than two btys or an Inf Bn.
11. Sentries will pay compliments to all officers:-

Maj and above	Present arms.
Other Officers	Salute.

12. No unauthorised person will be permitted to enter the Bde H.Q. area. Sentries will inspect all Identity Cards.

J. Hanlin -Capt.
~~S.C. 25~~ Inf. Bde.

DISTRIBUTION
Bde Guard
70 Bn
71 Bn
72 Bn
Bde. Comd
B.M.
S.C.
File
War Diary (2)

AUSTRALIAN WAR MEMORIAL RCDIG1025890

Copy No 45
War Diary.

SECURITY

AUSTRALIAN IMPERIAL FORCES.

25th.

INFANTRY BRIGADE

STANDING ORDERS

for Comd. A Vincent Pasfield Brig.
'25 Inf Bde A.I.F.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

CONTENTS.

	Para.
SECURITY	
General	1.
Security Officers	2.
COMMAND AND CONTROL.	
Battle procedure	3.
Marking of H.Q.	4
Bde H.Q.	5
Moves of H.Q.	6.
Routine at Bn H.Q.	7
Duty Roster	8
Liaison offrs	9
COMMUNICATIONS.	
Orderlies, D.Rs, and delivery of messages	10.
Franking of messages; demanding special D.R., priority telephone calls	11
Civil telegraph and telephone line	12
Daily time signals	13
S.O.S. signal	14
Rates of fire	15
MOVEMENTS BY ROAD.	
Dismounted troops	16
Unit tpt	17
Moving off	18
Halts	19
Orders for M.T. movements	20
INFORMATION.	
Situation reports	21
Recognition of allied and enemy troops	22
Hostile shelling intelligence	23
Gas Intelligence	24
Air Intelligence	25
LOCAL PROTECTION.	
Air and gas sentries	26
Anti-aircraft light machine guns	27
Billets and bivouacs	28
PRECAUTIONS AGAINST DEMOLITIONS MINE-FIELDS, "BLINDS" AND "BOOBY TRAPS".	
Demolitions	29
Reporting location	30
Blind shells and "booby traps"	31
ANTI-GAS MEASURES.	
Marking of contaminated areas	32
Gas alarms	33

AUSTRALIAN WAR MEMORIAL RCDIG1025890

DISTRIBUTION.

Bde H.Q.(1 per offr.)	Copies	No 1 - 12
31 Bn	"	No 13 - 22
32 Bn	"	No 23 - 32
33 Bn	"	No 33 - 42
File	"	No 43 - 44
War Diary	"	No 45 - 46
Spare	"	No 47 - 50.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

AUSTRALIAN IMPERIAL FORCE.

STANDING ORDERS.

FOR

25 INF BDE.

SECURITY.

1 GENERAL.

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

(b). 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.

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

(d). Cameras will not be taken into the field.

(e). Offrs are responsible that all ranks under their comd are familiar with F.S.P.B., Pamphlet No 3, 1939, Sec 16 to 26.

2. SECURITY OFFICERS.

The I.O. at Bde H.Q. and in each Bn will act as security offr for his unit. (See 'Manual of Military Intelligence in the Field, Pamphlet No 2, 1939, Section 11).

COMMAND ANDD CONTROL.

3. BATTLE PROCEDURE.

(a) The following terms will be used in infantry battalions and companies :-

R group (R gp) - The comd's gp.
O group (O gp) - Subordinate comds and staff (or orders gp)
F group (F gp) - Main (or fighting) body of the unit.
T group (T gp) - Tpt not required with F gp.

A normal composition of the above gps is laid down in standing orders - but it MAY BE VARIED ACCORDING TO CIRCUMSTANCES.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

3. BATTLE PROCEDURE (Contd).

(b) The normal composition of the R gp of an infantry battalion will be :-

Personnel	Tot.
C.O. and I.O. or Adjt.	4-str car - 1.
Sig Offr)	8-cwt truck - 1.
Sigs (2))	
D.Rs. (2).	M.Cs. - 2.

(c) When verbal orders are being given, any offrs not required, and the orderlies and drs, will remain out of hearing under cover.

(d) When the Bde Comd calls for Bn R gps, Bn comds may order their O gp to a selected R.V., but must not allow them fwd to the bde R.V. unless they are specially called for.

