

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

Item number: 8/3/61

23/21 Infantry Battalion
December 1941 - January 1942

3rd DISTRICT

54 2 27

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Army Form C.2116
(adapted.)

Unit 23/21 Bn.

Date and Time.—From

To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
OCEAN GROVE	8 Dec 41		Weather--Fine and Cool. Light Showers. Strength--22 Officers, 383 O.R. Total 405. March In 1. March Out 3.	
GHERANG	"		R, B, C, D and E Coys. clearing sites of Bde. H.Q. and No. 1 2 and 3 Camps.	
GEE LONG	"	1420	60 offr. and O.R. attend demonstration Boyes A/Tk Rifle.	
OCEAN GROVE	"		H.Q. Coy. employed on Specialists Syllabus.	
OCEAN GROVE	9 Dec 41		Weather--Fine and Cool to Warm. Strength--20 Offrs. 391 O.R. Total 411. March In 8. March Out 2.	
"		0900	C.O. left Camp recce Beach Defence Areas. as plan 20 LH.	
"		1800	Conference Coy. Comds re allocation work and areas . All Coys. returned from Gherang.	
			H.Q. Coy. resumed normal syllabus.	

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
OCEAN GROVE	10 Dec 41		Weather--Fine and Warm.	
			Strength--20 Offrs. 386 O.R. Total 406.	
			March In 1. March Out 6.	
"		0800	Coys. moved to Beach Defence Areas to construct Sec Posts.	
"		1700	Coys. return to Camp.	
"			H.Q. Coy. continues normal syllabus.	
"		1400	Recce Camp area for Slit Trench posns. and dispersal areas. for tps and M.T.	

WAR DIARY or INTELLIGENCE SUMMARY

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
OCEAN GROVE	11 Dec 41		Weather-- Fine. Strength--20 Offrs. 386 O.R. Total 406. March In 1. March Out 6.	
"		0815	A, B, C, D and E Coys. continue work on defensive posn in BARWON HEADS Area. A and B Coys to bivouac in this area. H.Q. Coy. employed in excavation Slit Trenches within Camp Area.	
"		0945	M.T. dispersed in cover around Camp site. Precautions for P.A.D. taken .	
"		1400	Instruction from 2 Cav Div rds in Beach Defence Area to remain open to civilian traffic.	
"	12 Dec.41		Weather - Very Hot. Strength - 20 Offrs. 387 O.R. Total 407.	
"		0800	March in 1. March out 3. C.,D. and E Coys.moved out for preparation duties of Beach	

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
OCEAN GROVE	12 Dec. 41	0800	Defence Areas. H.Q. Coy. proceeding with excavation of slit trenches.	
" "		2000	Barwon Heads and Ocean Grove blacked out. Camp visited by Senior Constable Thomas advising on blacking out of areas and position of civilians. Civilian camping prohibited with Barwon Heads area.	
" "	13 Dec. 41.		Weather - Hot. Later very hot and trying.	
" "			Strength - 25 Offrs. 392 O.R. Total 417.	
" "		0615	M arch In 9. March Out 2. As result of Coy.Comdrs.conference beach defence works to be	
" "			manned continuously.	
" "		0900	Personnel attending 2 Cav.Div.Cadres ordered to return to units.	
" "		1000	Orders re draft conducting parties.	
" "		1015	Cadre personnel for Hamilton despatched by M.T.	
" "		1430	Cadre personnel marched out.	
" "	14 Dec. 41		Posts 10 to 14 incl.of Beach Defence Plan commenced. Weather - Warm. Cool change later.	
" "			Strength -28 Offrs. 372 O.R. Total 400.	
" "		0800	March In 41. March Out 3 C.O. took over duties of Comd. Torquay Force.	
" "			B,C,D & H.Q.Coys. employed on preparation and security duties.	
" "		0900	"A" Coy. returned for adm. and rest.	
" "		1000	All L.M.G & M.M.Gs together with 26,000 rounds of S.A.A. delivered to Torquay Force H.Q.	
TORQUAY		1500	E Coy. take out forty camouflage nets for use on M.M.G. posns. Inspection by G.O.C. S.Comd. of Beach Defences.	

WAR DIARY or INTELLIGENCE SUMMARY

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
BARWON HEADS	14 Dec.41	1520	Recce. of park by Majors Tanner and Court, of 2 Cav.Div. and Major Cornish and Lieut.Field of 23/21 Bn. for bivouac area.	
OCEAN GROVE		1600	All Coys. ordered to remain permanently on allotted defensive works.	
" "			R.R.O., Capt. Ralton and staff marched out to Drill Hall, Geelong for duties per Mob. Plan on D.1.	
" "	15 Dec.41		Weather - Cool morning.	
" "		0700	Strength - 28 Offrs. 372 O.R. Total 400. Marched Out 3. Draft Conducting Parties report at Bn.H.Q. for instructions. All Coys. employed on security duties and defence works for Torquay Force.	
" "		1230	60 men reported for duty.	
" "			H.Q. Coy. continuing excavation of slit trenches.	
" "		1900	B. Coy. to assist in manning lines for 24 hours.	
" "		2300	187 men from Western District and Geelong reported for duty.	
" "	16 Dec.41		Weather - Fine morning.	
" "			Strength - 29 Offrs 634 O.R. Total 663. March In 1. March Out 1.	
" "		0300	13 men from Hamilton district reported for duty.	
" "		0400	Col. Hall inspects all posts.	
" "		0830	Newly marched in tps. issued with rifles, equipment and other available stores.	
" "		1000	A/Tk. posns. discussed by C.O. and Capt. Tibbells of 17th. Bty. 5 A/Tk Regt.	
" "		1010	C.O. 23/21 Bn., C.O. 22 Fd. Regt. and Capt. Tibbells confer re Arty. posns.	
" "		1400	A, B, C, D, & E Coys to march out at 1615 hrs. to join their Coys. at Beach Defences.	

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2115
(adapted.)

(Erase heading not required).

Unit 23/21 Bn

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
OCEAN GROVE	16 Dec.41.	0930	C.O. to meet Col. Beeforth at Barwon Heads Bridge.	
" "		1630	C Coy. in posn. at Corio 546784.	
" "		1800	A Coy. to take over Beach Defence for 24 hrs. with support of E Coy.	
" "	17 Dec.41		Weather - Fine Hot day.	
" "			Strength- 29 Offrs. 704 O.R. Total 735 March In 72. March Out 2.	
" "			Camouflage nets sent to Torquay Force Comdr. H.Q.Coy. continuing excavation of slit trenches.	
" "		1900	Torquay Force now in position under command Lt.Col.Hall Sector to be manned-posts 1-10 incl. A Coy; 11-16 B Coy;17-22	
" "		1145	D Coy. Col.Beeforth,Capt.Fry,Lieut Smiley arrive to confer on defences.	
" "		1900	Capt.Webb to be O.C. left sector beach defence. Beach forces advised Arty practice at P.P.Heads 18&19 Dec.41.	
" "			When advance party 20 L.H.arrive in area to take over posts agreed upon and to come under comd. of 23/21 comdr.	
" "	18 Dec.41.		Beach lights to be dismantled and removed immediately. Weather - Very hot day.	
" "			Strength - 29 Offrs. 714 O.R. Total 743. March In 15 March Out 3.	
" "		0800	All Coys.employed on duties beach defences and slit trenches.	
" "		1000	Lieut.Drew to carry out staff capt.duties Torquay Force.	
" "		1200	Lieut.Col.Beeforth & Party visited camp and inspected areas, slit trenches,dispersal of camp & M.T.	
" "		1500	Capt.Long, 5 A/Tk arrives and checks posn.as he is taking over area.	

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
OCEAN GROVE	18 Dec.41	1600	Small boat reported cruising along coast in suspicious manner.	
" "	19 Dec.41		Weather - Fine Warm Day. Strength- 28 Offrs. 723 O.R. Total 751	
" "		0500	March In 13. March Out 5. All clear signal sent to 2 Cav.Div. Small boat seen cruising along front.	
" "		0800	All Coys. employed on Beach Defences and slit trenches.	
" "		1600	Col.Mitchell & Maj.Catron visited Bn.H.Q. and requested information of probable move of 23/21 Bn.from P.P.Fortress area.	
" "		1640	B & D Coys. return for rest.	
" "		1700n	Q.M.returned from 2 Cav.Div.having endeavoured to get essential supplies. B & D Coys. to reoccupy posn. held by them last night. H.Q.Coy. to return to Ocean Grove. Capt.Bizley reports no tactical aspect in carrier movements.	
" "		1910	Capt.Webb given permission to organize raiding party under Lieut. Sim.	
" "		2020	Capt.Nicholas & Capt.Grouch to check over posn. re take over of post by 20 L.H. on 20 Dec.41.	
" "	20 Dec.41		Weather - Showers during early hrs. Fine & Warm later. Strength- 28 Offrs. 728 O.R. Total 756.March In 7.	
" "		0500	All clear signal sent out O.C. left sector.	
" "		0855	Capt.Webb,Capt.Hooper,Lieut Dent report present situation.	
" "		1045	Adv.H.Q. notified that 2 Coys. to remain in Beach Defences. 3 Cav.Bde. H.Q. now at Temperance Hall,Winchelsea. B & D. Coys. moved out to Beach Defence areas. Winchelsea Force informed Bn.dispositions altered on authority of Col.Lawson.	

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
OCEAN GROVE	20 Dec.41.	1500	B & D.Coys at disposal of 20 L.H. and rationed by 23/21 Bn. Also 8 carriers and crews and 4 M.M.Gs. and crews.	
			A & C Coys.to prepare defensive posnastride Mt.Duneeed Rd.NORTH of Thompsons Ck and commence digging 21 Dec.41.	
			E Coy- 1 pl. to dig Gun posns to be known as Duneeed Cok.posn.	
			1 Coy.23/21 Bn.to proceed to WaurnPonds to prepare defensive posn.	
			Lieut.Gubbins to remain with 20 L.H. as O.C.Field Works.	
			Capt.Webb to hand over area to Capt.Nicholas & Bidstrup by 1600 hrs. 20 Dec.41.	
		1600	Capt Fry (20 L.H.) took command.	
		1645	23/21 Bn. returned to camp less B & D Coys. which remained on beach defence being detached for service with Torquay Force.	
" "	21 Dec.41	2100	Carrier Pl. moved out to report to H.Q. Torquay Force. Weather - Fine and Warm.	
			Strength- 28 Offrs. 726 O.R. Total 754. March Out 2.	
" "		0800	Coys.have general clean up and Coy.adm.	
" "		0815	C.O.moved out for recce.& to report to G.O.C. at Ceres Br.	
			Bde.Comdr.P.P. Fortress Area requests 23/21 Bn.to evacuate area under his control.	
" "		1000	As result Coy.Comdrs.conference orders issued for evacuation and dispersal of troops at Ocean Grove.	
" "		1400	B,C,D Coys.completed evacuation of personnel & all Coy.stores.	
" "		1630	A Coy. completed evacuation.	
			H.Q.& E. Coys dispersed in timber to north and north-west of camp respectively. D Coy.situated at Bream Creek, B Coy. at BarwonHeads, A & C Coys one mile south of Mt.Duneeed.	
" "		1800	All mens messes and recreation tents were struck.	

WAR DIARY or INTELLIGENCE SUMMARY

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
OCEAN GROVE	22 Dec.41		Weather - Fine and Mild Strength - 27 Offrs. 712 O.R.	
" "			March In 3. March Out 18.	
" "		0700	18 Pl. of E Coy. moved by M.T. to Mt. Duneed.	
WINCHELSEA		1045	2 I/c reported to 3 Cav. Bde. and received dispositions of Units and orders for 23/21 Bn. to move to Highton.	
OCEAN GROVE		1100	Evacuation of camp to be completed by 1800 hrs. 23 Dec. 41. A, C, and 18 Pl. E Coy employed on defensive posns. along Thompsons Ck.	
" "			Preparation of removal of heavy stores to Drill Hall, Geelong	
" "		1500	Convoy moved off,	
" "		1730	Order received to cease evacuation as unit would be remaining at Ocean Grove.	
" "		1830	Enciphered message ordering evacuation of Ocean Grove by 1800 hrs. 23 Dec. 41.	
" "		2215	C.O. ordered Bn. to move in accordance with message received.	
" "	23 Dec. 41		Weather - Fine Hot Day. Strength - 27 Offrs. 696 O.R. Total 723.	
" "			March In 16. March Out 32.	
" "		0800	Convoy moved to Drill Hall, Geelong and to Highton with stores.	
" "		1030	E Coy. evacuated Ocean Grove for Highton and second convoy with stores moved from Ocean Grove.	
" "		1400	Third convoy moved off.	
MT. DUNEED		1230	I Section arrived.	
GEELONG		1600	Bn. H.Q. opened at Drill Hall and closed at Ocean Grove.	
HIGHTON		1800	H.Q. & E. Coys. bivouacing.	
GEELONG		2200	Rations for all Coys. drawn from Drill Hall.	

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
	24 Dec.41		Weather - Fine Hot Day Strength- 27 Offrs. 704 O.R. Total 731. March In 16. March Out 4.	
		0800	Distribution of 23/21 Bn D:Coy, Bream Wreek; B Coy. Barwon Heads; Beach Defence Duties under Comd. of Torquay Force. A, C Coys and 18 Pl. E Coy 1 mile south of Mt. Duneed employed on excavation of weapon pits. H.Q. & E. Coys (less 18 Pl) at Highton - specialists training. Bn. H.Q. at Drill Hall Geelong are checking and packing camp stores and are in constant touch with D.A.D.O.S. regarding deficiencies in W.E. Table and stores. P.A.D. duties allotted to personnel at Bn. H.Q.	
GEEELONG		0900	Six R.A.A.F. planes manoeuvre over Camp.	
MT. DUNEED		1030	One Wirraway plane crashes one mile north of Mt. Duneed. Both members of crew killed.	
" "		1045		
GEEELONG		1630	Engrs. and W.O's attend Bn. H.Q. to ascertain water service and shower buildings required for Highton area.	
		1700	All floorboards and Unit hot water service were removed from Ocean Grove to Highton and Drill Hall.	
	25 Dec.41		Weather - Extremely Hot Day. Strength- 27 Offrs. 701 O.R. Total 728. March In 2. Marched Out 5.	
HIGHTON		0930	C.O., 2 I/c and Adj. inspected bivouac area and determined water points required.	
		1700	Gen. Rankin arrives at Mt. Duneed area.	
	26 Dec.41		Weather - Very Hot Day. Strength- 27 Offrs. 704 O.R. Total 731. March In 9. March Out 6.	
		0800	Coys. employed on duties as on 24 Dec.41.	
HIGHTON		1000	The 2 I/c together with W.O's from Engrs. visited bivouac area	

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

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Unit 23/21 Bn.

Date and Time.—From To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
			and indicated posns. of water points for Coy.kitchens and also site of ablution and shower room.	
MT.DUNEED	27 Dec.41	1400	Engineers' stores sent to A & C Coys. Weather - Hot overcast morning, sultry, cool change later. Strength- 27 Offrs. 692 O.R. Total 719. March In 2 March Out 14.	
HIGHTON		0800	Work commenced on water service. Normal duties for all Coys. Pioneers constructing meat safes for Coys.	
	28 Dec.41	1600	8 - 1/4 gal. drums for water obtained from Salvage Corps, also 20 kerosene tins for use as showers in fwd. areas. Weather - Fine and mild. Warmer temperatures later. 27 Offrs. 689 O.R. Total 716. March In 4. March Out 7.	
		0800 1030	Coys. on duty in defensive areas. Pnr.Pl. constructing safes. Notification re intended visit of G.O.C. S.Comd. to Mt.Duneed area.	
GEEELONG		1630	P.A.D. duties rehearsal by personnel of Bn. H.Q.	

[Handwritten signature]

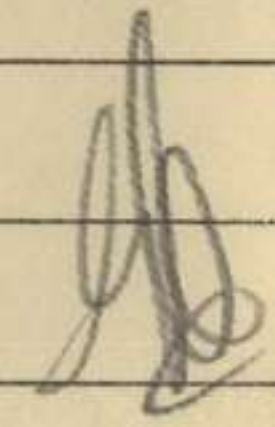
WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
GEELONG	29 Dec.41		Weather - Hot and Dusty. Strength Offrs 27. O.R. 677. Total 704. March In 2. March Out 14.	
MT. DUNEED " "		1000 1800	C.O. Inspects Defensive Posns in MT.DUNEED area. Message received ordering Bn.H.Q. to move from Drill Hall GEELONG to HIGHTON.	
" "	30 Dec.41	1830	C.O. leaves MT.DUNEED for HIGHTON. Weather - Warm and Windy. Strength - Offrs.27 O.R. 673. Total 700. March In 2. March Out 6.	
" "		1030	I.O. and I Sec. move to HIGHTON.	
" "		0930	C Coy moves to area WAURN PONDS to commence Defensive Works in that area.	
" "		1000	C Coy H.Q. opens CORIO 1" to 1 mile.	
HIGHTON		1330 1800	C.O. and I.O. leave to inspect defensive posns in MT.DUNEED area also to recce WAURN PONDS area. C.O. and I.O. return to Bn.H.Q.	
HIGHTON	31 Dec.41		Weather - Fine and Warm. Strength - Offrs.27 O.R. 676. Total 703. March In 29. March out 26.	
BARWON HEADS THOMPSONS CK. DUNEED WAURN PONDS HIGHTON			B Coy. continue in Defensive Posn. D Coy. " " " " A Coy.& M.G. continue defensive digging and wiring. C Coy " " " " H.Q. Coy. engaged in tng.	

