

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

Item number: 8/5/2

2/2 Machine Gun Battalion

December 1940

2/2 M.G. Battalion

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

Army Form C.2118  
(a) (ed.)

(Erase heading not required)

Unit 2/2 M.G. Bn.

Date and Time.—From 4 December, '40 To 31 December '41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Sydney	4 Dec.	2025 hrs.	Unit entrained at Central to return to Cowra after pre-embarkation leave. Many friends and relatives were present very few men A.W.L. when train left. The C.O. did not return having been appointed O.C. Troops for the transport.	Appendix A Orders for Embarkation
Cowra	10 Dec.	1900 hrs.	First convoy of the War Equipment left for Sydney with NX34886 Lieut. M.J. Lamb, NX34664 Lieut. W.P. Nicholas and 34 O/R's. NX12354 Lieut. C.C. Brown left for Sydney where he will act as Unit liason officer.	
Cowra.	4 Dec.		NX Capt. Axtens, O.C. 1 M.G. Training Bn. arrived to visit the Unit and discuss reinforcements.	
	6 Dec.		NX70716 Lieut. Southwell-Keely and NX Capt. Axtens left for Sydney.	
	9 Dec.		NX Capt. G. Easton Witnessing Officer for embarkation marched in with 6 O/R's.	

2/2 M.G. Battalion

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

Army Form C.2118  
(as amended.)

Unit 2/2 M.G. Bn. Date and Time.—From 4 Dec. To 31 Dec. '40

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
	10 Dec.		NX12343 Capt. M.I. Wheatley left for Sydney.	
	11 Dec.		Embarkation Rolls were received from D.R.O.	
	14 Dec.	1415 hrs.	Advice received that Unit would entrain for embarkation on Friday 21 Dec. '40.	Appendix B Orders for entrainment
		1425 hrs.	Further advice postponed departure for about 4 days.	
		1900 hrs.	NX 376 Lt. Col. D.A. Whitehead who has been appointed O.C. troops for convoy steamer arrived at Cowra with Mr. Hurly Purser of the ship.	
	15 Dec.	0830 hrs.	Friends and relatives attended Church Parade with the Unit.	
		1400 hrs.	The Unit in combination with the 7 Div. Cav Regt and 2/3 C.C.S. held an "At Home" similar to that staged by this Unit prior to departure from Ingleburn. NX 376 Lt. Col. D.A. Whitehead, M.C. inspected the parade and took the salute. Many people from Cowra were present.	

2/2 M.G. Battalion

WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required)

Army Form C.2118  
(as amended.)

Unit 2/2 M.G. Bn. Date and Time.—From 4 Dec. To 31 Dec. '40

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
	15 Dec.	1900 hrs.	C.O. and Mr. Hurly left again for Sydney.	
	16 Dec.		Further advice received from 8 Div. that departure of this Unit from Cowra would be on 27 Dec. '40. NX12629 Major.	
			E. Macarthur-Onslow left for Sydney	
	19 Dec. '40		Further advice received from 8 Div. that departure of this Unit would be 26 Dec. '40. NX12629 Major E. Macarthur-Onslow	Appendix C
	21 Dec.		returned from Sydney.	Further orders for movement.
			Considerable unrest has been noticed during the last few days among the men owing to the fact that Xmas leave is not to be granted. Bn. Parade informed by Major Onslow that it was impossible for the Unit to have leave, but that if sailing was delayed again that the Unit would get 4 days leave.	
	22 Dec.		Final convoy left for Sydney accompanied by NX12356 Lieut. F.R.K. Staniland and 2 O/R's	

2/2 M.G. Battalion

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

Army Form C.2118  
(adapted.)

Unit 2/2 M.G. Bn. Date and Time.—From 4 Dec. To 31 Dec. '40

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
	23 Dec.		NX12355 Lieut. H.B. Staniland left for Sydney to take up duty in Advance Party.	
	25 Dec.		C.O. arrived at Cowra to spend Xmas with the men. A special dinner was arranged and very much appreciated by the men.	
	26 Dec.	2400	First train left Cowra for embarkation.	
	27 Dec.	0100	Second train left.	
	27 Dec.	0700	All members of the Advance Party and Ships Staff were embarked on the transport.	
		1200	The Unit started to embark	
		1400	All members of the Unit embarked. The two Coys. from Queensland embarked.	
			This is now the first time that the complete Unit has ever been together.	

2/2 M.G. Battalion

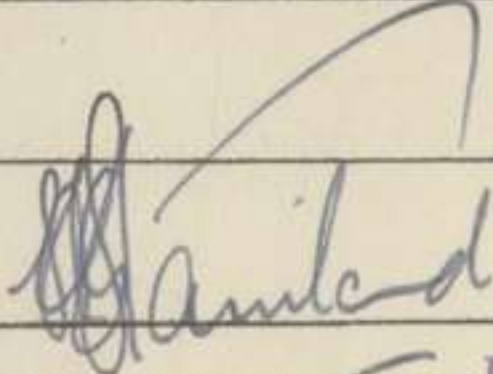
# WAR DIARY or ~~INTELLIGENCE SUMMARY~~

(Erase heading not required)

Army Form C.2118  
(adapted.)

Unit 2/2 M.G. Bn. Date and Time.—From 4 Dec. To 31 Dec.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
	28 Dec.	0610	H.M.T. Aquitania being first ship of convoy, left the wharf.	Appendix D
			Many launches and tugs were on the Harbour to see us go.	Standing Orders
	29 Dec.		At sea. Mountains of Tasmania seen in the distance at approx 1500 hrs.	H.M.T. Aquitania
	30 Dec.		At sea. H.M.T. Mauretania joined convoy.	
	31 Dec.		At sea. Various celebrations arranged to welcome the New Year.	
			Composition of Convoy. "Aquitania", Queen Mary, Mauretania,	
			Awatea and Dominion Monarch. Escort H.M.A.S. Canberra.	

  
Lieut.  
Intelligence Officer

Australian Military Forces—Eastern Command.

A(O)/JT

quote this Number when replying.

KH/1		
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COPY

MOST URGENT Address

Date

Victoria Barracks,  
PADDINGTON NSW  
23 Nov 40.

SECRET

**SECRET**

2228

8 Div

EMBARKATION CONVOY US8

Reference this office SM 2078 of 13/11/40.  
The following additional unit is also required to  
embark with December convoy:-

2/2 MG Bn (less A and B Companies)  
77 LAD

Personnel concerned will proceed on pre-embarkation leave as early as possible. CO unit will contact local RTO and arrange necessary train accommodation.

Personnel for destinations on transcontinental line and in Western Australia will not proceed on pre-embarkation leave until further notice is received from CHQ. A nominal roll of such personnel is to be submitted, showing Army number, rank, name, unit and home destination in each case, to reach Command Headquarters not later than 25/11/40. This personnel will not return to their unit in Eastern Command, but will remain in Western Command and embark at Fremantle. Please advise CHQ by telegram the number of officers and other ranks concerned.

Attention is directed to Eastern Command Routine Order No. 42 of 1/11/40, para 5, re medical boards prior to granting of pre-embarkation leave.

All pre-embarkation leave should terminate not later than 3/12/40.

(Sgd) A.C. MOYES Major.  
DAAG (O) Eastern Command.

DRO  
DFO  
DDMS  
ADOS

2/2 M G Bn

Copy of Eastern Command SM 2228 herewith for information and necessary action.

*W.S. Kerr* *for* *his Major*  
Cob.  
AA & QMG 8 Aust Div.

23 NOV 1940

*NX 53557*

*Bo. Ladden Jf*  
*P.O. Perth W/A*

*25982* *Post E.A. Perth. W.A.*

*NX 34687*

*Lt Lavan*  
*29 Barracks*  
*Perth. W/A.*

AUSTRALIAN IMPERIAL FORCES.

SECRET.

**SECRET**

SM.4751.

HQ 8 Aust Div.  
Rosebery Racecourse,  
KINGSFORD. N.S.W.  
13 Dec 40.

7 Div Cav Regt (less A & B Sqns)  
8 Div Sigs for 9 Div Sigs (details transferred from 8 Div Sigs)  
C Sec No.1. Coy 7 Div Sigs (C/O 7 Div Cav Regt)  
2/2 MG Bn. (less A & B Coys)  
8 Div Sup Coln for 9 Div Sup Coln (details transferred from 8 Div Sup Coln)  
1 Corps Amn Pk (less 6 & 9 Sub Pks)  
6 A.G.H.  
2/3 C.C.S.  
2/3 A Fd W/Shop (less 8 & 9 Rec Secs)  
50 L.A.D. Attached 7 Div Cav Regt  
77 L.A.D. (Attached 2/2 MG Bn)

E Comd (3)  
Embarkation Staff Offr. E Comd.  
22 Inf Bde.  
O.C. COWRA.  
O.C. DUBBO.  
HQ 8 Div AASC. (for HQ 9 Div AASC.)  
R.T.O. COWRA.  
R.T.O. BATHURST.  
R.T.O. DUBBO.  
R.T.O. LIVERPOOL.  
Area Comdt. LIVERPOOL.  
Camp Q.M. BATHURST.  
" " COWRA.  
" " DUBBO.