(e) When R and O gps are called for to recce a new posn in a withdrawal, units and sub-units which are in action will not send comds but their representatives. It will also generally be advisable to send larger parties.

(f) Detailed allotment of personnel, bicycles, M.Cs. and M.T. is laid down in Appx "A" to an "Inf Bn S.Os. for Battle Procedure".

4. MARKING OF H.Q.

Bde H.Q. and each bn H.Q. will be marked by its distinguishing sign, if possible illuminated by night. One sign will be placed at the H.Q. and another at the point where the approach leaves the main road or track. Spare signs will be available to go fwd with the party establishing a new H.Q.

5. Bde H.Q.

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

(b). Orderlies will warned to use the most covered approach and to keep under cover whilst in the vicinity of Bde H.Q.

(c). M.T., including M.Cs. will not be left running near Bde H.Q.

(d). M.Cs. will not be started up or kept running within 30 yds of the Bde H.Q. office or of any conference of offrs. If necessary, they must be wheeled away until clear.

(e). Strictest "track discipline" will be enforced at ALL times.

6. MOVES OF H.Q.

(a). Immediately after a move, all units (including att units) will report the exact posn of their H.Q. to the H.Q. under whose comd they are at the time.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

6. MOVES OF H.Q. (Contd).

(b). Units reporting to bde H.Q. will each send two orderlies. These orderlies will have a map ref of their new H.Q. and must know the best covered approach to it. One orderly will be sent back to the unit and one retained.

(c) When the position of a subordinate H.Q. is laid down in orders, it may be moved a short distance away provided arrangements are made to redirect orderlies etc. from the pt where the H.Q. are supposed to be.

(d) When a H.Q. moves without giving at least onw hrs notice to the next higher H.Q., an orderly will be left for a time at the old location to redirect D.Rs etc.

7. ROUTINE AT BN H.Q.

An orderly or sentry who knows where to find the offrs of Bn H.Q. and the way to each coy H.Q. will be on duty at Bn H.Q. day and night.

8. DUTY ROSTER.

Duty rosters of bde and bn H.Q. will allow adequate periods of rest both for offrs and O.Rs. and it must bea strict rule that offrs or N.C.Os who are resting are not to be disturbed except in the case of emergency.

9. L.Os.

Orders for L.Os are given in Appx "A".

COMMUNICATIONS.

10. ORDERLIES, D.Rs., AND DELIVERY OF MESSAGES.

All ranks must assist orderlies or D.Rs. to find the H.Q. or individual offr to whom their message is to be dliverd When a H.Q. is on the move, the vehicle acting as the signal office will carry a sig flag in a conspicuous posn. Before returning to his own H.Q. 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 H.Q. is on the move he should follow immediately behind the signal office vehicle until he is permitted to return to his own H.Q.
An orderly wishing to deliver a message to an individual offr who may, for example, be engaged in conversation, will not wait until somebody asks what he wants, but will make his presence by saying loudly "Message for ....."

AUSTRALIAN WAR MEMORIAL RCDIG1025890

11. FRANKING OF MESSAGES; DEMANDING SPECIA D.Rs.; PRIOTITY TELEPHONE CALLS.

Offrs are normally authorized as follows:-

i. "Emergency ops" (or E.C.) - authority to demand a special D.R. and to make priority telephone calls. - Bde Comd when specially authorized.
ii. "Immediate" - also authority to demand a special D.R. within the Bde, and to make priority telephone calls - B.M.
iii. "Immediate" - and priority telephone calls (within the Bde) - as in (ii) above, - unit comds and S.Os.
iv. "Important" - as in (ii) and (iii) above and Sig Offrs.

If unathorized offrs should initiate messages franked as above, sigs will accept the message, but will report to Bde Comd.

12. CIVIL TELEGRAPH AND TELEPHONE LINES.

Civil lines, offices and exchanges will not be used without the authority ofthe C.S.O., except when vital communications would be delayed by reference to the C.S.O. Such urgent use of the civil system will be reported without delay.

13. DAILY TIME SIGNALS.

When Bns and Bde are in telephonic comm, the Bde Sig Offr will synchronize time with units at 0730 and 1930 hrs daily. Any Bn which has not received the time signal will send in an orderly to Bde H.Q. to synchronize watches at 0830 hrs daily if unable to communicate by telephone. Units will also be responsible that time has been synchronized immediately before an operation, in addition to the daily time signals.