FOR OFFICIAL USE ONLY.

AUSTRALIAN MILITARY FORCES

A.M.R. 7& O. 1587

23/21 Bn Routine Orders Part 1. No. 125/41

by

LT-COL J.R. HALL, E.D. COMMANDING 23/21 BN.N

1 DEC 41.

DUTIES. The following duties will mount at "Retreat" on 1/12/41.

Duty Coy, - A Coy.

Orderly Officer.....Lieut J. P. SIM
" Sergeant.....Cpl. L. M. MATHESON
" Cpl. Cpl. H. J. FLEMING.

Next for Duty 2/12/41/

Duty Coy.....A Coy.

Orderly Officer.....Lieut L. E. SINCLAIR
" Sgt.....Cpl. H. J. FLEMING
" Cpl.....L. M. MATHESON

Next for Duty 3/12/41

Duty Coy.....A Coy.

Orderly Officer.....Lieut. J. P. SIM
" Sgt.....Cpl. L. M. MATHESON
" Cpl.....H. J. FLEMING.

MESS TIMES

Whilst the greater portion of the Unit are at Gherang all messes will be held at the following times:-

Breakfast.....0715 hrs.
Midday Meal.....1245 hrs.
Evening Meal.....1740 hrs.

LEAVE.

leave

As weekend or daily will only be granted in very exceptional cases, and only when supported by full information, Coy Comds will not recommend unnecessary leave applications when submitting same to BN. H.Q. No leave will be granted by Coy Comds.

CONSCRIPTION: REFERENCE TO AND DISCUSSION (4 Div Adm. Order No. 43/41).

The question of the introduction or otherwise of conscription for military service is a matter for policy and its determination for decision by the Government. Offrs will refrain from public discussions of or reference to the matter and will not make any statements whatever, either in favour or against its introduction.

SIGNED....S. M. McDONALD
Lieut for Capt.
Adj. 23/21 Bn.

125-141
24577

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART I. No. 126/41

by

3 Dec 41.

LT. COL. J. R. HALL, E. D. COMMANDING 23/21 BN.

DUTIES. The following duties will mount at Retreat on 3/12/ 41/4

Duty Coy.....A Coy.

Orderly OfficerLieut L. E. SINCLAIR
" Sgt.....Cpl. L. M. MATHESON
" Cpl.....Cpl. H. J. FLEMING

Next for Duty 4/12 41

Duty Coy A Coy.

Orderly Officer.....Lieut J. P. SIM
" Sgt.....Cpl. H. J. FLEMING
" Cpl..Cpl. L. M. MATHESON

Next for Duty 5/12/41

Duty Coy.....A Coy

Orderly Officer.....Lieut L. E. SINCLAIR
" Sgt.....Cpl. L. M. MATHESON
" Cpl.....Cpl. H. J. FLEMING

CARE OF TENTS.

All fittings and stores in tents , marquees or store tents must be so arranged that same do not come in contact with the canvas, and as a result cause unnecessary wear.

SIGNED.....LIEUT S. M. McDONALD

for Adjt.

23/21 Bn.

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART 1. NO. 127/41

by

6 Dec 41

LT. COL. J. R. HALL, E.D. COMMANDING 23/21 BN.

DUTIES. The following duties will mount at Retreat on 6/12/41

Duty Coy.....A Coy.

Orderly Officer.....Lieut J. P. SIM
" Sgt.....Cpl. H. J. FLEMING
" Cpl.....Cpl. L. M. MATHIESON

Next for Duty 7/12/41

Duty Coy.....A Coy.

Orderly Officer.....Lieut L. E. SINCLAIR
" Sgt.....Cpl. L. M. MATHIESON
" Cpl.....Cpl. H. J. FLEMING

Next for Duty 8/12/41

Duty Coy.....A Coy.

Orderly Officer.....Lieut J. P. SIM
" Sgt.....Cpl. H. J. FLEMING
" Cpl.....Cpl. L. M. MATHIESON

S. COMD. CHIROPDY COURSE NO. 5 12 JAN - 30 JAN INCL.

V67068 Cpl. G. D. Ainslie will attend the above course. ~~Ms~~

MEDICAL ORDERLY.

Any person with FIRST AID knowledge or would like to obtain same, and is desirous of understudying the Medical Orderly will report to the R.M.O. at 0900hrs on Thursday next, 11 Dec.

LEAVE WITHOUT PAY.

Where the period of leave without pay continues for more than 24 hrs the number of days shall be the number of periods of 24 hrs, plus one day for any additional period of less than 24 hrs. As the appropriate entries to be made on casualty returns must be followed in every instance of leave without pay as set out in S.E.R.O. 30/1941 subjoined, Coys will furnish the full particulars of leave without pay on their daily parade states.

CASUALTY RETURNS-LEAVE WITHOUT PAY- DATES OF PROCEEDING ON OR REJOINING FROM LEAVE.

- (a) It is essential, in the interests of dependents that a casualty return be rendered immediately any member rejoins his unit from leave of absence without pay in order that allotments can be recommended without delay.
- (b) The following form will be followed in notifying leave of absence without pay:-
On proceeding on leave:-
"Commenced leave without pay 0900hrs 28/12/40
On rejoining unit:--
"Rejoined from leave without pay, 1800hrs 2/1/41/
Total leave without pay 6 days".

UNIT XMAS CARDS. The unit Xmas Cards may now be purchased from Coy's at the price of 2d. each.

SIGNED.....LIEUT S. M. McDONALD
Adjt.
23/21 Bn.

AUSTRALIAN MILITARY FORCES

23/2I BATTALION ROUTINE ORDERS PART I. NO. 128/4I

by

9Dec 4I

LT-COL. J.R. HALL E.D. COMMANDING 23/2IBN

DUTIES The following duties will mount at Retreat on 9/12/42

Duty coy - "B" Coy

Orderly Officer - Lieut. w.h. Stretch
" SGT - CPL L.W. VINCENT
" CPL - PTE R.J. KERGER

Next for duty 10/12/42

Duty Coy - "B" Coy

Orderly Officer - Lieut. J.M. MCKENZIE
" SGT - CPL L.W. VINCENT
" CPL - CPL R.J. KERGER

Next for duty 11/12/42

Duty Coy - "B" Coy

Orderly Officer - Lieut J.M. GUBBINS
" SGT - SGT E.L. EVANS
" CPL - CPL J.R. THOMPSON

WIRELESS SETS

Wireless shall not be audible during parade hours or between Lights Out and Reveille.

LIGHTS OUT.

All lights must be put out in Coy lines on or before Lights Out, and shall not be lit again unless in case of extreme urgency, during the remainder of the night.

KEYS OF DRILL HALL.

All keys of the Drill Hall or any of its outbuildings shall be returned to the Adjt forthwith.

MESS TIMES.

As and from the evening meals today mess times will be as laid in C.S.O's.

CAMP PICQUET.

As and from "Retreat" tonight, the Inlying Picquet shall be of the strength of 1 N.C.O. and 6 O.R's, and shall remain in Coy lines throughout their tour of duty, and be prepared to carry out any task allotted to them. The Picquet shall continue to keep the H.W.S. and fires going, and wake the Orderly Officer as previously laid down. The Picquet shall mount in the usual manner.

P.T.O.

14 000

CAMP GUARD.

AS and from "Retreat" tonight a Camp Guard consisting of 1 Sgt, 1 Cpl, and 10 O.R.'s shall mount. The tour of duty will be from "Retreat" to "Retreat". There will be three posts and these will be made known to the Guard mounting tonight by the R.S.M.

1st Lt. W. J. ...
2nd Lt. ...
SIGNED... S.M. McDONALD
CAPT.

ADFT. 23/21 Im.

1st Lt. ...
2nd Lt. ...
3rd Lt. ...

1st Lt. ...
2nd Lt. ...
3rd Lt. ...

REGULATIONS

Weapons shall not be used during parade hours or between lights out and reveille.

LIGHTS OUT

All lights must be put out in Coy lines on or before Lights Out, and shall not be lit again unless in case of extreme urgency, during the period of the night.

KEYS OF THE BARRACKS

All keys of the Barracks or any of its outbuildings shall be returned to the Sgt. Quartermaster.

WEED BURNING

As and from the evening when today's burning will be held in the Coy lines.

CAMP REGULATIONS

As and from "Retreat" tonight, the following regulations shall be of the strength of 1 P.O. and 6 O.R.'s, and shall remain in Coy lines throughout the tour of duty, and be prepared to carry out any task allotted to them. The picket shall continue to keep the R.S.M. and three going and wake the Orderly Officer as previously laid down. The picket shall mount in the usual manner.

1.1.0.

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART I. NO. 129/41

by

10 Dec 41

LT. COL. J. R. HALL, E.D. COMMANDING 23/21 BN.

DUTIES. The following duties will mount at "Retreat" on 10/12/41.

Duty Coys...B and C Coys.

Orderly Officer.....Lieut. J. M. MCKENZIE
" Sgt.....Cpl. L. W. VINCENT
" Cpl.....Pte. R. J. KERGER

Next for Duty. 11/12/41

Duty Coys.....B and C Coys.

Orderly Officer.....Lieut J. M. GUBBINS
" Sgt.....Sgt. L. M. EVANS
" Cpl.....Cpl. J. R. THOMPSON

Next for Duty. 12/12/41

Orderly Officer.....Lieut L. J. HOCKING
" Sgt.....Sgt. E. L. EVANS
" Cpl.....J. R. THOMPSON

XMAS CARDS.

Coy comds are to submit a return of numbers of Xmas Cards required. Return to reach Bn. H. Q. at 1200 hrs Friday 12 Dec. Cards will be available on Monday 15 Dec.

LEAVE WITHOUT PAY.

Reference to para 4 Bn. R.O's Part 1, 127/41 regarding the above is cancelled, but S.C.R.O. 30/41 is still in force.

SIGNED.....S. M. McDONALD

ADJT.

23/21 BN.

AUSTRALIAN MILITARY FORCES.

23RD/21ST BATTALION ROUTINE ORDERS PART 1. NO 130/41.

by

11Dec. 41.

LT-COL. J.R.HALL E.D. COMMANDING 23/21 BN.

1. DUTIES. The following duties will mount at "retreat" on 11/12/41.

Duty Coys.		-	"B" & "C" Coys.	
Orderly Officer	-	Lieut.	L.E.SINCLAIR	
" Serjeant	-	Sgt.	L.B.ROWE	
" Corporal	-	Pte.	G.R.HEARD	

Next for Duty. 12/12/41.

Duty Coys,		-	"B" & "C" Coys.	
Orderly Officer	-	Lieut.	L.E.SINCLAIR	
" Sergeant	-	SGT.	L.B.ROWE	
" Corporal	-	Pte.	R.E.GOOK	

Next for duty. 13/12/41.

Duty Coys.		-	"B" & "C" Coys.	
Orderly Officer	-	Lieut.	L.E.SINCLAIR	
" Sergeant	-	Sgt.	I. HILL	
" Corporal	-	Pte.	J.L.ARMSTRONG	

(SGD) STUART M.McDONALD Capt.
Adj. 23/21 Bn.

AUSTRALIAN MILITARY FORCES.23RD/21ST BATTALION ROUTINE ORDERS PART 1. NO. 131/41.

BY

12DEC. 41.

LT.-COL. J.R.HALL E.D. COMMANDING 33/21 Bn.1. DUTIES. The following duties will mount at "Retreat" on 12/12/41.

Duty Coys	-	"B" & "C" Coys.
Orderly Officer	-	Lieut. L.E.SINCLAIR
" Serjeant	-	Sjt. L.B.ROWE
" Corporal	-	Pte. R.H.COOK

Next for Duty. 13/12/41.

Duty Coys.	-	"B" & "C" Coys.
Orderly Officer	-	Lieut. L.E.SINCLAIR
" Serjeant	-	SJT. I. HILL
" Corporal	-	Pte. J.L.ARMSTRONG

Next for Duty. 14/12/41.

Duty Coys.	-	"B" & "C" Coys.
Orderly Officer	-	Lieut. L.E.SINCLAIR
" Serjeant	-	Cpl. J.J.HEALY
" Corporal	-	Pte. J.E.BARRAND

2. FIRES IN CAMP AREA.

No fires whatsoever will be lit in the camp area to destroy rubbish, except in the incinerators situated near the Hot Water Showers. All rubbish must be taken to the incinerators for burning. Any person who lights a fire for destruction of rubbish other than in the incinerators will be appropriately dealt with.

3. ENLISTMENTS= A.I.F., R.A.N. & R.A.A.F. (2 Cav. Div. memo 12924)

Until further instructed members of Militia Units are not to be enlisted in the above, but are to continue training with Militia Units.

4. GAMBLING. (A.M.R. & O. 322(1))

Gambling in the camp or other military premises is forbidden. Gambling includes book-making or acting as an agent for a book-maker. Severe disciplinary action will be taken for any breach of this regulation.

5.

5. 4.DIV. TNG. CADRE NO. 6. - "MANYUNG" (15 Dec.--7 Jan. 42.)

The following will attend the Cadre:-

V66945	W.O. 11	E.C.BEARDON
V59168	SSGT.	H.A.SIDDLE

(SGD) STUART M.McDONALD Capt.
Adj. 23/21 Bn.

FOR OFFICIAL USE ONLY.

A.M.R.&O. 1587.

AUSTRALIAN MILITARY FORCES

23RD/21ST BATTALION ROUTINE ORDERS PART I. NO. 132/41.

by
LT-COL. J.R. HALL E.D. COMMANDING 23/21BN.

13 Dec. 41.

1. DUTIES.

The following duties will mount at "Retreat" on 13/12/41.

Duty Coys. - "C" & "D" Coys ("D" Coy, - Guard.)
("C" Coy., - All Duties.)
Orderly Officer - Lieut. S.J. McCOLL
" Serjeant - Cpl. H.J. LUCAS
" Corporal - Pte. J.E. BARRAND

Next for Duty, 14/12/41.

Duty Coys. - "D" & "E"(MG) Coys. ("E"(MG) --- Guard.)
("D" Coy, - All Duties)
Orderly Officer - Lieut. L.G. DREW
" Serjeant - Sjt. H.J. LECKY
" Corporal - Cpl. L.J. SPROAL

Next For Duty , 15/12/41.

Duty Coys, - "E"(MG) & H.Q. Coys. (H.Q. - Guard.)
("E"(MG) - All Duties.)
Orderly Officer - Lieut L.W. BENNETT
" Serjeant - Sjt G.S. McCOMBE
" Corporal - Pte M.W. ROBINS

(SGD) Stuart M. McDONALD Capt
Adj. 23/21 Bn.

AUSTRALIAN MILITARY FORCES.

23/21/ Bn. ROUTINE ORDERS PART 1 . NO. 133/41.

BY

15 DEC.41.

LT-COL .J.R.HALL E.D. COMMANDING 23/21 Bn.

1 DUTIES. The following duties will mount "Retreat" on 15/12/41.

Duty Coy.		HQ Coy.
Orderly Officer	-	Lieut. L.G. DREW.
" Sergeant	-	Cpl. J FINCH.
" Corporal	-	Pte. L.A. O'BRIEN.

Next for Duty. 16/12/41.

Duty Coy.		A. Coy.
Orderly Officer	-	Lieut. L. N. BENNETT.
" Sergeant	-	Cpl. H.J. FLEMING.
" Corporal	-	L/Cpl S.E. RANKIN.

2. C.S.O. ETC.

Coy. comds. will make the troops marching in fully conversant with C.S.Os.

3 LEAVE. (4 DIV. Adm. order 45/41)

The following sub-para s of above order are published for information, (a) until further notice Xmas leave, Annual Recreational Leave and accumulated leave will NOT be granted.

(c) All Military Establishments will work 7 days per week.

4. ENLISTMENT A.I.F. ? R.A.N. or R.A.A.F. (4 DIV. Adm. order 45/41)

The following sub-paras of above orders are published for information (a) It is advised that until further notice no members of the Militia Forces are to be permitted to enlist A.I.F. R.A.N. or R.A.A.F. (b) Members may apply for enlistment and a record of their applications will be made in the Recruiting Register established by Units in accordance with S.C.R.O. 505/41.

(c) Militia mem who apply for authority to enlist for overseas service will be given a certificate by their respective C.O's. stating that they had offered themselves for such service (Naming the Service) and had been temporarily precluded from so enlisting. Such personal will be available for enlistment as and when they are required.

5. COY. ROLLS.

Coy. Comds. will personally checked rolls and satisfy themselves that same are correct and up to date in every particular.

(Sgd) STUART M McDONALD CAPT.
ADJT. 23/21 BN.

AUSTRALIAN MILITARY FORCES.23RD/21ST BATTALION ROUTINE ORDERS PART 4. NO. 134/41.

by

17 Dec. 41.

LT-COL. J.R. HALL E.D. COMDG. 23/23 BN.**1. DUTIES .** The following duties will mount at "Retreat" on 17/12/41.

Duty Coy.	-	H.Q. Coy.
Orderly Officer	-	Lieut L.E. SINCLAIR
" Sergeant	-	Sgt. R.S. MATTHEWS
" Corporal	-	Cpl. A.C. LONG

Next for Duty 18/12/41.

Duty Coy.	-	H.Q. Coy.
Orderly Officer	-	Lieut. L.G. DREW
" sergeant	-	Sgt. H.N. DAY
" Corporal	-	Cpl E.N. HUMPHRIES.