G.  
A.  
Q.  
ADMS.  
DADOS.  
CAMP.  
FILE.  
WAR DIARY (2)

A.I.F. CONVOY US8 - MOVEMENT TO PORT OF EMBARKATION.

Personnel of Units under orders to embark in Convoy US8 will move to port of embarkation as under:-

1. ADVANCED PARTIES & SHIPS STAFFS.

Ships staff (vide para 4 of SM.5935) and Unit Advance Parties (vide para 5 of SM.6072) will proceed from Camps to port of embarkation and embark seven (7) and two (2) days respectively prior to day of embarkation. The number of personnel for movement by special trains (Appendix "A") will be reduced accordingly.

2. RAIL MOVEMENT.

(a) Special Trains.

In accordance with general procedure as set out in E.C. "Q" Instructions No.83103 of 2nd December, 1940, and Time Table (Appendix "A").

(b) Train Loading.

As per Train Loading table (Appendix "B")

(c) Meals en Route.

Meals will be taken en route as indicated on timetable (Appendix "A"). At stations where shown, cartons of sandwiches, cake and fruit, and hot tea (10 ozs. per man) will be available for consumption on the train.

/OVER.



(c) Meals en route. (Contd) ..

Cans will be delivered to carriages and distribution arranged by O.C. train. Hot tea will be served at carriage doorways and distribution from container to drinking vessels of troops made by Railway employees. In the absence of other drinking vessels, mess tins will be used. The service at carriage doorways will be:-

- (a) End loading carriages.  
At carriage entrance for half of each carriage.
- (b) Centre loading carriages.  
At centre doorway for whole carriage.

AA Form F59 for meals will be supplied by Eastern Command direct to Railway Refreshment Rooms for meals supplied.

(d) Rail Warrants.

Bulk Warrants (2nd Class) issued by R.T.Os., and endorsed "A.I.F. SM.5935".

3. EQUIPMENT & BAGGAGE.

(a) Unit War Equipment.

Unit War Equipment will not be conveyed by Special Trains shown in Appendix "A".

(b) Personal Equipment & Officers Baggage.

Personnel will take their universal and sea kit bags, rifles, web equipment etc., into train. Officers baggage will be conveyed in brakevans.

Officers personal equipment not wanted on voyage to be forwarded with Unit War Equipment.

(c) Mess Equipment & Officers Heavy Baggage.

All Mess Equipment and Officers Heavy Baggage, not wanted on the voyage, will be sent by Road to SYDNEY for loading so as to arrive not later than 17 Dec. Transport for this purpose will be obtained from other units in the respective Camps, who will also supply drivers. Details from Advanced Parties will be sent with this baggage. After off-loading the drivers will report to HQ 8 Aust Div., park their vehicle at ROSEBERY during the Xmas period, and return after their Xmas Leave.

4. TRANSPORT. ..

(a) Transfer of MT vehicles.

1. MG Carriers & Lt. Tanks. Instructions issued in 1st Schedule issued with 8 Aust Div SM.4301 of 3 Dec. are cancelled as far as MG Carriers and Lt. Tanks are concerned. 7 Div Cav Regt will act in accordance with new instructions in Appendix "C".

2. Other MT Vehicles.

All other MT Vehicles not already transferred will be handed-over on 17 Dec in accordance with instructions issued in 1st Schedule of 8 Aust Div SM.4301. of 3 Dec., and amendments with respect to 7 Div Cav Regt and 2/2 MG Bn issued herewith. (Appendix "C").

/OVER

4. TRANSPORT. (Contd)

(D) Local Transport.

O. C's Camps PUBBO and COWRA will arrange to supply units proceeding for embarkation with MT transport which may be required after their own vehicles have been transferred.

5. RETURN OF CAMP EQUIPMENT.

Camp Equipment will be returned in accordance with E Comd "Q" Instructions 85103, of 2nd Dec. Further instructions are issued herewith Appendix "D".

*J. R. ...*  
Col.  
AA QMG 8 Aust Div.

MOVEMENT TO SYDNEY

UNITS ALLOTTED VIDE APPENDIX 1(a) & 1(b) of SM.593g.

Serial No.	Unit	Personnel			Entraining Station	Movement.	Meals.
		Off.	O.R.	Total.			
<u>Special Train No.1</u>							
212	7 Div.Cav.Regt. 1 Reinft.	18 4	224 42	242 46	Cowra	Depart 2125 Hrs.Wednesday, 18 December, 1940	Breakfast on transport.
213	50 L.A.D.	1	12	13			
229	Details 7 Div Sigs.	1	11	12			
	TOTAL	24	289	313			
<u>Special Train No.2.</u>							
430	Details 9 Div Sigs	10	254	264	Bathurst	Depart 0125 Hrs.Thursday, 19 December, 1940	Breakfast on transport.
350	6 G.H. 1 Reinft.	24 1	146 5	170 6			
	TOTAL	35	405	440			
<u>Special Train No.3.</u>							
157	H.Q. 1 Corps Ann.Pk.	5	38	43	Dubbo	Depart 2015 Hrs, Wednesday, 18 December, 1940.	Breakfast on train at Mt. Victoria 0705 Hrs. to 0725 Hrs. Thursday, 19 December, 1940.
	Corps Tps.Ann. Sub. Pk.	8	326	334			
	TOTAL	13	364	377			
<u>Special Train No.4.</u>							
157	Div.Sub.Pk. Corps Ann.Pk. 1 Reinft.	7 1	293 42	300 43	Dubbo	Depart 2110 Hrs.,Wednesday, 18 December, 1940.	Breakfast on train at Mt. Victoria 0734 Hrs. to 0754 Hrs, Thursday, 19 Dec.,1940.
	TOTAL	8	335	343			

Serial No.	Unit.	Personnel.			Entraining Station.	Movement.	Meals.
		Off.	O.R.	Total			
<u>Special Train No. 5.</u>							
437	Details 9 Div. Sup. Coln.	8	289	297	Dubbo	Depart 0015 Hrs. Friday, 20 December, 1940.	Breakfast on train at Bathurst. 0713 to 0733 Hrs. Friday, 20 Dec. 40. Luncheon on train at Penrith 1150 Hrs to 1210 Hrs., Friday 20 Dec. 40.
436	Details H.C. 9 Div A.S.C.	2	-	2			
TOTAL		10	289	299			
<u>Special Train No. 6</u>							
272	2/3 A Fd. /shop 1 Reinft.	8	333	341	Liverpool	Depart 1420 Hrs. Friday, 20 December, 1940.	Nil.
		-	19	19			
TOTAL		8	352	360			
<u>Special Train No. 7</u>							
347	2/3 C.C.S. Nurses	13	94	107	Cowra	Depart 0520 Hrs, Friday 20 December, 1940.	Breakfast on train at Bathurst, 0930 to 0950 Hrs. Friday, 20 Dec., 1940. Luncheon on train at Mt. Victoria, 1233 to 1253 Hrs., Friday 20 December, 1940.
	1 Reinft.	8	-	8			
345	77 L.A.D.	1	3	3			
291	2/2 M.G. Bn. B.H.Q. & H.Q. Coy.	11	153	164			
TOTAL		33	262	295			
<u>Special Train No. 8</u>							
291	2/2 M.G. Bn. C. & D. Coys	10	282	292	Cowra	Depart 0630 Hrs, Friday 20 December, 1940.	Breakfast in Cowra Camp. Luncheon at Mt. Victoria on train 1319 - 1339 Hrs. Friday, 20 December, 1940.
	1 Reinft.	7	69	76			
TOTAL		17	351	368			

*[Signature]* Col.  
AA & QMG, 8 Aust Div.

Appendix B issued with 8 Aust Div SM/4751

TRAIN LOADING TABLE.

TRAIN NO. 1

ENTRAINING STATION: COWRA.

<u>Carriage Brakevan</u>	<u>No. of personnel.</u>	<u>Unit.</u>
No. 1	32	7 Div. Cav. Regt.
2	42	(Less A & B Sqns.)
3	42	
4	42	
5	42	
6	42	
7	46	
8	13	
	<u>12</u>	242 Total.
		7 Div. Cav. Regt., 1st Rein.
		50 L.A.D.
		Details 7 Div. Sigs. C Sec. No.1 Coy.
<u>Total for Train</u>	<u>313</u>	

TRAIN NO. 2.

ENTRAINING STATION: BATHURST.