14. S.O.S. SIGNAL.

Unless other orders are issued, the S.O.S. signal may be put up on the authority of a Coy Comd. It will only be put up when inf or tanks are advancing to the attack. The S.O.S. signal will be answered by all weapons on fixed lines, thefire of which falls in the area in which the signal has gone up. S.O.S. signal will NOT be made in repetition of similiar signals but only by authorized persons who have seen the enemy forces.

15. RATES OF FIRE to be applied in various circumstances will be issued in orders. It is essential that they should not be allowed to become stereotyped. In the absence of specific orders on the subject, the following rates will be used:-

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 amm allows)
Arty ..	..	3 mins intense; lift to prep tasks and fire two bursts of 2 mins rapid with 2 mins interval.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

15. RATES OF FIRE (Contd).

ii. Prep. Arty. - 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 order to engage more than one task - one burst of 3 mins at rate "intense" on each task in succession.

MOVEMENTS BY ROAD.

16. DISMOUNTED TPS.

Dismounted tps 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 of 100 ~~mtrs~~ yds. between pls and 300 yds between coys, unless otherwise ordered. Unit or sub-unit comds should vary these formations to suit traffic conditions for example in towns or where meeting other dismounted tps on the march.

17. UNIT TPT.

This will be moved by bounds from one parking area to another - parking areas being off the road. When in parking areas, tpt 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 clear gap in front of each vehicle of at least 100 yds.

18. MOVING OFF.

When starting from bivouacs etc. dismounted tps and M.T. will move off direct from dispersed pl etc areas without first forming up by coys.

19. HALTS.

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

20. ORDERS FOR M.T. MOVEMENT.

(a) Detailed instructions for M.T. movement are contained in F.S.P.B. Pamphlet No 6 and separate unit standing orders on the subject should be unnecessary.

(b) Unless otherwise ordered moves by day will be at 15 v.t.m. and 15 m.i.h.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

INFORMATION.

21. SITUATION REPORTS.

When the Bde is actively engaged, Bn Comds will render a brief written or verbal report to Bde H.Q. at least every two hours, even if no change has occurred, giving their situation and intentions. Copies of bn operation orders may be sent for this purpose if considered desirable.

22. RECOGNITION OF ALLIED AND ENEMY FORCES.

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

23. 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 from which the bearing is taken must be given).
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.

24. GAS INTELLIGENCE.

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

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

25. AIR INTELLIGENCE.

(i). Air intelligence which should be fwded in situation reports includes:-

(a) Particulars of enemy air raids i.e. tactics employed and nature of bombs deopped, 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.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

25 AIR INTELLIGENCE (Contd).

(ii). The following will be reported immediately by phone and confirmed in wirting:-

(a). Particulars, including location, of enemy aircraft crashing within our own lines. A statement of equipment salvaged and action taken with regard to enemy pilots and airmen should be given.

(b). Information of casualties to our own or allied aircraft. If the aircraft falls in our own lines the senior offr on the spot will assisy the crew and mount a guard on the aircraft with orders to allow no one but R.A.F.(or allied Air Force) personnel to approach it.

LOCAL PROTECTION.

26 AIR AND GAS SENTRIES.

By day, unless other orders are issued, at least one air and gas sentry will be posted by each coy and by other sub-units acting independently. (The duties of air and gas sentry may often be combined, and carried out by the same man).

By night, and also by day in areas where an effective warning system is in operation, the number of air and gas sentries may be considerably reduced (e.g. one double sentry post might suffice for a battalion in billets for all purposes).

27. ANTI-AIRCRAFT LIGHT MACHINE GUNS.

Unless other orders are issued, all A.A.L.M.Gs, and at least one L.M.G. per coy will by day be mounted for A.A. action at each halt and in billets, bivouacs, etc. Orders must be issued in each case as to whether posts will be manned continuously, or only on alarm. If manned continuously, the sentry at the gun may count as one of the sentries required under para 26 above. The air situation may demand the prevision of other posts in addition.