Next for Duty. 19/12/41.

Duty Coy	-	H.Q. Coy.
Orderly officer	-	Lieut. A.L. McDONALD
" SERGEANT	-	Cpl. J. FINCH
" Corporal	-	Cpl D.G. BAKER

**2. GUNS MACHINE VICKERS .303"
GUNS MACHINE LEWIS .303"**

Locks vickers and Bolts Lewis are not interchangeable and must be used ONLY with their respective guns. Indicated hereunder are the Locks vickers and Bolts Lewis for the respective guns.

GUNS MACHINE VICKERS .303"

<u>Gun No's.</u>	<u>Lock No's.</u>	<u>Spare Lock.</u>
1139	1139	4683
1218	9691	7082
328	5718	6589
314	318	376
1137	1137	194
1133	1133	130
1140	1140	
6612	423	

GUNS MACHINE LEWIS .303"

<u>Gun No's</u>	<u>Lock No's</u>	<u>Spare Bolt.</u>
25287	5115	
21123	8701/5723	8618/ 9684
22457	3809	4162/9633
30988	8359/2818	
21237	4936/6788	

3. XMAS AND NEW YEAR GREETINGS.(S.C.R.O. 566/41)

The G.O.C. S. Comd. extends to all ranks every good wish for Xmas and the New Year

P.T.O.

4. REPAIR, PRESERVATION & CLEANING OF SMALL ARMS & MACHINE GUNS.
(4 DIV. ADM. ORDER NO 45/41.)

Para 6 of the above order is published hereunder for immediate and close attention by all ranks.

- (a) Attention is directed to the regulations regarding care and maintenance of small arms, etc. as contained in S.O.E.'s Pt. 1. Gen. Vol. 4, sec. 16. D., and to the necessity for cleaning small arms both before and after firing vide S.A.T. Vol. 1. Pamphlets 3 lesson for, 4, particularly para 5, sub-para 11
- (b) It was found on recent inspections of small arms on charge to Units, that there were many rifles showing signs of sweating and rust. This shows that the instructions for cleaning before and after firing were NOT being complied with, as water is the only solvent for the products of combustion particularly that of the cap composition. The practice of using boiling water after firing is very important.
- (c) This important matter must be given immediate and close attention.

5. COMPLAINTS = PERIODICAL EXPLANATIONS TO TROOPS OF PROCEDURE PROVIDED FOR REDRESS = PROMPTITUDE IN HANDLING. (A.M.R. AND O. 289/294)

S.C.R.O. 212/41 is again promulgated for information and action.

- (a) ~~Sub~~ It would appear from the number of complaints made by Soldiers to members of Parliament and to high Army authorities directly or through various channels, that many soldiers are ignorant of the procedure by which they may seek redress of any grievance. Such an irregular submission of complaints not only involves administrative work in investigation by various headquarters, but also entails long delay before the complaints themselves can be investigated and dealt with by the C.O.
- (b) It is appreciated that, with the constant turnover of Officers and men in the Militia Forces and in the A.I.F. Depots, there is some difficulty in securing that complete knowledge and confidence between all ranks of a Unit, which is attained only after much constant inter-course and experience in the performance of duties in the close associations under the same circumstances for considerable periods. It is therefore essential that under the existing circumstances greater effort be made to secure that mutual knowledge and contact. This can only be achieved by constant care of their welfare and regard for rights of soldiers and repeated instructions to recruits, as well as to all others, of the methods of administration, including the regulations by which the soldier can secure redress without offending against the laws of the country.
- (c) The regulations in regard to the redress of grievances are to be explained, and not merely read, to all members of Units at frequent intervals, and they are to be informed NOT only of the opportunities, but also of the delay which must arise if they attempt to secure redress in unauthorised ways and that they are committing a breach of Military Custom and regulations if they do so. It is also to be made clear to all members that they will not be penalised in any way as the result of lodging a genuine complaint or grievance in the proper manner.
- (d) Often a statement to his Company Commander should suffice to convince a soldier that his complaint is or is not a reasonable one, but, if he persists in his desire to succeed see his Commanding Officer he should be paraded for the purpose at the next orderly room.
- (e) Attention is directed to A.M.R. & O. 289(3) and (5), and 294. Staff Officers are NOT authorised to make decisions on complaints preferred to the authorities prescribed by the regulations and the prescribed authorities will in every case themselves personally consider complaints and record their own decisions.
- (f) S. Comd. R.O.'s (Pt. 1) 1940, No 8 (7) of 9/12/1940, is re-promulgated below:

8 (7) COMPLAINTS - PROCEDURE AND EXPEDITION.

(a) Attention is directed to A.M.R. O. 209 to 294 incl., regarding the method of submission of complaints, and all ranks are to be instructed as to the method of submission of complaints through the proper channels. This instruction should be given at regular periods, so as to provide for the frequent changes and influx of personnel. In addition to the purely disciplinary aspect, it is to be explained to the troops that the Army system has been devised to afford the most rapid method redress of genuine complaints by their immediate reference to the authorities competent to make complete investigation of all factors, and either effect redress at once or refer, where necessary, the full particulars to the proper authority having power to do so., and troops should be given to understand that it is not only the duty, but also the strong desire of their immediate superiors to ensure within their own commands the happiest conditions of service practicable and a high standard of esprit de corps.

(b) Complaints made by members are to be investigated with all possible expedition. Prompt action in this respect is an essential principle in the maintenance of discipline in the Army, and Comd. and B.O's. will ensure that no delay is permitted at any stage in the channels laid down in the regulations. Investigation and redress, when applicable will, be immediate, and every action taken to ensure confidence in all ranks in the administration of the Army system.

(c) There, in particular cases, the regulations or approved policy or the exigencies of the Service do not permit of a soldier's complaint being met to his satisfaction, the reasons should be explained to the soldier who should also be informed of any action taken to refer his complaint to higher authority. Where a soldier desires to refer his unaddressed complaint to higher authority, involving its submission in writing, it is the duty of his immediate commander to assist the soldier in its preparation, or set out the complaint fully on his behalf.

(d) Numbers of complaints affecting conditions of service of members have been received by the department of the Army from friends or relations of soldiers and also from soldiers. These indicate that soldiers -and-also-from have acted either from ignorance or on account of failure on the part of junior officers to deal promptly with complaints or to have that close knowledge of the individual circumstances of each soldier under his immediate command, which is so essential for efficiency and which should removed any grounds of genuine complaint before they arrived. Lack of this prompt attention and personal knowledge by junior officers can only attend to foster want of confidence by soldiers in the interests of the officers. T

6. PUBLIC ADDRESS SYSTEM.

The Public Address system will be operated by those with written permission from the Adj. only.

7. KITCHEN AND COOKING UTENSILS.

Coy. Comds. will furnish an inventory to the messing Officer by 1200hrs 18 DEC. 41, over their respective signatures, of all kitchen and cooking utensils in their Coy's. possession.

8. S. COMD. COOKERY SCHOOL MOOROPNA = COURSE 23 . (13 JAN. - 11 FEB. 42.)

The following have been selected to attend the above school:-

V165231	Pte. MUNDAY	E.E.
V165271	Pte. TURNER	E.R.

(Sgd) STUART H McDONALD CAPT.
ADJT. 23/21 Bn.

AUSTRALIAN MILITARY FORCES

23RD/21ST BATTALION ROUTINE ORDERS PART L. NO. 135/41.

by

19 Dec 41

LT. COL. J. R. HALL, E.D. COMMANDING 23/21 BN.

DUTIES. The following duties will mount at "Retreat" on 19/12/41.

Duty Coy.....H.Q. Coy.

Orderly Officer.....Lieut L. McDONALD
" Sgt.....Cpl. J. FINCH
" Cpl.....D. G. BAKER

Next Duty. 20/12/41

Duty Coy.....H.Q. Coy.

Orderly Officer.....Lieut L. E. SINCLAIR
" Sgt.....H. A. SIDDLER
" Cpl.....L/Cpl. R. BRUMBY

Next for Duty 21/12/41

Duty Coy....H.Q. Coy

Orderly Officer...Lieut L. G. DREW
" Sgt.....Sgt. H. N. DAY
" Cpl.....Cpl. E. N. HUMPHRIES

WEAPON TNG CADRE WARRNAMBOOL. (22 Dec 41 to 12 Jan 42).

The following have been selected to attend the above Cadre.

V55972	Pte.	O'BRIEN, L. A.
V62374	L/Cpl	RANKIN, S. E.
V36351	Pte	TRAIT, G. M.
V58994	Cpl.	THOMPSON, J. R.
V165238	Pte	MODEN, A. W.
V58686	Pte.	COOK, R. H.
V58799	Sgt.	HEALEY, S. W.
V62481	L/Cpl	SEVIOR, C. L.

The above-named personnel will assemble at Bn. H.Q. with the necessary gear and equipment at 0815 hrs on 22 Dec, 41, and move by M.T. to GEELONG, and depart for WARRNAMBOOL by train leaving GEELONG at 0927 hrs. Sgts. WOOLLAS and TRIGG are remaining at the School as instructors.

LEAVE?

Coy comds. may recommend leave for:-

- (a) HARVESTING (which leave will be without pay).
- (b) URGENT SEASONAL OCCUPATIONS (which leave will be without pay).
- (c) DAY (from 0700 hrs to 2359 hrs same day).
- (d) EVENING (from 1600hrs to 2359 hrs same day).

provided always that no more than one seventh of their Coys effective strength is absent from the Unit at any one time, and provided also that those members on leave may be called back into camp within 24 hrs. Personnel must apply in writing for leave in the manner previously laid down. There will be no general Leave.

DAILY ROUTINE.

The Bn. will work a seven (7) day week, and daily routine will be the same for Sunday's as for the usual week day.

SIGNED..S. M. McDONALD, Capt.

Adj. 23/21 Bn.

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART 1. NO. 136/41.

20 DEC 41

BY LT. COL. J. R. HALL, E. D. COMMANDING 23/21 BN.

1. DUTIES. The following duties will mount at "Retreat" 20/12/41.

Duty Coy. H.Q. COY.

Orderly Officer --- Lieut. L. E. SINCLAIR
" Sjt.-----Sgt. H. A. SIDDLER
" Corporal---Cpl. R. BRUMBY.

Next for Duty-----21/12/41

Duty Coy---H.Q. COY.

Orderly Officer---Lieut. L. G. DREW
" Sgt.-----Sgt. H. N. DAY.
" Cpl.-----Cpl. E. N. HUMPHRIES

NEXT for Duty-----22/12/41

Duty Coy-----H.Q. Coy.

Orderly Officer-----Lieut. A. L. McDONALD
" Sgt.-----Cpl. J. FINCH
" Cpl.-----L/Cpl. A. J. MURNANE

2. LEAVE

It is the entire responsibility of Coy Comds to see that no more than one seventh of their Coy's effective strength is absent from the Unit at any one time. Coy Comds will, therefore, check "leave approved" to ensure that this will be so. Before Coy Comds forward leave applications on to Bn. H.Q. recommended or otherwise, they will make full investigations into the applications and reasons therefore, and endorse a full report of such investigations on the applications.

3. M.T. VEHICLES. (2 Cav Div Memo 13241)

Instructions have been received that all Mechanical Vehicles including cars are to be Dull Finish, and that the practice of polishing bodies, etc., is to cease forthwith. Instructions regarding disruptive camouflage painting will be promulgated at an early date.

Signed---S. M. McDONALD, Capt.

Adjt.

23/21 Bn.

AUSTRALIAN MILITARY FORCES

23rd/21st BATTALION ROUTINE ORDERS. PART I. NO. 137/41

BY LT COL. J. R. HALL, E. D. COMMANDING 23/21 BN.

24 Dec 41

1. XMAS GREETINGS FROM G.O.C. 2 CAV. DIV.

The G.O.C. 2 Cav. Div. extends to all ranks greetings for Xmas and the New Year.

2. XMAS GREETINGS FROM COY. COMDS.

The Commanding Officer wishes all under his command the merriest Xmas possible in the circumstances and good fortune in the New Year, and trusts the New Year will bring a victorious end to the international hostilities.

3. CANTEENS-- SUPPLEMENTARY DISTRIBUTION OF PROFITS. 2 Cav. Div Memo.

The Canteens Board of Victoria is distributing to all troops in Camp on Xmas Day an order on the Canteen for goods valued at one shilling and sixpence. (These orders have already been issued to Coy Comds).

4. XMAS DAY ACTIVITIES. (2 Cav Div Memo 13543)

Work will be carried out as usual until 1230 hrs. Leave may be granted by Coy. Comds to GEELONG and nearby towns as follows.

H.Q. Coy.)	
A Coy)	50% of effective strength from
C Coy)	1230 hrs to 2359 hrs.
E Coy)	
B Coy)	One seventh of effective strength
D Coy)	from 1230 hrs to 2359 hrs.

Travel must be undertaken by those proceeding on leave by means other than rail. Travel by train will not be allowed on Xmas Day to those in uniform.

Coys will organise games and sports meetings for personnel remaining on duty. Funds have been made available to Coy Comds out of which trophies will be provided.

All personnel on leave must be available for return to duty at short notice (Telephone Numbers and Addresses must be left with Coy Comds). Coy Comds will ensure that adequate means of protection are maintained and that vigilance in forward areas is not relaxed. Should an emergency arise, personnel will report to the Post Office in the centre in which they are spending their leave and await further orders. G.O.C. 2 Cav Div regrets the necessity for curtailing leave during the holiday period, but feels that the gravity of the situation needs no elaboration.

5. BOUNDS.

Personnel may be free to move within a half a mile of their Coy's H.Q. during leisure hours, but on the alarm being sounded such personnel must immediately return to report centre previously made known to them by Coy Comds and await future orders.

6. SECURITY.

All Coy Comds must inform those under their command the meaning of security, and furthermore instruct such personnel of what they cannot write or talk about to others. The I.O. will co-operate with Coy Comds in this most important matter.

P.T.O.

7. SANITATION AND HYGIENE.

Very strict attention will be paid to the above by all ranks -
Coy Comds must take disciplinary action against those who disobey in the
slightest degree any order issued with respect to the above.

8. LEAVE

By effective strength in Bn. R.O. 135/41 and 136/41 is meant the ration
strength.

Coys must advise Bn. H.Q. by 0900 hrs each day of the numbers of all
ranks who are or will be away for day or evening leave within the
following 24 hrs.

Signed: S.M. McDonald.
Capt.
Adjt. 23/21 Bn.

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART 1. NO. 138/41.

by

26 Dec 41

LT-COL J.R. HALL E.D. COMMANDING 23/21 BN.

1. ALLOCATION OF M.T.

The following is the allocation of the unit's M.T. :-

Bn. H.Q.	F.1	Staff car
	F. 20	12 Cwt.
	F. 10	15 Cwt.
	F. 11	30 Cwt.
	F. 13	3 Ton.
	F. 19	3 Ton.

H.Q. Coy.	F.3	15 Cwt.
	F.21	30 Cwt.
	F.18	3 Ton.

A Coy.	F.2	15 Cwt.
	F.12	3 Ton.
B Coy.	F.14	3 Ton.
	F.9	15 Cwt.

C Coy.	F.8	15 Cwt.
	F.15	3 Ton.

D Coy.	F.4	15 Cwt.
	F.16	3 Ton.

E Coy.	F.6	15 Cwt.
	F.7	15 Cwt.
	F.17	3 Ton.

Carriers.	F.5	15 Cwt.
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The pool is to only be drawn on by Coys in extreme urgency, and application therefore must be made through the Adjt.

Signed:- S.M. McDonald,
Capt.
Adjt. 23/21 Bn.

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART I. NO. 139/41

by

28 Dec 41

LT. COL. J. R. HALL, E. D. COMMANDING 23/21 BN.

1. PASSIVE AIR DEFENCE.

Instructions with respect to the above have been issued and same are to be attached to C.S.O. and such instructions are to be promulgated to all troops. Coy Comdrs will detail the duties to be carried out in accordance with such instructions and must satisfy themselves that all thoroughly understand such duties.

The R.S.M. will promulgate such instructions and detail the duties in accordance herewith as far as they relate to BN. H.Q.

2. LEAVE

All personnel billeted at Bn. H.Q. must apply for day and evening leave to the R.S.M. who may approve of same after he has satisfied himself that the applicant is not required on duty.

All M.T. drivers must submit their applications for day and evening leave to the tpt Sgt for his recommendation or otherwise and in order that he may arrange for substitute drivers.

Coy Comdrs and the R.S.M. will not grant leave to M.T. drivers unless they have first been recommended by the transport Sgt.

3. MAXIMUM TYRE LIFE. (M.T. circular No. 92)

Copies of the above circulars have been issued to all Offrs, Sgts and M.T. drivers. This circular is to be thoroughly studied and it is the responsibility of all to see that provisions contained herein are carried out.

4. MAINTENANCE M.T.

The unit's M.T. has of late been fully taxed and it is feared that operations are being given precedence over maintenance.

This practice is to cease forthwith and all vehicles must be grounded for at least one hour per day to allow the proper maintenance to be carried out.

Any defects discovered are to be immediately reported to the transport Sgt.

Maintenance must be given precedence over operations.

5. ARMOURERS COURSE. (5/1/42 to 14/2/42)

Pte J. T. PAPPIN has been selected to attend the above courses.

Signed----S. M. McDONALD, Capt.

Adj. 23/21 Bn.

by 29 Dec 41

LT. COL. J. R. HALL, E. D. COMMANDING 23/21 BN.