<u>Carriage Brakevan</u>	<u>No. of Personnel.</u>	<u>Unit.</u>
No. 1	48	Details 9 Div. Sigs.
2	40	
3	44	
4	44	
5	44	
6	44	
7	36	
8	35	
9	32	6 Gen. Hospital (including 3 Chaplains) and 1st Rein.
10	48	
(11 ( $\frac{1}{2}$ car))	25	Offrs. 176 Total.
(11 ( $\frac{1}{2}$ car))	19	Nurses.
	<u>19</u>	234 Total.
<u>Total for Train</u>	<u>459</u>	

TRAIN NO. 3

ENTRAINING STATION: DUBBO.

<u>Carriage Brakevan</u>	<u>No. of Personnel</u>	<u>Unit.</u>
No. 1	40	Corps Troops.
2	44	Ammn. Sub. Park
3	42	
4	42	
5	42	
6	42	
7	42	
8	40	
9	43	
	<u>43</u>	334 Total.
		H. . . 1 Corps Ammn. Pk.
<u>Total for Train</u>	<u>377</u>	

TRAIN NO. 4.

ENTRAINING STATION: DUBBO.

<u>Carriage Brakevan</u>	<u>No. of Personnel.</u>	<u>Unit.</u>
No. 1	30	Div. Sub. Park.
2	40	
3	40	
4	40	
5	40	
6	40	
7	40	
8	30	
9	43	
	<u>43</u>	300 Total.
		Corps Ammn. Pk. 1st Rein.
<u>Total for Train</u>	<u>343</u>	

TRAIN NO. 5.ENTRAINING STATION: DUBBO

<u>Carriage</u> <u>Brakevan</u>	<u>No. of Personnel.</u>	<u>Unit.</u>
No. 1	30	Details of 9 Div. Supply Col. (297) Details H.Q. 9 Div. A.S.C. (2)
2	40	
3	40	
4	40	
5	40	
6	40	
7	40	
8	29	
<u>Total for Train</u>	<u>299</u>	

TRAIN NO. 6ENTRAINING STATION: INGLEBURN.

<u>Carriage</u>	<u>No. of Personnel.</u>	<u>Unit.</u>
No. 1	19	2/3 A.Fd. W/shop. 1st Reinf. 2/3 A. Fd. W/shop. (Total 341).
2	44	
3	44	
4	44	
5	44	
6	44	
7	44	
8	30	
9	47	
<u>Total for Train</u>	<u>360</u>	

TRAIN NO. 7.ENTRAINING STATION: COWRA.

<u>Carriage</u> <u>Brakevan</u>	<u>No. of Personnel.</u>	<u>Unit.</u>
No. 1	30	2/3 C.C.S. & 1st Reinf. Nurses. 77 L.A.D. 2/2 M.G. Bn. H.Q. 2/2 M.G. Bn. H.Q. Coy.
2	40	
3	40	
(4 ( $\frac{1}{2}$ car))	8	
(4 ( $\frac{1}{2}$ car))	13	
5	40	
6	42	
7	42	
8	40	
<u>Total for Train</u>	<u>295</u>	

TRAIN NO. 8ENTRAINING STATION: COWRA.

<u>Carriage</u> <u>Brakevan</u>	<u>No. of Personnel.</u>	<u>Unit.</u>
No. 1	36	2/2 M.G. Bn. C & D COYS.
2	42	
3	42	
4	42	
5	42	
6	44	
7	44	
8	30	2/2 M.G. Bn. 1 Reinf.
9	46	
<u>Total for Train</u>	<u>368</u>	

*W.S. Keith Hughes Major*  
Colonel.  
A.A. & Q.M.G. 8 Aust. Div.

AMENDMENTS TO 1ST SCHEDULE OF 8 AUST DIV 4301.

1. Para. 1. b. COWRA to BATHURST.

5 Motor Cycles 7 Div Cav Regt to 8 Div Sigs. This transfer will be effected at Ordnance W/Shops. Transfer requisitions will be forwarded direct to 8 Div Sigs by 7 Div Cav Regt.

1 Lorry 30 Cwt - Kitchen. 7 Div Cav Regt to 2/19 Bn. This vehicle is at Ordnance W/Shops and will be collected by 2/19 Bn when ready. Transfer requisition will be completed when other vehicles are taken over.

2. Para. 2. COWRA.

For "2 Vans 1 ton (Ford)" 7 Div Cav Regt to 2/1 Svy Regt,  
read "3 Vans 1 ton (Ford)"

Delete "2 Lorries 30 cwt (Ford) 2/2 MG Bn to 1 Svy Regt.

One Van 15 Cwt (CVT) for transfer to 2/3 Pnr Bn is at present in Ordnance W/Shop. 2/3 Pnr Bn will arrange to collect same as soon as ready.

2/13 A Fd Regt will act similarly with respect to 1 Motor Cycle which is at Ordnance for repairs.

3. Extra Transfers to be added.

3 Lorries 30 cwt (Ford) not previously allocated for transfer will be handed over by 7 Div Cav Regt as under:-

1 Lorry 30 Cwt W/T (CVT)	to HQ 22 Inf Bde.
1 " " " "	to HQ 27 Inf Bde.
1 " " " "	to 2/30 Bn.

4. Special Instructions re MG Carriers & Lt. Tanks 7 Div Cav Regt.

(a) Previous instructions are cancelled.

(b) 7 Div Cav Regt will load 12 MG Carriers on Rail at COWRA on Monday, 16 Dec. as under:-

1862	} for 2/29 Bn	1872	3331	} For 8 Div Cav Regt		
3336		BONEGILLA.	1875		3332	MORNINGTON.
3337			1859		3333	
3338			1860		3334	

(c) The following MG Carriers now at Ordnance for repairs are to be transferred to 2/30 Bn, who will not take over these Carriers until they have a sufficient number of licenced drivers.

1861.	1873.
1874.	3335.

(d) Two Lt. Tanks C277 and C279 at present at Ordnance for repairs will remain at Ordnance. F2's have already been forwarded to ADOS E Cmd.

*J. R. Priest*  
Col.  
QA QMG 8 Aust Div.

INSTRUCTIONS FOR RETURN OF CAMP EQUIPMENT & STORES.

1. Units will consolidate all Unit F.1's to cover in one master copy all items drawn on various F.1's, packing notes etc., and Q.M. or R.Q.M.S. will arrange with the camp Q.M. for reconciliation with his consolidation at least two days prior to marching out.
2. Units will provide adequate working parties for this purpose, and particular attention is to be paid to kitchen utensils, and time taken to prepare return in a satisfactory condition after the last meal.

3. General Instructions.

- (a) Canvas. Such Canvas as may be involved will be left in approved manner. 12 x 14 tents if weather permits will have curtains rolled and ends left open and floor boards stacked inside so as to form an inverted "V", but clear of any possible canvas flapping in the wind.

Alternatively at the direction of Camp Q.M. Canvas will be struck. If wet until departure of main body, canvas will be handed over standing to Camp Q.M.

- (b) H.T. Vehicles.

Travelling kitchens, water carts, and other H.T. not to be returned to Q.M.'s Depot will be parked on sites as directed by Camp Q.M.

Dishes and moveable parts of travelling kitchens, or of soyers stoves etc., will be stacked inside the Units Q.M. Store.

- (c) Tables & Forms.

These will be stacked in Unit Mess Huts and Offices in such a manner as will facilitate counting.

- (d) Cleanliness and Layout of Stores.

All Messing and cooking stores, coppers etc., will be thoroughly cleaned and inspected before being acquitted. Utensils must be thoroughly dry.

Unserviceable articles will be kept separate from serviceable, both classes however to be arranged next to each other and quantity of each to be marked in chalk on floor or wall adjacent or on tags. Deficiencies or surpluses if any will be also marked up.

Items will be neatly laid out, and, except for bulky items which will be stacked separately, will be set out in order of AAF F.1.

- (e) Ground Sheets other than those issued as Unit W.E. will be tied through eyelets in bundles of ten, unfolded and stacked crosswise.

Church service books will be neatly parcelled and number marked on outside of each parcel and left in Unit Q.M. Store or where directed.

Lamps will be emptied of kerosene, glasses polished, and wicks turned up for inspection.

1/2 OVER.



INSTRUCTIONS FOR RETURN OF CAMP EQUIPMENT & STORES.

E.  
(Contd) Blankets and Palliassēs will be collected, rolled in bundles of 10 and 20 respectively and returned to Camp Q.M. on morning of departure. If suitable weather prevails advantage will be taken of returning all but one blanket per man during the previous day.

4. COURTS OF INQUIRY.

These will be assembled immediately to deal with all deficient items and will not be concluded until final tallies have been made.

*J. W. ...*  
Col.  
AA QMG 8 Aust Div.

SECRET

AUSTRALIAN IMPERIAL FORCE.

SM. 5038.

HQ 8 Aust Div.  
Rosebery Racecourse,  
KINGSFORD. N.S.W.  
19 Dec 40.