28. BILLETS AND BIVOUACS.

In billets and bivouacs, action to be taken during an air raid, bombardment or raid by A.F.Vs. will be explained to all ranks and rehearsed. Splinter-proof protection must be provided for all personnel e.g. strengthened cellars or concealed slit trenches.

Detailed orders for protection against gas and air raids in billets and bivouacs are contained in "Instructions for protection against gas and air raids in billets, camps and bivouacs". Appx "C".

PRECAUTIONS AGAINST DEMOLITIONS, MINEFIELDS, "BLINDS", AND BOOBY TRAPS.

29 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.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

30 REPORTING LOCATION.

(a) A complete record of all minefields laid will be maintained. Their position and density will be reported to Bde H.Q..

(b) Comds 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.

(c) When laying any type of mine in a posn which may subsequently become difficult to locate, a length of wire buried or suitably concealed and anchored at both ends will be laid between each row of mines; each mine will then be connected to these wires by individual short lengths of wire with a knot three feet from the mine. The ends of the long wires between rows will then be connected to some central pt or pts which can be charted and located without difficulty.

31. BLIND SHELLS AND "BOOBY TRAPS".

(a) Blind shell, when located, should NOT be moved or tampered with, but should be reported to Bde "I" Offr who will take the necessary action.

(b) 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-lookung souvenirs. Suspicious objects should be reported to Bde "I" Offr and to the nearest engineer unit, if there is one in close proximity.

(c) Enemy mines should be lifted with care. Any wire underneath them should be cut and not pulled.

ANTI-GAS MEASURE.

32. MARKING OF CONTAMINATED AREAS.

The unit which first discovers that ground has been contaminated with persistent gas is responsible, whenever time permits, for marking off thearea with signs, warning, gas, and in all cases for taking action to bring the presence of the contaminated area to the notice of other tps, in accordance with instructions contained in Protection against Gas and Air Raids, Pamphlet No 1.

33. GAS ALARMS.

(a) See Appx "C" Part 11 para 3.

(b) Action will be taken as laid down in F.S.P.B., Pamphlet No 8, 1939, Sec 4, 2.

ADMINISTRATIVE.

34 AMN CODE.

(a) Daily consolidated returns of amn expended up to 1200 hrs, including S.A.A., mortar bombs, grenades, fireworks, etc, will be telegraphed to Bde H.Q.

(b) The amn code is contained in F.S.P.B., Pamphlet No 9A, 1939.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

35 BDE S.A.A. RES

When ordered, one 15-cwt truck of S.A.A. per bn will form the Bde S.A.A. res and will move under orders of the staff Captain with "A" Ech of Bde Tpt.

36 PETROL AND OIL.

(a) Petrol will be distributed in 4-gal tins. Units will make arrangements for the disposal of these tins, which are non-expendable. 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.
(b) Diesel fuel oil and lubricating oil will be distributed in 5-gall drums which are returnable.
(c) Units will give a receipt for all petrol and oils received on A.B.55.
(d) 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.

(a) When unit vehicles are required to collect supplies from A.A.S.C.lorries, supply points will be used instead of meeting points. Theperiod of time for which A.A.S.C. lorries will remain at supply points will be ordered by Div H.Q. 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.

(a). Units will submit (through Bde A.A.O.C. warrant officers, where applicable) indents in duplicate to D.A.D.O.S. for stores shown on A.F.G.1098 series or authorized by general routine orders. In urgent cases indent may be made by telegraph or telephone direct to Div H.Q.
(b) 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 D.A.D.O.S. as above.
(c) 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 ordnance base depot or advanced ordnance depot.
(d) Stores will usually be delivered to units in supply column vehicles.
When stores are authorized to be issued from the ordnance field park, units will send their own vehicles to collect from.
Nromally, 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.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

3?39. ANTI-GAS RES.

For clothing andother items held in anti-gas res 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 res will be supplied to units on demand. A demand will be made in writing and will show the name rank and unit of the offr making it.
Contaminated clothing will be collected in anti-gas bags by units and umped. Location of dumps will be reported.

40. RETURNED.STORES.

The importance of salvage will be impressed on all ranks. Unserviceable stores (other than arm) which have salvage value, will be sent to R.O.O. in returning vehicles of sup coln. Fired cartridge cases, arm boses, etc, will be returned to A.R.H., throguh arm 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 ambulances or casualty clearing stations, will be reported by them to the nearest D.A.D.O.S. for disposal instructions.