1. FULL TIME DUTY PERSONNEL--ASSOCIATION WITH CIVIL OCCUPATIONS.

(M.B.I. A 167) The following M.B.I. is published for information.

(1) Cases have occurred where personnel employed on full time duty have continued to be actively associated with their civil occupations and in some instances have been in a position where it might be suggested that influences other than public considerations might, by reason of their civil associations, have affected them in the performance of military duties. It is necessary that members employed on full time duty shall devote their undivided attention to their military duties and accordingly the instructions in the following paragraphs will be strictly complied with.

(ii) Personnel called up for full time duty will not personally engage or be actively employed in any business, profession, trade, occupation or calling other than in connection with the duties of their office or offices under the Commonwealth.

(iii) Attention is directed to A.M.R.&O. No. 316 and in this connection it is essential that all personnel should be seized with the necessity for scrupulously avoiding any ~~int~~ situation which might create suspicion.

(iiii) Military ranks, titles and appointments will not be used or referred to in advertisements or commercial communications.

(v) Attention is also directed to A.M.R.&O. 317 relating to the use of the titles of military rank in connection with signatures to correspondence or other documents.

2. CASUALTY RETURNS.

In order that the records of the soldier may be kept up to date, and to assist those concerned generally in handling the affairs of the soldier, immediate advice must be furnished to Bn.H.Q. through Coy Comds of any of the following--

- (a) Change of home address.
- (b) Change of address of next of kin.
- (c) Change of next of kin.
- (d) Death of next of kin.
- (e) Birth of any child.
- (f) Death of any child.

3. ALARM SIGNALS--AIR ATTACK, GAS ATTACK, FIRE (2 Cav Div memo 13991)

The above memos is published for information and action.

AIR ATTACK.

1. Air sentries must continually watch the sky in ALL directions but especially:-

- (a) in direction of sun.
- (b) towards low hills.
- (c) towards timber etc.

2. On hostile aircraft being sighted the sentry will

- (a) give a succession of SHORT BLASTS on the whistle,
- (b) hold both arms above his head and wave his hands.

3. All personnel except A.A.L.M.G. posts, picquets and sentries will go under cover. Personnel for P.A.D. will first proceed to their posts.

4. When "Air attack ended" signal is given (two LONG BLASTS ON the whistle repeated at intervals of approx five (5) seconds) normal activity will be resumed.

GAS ATTACK

Gas alarm-----Rattle.
Spray alarm---Word of mouth----"SPRAY"

FIRE AND BLACKOUT

FIRE ALARM

Alternate long and short blasts, and by word of mouth "FIRE"

BLACKOUT SIGNAL

Series of extra long blasts.

ALL UNITS WILL ADOPT THE ABOVE SIGNALS

4. COURT OF INQUIRY-DEFICIENCIES IN KITCHENS TRAVELLING

(2 Cav Div memo 13514)

The following will constitute a Court of Inquiry to inquire into and report on deficiencies in kitchens travelling.

President-----V58797 Capt T. R. HOOPER
Member-----V59042 Lieut M. M. WETTENHALL
Member-----VX33123 Lieut L. E. SINCLAIR

The Court will assemble at such time and place as nominated by the president.

5. COURT OF INQUIRY-DEFICIENCIES OCEAN GROVE CAMP 2 CAV DIV

PRO SQN. 2 Cav Div memo 13549.

The following will constitute a Court of Inquiry to inquire into and report on deficiencies OCEAN GROVE camp 2 Cav Div. Pro Sqn.

President---V58797---Capt. T. R. HOOPER
Member-----V59042---Lieut M. M. WETTENHALL
Member-----VX33123---Lieut L. E. SINCLAIR

The court will assemble at such time and place as nominated by the president.

6. COURT OF INQUIRY-DEFICIENCIES L.M.G. AND M.M.G. SPARE PARTS.

(2 Cav Div memo 14101).

The following will constitute a Court of Inquiry to inquire into and report on deficiencies L.M.G. and M.M.G. spare parts.

President ----V58797---Capt. T. R. HOOPER
Member-----V59042---Lieut M. M. WETTENHALL
Member-----VX33123---Lieut L. E. SINCLAIR

The court will assemble at such time and place as nominated by the President.

7. M.T. DISCIPLINE (A.T.M. (WAR) AUST NO. 5)

When discussing with these under their command the contents of A.T.M. (War) (Aust) No. 5, officers will bring forcibly home the content of para 2 of such memo. which deals with the lack of M.T. discipline.

8. COY. DAILY PARADE STATES.

Detailed instructions have now been issued dealing with the proper manner in which the above should be prepared. These instructions are to be studied by all officers, W.O.'s, Sgts and Coy Clerks. Strict attention is to be given to the careful and correct preparation of the Coy Daily Parade states as it is on same that many Bn returns and records are based.

9. MILITARY SERVICE.

Any member of the Bn. who knows of any person who is eligible for military tng, and at same time belongs to this unit and yet is not now under going military tng, is to immediately advise the R.R.O. through the proper channels of the full particulars of such person.

10. NOMINAL ROLLS.

Coy's will submit to the R.R.O. by 1800 hrs on 31 Dec. 41 an alphabetical roll of all the members of their Coy.

Signed---S. M. McDONALD, Capt.

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART I. NO. 141/41

by

31 Dec 41

LT. COL. J. R. HALL, E.S.D. COMMANDING 23/21 BN.

1. M.T. VEHICLES.

M.T. vehicles must be kept outside the main HIGHTON camp area as much as possible, and must enter same and move about the area only when same cannot absolutely be avoided. Vehicles must be parked in the paddock to the south of Bn. H.Q. On no account are vehicles permitted to come into or drive in or about the area occupied by Bn.H.Q.

2. TENTS.

All tents in no matter what area are to be in inspection order by 0800 hrs daily and are to be rolled all around, save and except when otherwise ordered, or when the weather is obviously inclement.

4. TREES.

No trees or branches will be cut or broken in any area, save and except the order of an officer.

4. "SHOUBRA" OUT OF BOUNDS.

The house property "SHOUBRA" AND ITS immediate surroundings and that part of the property on the west of the fence running along the WESTERN boundary of the camp is out of bounds to all ranks.

5. POLLUTING OF GROUND.

Water must not be allowed to run onto the ground from the taps in the HIGHTON Camp Area.

Signed---S. M. McDONALD, Capt.

Adjt.

23/21 BN.

FIELD RETURN OF OTHER RANKS.

23/21 Bvt. (Unit) *6/12* 19*41* (Date).

(To be furnished by all units and all Headquarter units.)

NOTE: *This sheet contains record for whole month of Dec.*

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.	6		2
Squadron or Company Quartermaster-Serjeants	6		
Staff Serjeants	1		
Serjeants	39		1
Corporals	67		8
Troopers, Privates, &c.	988	246	
TOTALS	1108	* 246	* 11

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
<i>Cpl. Montgomery N.D.</i>	<i>AASC (P)</i>		
<i>Sgt. Marks H.J.</i>	<i>Canter Board</i>		
<i>C/M off. Kenzie N.G.</i>	<i>2 Cav. Div. 4th unit.</i>		
<i>C/M off. Jarlone S.O.</i>	<i>" " " "</i>		
<i>Sgt. Bickell H.</i>	<i>A.A.O.C.</i>		
<i>Div. M.C. Intel. S.</i>	<i>A.A.S.C.</i>		

Part C. Description of other ranks whose return to the unit is particularly requested.

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

a.w. 3m bks 9/41

23/21 Bn Unit.

PART D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W. 3009.

Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)
Ammunition Examiners			Fire Control Operators			Panel Beaters		
Armament Artificers			Fitters			Pattern Makers		
Armourers			Fitters and Turners			Pharmacists		
Artificers, Artillery			Fitters, Cycle			Photographers, dry plate		
Axemen			Fitters, Drivers			Photographers, wet plate		
Bakers			Fitter's Mates			Photo-Writers		
Battery Surveyors			Fitters, M.V.			Plate Layers		
Battery Comdrs. Asst.			Fitters, Railway Signal			Plumbers		
Blacksmiths			Fitters, Signal			Predictor Numbers		
Boilermakers			Grinders			Printers		
Bricklayers			Gun Layers			Radiator Mechanics		
Butchers			G.P.O. Assistants			Radiographers		
Camouflage Modeller			Gun Operators			Range Takers		
Carpenter and Joiner			Hammermen			Riggers		
Clerks			Height Takers			Riveters		
Clerks, Engineering			Helio Operators			Saddlers		
Clerks, Supply			Instrument Mechanics			Saddle Tree Makers		
Clerks, Technical			Instrument Mechanics, Surgical			Saw Doctors		
Coachmakers			Instrument Operators			Sawyers		
Computers			Intelligence Duties			Shoemakers		
Concretors			Joiners			Signalers		
Cooks		1	Leather Stitchers			Signwriters		
Cooks, Hospital			Linesmen			Stokers, Stationary Engine		
Coppersmiths			Linesmen, Signals			Storemen, Technical		
Dental Clerk Orderlies			Lithographers			Surveyors		
Despatch Riders			Machinists			Surveyors, Engineering		
Dispensers			Masons			Tailors		
Draughtsmen			Masseurs			Telescope identification Numbers		
Draughtsmen, Architectural			Mechanics, Dental			Textile Refitters		
Draughtsmen, Mechanical			Mechanics, M.T.			Tinsmiths		
Draughtsmen, Signal			Mechanics, Typewriter			Toolmakers		
Draughtsmen, Topographical			Mechanics, Wireless			Turners		
Driver Mechanics			Millwrights			Vulcanizers		
Driver Operators			Miners			Wagon Erectors		
Drivers, Transportation Plant			Moulders			Watchmakers		
Electrical Fitters			Nursing Orderlies			Watermen		
Electricians			Nursing Orderlies (Mental)			Welders		
Electricians, Eng. Units			Nurses, Trained			Well Borers		
Electricians, Signal			Observation Post Assistants			Wheelers		
Engine Artificers			Operating Room Assistants			Whitesmiths		
Engine Hands I/C			Operators, Signal			Wiremen		
Equipment Repairers			Opticians			Woodturners		
Farriers			Painters					
GENERAL DUTIES	246	10						
Totals (to agree with Columns 3 and 4 of Part A.)	246	11						

Notes—(a) If rank other than Private is involved give details on back.
(b) Authorised Trades or Specialists not included in list above will be added as required in spaces provided.

23/21 Bn Unit.

[Signature]
Lieut. Colonel
Signature of Commander, Battalion

Date of Despatch 6/12/41

6 Inf Bde 4 Div Awa 23 A.
Bde., Divn., Area, etc., with which unit is serving.

(Adapted)

FIELD RETURN OF OTHER RANKS.

23/21 Bn. (Unit) *6/12* 19 *41* (Date).

(To be furnished by all units and all Headquarter units.)

NOTE. *This sheet contains record for whole month of DEC.*

Part A. Strength, Surplus or Reinforcements required.

1 Detail.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.	6		2
Squadron or Company Quartermaster-Serjeants	6		
Staff Serjeants	1		
Serjeants	39		1
Corporals	67		8
Troopers, Privates, &c.	988	246	
TOTALS	1108	* 246	* 11

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
<i>Cpl. Morgan M.D.</i>	<i>R.H.S.C. (P)</i>		
<i>Sgt. Marks H.T.</i>	<i>Canter Bnd</i>		
<i>Cpl. off. Kenny N.G.</i>	<i>2 Cav Bn</i>		
<i>Cpl. off. Stokes S.D.</i>	<i>" " " "</i>		
<i>Sgt. Bickett H.</i>	<i>R.H.S.C.</i>		
<i>Ser. M^c. Intoh S.</i>	<i>R.H.S.C.</i>		

Part C. Description of other ranks whose return to the unit is particularly requested.

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

23/21 Bn Unit.

PART D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W. 3009.

Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)
Ammunition Examiners			Fire Control Operators			Panel Beaters		
Armament Artificers			Fitters			Pattern Makers		
Armourers			Fitters and Turners			Pharmacists		
Artificers, Artillery			Fitters, Cycle			Photographers, dry plate		
Axemen			Fitters, Drivers			Photographers, wet plate		
Bakers			Fitter's Mates			Photo-Writers		
Battery Surveyors			Fitters, M.V.			Plate Layers		
Battery Comdrs. Asst.			Fitters, Railway Signal			Plumbers		
Blacksmiths			Fitters, Signal			Predictor Numbers		
Boilermakers			Grinders			Printers		
Bricklayer			Gun Layers			Radiator Mechanics		
Butchers			G.P.O. Assistants			Radiographers		
Camouflage Modeller			Gun Operators			Range Takers		
Carpenter and Joiner			Hammermen			Riggers		
Clerks			Height Takers			Riveters		
Clerks, Engineering			Helio Operators			Saddlers		
Clerks, Supply			Instrument Mechanics			Saddle Tree Makers		
Clerks, Technical			Instrument Mechanics, Surgical			Saw Doctors		
Coachmakers			Instrument Operators			Sawyers		
Computers			Intelligence Duties			Shoemakers		
Concretors			Joiners			Signallers		
Cooks		1	Leather Stitchers			Signwriters		
Cooks, Hospital			Linesmen			Stokers, Stationary Engine		
Coppersmiths			Linesmen, Signals			Storemen, Technical		
Dental Clerk Orderlies			Lithographers			Surveyors		
Despatch Riders			Machinists			Surveyors, Engineering		
Dispensers			Masons			Tailors		
Draughtsmen			Masseurs			Telescope Identification Numbers		
Draughtsmen, Architectural			Mechanics, Dental			Textile Refitters		
Draughtsmen, Mechanical			Mechanics, M.T.			Tinsmiths		
Draughtsmen, Signal			Mechanics, Typewriter			Toolmakers		
Draughtsmen, Topographical			Mechanics, Wireless			Turners		
Driver Mechanics			Millwrights			Vulcanizers		
Driver Operators			Miners			Wagon Erectors		
Drivers, Transportation Plant			Moulders			Watchmakers		
Electrical Fitters			Nursing Orderlies			Watermen		
Electricians			Nursing Orderlies (Mental)			Welders		
Electricians, Eng. Units			Nurses, Trained			Well Borers		
Electricians, Signal			Observation Post Assistants			Wheelers		
Engine Artificers			Operating Room Assistants			Whitesmiths		
Engine Hands I/C			Operators, Signal			Wiremen		
Equipment Repairers			Opticians			Woodturners		
Farriers			Painters					
GENERAL DUTIES	246	10						
Totals (to agree with Columns 3 and 4 of Part A.)	246	11						

Notes—(a) If rank other than Private is involved give details on back.
(b) Authorised Trades or Specialists not included in list above will be added as required in spaces provided.

23/21 Bn

Unit.

Date of Despatch

6/12/41

Signature of Commander.

6 Inf Bde 4 Div Awa 23. A
Bde., Divn., Area, etc., with which unit is serving.

FIELD RETURN OF OFFICERS

11/1/41 *Br* (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			1
Majors	2		1
Captains	8		2
Lieutenants	18		2
2nd Lieutenants			
Quartermasters	1		
Totals	29		6

*Insert detail of higher ranks as necessary.

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

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1	2	3	4	5	6
Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Whether present with Unit (Insert Yes or No).	If not present with Unit, state how employed.
MAJOR	V24238	HALL JR	23/21 Bn	YES	
"	V67071	CORVISH FN	"	"	
CAPT	V67065	CATHCART HW	"	NO	SICK LEAVE
CAPT (T)	58729	ELLIS CS	"	"	SCHOOL
"	58951	RALTON LS	"	YES	
"	59034	WEBB RG	"	"	
"	58904	OWEN DE	"	NO	LEAVE
"	58991	THOMSON HT	"	"	SECONDED
"	58797	HOOPER TR	"	YES	
"	58941	RYAN ET	"	"	
LIEUT	58743	GIBSON DI	"	"	
"	58857	MCDONALD SM	"	"	
"	58759	GUBBINS JM	"	"	
" (P)	58707	DENT PB	"	"	
"	58709	DUVE' SI	"	"	
"	58894	MATHER ET	"	"	
"	59042	WETTENHALL MM	"	"	
"	58819	KELLY HH	"	"	
"	58973	STRETCH WPC	"	"	
"	58758	GODFREY FA	"	"	
"	58851	MCKENZIE JW	"	"	
"	58856	MCDONALD AL	"	"	
"	58860	MCCALL ST	"	"	
"	58702	DREW LG	"	"	
"	58621	SENNETT LW	"	"	
"	58742	FRENCH BT	"	"	
"	59046	HOCKING LJ	"	"	
LIEUT	58732	FIELD HG	"	"	
LIEUT	VP7533	PICKETT AW	AIC	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.
CHAPLAIN		GRAHAM WG	Car Div	1/11/41	CHAPLAIN
MAJOR		CAMPBELL TC	"	1/18/41	RMO
LIEUT	VX50097	CLARK AGM	21st Bn	1/15/41	INSTRUCTOR
"	VX24281	SINCLAIR LE	"	"	"
"	VX35123	ROUSEY WV	21st Bn	"	"

23/21 Bn
(Unit.)

6 Dec 41
(Date of Despatch.)

[Signature]
Lieut. Colonel
(Signature of Commander)

Commanding 23rd/21st Battalion
(Bde., Divn., Area, etc., with which Unit is serving.)

FIELD RETURN OF OFFICERS

29/21 *Br* (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels			1
Majors	2		1
Captains	8		2
Lieutenants	18		3
2nd Lieutenants			
Quartermasters	1		
Totals	29		6

*Insert detail of higher ranks as necessary.