7 Div Cav Regt (less A & B Sqns)  
8 Div Sigs for 9 Div Sigs (details transferred from 8 Div Sigs)  
C Sec No. 1. Coy 7 Div Sigs (C/O 7 Div Cav Regt)  
2/2 MG Bn. (less A & B Coys)  
8 Div Sup Coln for 9 Div Sup Coln (details transferred from 8 Div Sup Coln.)  
1 Corps Amn Pk (less 6 & 9 Sub Pks)  
6 A.G.H.  
2/3 C.C.S.  
2/3 A Fd W/Shop (less 8 & 9 Rec Secs)  
50 L.A.D. (Attached 7 Div Cav Regt)  
77 L.A.D. (Attached 2/2 MG Bn).

For information.

E Comd  
22 Inf Bde.  
R.T.O. Cowra.  
R.T.O. Bathurst.  
R.T.O. Dubbo.  
R.T.O. Liverpool.

G.  
File.  
War Diary (2)

A.I.F. CONVOY US8 - MOVEMENT TO PORT OF EMBARKATION.

Reference 8 Aust Div SM4751 of 13 Dec. 40.

1. Para 2(c) RAIL MOVEMENT - Meals, en route. This sub-section is cancelled and the following substituted.

MEAL ARRANGEMENTS.

Meals will be taken en route as indicated on time-table (Appendix "A (2)" - pages 1 & 2). At stations where shown, cartons of sandwiches, cake and fruit and hot tea (10-ozs. per man) will be made available for consumption on train.

O.C. Train to detail limited number of troops to alight at such Stations to collect food and tea which will be distributed on the train. In the absence of other drinking vessels, mess tins will be used.

2. APPENDIX "A (2)" Forwarded herewith is to be substituted for Appendix "A"
3. Para 3 (c) MESS EQUIPMENT ETC.

This is to be at wharf at 0800 hrs. on 23rd December, vide Convoy Orders issued by Cipher Telegram SM 5024 of 19 Dec 40 to:-

7 Div Cav Regt.  
1 Corps Amn Pk.  
22 Inf Bde.

*W.S. Kent*  
Col.  
AA QMG 8 Aust Div.

## MOVEMENT TO SYDNEY.

(Appendix "A (2)" ~~to~~ replace Appendix issued with SM4751.)

## UNITS ALLOTTED VIDE APPENDIX 1 (a) &amp; 1 (b) of S.M. 5935.

Serial No.	Unit.	Personnel.			Entraining Station.	Movement.	Meals.
		Off.	O.R.	Total.			
<u>Special Train No.2.</u>							
430	Details 9 Div Sigs.	10	254	264	Bathurst.	Depart 0130 hrs. Thursday, 26th December '40.	Breakfast on Transport.
350	6 G.H. 1 Reinft.	24 1	146 5	170 6	-		
TOTAL.		35	405	440			
<u>Special Train No.1.</u>							
212	7 Div Cav Regt. 1 Reinft.	18 4	224 42	242 46	Cowra	Depart 2125 hours. Wednesday, 25 December, 1940.	Breakfast on Transport
213	50 L.A.D.	1	12	13			
229	Details 7 Div Sigs.	1	11	12			
TOTAL		24	289	313			
<u>Special Train No.3.</u>							
157.	H.Q. 1 Corps Amn Coy. Corps Tps Amn Sub Pk.	5 8	38 326	43 334	Dubbo.	Depart 2015 hours Wednesday 25th. December, 1940.	Breakfast on train at Mt. Victoria 0705 hours to 0725 hrs. Thursday 26th December, 1940.
		13	364	377			
<u>Special Train No.4.</u>							
157	Div. Sub Pk. Corps Amn Pk. 1 Reinft.	7 1	293 42	300 43	Dubbo.	Depart 2110 hours Wednesday, 25th December, 1940.	Breakfast on train at Mt. Victoria 0734 hours to 0754 hrs. Thursday 26th December, 1940.
TOTAL		8	335	343			

Serial No.	Unit.	Personnel.			Entraining Station.	Movement.	Meals..
		Offs.	O.R.	Total.			
<u>Special Train No. 5.</u>							
437	Details 9 Div Sup Coln.	8	289	297.	Dubbo.	Depart 1905 hours Thursday, 26th. December, 1940.	Breakfast on Transport.
436	Details HQ 9 Div A.S.C.	2	-	2			
TOTAL.		10	289	299			
<u>Special Train No. 6.</u>							
272	2/3 A Fd W/Shop. 1 Reinft.	8 -	333 19	341 19	Liverpool.	Depart 0830 hours. Friday, 27th. December, 1940.	
TOTAL		8	352	360			
<u>Special Train No. 7.</u>							
347.	2/3 C.C.S. Nurses 1 Reinft.	13 8 -	94 - 3	107 8 3	Cowra	Depart 2315 hours. Thursday, 26th. December, 1940.	Breakfast on train at Mt. Victoria 0705 hours to 0725 hours, Friday 27th December 1940.
345	77 L.A.D.	1	12	13			
291	2/2 MG Bn. B.H.Q. & HQ Coy.	11	153	164			
TOTAL		33	262	295.			
<u>Special Train No. 8.</u>							
291	2/2 MG Bn. C & D Coys. 1 Reinft.	10 7	282 69	292 76	Cowra	Depart 0005 hours Friday, 27th December, 1940.	Breakfast on train at Mt. Victoria 0734 hours to 0754 hours Friday 27th. December, 1940.
TOTAL		17	351	368.			

*W. Kent Hughes*  
AA QMG & Asst Div.

AUSTRALIAN IMPERIAL FORCES.

SHIP'S STANDING ORDERS.

By

Lt.-Col. D. A. WHITEHEAD, M. C.

Commanding Troops H. M. T. "AQUITANIA."

Voyage No. 336.

1. These Standing Orders have been drawn up to ensure an efficient routine during the voyage and to obviate the necessity for a daily issue of lengthy Routine Orders.

Standing Orders are useless unless they are carefully studied and rigourously enforced by officers and N. C. O's. All other ranks must be familiar with their content. Accordingly the under-listed Standing Orders must be read to the men of each unit on board on three occasions and a certificate to that effect must be handed in to the Ship's Orderly Room by noon on the second day after embarkation

- Chap 1. S.O. 4-5, 7, 9-10. Chap 2. S.O. 19-23
- Chap 4. S.O. 45-47 Chap 5 S.O. 53.
- Chap 6. S.O. 61-63, 66-71, 73-75, 77-79.
- Chap 7. S.O. 84, 86-89. Chap 8. 98-108.
- Chap 9. S.O. 113 -120, 122-126, 128.
- Chap 10. S.O. 130- 134.

2. For easy reference these Standing Orders are divided in Chapters as under-

INDEX.

Chapter.	Title	Standing Order No.
1.	ADMINISTRATION	3- 17
2.	ALLOCATION OF SHIP	18- 28
3.	SHIP'S DUTIES	29- 44
4.	MESSING	4 5
5.	TRAINING	53-60
6.	EMERGENCY MEASURES.	61- 83.
7.	SECURITY	84- 93
8.	MEDICAL & HYGIENE	94-112
9.	DISCIPLINE	113-138
10	ENTERTAINMENT & WELFARE	129-137
11.	BAGGAGE	<del>113-138</del> 138-142

CHAPTER I.

ADMINISTRATION

3. SHIP'S STAFF

O.C. Troops	Lt. Col. D.A. Whitehead.
Senior Medical Officer	Lt. Col. J.C. Belisario.
Adjutant	Major E. Macarthur Onslow
Asst. Adjt. & Postal Offr.	Lieut. T. Southwell-Keely.
Quartermaster	Capt. R. Mynard
Messing Officer	Capt. C.H. Locke
Deck Messing Officers	(Lieut. T.A. Thornburn
	(Lieut. D. Carnegie
Baggage & Fatigues Offr.	Lieut. P. Nicholas
Hygiene Officer	Capt. A. Fryberg.
R.S.M.	W.O. G.F. Howard
R.Q.M.S.	W.O. J. Austin
Orderly Room Sjts.	(Sjt. H.J. Brooks
	(Sjt. F.G. Fakes
Provost Sjt.	Sjt. K.B. Robinson.