41. BILLETING, BIVOUAC or GUIDE PARTIES.

Normally these will consist of:-

Bde: S.C., I.O. or Bde T.O.
Sig Offr or N.C.O.
1 or 2 O.Rs.(in S.C's vehicle)
1 wireless truck.
1 D.R.
1 or more pre personnel on M.Cs (if available).

Bns 1 offr or N.C.O. } for each Coy.
1 R & F }

Bn H.Q. representative or representatives.
(Bn I.O. & members "I" Sec)
(or)
(Qr.Mr.).

42. TRANSPORT.

Bn "B" Ech, when brigaded, will, unless otherwise ordered consist of:-

Trucks 8-cwt (Q.M. and T.O.	2.
M.C.(Tpt Sgt)	1
Trucks 15 cwt water tank	2
Lorries 30 cwt offrs mess	1
M.T.stores and fitters	1
Cookers and cooking supplies	5
Baggage	2
A.G. capes and res clothing (leaving 1 with "A" Ech)	1
Distribution of petrol	1
.... trucks in accordance with circumstances.	

43 TRAFFIC CONTROL.

orders
In default of other/bns are responsible for organizing traffic control within any areas allotted to them.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

44. ADVANCED LANDING GROUNDS.

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

45. RETURNS.

A list of the routine returns to be rendered is shown in Appx "B".

AUSTRALIAN WAR MEMORIAL RCDIG1025890

ORDERS FOR LIAISON OFFICERS.

1. DUTIES.

L.O.s are required:-

(a) To take information to fwd units and flank formation and to keep them informed of the course of events and of future intentions.

(b) Whilst keeping subordinate comds in the picture, to get from them similar stop press news for the information of the higher comd; e.g. opinions and intentions of subordinate comds. Deductions regarding the intentions of the enemy. Opinions as to the morale and physical condition of the tps.

(c) To convey the comd 's orders to subordinate comds.

(d) On occasions, to represent units at conferences when orders are being issued .

2. CONFERENCES.

To be in a position to carry out the duty defined in para 1 (c), L.O.s should, whenever possible, attend all operational conferences at their own H.Q.

3. LOCATION.

As a rule, L.O.s remain at the H.Q. to which they are att and do not leave this H.Q. unless sent on a specific mission by the comd or senior S.O. Their movements must be controlled by the staff.

(a) Location when at H.Q.
A special office is allotted for the L.O.s. This must be close to G office. If a special place is not indicated L.O.s should not get in the way of the S.O.s at H.Q. This is a difficult task, requiring tact, because they must keep in the picture, be available when wanted, and yet avoid interfering with the work of the H.Q.

(b) On leaving H.Q.
They should report to all branches of the staff in order to find out -
(1) whether there are any orders or instructions for the unit they are visiting.
(11) whether the different branches of the staff require any particular information from the unit they are visiting.
(111) they should also call at signal office before leaving to collect any outgoing message. If prior notice can be given it may prevent D.R.s from being sent out needlessly.

(c) On returning to H.Q.
After reporting to the branches of the staff for which they have information or messages, they must consult the intelligence branch so that they may find out what has been happening in their absence. They will also inform the signal office of any impending moves. Their vehicles should be clearly marked "Liaison Officer" and be parked with the D.R.s

4. TYPES OF INFORMATION REQD TO ASSIST COMD AND STAFF.

(a) That a unit H.Q. was shortly moving from A-B (Also of interest to Sigs.)
(b) The latest information of posns reached by units.
(c) The fact that a certain unit had not been fed for some hours.
(d) The condition and morale of the tps.
(e) L.O.s are particularly valuable in finding out the latest situation after an attack by our own tps or when an enemy attack has been launched. Under both these circumstances the situation will be confused and normal means of comm may have broken down. Comds will only be able to obtain accurate information by sending out all available L.O.s and S.O.s

AUSTRALIAN WAR MEMORIAL

RCDIG1025890

5. DUTY ROSTER.

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

6. MESSING.

Liaison officers should feed with whatever H.Q. they happen to be with.