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

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1	2	3	4	5	6
Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Whether present with Unit (Insert Yes or No).	If not present with Unit, state how employed.
MAJOR	V24238	HALL JR	23/21 Bn	YES	
"	V67071	CORNISH FN	"	"	
CAPT	V67065	CATHCART HW	"	NO	SICK LEAVE
CAPT (T)	58729	ELLIS CS	"	"	SCHOOL
"	58951	RALTON LS	"	YES	
"	59034	WEAB RG	"	"	
"	58904	OWEN DE	"	NO	LEAVE
"	58991	THOMSON HT	"	"	SECONDED
"	58797	HOOPER TR	"	YES	
"	58941	RYAN ET	"	"	
LIEUT	58743	GIBSON DI	"	"	
"	58857	MCDONALD SM	"	"	
"	58759	GUBBINS JM	"	"	
" (P)	58707	DENT PB	"	"	
"	58709	DU VE' SI	"	"	
"	58894	MATHER ET	"	"	
"	59042	WETTENHALL MM	"	"	
"	58819	KELLY HH	"	"	
"	58973	STRETCH WGC	"	"	
"	58758	GODFREY EA	"	"	
"	58851	MCKENZIE JW	"	"	
"	58856	MCDONALD AL	"	"	
"	58860	MCCOLL ST	"	"	
"	58703	DREW LG	"	"	
"	50621	BENNETT LW	"	"	
"	58742	FRENCH BT	"	"	
"	59046	HOCKING LT	"	"	
LIEUT	58722	FIELD HG	"	"	
LIEUT	VP7553	PICKETT AW	AIC	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.
CHAPLAIN		GRAHAM WG	2 Cav Div	1/11/41	CHAPLAIN
MAJOR		CAMPBELL JC	"	19/8/41	R.M.O.
LIEUT	VX50097	SIMP JF	2 TNG BN	19/10/41	INSTRUCTOR
"	VX24281	CLARK ACMT	"	"	"
"	VX33123	SINCLAIR LE	"	"	"
"		ROUTLEY WV	6 TNG BN	"	"

23/21 Bn
(Unit.)
6 Dec 41
(Date of Despatch.)

[Signature]
(Signature of Commander)
6 Infantry 23rd/21st Battalion
(Bde., Divn., Area, etc., with which Unit is serving.)

3RD DISTRICT

54

2

27

RECORDS

Unit 23/21 Bn.

Date and Time.—From To

Army Form C.2118
(adapted.)WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	1 Jan. 42		Weather:--Fine and Warm. Strength:--27 Offrs. 675 O.R's. Total 702. March In 5. March Out 6.	
MT. Duneed	"		B.H.Q., H.Q. Coy. and 1 Pl. E. Coy at Highton.	
BARWON HEADS	"		A Coy. and 1 Pl. E. Coy.	
WAURN PONDS	"		B Coy and 1 Pl. E. Coy.	
THOMPSON'S CK.	"		C Coy.	
			D Coy.	
HIGHTON	2 Jan. 42		Weather:--Fine and Warm. Strength:--27 Offrs. 673 O.R's. Total 700. March In 4. March Out 6.	
		1330	Coy. posns. as Jan. 1. C.O. and 1 member of "I" Sec. leave for recce. of Waurn	
		1715	Ponds Area. C.O. and "I" member return from recce. During day "I" Sec prepare maps of Coy. posns and Fire Plans and forward same to Div.	
HIGHTON	3 Jan. 42		Weather:--Fine and Warm. Strength:--27 Offrs. 675 O.R's. Total 702. March In 5. March Out 3. Coy. posns. as Jan. 1. Stretcher Bearers Class commenced in charge of Capt. Mears.	

I R Hope. Lt.
23/21 Bn.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	4 Jan 42		Weather:--Very Hot Day, with Warm Winds. Strength:--27 Offrs. 669 O.R's. Total 696. March In 6. March Out 12.	
"			Coy. posns as Jan 1. During morning Padre visits all forward area Coys to conduct Church Parade.	
"		1400	Church Parade held.	
"		1500	H.Q. Coy Swimming Parade to Barwon River.	
HIGHTON	5 Jan 42		Weather:--Fine and Warm. Strength:--27 Offrs. 664 O.R's. Total 691. March In 1. March Out 6.	
"		0900	C.O., Capt. Hooper and 2 "I" Sec. leave for recceat Mt. Duneed and Waurm Ponds Area.	
"		1800	Col. Telfer, Maj. Hanson, of 3 Cav. Bde. have Mess here.	
"			Coy. Posns:-- B.H.Q., H.Q. Coy, 1 Pl E Coy. A Coy, 1 Pl. E Coy. C Coy.	
MT. DUNEED WAURN PONDS BARWON HEADS THOMPSON'S CK.			B Coy, 1 Pl. E Coy. D Coy.	
HIGHTON	6 Jan 42		Weather:--Fine and Warm. Strength:--27 Offrs. & 746 O.R's. Total 773. March In 92. March Out 10.	
HIGHTON MT. DUNEED		1000 1100	C.O. and Serg Sgt Hope leave for recce at Waurm Ponds. A Coy H.Q. closing down at White's Woolshed and opening at Ref Corio 1 inch 357 837.	
HIGHTON		1045	Capt. MacFarlane, R.M.O., visits camp.	

J.M.H.

WAR DIARY or INTELLIGENCE SUMMARY

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From

To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON BARWON HEADS	6 Jan 42	1230	C.O. and Sgt. Hope return from Wauru Ponds recce. Dannert. demo on beach by Sgt Dorman, all 20 LH, N.C.O's attended. Coy. posns as at Jan 5.	
HIGHTON	7 Jan 42		Weather:-- Very warm with hot northerly winds and terrible dusty night. Strength:--27 Offrs. 752 O.R's. Total 779. March In 11. March Out 5.	
HIGHTON		0930	C.O., Capt. Webb, Capt. Hooper, Lieut Drew and Sgt Hope leave for Wauru Ponds Area re sighting of Dispoaitions, etc., and returned at 1230 hrs.	
HIGHTON BARWON HEADS		1830	Maj. Gen. Rankin attends evening Mess. Inspection of B Coy Area by A.D.M.S. Col. Pennington and Capt. Mears.	
MT. DUNEED BARWON HEADS WAURN PONDS THOMPSON'SS CK. HIGHTON			Coy. posns:-- A Coy., 1 Pl. E Coy. B Coy., 1 Pl. E Coy. C Coy. D Coy. B.H.Q., H.Q. Coy, 1 Pl. E Coy.	

IRH.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Unit 23/21 Bn. Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	8 Jan 42		Weather:--Cool, Cloudy Morning. Fine Afternoon. Strength:--27 Offrs. 755 O.R's. Total 782. March IN 10. March Out 7.	
HIGHTON		0900	C.O. leaves for conference with the new G.O.C. at 2 Cav. Div.	
HIGHTON		0900	Two "I" Sec leave for recce of Wauru Ponds.	
"		1415	C.O. and Sgt. Hope leave for recce of A & C Coy Area.	
"		1730	"I" Sec return from recce.	
			Coy posns same as Jan 7, with A Coy H.Q. at Wauru Mt. Duneed and A Coy digging at Wauru Ponds.	
HIGHTON	9 Jan 42		Weather:--Fine and Warm. Strength:--27 Offrs. 759 O.R's. Total 786. March In 9. March Out. 5.	
"		1500	Maj. Cornish and Sgt Hope leave to inspect A Coy dispositions and support Coy dispositions.	
"		1730	Maj. Cornish and Sgt Hope arrive back from inspecting Coys.	
"		1800	Maj. Cornish leaves to inspect Camouflaged Tents from Ceres Lookout.	
HIGHTON			Coy. posns:--	
MT.? DUNEED			B.H.Q., H.Q. Coy, 1 Pl. E Coy.	
WAURN PONDS			A Coy H.Q.	
BARWON HEADS			A Coy, 1 Pl E Coy.	
WAURN PONDS			B Coy, 1 Pl E Coy.	
THOMPSON'S CK.			C COY.	
			D COY.	

JRM.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn. Date and Time.—From To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	10 Jan 42		Weather:--Fine and Warm. Strength:--26 Offrs. 763 O.R's. Total 789. March In 7. March Out 4.	
BARWON HEADS			Cpl. Simpson (20 M. Regt) instructs B Coy Sgts on Hotchkiss. Coy. Posns:---	
HIGHTON			B.H.Q., H.Q. Coy and 1 Pl. E Coy.	
WAURN PONDS			A Coy and 1 Pl. E Coy.	
BARWON HEADS			B Coy and 1 Pl. E Coy.	
WAURN PONDS			C Coy.	
THOMPSON'S CK.			D Coy.	
HIGHTON	11 Jan 42		Weather:--Fine and Warm. Strength:--26 Offrs. 756 O.R's. Total 782. March In 4. March Out 11.	
BARWON HEADS			B Coy N.C.O's receive instruction on Hotchkiss. Coy. posns as Jan 10.	
HIGHTON	12 Jan 42		Weather:--Fine and Warm with Cool Breezes. Strength:--26 Offrs. 744 O.R's. Total 770. March In 3. March Out 15.	
BARWON HEADS		1500	Air Raid Siren tested.	
HIGHTON			H.Q. Coy and 1 Pl. E Coy carry on Specialist Training. Coy ppsns as Jan 10.	

ERN.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn. Date and Time.—From To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	13 Jan 42		Weather:--Fine and Warm. Strength:--26 Offrs. 751 O.R's. Total 777. March In 14. March Out 7.	
HIGHTON HIGHTON		1600 1730	C.O. and Adjt leave to visit all Coys. C.O. and Adjt arrive back at camp.	
HIGHTON	14 Jan 42		Weather:- Fine and Warm. Strength:- 26 Offrs. 755 O.R's. Total 781. March in:- 9 March Out:- 6.	
"		0930	C.O. and 1 "I" Sec. leave to meet Col. Telfer and Maj. Hanson, and then check over dispositions in Waurms Ponds area.	
Highton WAURNS PONDS BARWONS HEADS WAURN PONDS THOMPSON'S CK.			Coy. Posns:- B.H.Q., H.Q. Coy. and one Pl. "E" Coy. "A" Coy and one Pl. E Coy. B Coy and one Pl. E Coy. C Coy. D Coy.	
Highton H	15 Jan 42		Weather:- Fine and Warm. Strength:- 26 Offrs. 759 O.R.'s Total 785. March In 5 March Out 1 All Coys ordered to submit weekly diaries of events to B.H.Q. Capt. Meares advised to prepare two weeks course for stretcher-bearers. Coy. Posns:- As on Jan. 14.	

JRA.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	16 Jan 42		Weather:- Fine and Cloudy, with cool breezes. Strength:- 26 Offrs. 759 O.R.'s Total 785. March In 04 March Out 04	
"		1330	Troops leave Highton for night exercise at Waurm Ponds.	
"		1900	"I"Sec. leave for exercise at Waurm Ponds.	
"		1515	All Coys. notified of new list of Originators Numbers.	
"		1800	Passwords for exercise sent out to all Coys.	
WAURN PONDS	17 Jan 42		Weather:- Fine, Cloudy with Cool Breezes. Strength:- 26 Offrs. 765 O.R.'s Total 791 March In 8 March Out 2	
"		0130	Tps. move from Biv. areas at Waurm Ponds.	
"		0230	Bn. takes up defensive posn, .	
"		0245	Bn. patrols move from Posts.	
"		0330	Enemy raids fwd. posns.	
"		0430	Enemy reaches main posns.	
"		0530	Exercise completed.	
"		0715	C.O. delivers address to Offrs. and Tps. re Exercise.	
"		0800	Troops leave for respective areas.	
HIGHTON		0830	H.Q. Coy. returns.	
"		0900	Troops notified to rest till 1200 hrs.	

JRH.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Army Form C.2118
(adapted.)

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	18 Jan 42		Weather:- Fine and Warm. Strength:- 26 Offrs. 766 O.R's Total 792. March In 4 March Out 3	
"		1000	G.O. leaves for 2 Cav. Div.	
WAURN PONDS		1130	Church Parades held for A and C Coys. (Padre's last service)	
HIGHTON		1130	Church Parades here - Padre's last service.	
"		1400	H.Q. Coy. leave for Swimming Parade. Coy. Posns:-	
HIGHTON			B.H.Q. ? H.Q. Coy. and 1 Pl. E Coy.	
WAURN PONDS			A Coy, C Coy and 1 Pl. E Coy.	
BARWON HEADS			B Coy. and 1 Pl. E Coy.	
THOMPSONS CK.			D Coy.	
HIGHTON	19 Jan 42		Weather:- Fine sultry morning , Showery afternoon. Strength:- 25 Offrs. 764 O.R's Total 789: Marched In ⁰ Marched Out 3	
"		1115	Lt ^{Lieut} Col. Brownlee and Lt ^{Lieut} Davey visit camp. Coy. Posns. as on Jan 18.	
				JRH.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	20 Jan 42		Weather:- Fine and Cloudy with very strong N.W.Winds. Strength:- 24 Offrs. 785 O.R's Total 809. Marched In 21 Marched Out 1	
" CERES		1300 1400	"I" Sec personnel leave for recce. of Ceres area. Recce. of A Coy.'s new Biv. area made by Lt. Sim. Coy. Posns:- B.H.Q. H.Q. Coy. and 1 Pl. E Coy.	
HIGHTON			A Coy. C Coy. and 1 Pl. E Coy. B Coy and 1 Pl. E Coy. D Coy.	
WAURN PONDS BARWON HEADS THOMPSONS CK.				
HIGHTON	21 Jan 42		Weather:- Fine and Cool. Strength:- 25 Offrs. 786 O.R's Total 811. Marched In 3 Marched Out 1	
WAURN PONDS CERES		0835 1430	Capt. Webb leaves for conference with C.O. Recce. of new Bn. line made by A Coy. @ @ @ Recce. Gp.	
HIGHTON		1900	23/21 Bn. advised R.A.A.F. carrying out exercises S.W. sector 22 Jan. All planes seen should be treated as hostile.	
WAURN PONDS		2045	Capt. Webb leaves to submit result of Recce. to C.O., and to confer with Mr. Baddeley of the V.D.C. re weekend Bivouac at Anglesea.	
				<i>JRA.</i>

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	← 22 Jan 42		Weather:- Fine, Cool and Cloudy.	
			Strength:- 25 Offrs. 800 O.R's Total 825. Marched In 18 Marched Out 4	
HIGHTON		0900	C.O. and ^{Lieut} Lt. Mather leave for Ceres area to meet Brig. McKenzie to site Coy. and Pl. areas.	
HIGHTON		0900	Sgt. Hope leaves for recce of B Coy Area and return at 1230 hrs.	
WAURN PONDS		1000	A Coy H.Q. closing at Waurn Ponds and opening near Ceres Br.	
HIGHTON		1130	First Air Raid alarm for day.	
"			Air Raid alarms at frequent intervals throughout afternoon.	
HIGHTON			Coy. posns:--	
CERES			B.H.Q., H.Q. Coy, 1 Pl. E Coy.	
BARWON HEADS			aA Coy, 1 Pl. E Coy.	
WAURN PONDS			B Coy and 1 Pl. E Coy.	
THOMPSON'S CK.			C Coy.	
			D Coy.	
HIGHTON	23 Jan 42		Weather:-Fine, Cool and Cloudy.	
			Strength:--25 Offrs. 756 O.R's. Total 821. March In 2. March Out 6.	
BARWON HEADS		0945	B Coy H.Q. move to Corio 1 inch 519789 (About 2000 yds nearer Barwon Heads.	
CERES		1010	E Coy to Bivouac at Corio 1 inch 340937 (Ceres).	
HIGHTON		1400	C Coy arrive.	
HIGHTON			Coy. posns:--	
CERES			B.H.Q.?. H.Q. Coy, C Coy.	
BARWON HEADS			A Coy., E Coy.	
THOMPSON'S CK.			B Coy.	
			D Coy.	

JRN.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2116
(adapted.)

(Erase heading not required).

Unit 23/21 Bn. Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	24 Jan 42		Weather:- Hot and Humid. Strength:- 24 Offrs. 797 O.R's Total 821. Marched In 4 Marched Out 4	
HIGHTON " CERES		0001 1430 1600	New leave regulations brought in. Lt. Mather leaves to visit areas occupied by A and E Coys. Capt. Webb and 4 N.C.O's leave for V.D.C. Camp at Anglesea. Coy. Posns. as Jan. 23.	
HIGHTON	25 Jan 42		Weather:- Cool and Cloudy Strength:- 24 Offrs. 776 O.R's Total 800 Marched In 3 Marched Out 24	
CERES HIGHTON		0930 1000	Lt. Sim meets C.O. to make final decision of Pl. areas. C.O. and Lieut. Mather leave to site defensive posns. in Ceres area.	
HIGHTON		1500	C.O. leaves for Anglesea . Coy. Posns:-	
HIGHTON CERES BARWON HEADS THOMPSONS CK.			B.H.Q. ? H.Q. Coy., and C Coy. A Coy. and E Coy. B Coy. D Coy.	

JRM.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Army Form C.2118
(adapted.)