4. TIME TABLE

	<u>1st. Sitting</u>	<u>2nd Sitting.</u>
Reveille	0615	0615
Administration Pde.	0630	0630
Sick Parade	0645	0645
Breakfast	0730	0815
1st Training Period Starts	0830	0900
Smoko	( 1000	1100
	( 1015	1115
	1015	1015
Ship's Inspection	( 1115	1115
Boat Drill	( 1130	1130
	1130	1200
1st Training Period Ends	1200	1245
Lunch	1330	1345
2nd Training Period Starts	( 1500	1515
Smoko	( 1515	1530
	1615	1630
2nd Training Period Ends	1700	1745
Dinner	1800	1800
Guard Mounting	2100	2100
First Post (Troops Below)	2145	2145
Last Post (Roll Call)	2200	2200
Lights Out		

5. BUGLE CALLS.

<u>Call.</u>	<u>1st Sitting</u>	<u>2nd. Sitting.</u>
Reveille	0615	0615
Sick Parade	0645	0645
Breakfast 1st. call	0725	0810
2nd. call	0730	0815
Half Hour Warning	0800	- -
Five mins. "	0825	0855
Parade	0830	0900
Lunch 1st. Call	1155	1240
2nd. Call	1200	1245
Half hour Warning	1300	- -
Five mins. "	1325	1340
Parade	1330	1345
Retreat	1800	1800
First Post	2100	2100
Last Post	2145	2145
Lights Out	2200	2200

## 6. D. ILL INSPECTION.

- (a) Inspection of the ship will be carried out daily except Sunday. For this inspection, the ship will be divided into four zones and a separate Inspecting Party will inspect each zone. These zones will be:-
- (i) E. F. & G. Decks forward.
  - (ii) E. F. & G. Decks aft.
  - (iii) A & B Decks & Public Rooms.
  - (iv) C & D Decks, Kitchens & Dining Rooms.
- (b) Inspecting parties will be in charge of the following Officers:-
- (i) No. 1. O.C. Troops accompanied by Ships Staff (Capt. and Field. M.O.)
  - (ii) No. 2. Ships S.M.O. & Ships Surgeon.
  - (iii) No. 3. Ships Hygiene Officer & Chief Steward.
  - (iv) No. 4. Field Officer, Purser & Med. Ord. Officer.
- (c) The above Officers will assemble at 1015 hrs punctually on A Deck Square, where they will be joined by the above representative of the Ships Staff.

## 7. CABINS.

- (a) All cabins will be in inspection order before first training parade and will remain so until 1600 hrs and at all times must be kept tidy.
- (b) Kit will be laid down as shown in Appendix A. The mattress will be turned up for airing and not rolled. Where it is impossible to cant the mattress against the bulkhead, mattresses will be reversed daily.
- (c) Greatcoats will be rolled where hooks are available. Otherwise folded with back strap to the front and placed under the respirator.
- (d) Cabin doors will remain open at all times, except on B Deck where doors will be kept on the hook.
- (e) A list of occupants of each cabin will be placed on the door showing No., Rank., Name Sub-Unit, Unit & Rifle No.
- (f) Smoking in cabins is prohibited.
- (g) Mattresses will not be taken out of cabins for sleeping on deck.
- (h) Electric fittings (lights and fans) must not be interfered with. Any defects should be reported at once to the Orderly Officer.
- (i) Cleanliness of cabins and insistence on the maintenance of the standard kit lay-out is the responsibility of Unit Officers and will be carefully supervised by Orderly Officers.
- (j) Each cabin will contain a receptacle for rubbish.

## 8. BEDDING.

Bedding must be checked carefully and frequently by Unit Commanders. Bedding must be checked the day before arrival and the day after leaving each port.

## 9. CLEARING DECKS.

Unless permission is given to certain units, or parts of units, to sleep on decks, all troops must go below as soon as First Post is sounded at 2100 hrs. The Ships Orderly Officer and Orderly Sjt. will make an inspection and report to the Field Officer by 2130 that Decks are clear.

10. TATTOO ROLL CALL

Units will ensure that all troops not required for duty elsewhere are in their cabins by 2145 hours. Tattoo Rolls will be called under the supervision of an Officer at 2145 hours.

11. CHURCH SERVICES

The times of different church services are given together with their location in Chapter 2.

12. RETURNS

(a) The following returns will be rendered to the Ship's Orderly Room whilst on board:

<u>Form</u>	<u>Copies</u>	<u>When rendered</u>	<u>By Whom</u>
W3008 )	1 - 2	(a) Day previous to each	) All Units
W3009 )	1 - 2	Port of Call.	
W3010 )	1 - 2	(b) Before disembarkation	
W3011 )	1 - 2	at destination	
W3012 )	1 - 2		
B2069 )	1 - 2		
Return of all personnel in Hospital	1.	1000 hrs. Daily	S.M.O.
Nominal Roll of personnel on Sick Parade.		Day previous to disembarkation.	All Units.
Rifle State Disembarkation Nominal Roll	1.	1000 hrs. daily	All Units.
Nominal Roll	1 - 6.	As advised in Ship's R/Os.	All Units.
Nominal Roll	1 - 8	As advised in Ship's R/Os.	All Units.
Report by Field Offr.	1 )	1830 hrs. Daily.	
Orderly M.O.	1 )		
Ship's O.O.	1 )		
Guard Comd.	1 )		
Tattoo Reports	1.	1000 hrs. Daily	All Units
Report on Damage or Losses.	1.	Within 24 hrs. of such damage or loss to Ship's Q.M.	All Units.
Daily Strength.	1.	1000 hrs. Daily	All Units.

(b) Copies of Pro Forma for unit returns are given in Appendix B.

13.

14.

15. RESERVED.

16.

17.



CHAPTER 2.

ALLOCATION OF SHIP.

18. LOCATIONS

The location of lounges, canteens &c. is given in Appendix "C" and a coloured plan showing berthing accommodation of Units is available at the Ship's Orderly Room.

TRAINING AREAS.

Decks will be allotted to training groups as under:-

- |     |                  |                 |
|-----|------------------|-----------------|
| (a) | No. 1 Group..... | B. Deck.        |
|     | No. 3 ".....     | A. Deck forward |
|     | No. 4 ".....     | A. Deck aft.    |

(b) This allotment will obtain until No. 2 Group and the balance of No. 3 Group are embarked. Subsequent allotment will be notified in Routine Orders.

(c) Details of training groups are given in Standing Order No. 53.

(d) The Senior Officer of each group will be responsible for the allocation of deck space among the Units in that group.

19. RECREATION AREAS.

Sports Decks will be allotted as follows:-

- (a) Officers (i) Boat Deck, from 4th funnel forward.  
(ii) "A" Deck starboard side, forward end, forward of the sleeping area.

- (b) W.O's. and Serjeants.  
(i) Boat Deck, aft of fourth funnel.  
(ii) "A" Deck, port side, forward end, forward of sleeping area.

- (c) Other Ranks. All other decks, except that reserved for ship's crew, viz. forecastle deck forward of the foremast.

20. WASHING

(a) There is no laundry as such on board and washing will therefore have to be carried out in the various public lavatories and bathrooms throughout the ship.

(b) For this purpose water will be turned on during three afternoons only in each week, from 1200 hours to 1630 hours.

(c) Until Units of Western Command are embarked, days for washing will be allotted to Units as under:-

- |                 |                               |
|-----------------|-------------------------------|
| (i) Thursdays   | 2/2 M.G. Bn.                  |
| (ii) Fridays    | 2/3 Fd. W/shop & N.Z. Troops. |
| (iii) Saturdays | Other Units                   |

Following embarkation of Units from Western Command:-

- |                 |                      |
|-----------------|----------------------|
| (i) Thursdays   | Group 1 and Group 4. |
| (ii) Fridays    | Group 2.             |
| (iii) Saturdays | Group 3.             |

CHAPTER 2 (CONTD)

20. WASHING (Contd.)

- (d) Drying centres will be located as follows:-
- (i) High angle Gun Deck.
  - (ii) "A" Deck aft - open area.
  - (iii) Boat Deck, raised portion, for W.O's & Sjts.
- (e) No clothes will be hung in other areas and units will be responsible for placing picquets on their clothes while drying.
- (f) Clothing must not be washed or hung to dry in cabins.
- (g) The Senior Officer in each Group will be responsible for the allocation of available washing space within his group.

21. ENTERTAINMENTS.

- (a) The centre portion of "D" Deck Troops Mess is allocated for use as a cinema during the evenings. Details are given in standing order No. 132.
- (b) The Serjeants' Dining Room will be made available for concerts when required.
- (c) "F" Deck Mens' Mess will be available for writing between 1900 hours and 2100 hours.

22. CHURCH SERVICES

The following Church Services will be held:-

- (a) Holy Communion, Church of England, 0700 hrs. in the Officers' Lounge, "A" Deck.
- (b) Holy Mass, Roman Catholic, 0700 hrs. in the Library "A" Deck.
- (c) Holy Communion, Methodists and C.P.D's. 0830 hrs. in the Officers' Lounge "A" Deck.

23. CHURCH PARADES

- (a) Roman Catholic, 1000 hrs, in the Library "A" Deck.
- (b) Other Denominations:-
- 0930. Officers' Lounge - 2/2 M.G. Bn. Hqrs. Coy. and A. & B. Coys.
  - 1030. " " 2/2 M.G. Bn. C.D. & E. Coys.
  - 0930 Saloon Mess "D" Deck - 2/28 Bn. less one Rifle Coy.
  - 1030 " " -1 Rifle Coy. of 2/28 Bn. & all other Units.
- (c) Units will assemble at their training areas and will be marched to the above centres independently.
- (d) An evening voluntary Church Service and Sacred Band Concert will be held for other Denominations at 2015 hrs. in the Sjts'. Mess "D" Deck.