7. MAPS.

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

NOTE

Although it is their duty to report faithfully what they see L.O.s must not become spies and m ust avoid expressing opinions derogatory to subordinate comds or units. Once units begin to consider them as spies the ir value is gone.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

APPX "B".

25 INFANTRY BRIGADE STANDING ORDERS.

REPORTS AND RETURNS TO BE RENDERED BY UNITS.

For detaisl of Routine Returns see F.S.R.I., Appendix.111.

Serial No (a)		Subject (b)	Rendered to (c)	Remarks. (d)
Immediately	1	Location of H.Qs.	Brigade H.Q.	On change of location. See Para 6
"	2	Fire opened on S.O.S. signal	"	-
"	3	Use of gas by enemy	"	See para 24
"	4	Crashed aircraft	"	See para 25
As necessary	5	Situation report	"	See para 21
"	6	Hostile shelling	"	see para 23
Daily	7	Amn expenditure	"	see para 34
"	8	Strength state A.F.W. 3006 made up to 0600	O i/c 2 Ech	Copy to Bde H.Q.
"	9	Officers battle casualties A.F.W.3010	O i/c 2 Ech	-
"	10	O.Rs battle casualties A.F.W.3011	O i/c 2 Ech	-
"	11	Att personal battle casualties A.F.W. 3012	"	-
Weekly	12	Field Return, offrs A.F.W.3008	"	-
"	13	Ditto O.Rs A.F.W. 3009	"	-
"	14	Offence report A.F.B.2069	"	-
Monthly	15	War diary A.F.C. 2118	"	On 1st of month.
As and when necessary	16	Report of burial A.F.W.3314	"	Rendered by Chaplain or offr in charge.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

APPX 8.

25th INFANTRY BRIGADE STANDING ORDERS.

INSTRUCTIONS for Protection against Gas and Air Raids in Billets, Camps and Bivouacs.

(See Protection against Gas and Air Raids, and F.S.P.B.)

PART 1 - GENERAL PREPARATORY MEASURES
(Note - Those parts of these instructions referring to gas will only come into force if ordered.)

1. AREAS - Billets, camps and bivouacs will be divided into areas, which will normally and in the absence of other orders, correspond with unit areas. A separate area will be laid out for Bde H.Q.

2. P.A.D. Offrs - A Bde P.A.D. Offr will be appointed. In addition a P.A.D. Offr will be appointed for each unit. (They will carry out their P.A.D. duties in addition to other work.) The P.A.D. Offr for this Bde will be the Bde I.O.

3. AIR SENTRIES - At least one sentry will be detailed (by day) by each coy or equivalent unit. Sentries at A.A. and M.G. posts and on gas spray detectors may be included in this number.

4. A.A.L.M.G. Posts - Four posts (or more if ordered) will be prepared in each unit and at least one in the Bde H.Q. area. These will be provided with all round protection. These posts must be permanently manned by day (but see Note i below).

5. INLYING A.A. Piquets - An inlying piquet with six L.M.Gs will also, if practicable, be detailed in each area by day, ready to turn out when an air raid warning is given. But tps will not be left in billets, etc., for this purpose.

6. PROTECTION AGAINST AIRCRAFT SPRAY - Gas spray detectors will be laid out and sentries detailed as given in F.S.P.B., Pamphlet No. 8, 1939, Sec 5. Immediately a sentry sees from the detectors that gas spray has fallen, he will immediately pass the Alarm "SPRAY" by word of mouth and then take one of the detectors to the Duty Offr for confirmation that spray has fallen.

7. ANTI-GAS EQUIPMENT.- Respirators and anti gas capes will be carried, and eye shields and individual detectors will be adjusted when not under cover as ordered. Capes when carried should be in the "worn" position, except when this method of carriage interferes with the performance of a duty.

8. SLIT TRENCHES - Slit trenches will be dug at once in the vicinity of billets and in camp and bivouacs areas. Where this is not practicable, the protection afforded by buildings will be improved. Splinter proof overhead cover will be provided for trenches where time and labour allow. If drainage permits, the inside of bivouacs may be excavated to a depth of about 18 inches, the soil being heaped up all round to provide additional protection. Slit trenches will not then be required.

9. COOKING AREAS IN BIVOUACS - Tarpaulins or other cover must be provided both overhead and to windward to reduce the danger of food being subjected to spray. Detectors must be placed near any food which must be left in the open.