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	26 Jan 42		Weather:--Cool and Cloudy. Strength:--24 Offrs. 773 O.R's. Total 797. March In 1. March Out 4.	
HIGHTON		0900	C.O. and Lieut. Mather leave for recce. of Ceres and at	
"		1300	" " " " returned.	
"		1800	Col. Ainsworth and staff arrive for evening mess.	
CERES		1800	Capt. Webb returns from V.D.C. Camp at Anglesea.	
HIGHTON			Coy. Positions:- B.H.Q.; H.Q. Coy.; C.Coy.	
Ceres			A.Coy; E.COY.	
BARWON HEADS			B.Coy.	
THOMPSON'S CK.			D.Coy.	
HIGHTON	27 Jan 42		Weather:- Fine and warm. Strength:- 24 Offrs. 776 O.R's. Total 800. March In 9. March Out 6.	
HIGHTON		1500	Lieut. Donohue (Bde.I.O.) visits "I" Sec.	
"		1900	Maj. Cornish and Lieut. Mather leave to site sect areas at Ceres.	
		2100	They returned with Capt. Ralton.	
			Coy. Posns. As on Jan 26.	

JRA.

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2118
(adapted.)

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	28 Jan 42		Weather:- Fine and Warm. Strength:- 24 Offrs. 778 O.R's. Total 802. March In 5. March Out 5.	
HIGHTON		0900	Lieut. Mather leaves for recce. of Ceres area.	
"		1045	Capt. McDonald leaves for Geelong re pay.	
"		1100	Major Hansen (Bde.Maj.) visits camp.	
"		1200	Capt. McDonald returns from Geelong.	
CERES			A.Coy. commenced digging on rt. fwd. Coy. area. Coy. Posns:-	
HIGHTON CERES			B.H.Q.; H.Q.Coy.; C.Coy. A.Coy.; E.Coy.	
BARWON HEADS THOMPSON'S CK.			B.Coy. D.Coy.	
HIGHTON	29 Jan 42		Weather:- Warm and Cloudy. Strength:- 24 Offrs. 783 O.R's. Total 806. March In 5 March Out 1	
HIGHTON		0900	3 "I" Sec. leave for recce of Ceres area.	
"		1130	Lieut. Mather leaves for Bde. re posn. of Bde. I.O.	
"		1130	C.O. leaves for A.Coy. area.	
"		1300	C.O. returns.	
"		1500	Lieut. Mather returns from Bde.	
			A.Coy. spend day at Rifle Range; also a demo. in firing rifle from hip while advancing. Marked improvement shown in handling rifle.	
			Coy. Posns. as on Jan 28.	

JRH

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required).

Unit 23/21 Bn.

Date and Time.—From _____ To _____

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
HIGHTON	30 Jan 42		Weather:- Cool and Cloudy. Strength:- 24 Offrs. 778 O.R's. Total 802. March In 1 March Out 5.	
HIGHTON		0630	H.Q.Coy. leave for Rifle Range.	
"		0900	2 "I" Sec. leave for recce of A and E Coys. area at Ceres.	
"		1000	Pte. Walton, "I" Sec., leaves to make report on SEC. Posts at Wauru Ponds area.	
"		1100	2 "I" Sec return from Ceres area.	
"		1130	Col. Pennington, A.D.M.S., and Lieut. Col. Hewitt, A.A.Q.M.G. visit camp.	
"		1900	Report on Sec. Posts handed in to C.O.	
			Coy. Posns. as on Jan 28.	
HIGHTON	31 Jan 42		Weather:- Fine and Warm. Strength:- 22 Offrs. 777 O.R's. Total 799 March In 6 March Out 12.	
HIGHTON		1030	Lieut. Mather leaves to take up duties at Bde. as I.O.	
HIGHTON			Coy. Posns:- B.H.Q.; H.Q.Coy.; C.Coy.	
CERES			A.Coy. E.Coy.	
BARWON HEADS			B.Coy.	
THOMPSON'S CK.			D.Coy.	

JRH

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART I. NO. 1/42

by

1 JAN 42

LT. COL. J. R. HALL, E.D. COMMANDING 23/21 BN.



1. CONCEALMENT AND DISPERSION.

Promulgated hereunder is contents of C. Command 122699 Of 18 Dec, 41 for general information and necessary action.

- "1. In view of Japanese Air Activity and tactics in the Pacific it is most essential that slit trenches be provided immediately in all camps and other military establishments to obviate unnecessary casualties.
2. Concealment and Dispersion must be practiced by all troops on all occasions. No matter how small the M.I. column or column of troops they must be ordered and taught to move as they would in the face of an enemy.
3. Alternative positions or dummy positions must be arranged wherever practicable. Dummy positions can be easily constructed and should be put in hand immediately.
4. Your attention is drawn to the following publications relative to the above subject and training must be in accordance with the instructions contained therein so that there will be no diversity of thought or training thereby obviating the chance of confusion and when the occasion arises to carry out the training in real earnest.

A.T.M. No.	35	para	25	A.T.M. (Aus) No.1	para	3
2	28	"	6		2	" 5
	32	2	9		5	" 14
	34	"	15 & 17			
	33	"	18			
	29	"	11			

2. EFFECTS OF HEAT. (4Div Adm Order No. 47/41 , para 4)

The above referred to para is promulgated for information and the necessary action.

"With the onset of hot weather conditions the effect of heat exhaustion may be largely minimised by observance of the following points

- (1) Simple lectures to all ranks on the causation of heatstroke and its prevention should be given;
- (2) Strenuous exercise reduced to a minimum during the heat of the day. (N.B. Men are better employed doing light duties in the open in shade if possible, rather than lying about in huts or tents.)
- (3) Men should be encouraged to drink plenty of saline drinks ($\frac{1}{4}$ tea-spoon of salt to pint of water or weak tea). to replace fluid lost by perspiration.
- (4) The importance of avoidance of alcohol during heat of day to be impressed on all ranks.
- (5) Clothing should be light , permiable and loose , to allow free ventilation of body surface.
- (6) Careful routine attention to cleanliness of skin. The use of simple dusting powder over parts specially liable to sweat.
- (7) March discipline -
 - (a) Ventilation of ranks on the march.
 - (b) Full use to be made of halts for resting and cooling.
 - (c) water bottles to be used only at halts, and then just sufficient weak saline water consumed to replace fluid and salt lost. (N.B. The drinking of large quantities of unsalted water is harmful).

Handwritten notes in blue ink: 'IMP' written vertically, '8' written horizontally, and '2157' written vertically.

3. WATER SUPPLY. (2 Cav Div Adm Instruction No. 200/41)

The above referred to Adm Instruction is promulgated for general information and necessary action.

"Water from BARWON R. must not be used for drinking purposes until chlorinated or boiled. Washing in BARWON R. or streams will not be permitted. Water points will be used and normal routine procedure will be followed, care being taken to avoid pollution."

4. AMMUNITION. (2 Cav Div Adm Instruction No. 201/42)

The above referred to Adm Instruction is promulgated for general information and necessary action.

"In order to conserve stocks of ammunition all pistol range practices will be suspended until further notice. (S.C.122701 of 18/12/41)

5. MEDICAL AND HYGIENE ARRANGEMENTS WITHIN UNITS. (2 Cav Div Adm Instruction No. 199/41)

The following Adm Instruction is published for general information and necessary action.

"The following personnel will be allotted without delay:-

Sanitary Duties - Numbers as laid down in W.E's.

Water Duties - " " " " " "

Personnel to be trained in FIRST AID. Ditto.

Stretcher bearers-allotted pro rata according to present strength of unit, and added to as unit approached W.E.

These personnel will be trained by R.M.O. , and will carry out their normal functions in the field.

M. Ambs. are for the conveyance of sick or injured personnel only. They will NOT be used as transport for R.M.O., medical stores etc. Arrangements will be made by unit for M.O. to have use of suitable vehicle for visiting posts, transporting stores etc.

THE GENEVA CROSS on M. Ambs will NOT be obliterated. M.Ambs may be concealed , if necessary, but must travel under the protection of Geneva Convention when moving about on duty.

6. ALARM SIGNALS - AIR ATTACK? GAS ATTACK? FIRE. (2Cav Div 14480,16/36, Para 3, Bn R.O. Part 1 No. 140/41)

The above memo is published for information and necessary action.

"The use of signals as set out in our 13991 of 22Dec will be discontinued and the following will be substituted :-

AIR ATTACK (S.C.R.O. 420/41)

Prepare for Air raid

Series of LONG and SHORT blasts.

Air Raid Imminent

Series of SHORT blasts for five (5) seconds with two(2) seconds break. (Sentry will raise both arms above the head and wave the hands).

All Clear

Continuous blast for two (2) minutes.

GAS ATTACK

Gas Alarm

Rattle.

Spray Alarm

Word of mouth "SPRAY".

FIRE AND BLACKOUT

Fire

Series of TWO LONG and TWO SHORT blasts and word of mouth "FIRE".

Blackout

Series of LONG blasts.

7. NEW YEAR GREETINGS.

The following message has been received from 2 Cav Div.

"G.O.C. extends greetings to all ranks for the coming year and wishes to express appreciation of the cheerful response to the needs of the country in the present crisis."

Signed:- Stuart M McDonald
Capt.
Adj. 23/21 Bn.

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART I. NO. 2/42

by

4 JAN 42

LT. COL. J. R. HALL, E. D. COMMANDING 23/21 BN.

1. FIELD COMMUNICATIONS. (2 Cav Div memo 14883).

"The connection of Field Communications to P.M.G. apparatus for Trunk lines is strictly forbidden without authority.

Authority is granted for such connections by Area Signals S. Comd whose duties include liaison between Dept of the Army and Eng. Branch P.M.G. Dept.

Application for approval to utilize P.M.G. circuits, or for connection to civil exchange should be submitted through unit H.Q. to C.O. 2 Cav Div Signals."

2. JURORS=EXEMPTION OF MEMBERS ENGAGED ON WAR SERVICE (S.C.R.O.591/41)

"(a) Regulations 69a of the National Security (General) regulations provides that members of the Citizen Forces who have been called up for and are engaged on war service shall be exempt from serving as Jurors.

(b) In all cases where it comes under notice that a member of the citizen forces on war service is summoned to attend as a Juror, a notice in the form set out below is to be forwarded to the Court official issuing the Jury Summons. The notice is to be signed by the commandant of the camp in which the member is serving or by the Adjt of his Unit.

COMMONWEALTH OF AUSTRALIA

CERTIFICATE THAT JUROR IS ENGAGED ON WAR SERVICE

(a) Name in full I CERTIFY that (a).....
(b) Private address who resides at (b).....
and who has been summoned as a Juror
to attend
(c) Name of Court (d) City or Town the (c)Court at (d).....
(e) Date attendance required at Court on (e).....194.., is a member
of the Citizen Forces called up for
and engaged on war service with the
Military Forces.
Dated the.....day of.....194...
(Signature and Rank).....
(Appointment).....
(Camp Commandant or Adjt)."

3. DRESS - UNIFORM TO BE WORN. (S.C.R.O. 593/41)

- "(a) Uniform will be worn by all ranks of the A. M.F. who are employed on full time duty are attending camps of training, at all times except when participating in sports.
- (b) All previous instructions regarding the occasions on which uniform will be worn during the present war are cancelled."

4. WASTE PAPER. - SALVAGE. (S.C.R.O. 597/41).

"Care is to be taken to conserve all waste paper for salvage. Materials other than paper will, wherever practicable, be used for packing purposes."

5. BUSH FIRES - PRECAUTION. (S.C.R.O. 570/41).

- "(A) All ranks are to be warned of the necessity for exercising the greatest care to prevent fires and of the danger of lighting fires in trees or stumps. Care will be exercised to ensure that any fires lit in the open are properly extinguished.
- (b) Area Commanders and Camp Commandants will render every assistance to the civil authorities to extinguish fires in the vicinity of camp areas, but the question of rendering assistance must be left to the discretion of the local Military commander. The control of troops must remain with the military authorities, working however however in the closest collaboration with civil fire-fighting authorities. No responsibility is to be excepted for areas other than those in the vicinity of camps.
- (c) To enable collaboration to be achieved, Commanders concerned will contact representatives of the local Bush Fire Brigade, and discuss with them the precautionary measures to be adopted to prevent military operations causing fires and to co-ordinate fire extinguishing activities."

6. WATER DUTY TNG. SERIAL 1 - 6 JAN 42 to 7 JAN 42 INCL.

The following have been selected to attend the above school:-

V58618	Cpl BAKER, D. G.
V59144	Pte HICKEY, F.
V59334	Pte CAIRNS, R. E.

7. WATER DUTY TNG. SERIAL 2 - 8 JAN 42 to 9 JAN 42 INCL.

The following have been selected to attend the above school:-

V58981	Sgt. SMITH, J. S.
V59276	Pte HOLLIS, I. D.
V59113	Pte HARVEY, W. J.

Signed---STUART M. McDONALD, Capt.

Adj. 23/21 BN.

by

LT. COL. J. R. HALL, E.D. COMMANDING 23/21 BN.

1. STRENGTH RETURN.

Coy's will submit to the R.R.O. by 1200 hrs on 11 Jan 42 a return showing---(a) Ration Strength
(b) No. on Leave
(c) No. on Leave to be transferred to Area.

2. SPORTING MATERIAL.

The Canteens Board of Victoria has made the undermentioned material available to this Unit:-2 Tennis Nets 8 Tennis Rackets
4 Doz Tennis Balls 2 Complete Cricket Sets 2 Sets of Matting.
Lieut Sinclair will act as sports officer whilst Lieut Stretch is otherwise engaged on duties away from Bn. H.Q., and Lieut Sinclair will control the issue, distribution, and use of the above mentioned sports material.

3. MAINTENANCE OF VEHICLES. (3 CAV BDE 42/38 42/14)

"It has come to notice that vehicles of some units in Talforce have not had sufficient maintenance to maintain them in good working order. Particular attention must be paid to strict daily maintenance. Owing to the shortage of vehicles of all classification within the force it is agreed that some vehicles are required to be used excessively. However, maintenance is the first consideration. A period of each day must be set aside for this, even if the normal routine requirements are restricted. To enable further maintenance to be carried out each vehicle will be grounded for a period of equivalent to one day per week. Attention of Comds. is drawn to Standing Orders for ~~Businesses~~ "The Operation and Maintenance of Mechanical Vehicles" with special reference para 3, sec 1: General".
Attention is drawn to para 4 of Bn. R.O.'s Part 1 139/41.

4. WAR BADGES = WEAR IN UNIFORMS PROHIBITED. (S.C.R.O. 614/41)

"(a) The following war badges issued in respect of the present war are not to be worn by the recipient when in uniform:-
Returned from Active Service Badge.
General Service Badge.
Medically Unfit Badge.
Reserved Occupation Badge.
(b) Attention is directed to S.C.R.O. 367/41 authorising the wear in uniform of a half size colour patch of the last unit of the A.I.F. which the member served."

5. SALVAGE AND RECOVERY SERVICE = CREDITS NOVEMBER 1941.(S.C.R.O.610/41)

Credit to this unit for the month of Nov. 41 is £2-17-6.

Signed:- Stuart McDonald
Capt.
Adj. 23/21 Bn.

AUSTRALIAN MILITARY FORCES

23RD/21ST BATTALION ROUTINE ORDERS PART 1 NO. 4/42

by

13 Jan 42

LT-COL J.R. HALL E.D. COMMANDING 23/21 Bn.

1. ECONOMY OF TRANSPORT.

The economy in running transport is again impressed on all Offrs and N.C.O.'s. Coy. Comds. will be responsible for strict observance of this order. Normal daily trips by ration trucks should obviate the necessity for special trips to Bn. H.Q.

2. MOBILE CANTEEN.

The Canteen truck will visit all Coys. at least every second day. Coy. Comds. will ensure that this service is made available to all ranks. No other transport will be used by Coys. for the acquisition of canteen supplies, except in very special cases, and before transport can be used in such special cases, Bn. approval is to be first obtained.

3. S. COMD. TNG. SCHOOL - SIG. WING - COURSE NO. 55. SEYMOUR.
(2 Feb - 14 Feb 42.)

V59307 Sgt. DAY. H.N. has been selected to attend the above school.

4. ENGINEER MOBILIZATION STORES = USE IN FIELD WORKS
(S.C.R.O. Pt.1. No 9/42)

- " (a) Pickets. Mild steel screw pickets, or "star" pickets, will not be used in construction of barbed wire obstacles when hardwood timber pickets are available.
- (b) Barbed Wire Obstacles. "Dannert" type spring steel barbed wire concertinas now available in Engineer Stores Dumps will be conserved as far as possible for A.F.V. obstacles, or for emergency infantry obstacles. The Double Apron fence will be used in all cases where time and circumstances permit.
- (c) Sandbags. Stocks of sandbags will be conserved as far as possible for use in case of emergency. Deliberate defence works will, where possible, be designed to use timber, brushwood, and other local material, and the advice of field engineer units should be sought in this regard."

5. FIELD ALLOWANCE - ENTITLEMENT AND CLAIM. (S.C.R.O. Pt.1. No. 13/42)

- "(a) Field Allowance is only payable for periods of duty actually performed in camp. The allowance is not payable in respect of periods of leave or of absence from camp on other duties.
- (b) When absence from camp includes portion of a day, the allowance will only be payable for that day when the member concerned has been present at two consecutive meals on that day, i.e., Breakfast and Dinner or Dinner and tea.
- (c) Both Field Allowance and Subsistence Allowance cannot be paid in respect of the same day.
- (d) Schedules of claims for field allowance will be prepared in duplicate and be written in ink or typed. Signatures of acquittance will be in ink, if practicable, otherwise in indelible pencil."