24.  
25.  
26.  
27.  
28.

RESERVED.

CHAPTER 3.

SHIP'S DUTIES.

29. FATIGUES & MESSING OFFICERS.

- (a) The Fatigues Officer will be in charge of all working parties.
- (b) The Ship's Messing Officer will supervise the work of Mess Orderlies.

30. SHIP'S DUTIES are divided into three main categories:-

- (a) Mess Orderlies, Kitchen Men, & Pantry Men are to be appointed for the duration of the voyage.
- (b) Daily Working Parties.
- (c) Guards, Sentries, Picquets.

Both (b) & (c) will be supplied by the Duty Group.

31. SYSTEM OF ALLOTTMENT.

- (a) Fatigues can only be reduced to a minimum by the strict observance of instructions.
- (b) The Duty Group will supply all duties ( other than permanent duties, vide 30 (a)) for a period of 5 days continuously.

32. DETAILS OF PERMANENT DUTIES.

(a) Mess Orderlies:-

Mess.	Number Required.	Unit.	Time to Report.
D Deck Restaurant	30	N.Z. Troops	0700
	5	2/3 C.C.S.	0700
<hr/>			
D Deck aft	37	2/2 M.G.Bn.	0700
"	1	76 L.A.D.	0700
"	1	77 L.A.D.	0700
"	1	4 Fd.Hyg. Sec.	0700
"	15	2/3 A.Fd.W.	0700
"	13	9 Aust Div Sp Col	0700
	<u>73</u>		
<hr/>			
F Deck aft	3	2/24 Inf H.Q.	0700
"	44	2/28 Bn.	0700
"	3	24 A.T.Coy.	0700
"	1	9 Div Mobile Bth	0700
"	6	9 Div Mobile Ldry	0700
"	2	9 Div Salvage Unit	0700
"	1	Supply pers. Sec.	0700
"	1	Supply pers. Sec.	0700
	<u>61</u>		

(b) Kitchen Duties:-

Number required.	Unit.	Time to Report.
5	2/2 M.G.Bn.	0700
5	2/28 Bn.	0700
4	N.Z.Troops	0700
3	9 Div. Supply Column	0700
3	2/3 A.F.W.	0700

CHAPTER 3. (Cont).

(b) Kitchen Duties (Cont.).

N.B. Until embarkation of 2/28 Bn. 2/2 M.G. Bn will supply any personnel required for the above duties.

(c) Pantry Duties:-

Number required	Unit	Time to Report.
1	24 Inf. Bde. H.Q.	0700
4	2/2 M.G. Bn.	0700
3	2/3 A.F.W.	0700
1	2/3 C.C.S.	0700
3	9 Div. Supply Col.	0700
2	N.Z. Troops	0700
4	2/28 Bn.	0700
<u>18</u>		

N.B. The above duties detailed in (a), (b), & (c) are permanent and units will detail personnel before embarkation and will arrange for such personnel to report under an N.C.O. to the Messing Officer at Mess D Deck aft, immediately upon embarkation.

(d) A roll of the names of personnel selected for the duties in (a), (b), and (c) above will be forwarded to the Messing Officer before embarkation.

*Duties will change at 1900 instead of 1800*

33 DETAILS OF DAILY WORKING PARTIES.

The following fatigue parties are to be supplied by the u.i. Duty Group to report daily as under:-

- (a) 1 NCO 28 O/R's. A Deck Quarters, Report at 0915 to Ship's Officer.
- (b) 5 NCOs 88 O/R's. D Deck Mess Quarters, Lavatories etc. Report at 0915 to Mr. McGovern.
- (c) 3 NCOs 54 O/R's. F Deck Mess Quarters, Lavatories etc. Report at 0915 to Mr. Ridgens
- (d) 1 NCO 10 O/R's. Storerooms. Report at 0915. *2 hals bath*
- (e) 2 NCOs 35 O/R's. Stock Bars and Canteen, Report at 0915.
- (f) 1 NCO 12 O/R's. Wet Canteens,
  - B Deck 6 ) Duty
  - C Deck 2 ) 0915 to
  - D Deck 4 ) 2130 hours.

*Deck Sweepers to report at 0900 daily.*

*64 men*

*045 hours down*

*ca 7 Deck*

*Request of 10 men to control botting*

*Report at Halliday 1130 hrs.*

*N.P.O 6 O/R's*

*To clean and rearrange Theatre after the cinema each night*

*(6) O/Rs additional deck sweeper*

34. GUARDS, PICQUETS, ETC.,

The Duty Group will supply the following duties to assist the Ship's Staff:-

- ✓ (a) Ship's Guard 25 posts 1 Off. 3 Sjts. 6 NCO's. and 75 O/R's.. *24 Bds*
- (b) Deck Sweepers 3 NCO's. 37 O/R's. (draw buckets & brooms from bosun)
- ✓ (c) Fire Picquet 4 NCO's. 30 O/R's.
- ✓ (d) Signallers 2 in each watch 6 O/R's.
- ✓ (e) Gun Crews 6 in each watch 1 Sjt. 3 NCO's. 18 O/R's. Permanent for Groups tour of duty.
- ✓ (f) Lookouts 4 in each watch 1 Sjt. 1 NCO 16 O/R's. 2 hours on and 6 hours off.

*0900 + 1600*

*Bosun*

*15 Deck Fuel Sweeper*

CHAPTER 3. (Cont.)

34. Guards, Picquets, etc. (Cont.)

- (g) Additional men to the total of 307 will be required for special duty during Emergency Drill ( 13 Ladder men 294 Boat Parties). These duties will take up their positions as laid down in Chapter 6.

1 F.O.  
1. O.O.  
1. O. Sst.  
1. O. Cpl  
2 O. Remain.  
Police  
2 Cpls  
20 O.A.

35. DUTIES OF GUARDS.

For duties of Guards, Picquets, Order of Duties etc. see Appendix E.

36. SHIP'S POLICE.

- (a) The Ship's Police will consist of a Provost Sjt. who will be a member of the Ship's Staff, a detail of two Cpls. and 20 O/R's. from the duty group.

- (b) For duties of Ship's Police see Appendix E.

37. THEATRE PICQUET.

- (a) The Duty Group will furnish a Theatre Picquet comprising a Sjt. and 5 O/R's..
- (b) The duty of the Theatre Picquet will be to prevent unauthorised persons from entering the Theatre, to check the number of men from units entering the Theatre, and to prevent any unseemly conduct during the performance.
- (c) Three Picquets will be stationed at the glass doors and two on the stairs.
- (d) The Theatre Picquet will report to the Orderly Officer at the Theatre half an hour before the programme is scheduled to commence.

38. SENTRIES IN PORTS.

The Ship's Orderly Officer will be responsible for the posting of Police at all gangways while the Ship is in port.

39. SYSTEM OF CHANGING GUARD.

- (a) The Guard will mount at 1800 hours daily on the port side of A Deck.
- (b) For the purpose of the Guard Changing Ceremony only 25 O/R's. of the Old & New Guard will be paraded.
- (c) The third relief of the New Guard and the first relief of the Old Guard will carry out the Guard Changing Ceremonial. The first relief of the New Guard will meanwhile relieve the sentries of the Old Guard. This relief of the Old Guard will then be marched to the Guard Quarters and be dismissed.
- (d) The second relief of the New Guard will be marched to the Guards Quarters while the Guard Changing Ceremony is being carried out. The relief of the Old Guard still in the Guard Quarters will be paraded and dismissed.

40. - 44 RESERVED.

CHAPTER 4.

MESSING.

45. MESSING ROUTINE.

- (a) Mess Parades are parades and discipline must be observed .
- (b) Each man will be given a card on embarkation setting out his cabin number and the number of his Mess sitting.
- (c) Two Mess sittings will be held and punctuality at Mess is essential.
- (d) Five minutes before the Mess bugle calls, troops who mess at that sitting, will fall in the alley ways leading to their messing position. N.C.O's will be detailed by units to take charge of troops who fall in at these points.
- (e) When the bugle is sounded, the men will be marched in to their places at the Mess tables and will take their seats quietly. Each man will carry his Mess card to meals and will show it if required.
- (f) Doors of Messes will be closed five minutes after the Mess calls have been sounded. Men arriving late for their Mess will have to wait until accommodation can be found for them in the second sitting.
- (g) The Orderly Officer, Medical Officer of the Day and the Orderly Sjt. will meet the Chief Steward before each meal and will sample the food in the kitchens before it is served.

46. MESSING GEAR.

- (a) Each man will take his own knife, fork and spoon with him to Mess. On the completion of his meal he will file out independently and will wash his knife, fork and spoon in the washing dishes provided.
- (b) In no circumstances will wash basins or lavatories be used for washing cutlery.
- (c) Troops possessing Messing "dilly bags" will carry their cutlery to Mess in these bags.
- (d) Removal of Ship's Messing gear from the Messes is prohibited.