10. WATER CONTAINERS AND STORES.- Water containers will be kept covered. Other stores, more especially those NOT in metal containers should be kept covered as far as possible.

11. BATH PLACES AND LATRINES IN THE OPEN - Protection against spray should be provided both overhead and to windward.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

APPX C (contd)

12. SYSTEM OF ALARMS.

(i) The general warning will be given by the sounding of an alarm gong by the Unit or H.Q. first notified or appreciating the necessity for a warning. It will be repeated by other units.

On the sounding of this warning personnel will wear steel helmets, a nd adjust anti-gas capes to the "rolled" position and wear respirators at the "alert".

Personnel will then act as laid down in Part II of these instructions, para 2. "Raiders passed" will be notified by a series of alternate long and short whistle blasts.

(ii) Other signals are as laid down in regulations (see Part II of these Instructions).

(iii) The system of alarms and warnings will be posted prominently in all areas.

13. LIGHTING RESTRICTIONS. - C.O's are directly responsible that blackouts are completely effective.

14. FIRE POSTS - Available fire fighting equipment (other than fire point equipment) will be held at fire posts. Sufficient fire parties will be detailed in each area to man this equipment. Strength of each party - 1 N.C.O. and 3 or 4 O.Rs. In billets, fire point equipment, improvised if necessary, will be provided in each building.

15. FIRST AID POSTS - One will be arranged in each area. (First aid posts must be able to deal with wounded who are also contaminated.) One or more first aid parties, of 3 men each, will be available at the first aid post.

16. GAS CLEANSING CENTRES - One will be arranged in each area, with the exception of Bde H.Q. area who will use that of the nearest Unit - (see Note ii below) - Personnel 1 N.C.O. & 4 O.Rs.

17. GAS DEFENCE CENTRES - One will be arranged in each area with the exception laid down in para 16.
Personnel - 1 N.C.O. and 3 O.Rs (excluding the decontamination squads based on the centre).

18. DECONTAMINATION SQUADS - One or more decontam ination squads will be detailed in each area. Strength of each squad - 1 N.C.O. and 5 O.Rs.

19. BLEACH TRAYS - Bleach will be provided outside first aid posts, gas cleansing centres, gas defence centres and H.Qs.

20. VEHICLE DECONTAMINATION DEPOT - One vehicle decontamination depot will be arranged for each area or group of areas. Contaminated vehicles of Bde H.Q. will use the decontamination depot of the nearest unit.

21. RESCUE PARTIES.- One or more will be detailed in each area (preferably from pioneers, if available). Strength of each party - 1 N.C.O. and 7 O.Rs.

22. MAINTENANCE - Anti gas equipment will be inspected weekly.

23. TRG - The Bde P.A.D. Offr will co-ordinate Anti gas trg within the Bde and will arrange "Gas Excercise" periods at least once weekly. Unit P.A.D. Offrs will be responsible for Anti gas trg within their units.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

APPX C (contd)

23. Noto:
(i) Tps dotailod for tho abovo spocial dutios must carry thom out in addition to thoir ordinary work. O.C. Aroa will docido what partios will bo loft in billots, otc., whon a unit is out training.

(ii) Equipmont roquirod for gas cloansing and gas dofonco contros is laid down in "Protoction against Gas & Air Raids" - Pamphlot No. 3 - Passivo air Dofonco.

PART II - ACTION TO BE TAKEN ON RECEIPT OF AIR RAID AND GAS WARNING.

1. PRELIMINARY CAUTION. - Aroa Comds will bo informod and may warn subordinatos at thoir discretion.

2. AIR RAID WARNING. - On tho warning boing given by tho gonoral warning systom, or by fiold signals laiddown for onomy aircraft in sight (a succession of long blasts on tho whistlo, or both arms hold abovo tho hoad and tho hands wavod); or on hoaring noar-by A.A.L.M.G. firo all porsonnol will go undor covor oxcopt A.A.L.M.G. posts and piquots and sontri es. Porsonnol with P.A .D. dutio s will first procood to thoir posts.