6. SUBSISTENCE ALLOWANCE = NOT TO BE CLAIMED IN ADVANCE EXCEPT IN CERTAIN CASES (S.C.R.O. Pt. I No. 14/42)

Claims for subsistence allowance are not to be rendered in advance of any period for which claim is made except, in circumstances for which special authority for prepayment exists, e.g., for period of approved leave, which approval, with particulars, is to be shown on A.A.F. ? B.9.

Claims for payment are to be submitted to the D.F.O. not later than one month after the close of the period for which payment is claimed."

7. HATS.

It is observed that many hats are being distorted by the indentations in the crown being pinned and/or sewn. Coy. Comds. will ensure that the indentations in the crowns of hats are not pinned and/or sewn, and will further instruct the personnel of their respective Coys. of the correct manner in which hats should be worn. When a hat is worn a slight forward tilt over the right eye is to be encouraged, and the chin strap will be worn at the point of the chin, and sufficiently short to prevent it slipping underneath.

Signed:- Stuart McDonald.

Capt. S. McDonald

Adj. 23/21 Battalion.

AUSTRALIAN MILITARY FORCES

23RD/21ST BATTALION ROUTINE ORDERS PART 1. No. 5/42..

by

15 Jan 42

LT - COL J.R. HALL E.D. COMMANDING 23/21 BN.

1. DETENTION - PERSONNEL SENTENCED TO - WORKING DRESS.
(2 Cav. Div. Adm. Instruction 1/42, para 4)

"All members awarded sentences of detention who are sent to carry out this punishment in places of detention outside their Regtl. area must be despatched with working dress issued by their unit."

2. BANDSMEN.

All Coys. will submit to Bn.H.Q. by 2000 hrs. on 16 Jan 42 a return indicating the names of the personnel within their Coys. who can play musical instruments, and the name of the instrument they can play.

3. PAYMENT OF ATTACHED AND DETACHED PERSONNEL WITHIN UNIT.

Personnel detached from their own Coy. to another Coy. within the Unit, will be paid by the Coy. to which they are attached for rations. Coys. will make the necessary inter-coy. transfer of pay books and unit pay card direct, advising Bn. H.Q. when they do so.

Signed:- E.J. Mather Lieut.

for Capt.

Adjt. 23/21 Bn.

- (iii) Every endeavour will be made to retain this leave system, but it must be realized that circumstances may arise at any time which will necessitate temporary curtailment. All members on home leave are at all times subject to immediate recall by press or radio notice.
- (iv) The leave granted under para (i) above is not to be counted against entitlements for A.R.L. under A.M.R. & O., Pt. IV, Div 6, pre-embarkation or pre-concentration leave, but the grant of all such leave is now suspended.
- (v) The one day off duty in seven now granted to all members in camp does not include permission to leave camp localities but C.O.'s at their discretion may grant local leave on this day to the town nearest the camp, e.g., SEYMOUR, ALBURY, GEELONG, MORNINGTON, etc. Members granted home leave vide para (i) above will not be granted the additional days off duty during the week in which the leave is granted.
- (vi) Personnel employed in H.Q. or Adm. Units, but allowed to live at home, will be permitted to have 1½ days off duty per week, but are not entitled to home leave under para (i) above.
- (vii) Home leave will commence forthwith, and combined Home Leave Passes and Railway Tickets may be issued in respect thereof.
- (viii) Attention is directed to S.C.R.O.'s 369/41, 439/41, 528/41 and 606/41.

3. UNIT PUBLICATION.

It is proposed to publish a monthly journal of the Unit, and a Committee has already been formed to control same. The controlling committee invites all ranks to make suggestions for the title of the proposed publication, and such suggestions should reach Sgt. Hope at Bn. H.Q. by 1200 hrs, Sunday, 24 Jan, 42. All ranks are invited to forward contributions in the way of poems, short stories, jokes and letters, and forward same to Sgt. Hope. The date of the first publication will be notified later.

4. NO. I COURSE=DRIVER MECHANICS (TRADE GROUP III) 26 JAN-"28 FEB 42

The following personnel have been selected to attend the above:-

- V56012, Pte FLATT, A. J.
- V55979, Pte POVEY, T. R.

5. HOT WATER SYSTEM.

The hot water system is now in operation at HIGHTON and Coys may make use of same at the following times:-

Bn. H.Q.	between	0900 hrs	and	1930 hrs	daily.	Also	H.Q. and C Coys.
"B" Coy		1930		2000			
"D" Coy		1930		2000			
"E(M.G.)" Coy.		2000		2030			
"A" Coy		2030		2100			

Coy Comds will make their own arrangements with respect to transport. The hot water attendant will have sufficient hot water ready to meet all demands, and will also act as picquet to ensure that only the personnel entitled to do so make use of the service at the times stated.

Signed---STUART M. McDONALD, Capt.

Adit. 23/21 Bn. (i)

and nearest camp stations through the usual channels. It is requested that travel to N. and W. Comds and S.M.D. cannot at present be permitted. Owing to present conditions, local leave only may be granted in Cont. Unit. I. of G. Area until further notice.

42

by

(iv) The leave... against entitlement for A.R.L. under A.M.R. & O., Div. 6, but the grant of all pre-embarkation or pre-concentration leave, but the grant of all such leave is now suspended.

1. COURTS OF INQUIRY.

The one day off duty in seven now granted to all members in... 5, 4 and 6... cancelled.

(a) Deficiencies in Kitchens Travelling.

(vi) Deficiencies... (vii) Deficiencies... (viii) Deficiencies...

President V58797 Capt. T.R. COOPER

Members... (vii) Home leave will... (viii) Home leave will...

The Court will... by the President.

2. GRANT OF HOME LEAVE. (S.C.R.O. 28/42)

Committee has also... information... The date of the first public...

(2) All Units in S.Cmd. are now... essential maintenance or intensive training. To preserve efficiency...

seven. In most cases this rest day has been spent in camp locations, their homes.

(3) It is now possible... facilities for members to visit their homes. The Military Board has approved of the grant of leave for this purpose... and leave may be granted under the following conditions.

(i) C.O.'s may grant 2 days home leave per month to members of their units on a strict roster basis. As far as possible... unit strength in camp... after normal hours of work in the evening, and will terminate at 2200 hrs.

Where travelling facilities make it desirable, members may accumulate leave for two months, and may then be granted five days leave, including the weekly day off duty.

Home Leave will be governed strictly by the principle that not more than 10% of the unit strength in camp are absent at any one time.

(ii) Where necessary trains will be arranged between capital cities and nearest camp stations through the usual channels. It is regretted that travel to N. and W. Comds and 6 M.D. cannot at present be permitted. Owing to present conditions, local leave only may be granted in Cent. East. L. of C. Area until further notice.

AUSTRALIAN MILITARY FORCES

23RD/21ST BATTALION ROUTINE ORDERS PART 4. No. 7/42

BY

24 JAN 42

LT. COL. J. R. HALL, E.D. COMMANDING 23/21 BN.

1. ENTRY INTO ORCHARDS AND OTHER PRIVATE PROPEWTY.

On no account must tps enter private property and more especially Orchards without the prior authority from an Offr. The Offr. granting permission must accept entire responsibility for the damage (if any) done by the perdonnel to whom he granted permission to enter such property. All Orchards are out of bounds to all tps except by those engaged in tactical Fd. Works accompanied by an Offr. or senoiy N.C.O. Fruit must not be taken from Orchards or the fruit trees in any way damaged, because any slight damage will have serious results to the fruit trees in future years and a subsequent loss to the orchardist.

2. CLEANLINESS OF LINES.

Greater attention is to be paid by all ranks to the cleanliness of Camp Locations, Bivouac Areas and lines generally. Parer, bottles, boxes, containers, cigarette butts, matches, etc., must be placed in receptacles under cover. Coy Comds will ensure that this order is fully carried out in their respective areas.

3. S. COMD. TNG. SCHOOL. M.M.G. WING COURSE No. 53 (23 FEB-21 MAR)

The undermentioned have been selected to attend the above course:--

V58930 Sgt. RUSSELL, H. C.
V58858 Sgt. McCOMBE, G. S.

Signed--STUART M. McDONALD?, Capt.

Adj. 23/21 Bn.

AUSTRALIAN MILITARY FORCES

23/21 BATTALION ROUTINE ORDERS PART 1. NO. 8/42.

28 JAN 42

BY LT. COL. J. R. HALL, E.D. COMMANDING 23/21 BN.

1. TRAFFIC REGULATIONS.

All ranks, and more especially M.T. drivers, must observe the traffic regulations of the municipality in which they are driving. All M.T. must stop before entering or crossing a major thoroughfare.

M.M.G. SCHOOL- RANDWICK - NO. 1 INSTRUCTORS COURSE. (2 Feb 42 to 18 April 42).

Capt T. R. HOOPER has been selected to attend the above school.

3. COURTS OF INQUIRY. (Ref. Bn. R.O's Part 1 No. 6/42)

V58797 Capt T. R. HOOPER will cease to be the president of the Courts of Inquiry detailed in the aforesaid order. V58951 Capt L. S. RALTON will now be president of such Courts. The following will now constitute same:-

V58951	Capt. L. S. RALTON	President.
VX33123	Lieut L. E. SINCLAIR	Member
VX24281	Lieut A. C. McDONALD	Member

4. GRANT OF HOME LEAVE. (S.C.R.O. 38/42)

The above order is promulgated for general information and action.

"With reference to S.C.R.O. 28/41 the following sub para is to be inserted in lieu of sub-para V, of para 3 thereof, which is hereby cancelled.

V. The one day off in seven now granted to all members in camp does not normally include permission to visit home, although local leave may be granted on this day. Where, however, it is possible for members to visit their homes on this day, leave to do so by normal travelling services may be granted, but home leave passes for free rail travel will only be available on one such day per month.

Members visiting their homes on such days must be provided with a leave pass specially endorsed.

Members granted leave to visit their homes on a weekly day off duty will not be entitled to home leave under sub-para (1) of this para.

Members granted home leave on sub-para (1) of this para will not be granted the additional day off duty during the week in which the day is granted, except where such leave is granted for 2 months.

IN case where leave is granted to a member to visit his home on his weekly day off, the expression "day off" shall mean "24 Hrs off".

Save as aforesaid, the expression "day off" has its ordinary meaning.

The day off per week is to be taken on a strict roster system, and no greater proportion of personnel is to be on leave on Sunday than any other day.

C.O.'s may still grant special leave in emergent circumstances, provided the member concerned can be recalled within twenty-four hours.

No emergent leave may be granted for a period in excess of forty-eight hours without the permission of the Formation, etc., Commander.

5 CONCESSION POSTAGE RATE HAND STAMP. (4 div. Adm, order 3/42 para 8)

It is essential that the use of hand stamp above mentioned be restricted to articles originated and posted by members of A.M.F. at approved points in camps or establishments. The misuse of such stamp will be looked on as a fraudulent act, and the abuse of the concessions granted. In no circumstances should the concession rate stamp be imprinted on empty envelopes, covers or wrappers

D M O.

6 DAMAGE TO ROADS. (4 Div. Adm. order 3/42 para 1.

All ranks are reminded of the serious damage to roads, particularly to those treated with bituminous seal, that can be caused by careless handling of carriers and M.T.

Apart from the cost to the ratepayer of repairs to roads needlessly damaged it must be realised by all ranks that owing to the shortage of labour, repair is a real problem. As the Army is vitally interested in the maintenance of roads within areas in which it may have to operate, it is essential that no action will be taken which will make the task so much greater.

"Stunting", "showing off" and "reckless driving" is a strain on vehicles and causes much damage to roads, and must never be allowed to take place.

(Signed) STUART M. McDONALD Capt.

Adj. 23/21 Bn. ... The following will now constitute ...

- President: Capt. I. B. HAITON
- Member: Lieut. I. E. SINCLAIR
- Member: Lieut. A. C. McDONALD

A. GRANT OF HOME LEAVE (S.C.R.O. 38/42)

The above order is promulgated for general information and action.

With reference to S.C.R.O. 28/41 the following are to be inserted in lieu of sub-para. 2 thereof, which is hereby cancelled.

4. The one day off in seven now granted to all members in camps does not normally include permission to visit home, although local leave may be granted on this day, where however, it is impossible for members to visit their homes on this day, leave may be granted by normal travelling services may be granted, but home leave passes for free rail travel will only be available on one such day per month.

5. Members visiting their homes on such days shall be provided with leave passes as usual.

6. Members granted leave to visit their homes on a weekly day off duty will not be entitled to home leave under sub-para. (1) of this para.

7. Members granted home leave on sub-para. (1) of this para will not be granted the additional day off duty during the week in which the day is granted, except where such leave is granted for 2 months.

8. In cases where leave is granted to a member to visit his home on his weekly day off, the expression "day off" shall mean "day off".

9. Save as after this, the expression "day off" has its ordinary meaning.

10. The day off is to be taken on a strict roster system, and no transfer or permutation of a roster is to be made on Sunday or any other day.

11. S.C.O.'s may still grant special leave in emergent circumstances, provided the member concerned can be recalled within twenty-four hours.

12. No emergent leave may be granted for a period in excess of forty-eight hours without the permission of the 3rd Lt. Col., etc., Commander.

B. CONTROL OF THE USE OF HAND STAMPS (4 Div. Adm. order 3/42 para 8)

If it is essential that the use of hand stamps above mentioned be restricted to articles originated and posted by members of A.M.P. at approved points in camps or establishments. The misuse of such stamps will be looked on as a fraudulent act, and the abuse of the concession granted. In no circumstances should the concession rate stamps be affixed on empty envelopes, covers or wrappers.

FIELD RETURN OF OFFICERS

23/21 Bm (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels	1		
Majors	2		1
Captains	11	1	
Lieutenants	19		1
2nd Lieutenants			
Quartermasters	1		
Totals	34	1	2

*Insert detail of higher ranks as necessary.

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

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1	2	3	4	5	6
Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Whether present with Unit (Insert Yes or No).	If not present with Unit, state how employed.
LT COL (T)	V24278	HALL JR	22/31 Bw	YES	
MAJOR	V67071	CORNISH FN	"	"	
" (T)	V58729	ELLIS GS	"	NO	SCHOOL
CAPT	V67065	CATHCART HN	"	"	SICK LEAVE
" (T)	V58951	KALTON LS	"	YES	
" (T)	V59034	WEBB RG	"	"	
" (T)	V58904	OWEN DE	"	NO	LEAVE
" "	V58991	THOMSON HJ	"	"	SECONDED 2 Cav Div
" "	V58797	HOOPER TR	"	YES	
" "	V58941	RYAN ET	"	"	
" "	V58763	GIBSON DI	"	"	
" "	V58827	MCDONALD SM	"	"	
" "	V58759	GUBBINS JM	"	"	
" "	V58732	FIELD HG	"	"	
LIEUT (P)	V58707	DENT PB	"	"	
" "	V58894	MATHER ET	"	"	
" "	V59042	WETTENHALL MM	"	"	
" "	V58973	STRETCH WHC	"	"	
" "	V58758	GODFREY EA	"	"	
" "	V58851	MCKENZIE JM	"	"	
" "	V58856	MACDONALD AL	"	"	
" "	V58860	MCCOLL SJ	"	NO	SCHOOL
" "	V58702	DREW LG	"	YES	
" "	V58621	BENNETT LW	"	"	
" "	V59046	HOCKING LT	"	"	
" "	V58781	HAYNES RH	"	NO	SCHOOL
" "	V58687	CLARK HF	"	"	"
" "	V58745	FUSSELL LL	"	"	"
" "8	V59086	WILTON RN	"	"	"
" "	VX50097	SIM JP	2 TNG BN	YES	
" "	VX24281	CLARK ACMD	"	"	
" "	VX23124	SINCLAIR LE	"	"	
" "	VX26713	ROUTLEY WV	6	"	
CAPT (N)	VP7553	PICKETT AW	AIC	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.
CAPT	VX64992	MEARES AD	AAMC	17.12.41	RMO
CHAPLIN		GRAHAM WG	2 CAV DIV	1.11.41	CHAPLAIN

22/21 Bw

(Unit.)

[Handwritten Signature]

(Signature of Commander.)

9 JAN 42

(Date of Despatch.)

6 Inf. Bde. 23 Div. 1st. Battalion Area 29 A
(Bde., Divn., Area, etc., with which Unit is serving.)

FIELD RETURN OF OFFICERS

29/21 B... (Unit)

PART A.—STRENGTH, SURPLUS OR REINFORCEMENTS REQUIRED.

1 Ranks.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e. deficits on establishment).
*			
*			
Lieut.-Colonels	1		
Majors	2		1
Captains	11	1	
Lieutenants	19		1
2nd Lieutenants			
Quartermasters	1		
Totals	34	1	2

*Insert detail of higher ranks as necessary.

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

Officers JOINED during week.

Rank.	Name.	Corps.	Date.	Cause.

Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.

PART C.—DESCRIPTION OF OFFICERS WHOSE RETURN TO THE UNIT IS PARTICULARLY REQUESTED.

Rank.	Name and Initials.	Corps.	Remarks (e.g., present whereabouts, if known).

PART D.—NOMINAL ROLL OF OFFICERS ON STRENGTH.

(i) Officers posted to Unit (Total to agree with column 2 of Part A).