47. DRESS FOR MESS.

The dress for Mess will be shorts and shirt at breakfast and F.S. uniform for dinner. On the advice of the S.M.O this will be varied in Routine Orders .

48. MESS PARADE AREAS.

- (a) Mess parade areas will be allotted to each Unit and the Mess Parades will fall in in these areas.
- (b) For plan of Mess parade areas see Appendix D.

49.

50.

51. Reserved.

52.

## CHAPTER 5.

53.

### TRAINING.

For purposes of allocating deck space for training and Recreation, for duties and fatigues, troops will be grouped as under:

<u>Group</u>	<u>Serial No.</u>	<u>Unit</u>	<u>Totals</u>	<u>Grand Total</u>	
1	291	2/2 Mg. Bn.	824		
	345	77 L.A.D.	13		
	389	76 L.A.D.	13		
	385	24 Inf. Bde.	71		
	388	24 A/Tank	82		
	401	9 Div. Mob. Bath	20		
		1023		1023.	
2	387	2/28 Bn.	948		
	402	9 Div. Mob. Laundry	135		
		1083		1083.	
3	272	2/3 Fd. W/shop	360		
	437	A.S.C. Details	297		
		N.Z. troops	341		
	403	9 Div. Sav. Unit	42		
	315	Supply Sections	40	1080	1080
	316				
4	272	2/3 C.C.S.	110		
	397	2/4 Fd. Hyg. Sec.	30		
			140	140	

The Senior Officer in each group will be responsible for the equitable distribution of duties among the Units concerned. The Senior Officer will also be responsible for the allocation of deck space among the Units in the same group.

54.

### PRINCIPLES OF TRAINING

The primary object of shipboard training is to ensure that men land in first class physical condition. Physical training, therefore, will play an important part in all training syllabi. As means for other training are limited both as regards space and equipment, it is necessary that this training should be supplemented by organised recreation.

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### TRAINING STORES

Where possible a permanent allocation of training stores has been made to all Units on board ship. These are set out in Appendix 90. In addition training stores of which only a limited number are available, are listed separately. To ensure the best use being made of these stores units will submit immediately after arrival on board, their anticipated requirements of these stores for the first week, together with the number of training periods of half an hour each for which they will be required. On receipt of this information from all units an allocation will be made in Routine Orders. Requirements for the following week will be submitted on the preceding Wednesday, the allocation being made on the Thursday in Routine Orders.

56.

### TRAINING AREAS

Training areas are set out in Standing Order No. 18 by Groups. Allotment to Units will be made by the Senior Officer in each Group.

CHAPTER 5 (CONTD)

TRAINING (CONTD)

57      TRAINING SYLLABUS

Training Syllabus for the first week will be handed in to the Ship's Orderly Room on the day following embarkation. The syllabus for the following weeks will be submitted to Ship's Orderly Room by 1200 hours on each Saturday.

58      TRAINING EMERGENCY DRILL

Emergency Drill will be practised as laid down in daily routine and at such other times as may be decided by O.C. troops or Captain of Ship. It is essential that no opportunity be lost to practise movement from various areas of the ship to emergency stations.

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CHAPTER 6.

EMERGENCY MEASURES.

61. EMERGENCY STATIONS.

(a) The Ship is divided into 10 emergency stations - five on each side of "A" Deck, numbered from 1 to 5 Port and Starboard.

(b) The occupants of each cabin are allotted to one of these stations in order to distribute the number for embarking into lifeboats.

(c) In each cabin or section will be found a card giving instructions with reference to emergency stations and the correct method of putting on a lifebelt.

62. ROUTES TO EMERGENCY STATIONS.

(a) The quickest route from all cabins to the particular station to which they belong is indicated by red and green arrows on bulkheads, in alleyways etc.

(b) All even numbered cabins are in the port side of the ship and the red arrows lead to their emergency station on the port side of "A" Deck.

(c) All odd numbered cabins are on the starboard side and the green arrows lead to their emergency station on the starboard side of "A" Deck.

(d) The emergency stations of Officers and N.C.O's are the stations of their Unit, not the station of their cabin.

63. LIFEBELTS.

(a) Lifebelts are supplied to each berth and at the first muster. Officers must see that their men know how to put them on correctly, especially the cork lifebelts. The front tapes only of these must be tied, and these drawn tight.

(b) Lifebelts must be carried at all times while the ship is at sea. They need not be worn, but must be at hand at all times, whether at meals, recreation or training.

(c) Troops are warned against damaging their lifebelts as their lives may be jeopardised as a consequence. Damaged lifebelts should be reported immediately.

64. BOAT PARTIES AND LADDERMEN.

(a) Boat parties and ladder men will be permanent and will be detailed for men who are not Mess Orderlies on a Unit allotment basis. They will be detailed at the first muster.

(b) These men will muster on the boat deck during emergency drill and will assist the ship's crew. Stations will be as under:-

STATION NO.	1	PORT SIDE	BOAT NOS.	4, 6, 8.	--12 men
DO.	1	STARBOARD SIDE		3, 5, 7.	12 men
STATION NO.	2	PORT SIDE		10, 12	12 men
DO.	2	STARBOARD SIDE		9, 11	12 men
STATION NO.	3	PORT SIDE		14, 16, 18.	12 men
DO.	3	STARBOARD SIDE		13, 15, 17.	12 men

CHAPTER 6.

EMERGENCY MEASURES. (Contd.)

BOAT PARTIES AND LADDERMEN Contd.

STATION NO. 4	PORT SIDE	20, 22, 24	- 12 men
DO.	4 STARBOARD SIDE	19, 21, 23	12 men
STATION NO. 5	PORT SIDE	26	15 men
DO.	5 STARBOARD SIDE	25	15 men.

(c) Laddermen will be posted on the 13 ladders leading on to the Boat Deck, and to the High Angle Gun Deck. The duty of these men will be to prevent other than members of the Boat Parties from moving onto the Boat Deck during emergency.

65. OFFICERS IN CHARGE OF STATIONS.

Units will detail Officers and N.C.O's to supervise mustering of their troops at emergency stations and to embark them into boats as each boat is lowered to the embarkation deck.

66. EMERGENCY SIGNAL.

(a) The emergency signal is more than six short followed by one long blast on the ships whistle and supplemented by electric gongs and bugles.

(b) Although this signal will not be given at boat drill during the voyage, all troops must be aware of its significance.

(c) When the emergency signal is given, troops with lifebelts on, should move quickly to their stations, but avoid rushing and blocking gangways.

(d) The emergency signal is not an order to abandon ship. It is an order to have everyone ready, in case it should be necessary to do so.

67. ABANDON SHIP.

(a) If the order to abandon ship is given, the lifeboats will be lowered to "A" Deck. Officers in charge of stations will then allow 30 men into each boat abreast of their stations. The boat will then be lowered into the water and 30 more men are to be allowed down the ladder to fill the boat to capacity.

(b) After the first boat has been got away, the falls will be rounded up and another boat put over the side and the same procedure will be carried out. Not more than 62 men altogether are to go into the second boat excepting No. 5 Station, from where four boats will be lowered holding 68 passengers each. The motor boats Nos 13 & 14 only have capacity for 30 persons each.

68. BOAT DECK TO BE KEPT CLEAR.

Troops, excepting boat parties are to be warned not to go on to the Boat Deck as it is not possible to embark from that deck and they will interfere with the lowering of the boats.

69. RAFTS.

- (a). Although there is sufficient accommodation for troops in the boats, circumstances may arise as a result of which many of the ship's boats may be damaged or it may be impossible to launch them.
- (b) Should it not be possible to embark all the troops in the lifeboats and after the boats have been filled to capacity and sent away, the remainder of the persons on board are to proceed on to the Boat Deck, spread out the rafts and stand by them.
- (c) The rafts must not be thrown over the side. Personnel should take their places on the rafts and wait for the ship to sink, when the rafts will float clear.
- (d). It must be impressed on troops that there would be relatively little suction from the sinking ship and that the lives of men on rafts would not be endangered in this regard.
- (e) Officers are to understand that no special boats are allotted to any emergency station. The stations are only mustering places on the deck from which they will be embarked into the boats.

70. MEDICAL.

- (a) All ranks will carry their first aid dressing at all times in the appropriate pocket, in the hip pocket when wearing shorts.
- (b) Medical Officers and N.C.O's. detailed for emergency work will carry an electric torch during times of emergency.

71. DRESSING STATION.

There are three dressing stations on board, permanently staffed day and night, to which all casualties will proceed by the nearest route.

- (a) Fore part of ship. E Deck dispensary alongside gymnasium, i.e., medical inspection room.
- (b) Amidships. E. Deck Port side, ship's dispensary.
- (c) After end of ship. D. Deck, aft, in troops wet canteen, staffed from isolation hospital.