3. GAS ALARMS. Tho gas alarm signal will bo tho sounding of gas rat-tlos for cloud gas warning and by passing "Spray" by word of mouth for spray warning or by sorios of short blasts on motor horns.
Action to bo taken will bo as laid in F.S.P.B. Pamph-lot No 8 1939, Soc 4.
Porsonnol will not adjust respiratorss in tho ovont of "Spray" attack unloss vapour is dotoctod whon r spiratorss will bo adjustod. All possi blo uso will bo madoof sholtor provided by woods and troos.

PART III - ACTION AFTER ATTACK.

1. SIGS. - Whon tho "raidors passod" signal is sounded by tho gon-oral warning systom, if gas has not boon usod, ordin-ary activity may bo resumed. If gas has boon usod, or if thoro is no general warning systom, porsonnol will wait for tho all-clear signal - two long blasts on tho whistlo, ropoatod at intorvals of aboub five seconds. (This signal is tho samo as that laid down for"air attack ondod.")

Whon tho aircraft attack is ondod, and whon tho areas for which thoy aro rosponsiblo aro clear of gas, unit and sub-unit comds will ordor tho "all clear" signal to bo sounded. If gas has boon usod tho "all clear" signal signifies that all those within tho aroa affoctod ma y tost for gas, and, if thoy aro satisfiod that gas is not prosont, may romovo thoir rospirators.

2. RECCE. - Immodiatoly after a gas attack, if gas has boon usod or is suspoctod, aroa P.A.D. Offrs will carry out a roccо to find out tho limits of tho contaminatod aroa, and tho intonsity of tho contamina tion. Any othor nocossary roconnais-sancos will bo ordorod by comds.

3. PRECAUTIONS AGAINST FRESH ATTACK - Special precautions will bo takon against a frosh attack. New dotectors will bo placod in position immodiatoly and thoir inspection by sontrios continuod.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

APPX C (contd)

PART III - ACTION AFTER ATTACK (contd)

4. EVACUATION OF CONTAMINATED AREAS - Heavily contaminated areas will be evacuated and marked with gas warning signs.

5. WEAPONS AND FOOD.- Every weapon exposed to gas will be decontaminated by the users as soon as the attack is over. Rags after use will be destroyed by burning. Food which has been contaminated by liquid will be destroyed.

6. CONTAMINATED CLOTHING - Contaminated clothing will be left in dumps at Gas cleansing Centres marked with gas warning signs and, at the first opportunity, placed in anti gas bags for removal to the L. of C. Fresh clothing will be issued from unit reserves.

7. CASUALTIES -
(i) Wounded, whether contaminated or not, will go or be carried to first aid posts.

(ii) Casualties from choking gas, whether contaminated or not, must be carried to first aid posts.

8. REPORTS. (Gas Intelligence)

(a) If there is substantial reason to think that gas has been used by the enemy, units will discard secrecy in favour of speed and will report by priority telephone call direct to

G3 (C.W.) at Force H.Q.

repeated to Bde I.O.

(b) The immediate report should state :-
i. Reliability of Information.
ii. Time.
iii. Place.
iv. Method of emission.
v. Immediate effects on personnel.
vi. Any known or observed characteristics of the gas.

(c) A further report after investigation should consist of :-
i. Immediate report.
ii. Sample of fragment of enemy equipment.
iii. Samples of contaminated ground wrapped in oilskin and labelled in a sealed tin.
iv. Duration of emission and persistence.
v. Weather conditions, state of ground, foliage etc.
vi. Details of effect on personnel
vii. One of our own respirator containers which has been used during the gas attack in case of a new gas.
viii. Some of our protective clothing and equipment, also detector paper, after contact with a new gas, or if any unexpected results are obtained.

AUSTRALIAN WAR MEMORIAL RCDIG1025890

War Diary. Oct. Appx "E."

HEADQUARTERS,

25TH INFANTRY BRIGADE, A.I.F.

Standing : Lieut. R. F. WOODCOCK, Lieut. J. P. HALL, Capt. G. B. KATER, Capt. R. F. EDGECOMBE, Capt. L. STANSFIELD, Lieut. D. W. YOUNG, Lieut. P. L. BRINKLEY.
Seated : Capt. R. VINCENT, Maj. R. G. POLLARD, Brig. W. BRIDGEFORD, M.C., Capt. I. M. HUNTER, Capt. A. S. GEE.

AUSTRALIAN WAR MEMORIAL RCDIG1025890