1	2	3	4	5	6
Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Whether present with Unit (Insert Yes or No).	If not present with Unit, state how employed.
LT COL (T)	V24278	HALL JR	23/21 Bn	YES	
MAJOR	V67071	CORNISH FN	"		
" (T)	V58729	ELLIS GS	"	NO	SCHOOL
CAPT	V67065	CATHCART HN	"	"	SICK LEAVE
" (T)	V58951	RALTON LS	"	YES	
" (T)	V59034	WEBB RE	"	"	
" (T)	V58904	DWYER DE	"	NO	LEAVE
" "	V58991	THOMSON HT	"	"	SECONDED + Cav Div
" "	V58797	HOOPER TR	"	YES	
" "	V58941	RYAN EJ	"	"	
" "	V58763	GIBSON DI	"	"	
" "	V58837	MCDONALD SM	"	"	
" "	V58759	GIBBINS JM	"	"	
" "	V58732	FIELD HE	"	"	
LIEUT (P)	V58707	DENT PB	"	"	
" "	V58894	MATHER ET	"	"	
" "	V59043	WETTENHALL MM	"	"	
" "	V58978	STRETCH WHE	"	"	
" "	V58758	GODFREY EA	"	"	
" "	V58851	MKENZIE JM	"	"	
" "	V58856	MCDONALD AL	"	"	
" "	V58866	MCGILL SJ	"	NO	SCHOOL
" "	V58738	DREW LG	"	YES	
" "	V58621	BENNETT LW	"	"	
" "	V59046	HOCKING LJ	"	"	
" "	V58781	HAYNES RH	"	NO	SCHOOL
" "	V58687	CLARK HF	"	"	"
" "	V58745	FUSSELL LE	"	"	"
" "	V59086	WILTON RN	"	"	"
" "	VX50047	SIM JP	2 TNG BN	YES	
" "	VX24281	CLARK AGARD	"	"	
" "	VX33124	SINCLAIR LE	"	"	
" "	VX26713	ROUTLEY WV	6	"	
CAPT (N)	VP7553	PICKETT AW	AIC	YES	

(ii) OFFICERS ATTACHED FROM OTHER CORPS.

Substantive Rank and higher temporary rank, if held.	Personal Number.	Name and Initials.	Corps.	Date of attachment.	Nature of attachment.
CAPT	VX64972	MEARES AD	AAMC	17 12 41	RATO
CHAPLIN		GRAHAM WG	2 Cav Div	1 11 41	CHAPLAIN

23/21 Bn

(Unit.)

[Signature]
(Signature of Commander.)

2 JAN 42

(Date of Despatch.)

(Bde., Divn., Area, etc., with which Unit is serving.)

FIELD RETURN OF OTHER RANKS.

(Adapted)

23/21 Bn (Unit) *3 Jan* 19*43* (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1 Detail.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.	7		1
Squadron or Company Quartermaster-Serjeants	6		
Staff Serjeants	1		
Serjeants	43	2	
Corporals	77	1	
Troopers, Privates, &c.	933	189	
TOTALS	1068	* 192	* 1

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
<i>Cpl. Montgomery, MD</i>	<i>A.A.S.C (P)</i>		

Part C. Description of other ranks whose return to the unit is particularly requested.

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

23/21 Bn

Unit.

PART D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W. 3009.

Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)
Ammunition Examiners			Fire Control Operators			Panel Beaters		
Armament Artificers			Fitters			Pattern Makers		
Armourers			Fitters and Turners			Pharmacists		
Artificers, Artillery			Fitters, Cycle			Photographers, dry plate		
Axemen			Fitters, Drivers			Photographers, wet plate		
Bakers			Fitter's Mates			Photo-Writers		
Battery Surveyors			Fitters, M.V.			Plate Layers		
Battery Comdrs. Asst.			Fitters, Railway Signal			Plumbers		
Blacksmiths			Fitters, Signal			Predictor Numbers		
Boilermakers			Grinders			Printers		
Bricklayers			Gun Layers			Radiator Mechanics		
Butchers			G.P.O. Assistants			Radiographers		
Camouflage Modeller			Gun Operators			Range Takers		
Carpenter and Joiner			Hammermen			Riggers		
Clerks			Height Takers			Riveters		
Clerks, Engineering			Helio Operators			Saddlers		
Clerks, Supply			Instrument Mechanics			Saddle Tree Makers		
Clerks, Technical			Instrument Mechanics, Surgical			Saw Doctors		
Coachmakers			Instrument Operators			Sawyers		
Computers			Intelligence Duties			Shoemakers		
Concretors			Joiners			Signallers		
Cooks		1	Leather Stitchers			Signwriters		
Cooks, Hospital			Linesmen			Stokers, Stationary Engine		
Coppersmiths			Linesmen, Signals			Storemen, Technical		
Dental Clerk Orderlies			Lithographers			Surveyors		
Despatch Riders			Machinists			Surveyors, Engineering		
Dispensers			Masons			Tailors		
Draughtsmen			Masseurs			Telescope Identification Numbers		
Draughtsmen, Architectural			Mechanics, Dental			Textile Refitters		
Draughtsmen, Mechanical			Mechanics, M.T.			Tinsmiths		
Draughtsmen, Signal			Mechanics, Typewriter			Toolmakers		
Draughtsmen, Topographical			Mechanics, Wireless			Turners		
Driver Mechanics			Millwrights			Vulcanizers		
Driver Operators			Miners			Wagon Erectors		
Drivers, Transportation Plant			Moulders			Watchmakers		
Electrical Fitters			Nursing Orderlies			Watermen		
Electricians			Nursing Orderlies (Mental)			Welders		
Electricians, Eng. Units			Nurses, Trained			Well Borers		
Electricians, Signal			Observation Post Assistants			Wheelers		
Engine Artificers			Operating Room Assistants			Whitesmiths		
Engine Hands I/C			Operators, Signal			Wiremen		
Equipment Repairers			Opticians			Woodturners		
Farriers			Painters					
GENERAL DUTIES	192							
Totals (to agree with Columns 3 and 4 of Part A.)	192	1						

Notes—(a) If rank other than Private is involved give details on back.

(b) Authorised Trades or Specialists not included in list above will be added as required in spaces provided.

23/21 Bn

Unit.

Signature of Commander.

Lieut. Colonel

Date of Despatch

5 Jan 42

Bde., Divn., Area, etc., with which unit is serving.

6 Brig Bde 4 Div Area 23.2

FIELD RETURN OF OTHER RANKS.

23/21 Bn (Unit) *3 Jan* 19*42* (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1 Detail.	2 Posted strength counting against authorized establishment (excluding attached).	3 Surplus to Establishment.	4 Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.	1		
W.Os. Class II.	4		1
Squadron or Company Quartermaster-Serjeants	6		
Staff Serjeants	1		
Serjeants	43	2	
Corporals	47	1	
Troopers, Privates, &c.	935	189	
TOTALS	1068	* 192	* 1

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.
<i>Cpl Montgomery MD</i>	<i>H.A.S.C (P)</i>		

Part C. Description of other ranks whose return to the unit is particularly requested.

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

23/21 Bn.

Unit.

PART D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W. 3009.

Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)
Ammunition Examiners			Fire Control Operators			Panel Beaters		
Armament Artificers			Fitters			Pattern Makers		
Armourers			Fitters and Turners			Pharmacists		
Artificers, Artillery			Fitters, Cycle			Photographers, dry plate		
Axemen			Fitters, Drivers			Photographers, wet plate		
Bakers			Fitter's Mates			Photo-Writers		
Battery Surveyors			Fitters, M.V.			Plate Layers		
Battery Comdrs. Asst.			Fitters, Railway Signal			Plumbers		
Blacksmiths			Fitters, Signal			Predictor Numbers		
Boilermakers			Grinders			Printers		
Bricklayers			Gun Layers			Radiator Mechanics		
Butchers			G.P.O. Assistants			Radiographers		
Camouflage Modeller			Gun Operators			Range Takers		
Carpenter and Joiner			Hammermen			Riggers		
Clerks			Height Takers			Riveters		
Clerks, Engineering			Helio Operators			Saddlers		
Clerks, Supply			Instrument Mechanics			Saddle Tree Makers		
Clerks, Technical			Instrument Mechanics, Surgical			Saw Doctors		
Coachmakers			Instrument Operators			Sawyers		
Computers			Intelligence Duties			Shoemakers		
Concretors			Joiners			Signallers		
Cooks		1	Leather Stickers			Signwriters		
Cooks, Hospital			Linesmen			Stokers, Stationary Engine		
Coppersmiths			Linesmen, Signals			Storemen, Technical		
Dental Clerk Orderlies			Lithographers			Surveyors		
Despatch Riders			Machinists			Surveyors, Engineering		
Dispensers			Masons			Tailors		
Draughtsmen			Masseurs			Telescope Identification Numbers		
Draughtsmen, Architectural			Mechanics, Dental			Textile Refitters		
Draughtsmen, Mechanical			Mechanics, M.T.			Tinsmiths		
Draughtsmen, Signal			Mechanics, Typewriter			Toolmakers		
Draughtsmen, Topographical			Mechanics, Wireless			Turners		
Driver Mechanics			Millwrights			Vulcanizers		
Driver Operators			Miners			Wagon Erectors		
Drivers, Transportation Plant			Moulders			Watchmakers		
Electrical Fitters			Nursing Orderlies			Watermen		
Electricians			Nursing Orderlies (Mental)			Welders		
Electricians, Eng. Units			Nurses, Trained			Well Borers		
Electricians, Signal			Observation Post Assistants			Wheelers		
Engine Artificers			Operating Room Assistants			Whitesmiths		
Engine Hands I/C			Operators, Signal			Wiremen		
Equipment Repairers			Opticians			Woodturners		
Farriers			Painters					
GENERAL DUTIES	92							
Totals (to agree with Columns 3 and 4 of Part A.)	92	1						

Notes—(a) If rank other than Private is involved give details on back.
(b) Authorised Trades or Specialists not included in list above will be added & required in spaces provided.

23/21 Bn.

Unit.

Date of Despatch

5 Jan 42

Signature of Commander.

[Handwritten Signature]

6 Maj BCU 1st Av Coy 23rd Battalion
Bde., Divn., Area, etc., with which unit is serving.

FIELD RETURN OF OTHER RANKS.

(Adapted)

23/21 Bn (Unit) 21 Jan 1942 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.			
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants			
Corporals			
Troopers, Privates, &c.			
TOTALS		*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.

Part C. Description of other ranks whose return to the unit is particularly requested.

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

23/21 Bw Unit.

PART D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W. 3009.

Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)
Ammunition Examiners			Fire Control Operators			Panel Beaters		
Armament Artificers			Fitters			Pattern Makers		
Armourers			Fitters and Turners			Pharmacists		
Artificers, Artillery			Fitters, Cycle			Photographers, dry plate		
Axemen			Fitters, Drivers			Photographers, wet plate		
Bakers			Fitter's Mates			Photo-Writers		
Battery Surveyors			Fitters, M.V.			Plate Layers		
Battery Comdrs. Asst.			Fitters, Railway Signal			Plumbers		
Blacksmiths			Fitters, Signal			Predictor Numbers		
Boilermakers		1	Grinders			Printers		
Bricklayers		1	Gun Layers			Radiator Mechanics		
Butchers			G.P.O. Assistants			Radiographers		
Camouflage Modeller			Gun Operators			Range Takers		
Carpenter and Joiner			Hammermen			Riggers		
Clerks			Height Takers			Riveters		
Clerks, Engineering			Helio Operators			Saddlers		
Clerks, Supply			Instrument Mechanics			Saddle Tree Makers		
Clerks, Technical			Instrument Mechanics, Surgical			Saw Doctors		
Coachmakers			Instrument Operators			Sawyers		
Computers			Intelligence Duties			Shoemakers		
Concretors			Joiners		1	Signallers		
Cooks		2	Leather Stitchers			Signwriters		
Cooks, Hospital			Linesmen			Stokers, Stationary Engine		
Coppersmiths			Linesmen, Signals			Storemen, Technical		
Dental Clerk Orderlies			Lithographers			Surveyors		
Despatch Riders			Machinists			Surveyors, Engineering		
Dispensers			Masons			Tailors		
Draughtsmen			Masseurs			Telescope Identification Numbers		1
Draughtsmen, Architectural			Mechanics, Dental			Textile Refitters		
Draughtsmen, Mechanical			Mechanics, M.T.			Tinsmiths		
Draughtsmen, Signal			Mechanics, Typewriter		2	Toolmakers		
Draughtsmen, Topographical			Mechanics, Wireless			Turners		
Driver Mechanics			Millwrights			Vulcanizers		
Driver Operators			Miners			Wagon Erectors		
Drivers, Transportation Plant			Moulders			Watchmakers		
Electrical Fitters			Nursing Orderlies			Watermen		
Electricians			Nursing Orderlies (Mental)			Welders		
Electricians, Eng. Units			Nurses, Trained			Well Borers		
Electricians, Signal			Observation Post Assistants			Wheelers		
Engine Artificers			Operating Room Assistants			Whitesmiths		
Engine Hands I/C			Operators, Signal			Wiremen		
Equipment Repairers			Opticians			Woodturners		
Farriers			Painters					
General Duties		62						
Totals (to agree with Columns 3 and 4 of Part A.)		56			3			1

Notes—(a) If rank other than Private is involved give details on back.
(b) Authorised Trades or Specialists not included in list above will be added as required in spaces provided.

23/21 Bw Unit.
Date of Despatch 24 Jan 42

Signature of Commander [Signature]
Lieut. Colonel [Signature]
23rd/21st Battalion
Bde., Divn., Area, etc., with which unit is serving.

FIELD RETURN OF OTHER RANKS.

(Adapted)

23/21 Bn (Unit) 24 Jan 1942 (Date).

(To be furnished by all units and all Headquarter units.)

Part A. Strength, Surplus or Reinforcements required.

1	2	3	4
Detail.	Posted strength counting against authorized establishment (excluding attached).	Surplus to Establishment.	Reinforcements required (i.e., deficits on establishments).
W.Os. Class I.			
W.Os. Class II.			
Squadron or Company Quartermaster-Serjeants			
Staff Serjeants			
Serjeants			
Corporals			
Troopers, Privates, &c.			
TOTALS		*	*

*These totals should agree with the details shown in Part D on page 2 of Army Form W.3009.

Part B. Other Ranks attached from other Corps.

Detail.	Unit and Corps to which they belong.	Detail.	Unit and Corps to which they belong.

Part C. Description of other ranks whose return to the unit is particularly requested.

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

23/21 Bw

Unit.

PART D. Detail of Surplus or Reinforcements required as shown in Part A of Army Form W. 3009.

Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)	Detail of Specialists, Tradesmen, etc.	Surplus (a)	Reinfts. Required (a)
Ammunition Examiners			Fire Control Operators			Panel Beaters		
Armament Artificers			Fitters			Pattern Makers		
Armourers			Fitters and Turners			Pharmacists		
Artificers, Artillery			Fitters, Cycle			Photographers, dry plate		
Axemen			Fitters, Drivers			Photographers, wet plate		
Bakers			Fitter's Mates			Photo-Writers		
Battery Surveyors			Fitters, M.V.			Plate Layers		
Battery Comdrs. Asst.			Fitters, Railway Signal			Plumbers		
Blacksmiths		1	Fitters, Signal			Predictor Numbers		
Boilermakers			Grinders			Printers		
Bricklayers		1	Gun Layers			Radiator Mechanics		
Butchers			G.P.O. Assistants			Radiographers		
Camouflage Modeller			Gun Operators			Range Takers		
Carpenter and Joiner			Hammermen			Riggers		
Clerks			Height Takers			Riveters		
Clerks, Engineering			Helio Operators			Saddlers		
Clerks, Supply			Instrument Mechanics			Saddle Tree Makers		
Clerks, Technical			Instrument Mechanics, Surgical			Saw Doctors		
Coachmakers			Instrument Operators			Sawyers		
Computers			Intelligence Duties		1	Shoemakers		
Concretors			Joiners			Signallers		
Cooks		2	Leather Stitchers			Signwriters		
Cooks, Hospital			Linesmen			Stokers, Stationary Engine		
Coppersmiths			Linesmen, Signals			Storemen, Technical		
Dental Clerk Orderlies			Lithographers			Surveyors		
Despatch Riders			Machinists			Surveyors, Engineering		
Dispensers			Masons			Tailors		1
Draughtsmen			Masseurs			Telescope Identification Numbers		
Draughtsmen, Architectural			Mechanics, Dental			Textile Refitters		
Draughtsmen, Mechanical			Mechanics, M.T.		2	Tinsmiths		
Draughtsmen, Signal			Mechanics, Typewriter			Toolmakers		
Draughtsmen, Topographical			Mechanics, Wireless			Turners		
Driver Mechanics			Millwrights			Vulcanizers		
Driver Operators			Miners			Wagon Erectors		
Drivers, Transportation Plant			Moulders			Watchmakers		
Electric Fitters			Nursing Orderlies			Watermen		
Electricians			Nursing Orderlies (Mental)			Welders		
Electricians, Eng. Units			Nurses, Trained			Well Borers		
Electricians, Signal			Observation Post Assistants			Wheelers		
Engine Artificers			Operating Room Assistants			Whitesmiths		
Engine Hands I/C			Operators, Signal			Wiremen		
Equipment Repairers			Opticians			Woodturners		
Farriers			Painters					
GENERAL DUTIES		52						
Totals (to agree with Columns 3 and 4 of Part A.)		56			3			1

Notes—(a) If rank other than Private is involved give details on back.
(b) Authorised Trades or Specialists not included in list above will be added as required in spaces provided.

23/21 Bw

Unit.

Date of Despatch

24 Jan 42

Signature of Commander, Colonel

Commanding 23rd Base Battalion

Bde., Divn., Area, etc., with which unit is serving.