72. MEDICAL EQUIPMENT.

Each dressing station is permanently equipped with sufficient medical stores for any emergency, and this includes 4 hammocks with blankets for transportation. In addition, one haversack of reserved dressings will be held in each station for use during evacuation of cases to boat stations.

73. PROCEDURE FOR EMERGENCY BOAT STATIONS.

(a) Evacuation of A Dressing station. All cases of evacuation will be evacuated by the main stairway to "A" deck Officers' Lounge from where those able to walk will join their normal boat stations. Those unable to walk will be carried to the after end of the garden lounge gallery, and their number reported to the O.C. No.4, boat station who will arrange to evacuate them in No 24 boat. The officer in charge of "A" dressing station, after having evacuated his casualties, will take the reserve dressing haversack and proceed to "A" Deck Officers' Lounge, and render medical attention there till orders are given for the ship to be evacuated, when he will join his normal boat station.

(b) Evacuation of "B" dressing station. E Deck troops hospital, and "B" deck troops hospital. All walking cases will be taken by the shortest route to the after end of the Port side of "A" deck opposite No. 24 boat where accommodation has been provided for them. Lying cases will be carried in stretchers and hammocks by the shortest route to the after end of the "A" Deck garden lounge gallery, and the total number of lying cases will be notified to O.C. No.4 Boat Station, who will arrange to evacuate them in in No. 24 Boat.

(c) Evacuation of "C" dressing station and isolation hospital. Stretcher cases carried in hammocks and walking cases will be taken by the shortest route to No.5 Boat Station at the after end of the Port side of "A" deck, where 20 vacancies have been allotted in No. 26 Boat.

74. GAS DECONTAMINATION CENTRES.

(a) Location. - There are 3 centres situated as follows and marked by direction notices:-

No. 1 Centre:- E. Deck forward, starboard side by forescastle companionway.

No. 2 Centre:- E Deck aft - ablution area.

No. 3 Centre:- Boat deck and bathroom adjacent to radio-room

(b) Route. - Contaminated cases will approach decontamination centres by exterior routes only.

(c) Responsibility. - The Ship's staff is responsible for gas decontamination, and holds the necessary equipment. In the event of a gas attack Capt. L.S. Bain, R.A.M.C. will report to the R.M.O. in case he can be of assistance to the Ship's staff.

75. AIR ATTACK OR ATTACK BY SURFACE RAIDER.

In the event of an enemy Air Raid or an attack by Surface Raider the following procedure is to be adopted:-

(a). The Air Attack warning will be made on klaxon horn and whistles on all decks and for this purpose Officers and N.C.O.'s. will at all times carry whistles. Signal, successive short blasts.

(b) The initial warning will be made from the

CHAPTER 6 .- EMERGENCY MEASURES.) Contd.

75. AIR ATTACK OR ATTACK BY SURFACE RAIDER. CONTD.

(b) The initial warning will be made from the bridge by the Officer of the Watch, and will be repeated by all Officers and N.C.O's on Decks.

(c) If, owing to the suddenness of the attack, it is not possible to give the Air Attack Warning, Gun Crews and Troops on board will conform to the following procedure immediately the attack commences.

(d) Gun crews will close up at A.A. Guns and bring gun to "Ready". The Order to "Open Fire" will be passed by telephone from the bridge to the gun after which the gun will come under the control officer until the order to Cease Fire is given from the bridge.

(e) The A.A. M.M.G crews will close up and bring their guns to ready. They will then come under the control of their own Control Officers.

(f) Troops on the Boat Deck and on "A" deck will make their way to the nearest mess.

(g) The remainder of troops will proceed immediately to their respective sleeping quarters, put on life belts and wear respirators at the "ready" position. They will close all portholes in their quarters and remain at these stations until:-

(i) The "all Clear" (4 G's) is sounded when they will resume normal routine.

(ii) The emergency signal is made, in which case they are to assemble at their Emergency Stations.

(iii) Sentries and picquets (except sentries and picquets on open decks who will move to the nearest cover) will stand fast at their posts during Air Attacks, but will go to their Emergency Stations if and when the Emergency Signal is given.

(iv) Troops will be practised in this procedure during the voyage and Unit O.O's. will ensure that all ranks understand these instructions thoroughly.

(v). When the ship approaches latitudes where an Air Attack may be expected, all A.A. Batteries will be manned continuously.

76. STRETCHER PARTIES.

(a) During an Air Raid alarm a stretcher party consisting of a Corporal and 4 men, A.A.M.C., will be stationed (1) under the fore verandah of "A" Deck and (2) under the aft verandah of "A" deck.

(b) the corporal in charge of the forward party will draw one hammock from "A" dressing station and the corporal in charge of the after party will draw one hammock from "C" dressing station. Both parties will answer any calls for help in their respective areas, and evacuate to the nearest available dressing station.

CHAPTER 6.- EMERGENCY MEASURES. Cont.

77. FIRE.

- (a) Fire extinguishers, hydrants and hoses are fitted throughout the ship, also push bells, which register on the bridge the position of the fire.
- (b) In the case of fire the nearest push bell should be rung. This will bring the fire party.
- (c) In the meantime those nearby should endeavour to put the fire out, using fire extinguishers if the fire is only small, and the hose if the extinguishers are insufficient.
- (d) If the fire has been caused by a break in the electric, the current in that section should be switched off. This is the duty of the fire picquet.

78. HOSPITAL PATIENTS.

- (a) Stretcher cases in hospital will be carried by hospital orderlies on the mustering stations in the event of abandoning ship.
- (b) Sentries on stairways will facilitate their removal by clearing the stairways leading from the hospital.

79. MAN OVERBOARD.

The first person to observe a man fall overboard will shout loudly "Man Overboard" and call the attention of the nearest sentry, who will at once throw overboard a life bouy and will then report to the bridge. There is telephone communication from the after end of the s hip to the bridge.

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## CHAPTER 7.

### SECURITY

#### 84. WARNING OF TROOPS

The urgency of maintaining security of information must be continually impressed upon all ranks.

#### 85. SECURITY OFFICER.

- (a) Units will appoint a Security Officer for censorship and security duties.
- (b) Units will advise Ship's Orderly Room of the name and rank of their Security Officer within 24 hours of embarkation.

#### 86. INFORMATION AT PORTS.

- (a) It is known that enemy agents are very active in ports which have become important places on the lines of communication of Australian transports and leakage of information is causing grave concern to the authorities.
- (b) A fertile channel of information about units is known to be entertainments at ports. Troops should be warned against discussing their units with friendly and inquisitive people while in port.

#### 87. CORRESPONDENCE

- (a) Letters will not be received for posting from troops at the Ships Post Office. They will be posted under Unit arrangements and after censorship and franking, will be delivered to the Post Office by Unit Postal Orderlies.
- (b) No letter or postal article will be received at the Post Office unless it has first been censored and franked by a Unit Censor.
- (c) No parcels or packets for transmission to foreign countries will be received.
- (d) All ranks are reminded that, in addressing letters, nothing should be written on the outside of the envelope except the actual address of the recipient. It is not necessary nor permissible to put the sender's address, or the words "On Active Service" on the outside of the envelope.
- (e) The Franking Officer should sign his name only with the out addition of rank or unit, at the end of the letter and on the bottom left hand corner of the envelope.

#### 88. BLACKOUT RESTRICTIONS

- (a) Lights will not be exposed on the decks, and smoking is prohibited between Sunset and Sunrise.
- (b) Under no circumstances will port holes be opened between Sunset and Sunrise.
- (c) Unit Orderly Officers will report to the Ships Orderly Officer when all the portholes in their area have been closed. The Ships Orderly Officer will then report to the Field Officer.
- (d) Units will divide their areas into sections,

CHAPTER 2 (CONTD).

88. BLACKOUT RESTRICTIONS (CONTD)

and an Officer will be made responsible for the enforcement of black-out restrictions within his section.

- (e) The danger of any light being visible from the ship at night time must be impressed upon all troops.

89. DISPOSAL OF RUBBISH.

- (a) Floating rubbish indicates that a ship is in the vicinity and might prove a useful guide to a raider.
- (b) Rubbish and floating material must not be thrown overboard.
- (c) Under no circumstances will bottles containing messages be thrown overboard.
- (d) Rubbish must be placed in the bin on "D" deck aft, starboard side.

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## CHAPTER 8

### MEDICAL AND HYGIENE.

#### 94. MEDICAL STANDING ORDERS.

Standing Orders in this Chapter are to be read in conjunction with A.I.F. Standing Orders, Chapter 12, paras. 89 to 119, and those orders will, so far as Medical Officers are concerned, form part of these Standing Orders.

#### 95. MEDICAL STORES.

Medical Stores and Equipment and Red Cross Stores are becoming increasingly hard to obtain, and it is essential that rigid economy in the use of these stores be insisted upon.

#### 96. MEDICAL EXAMINATIONS.

(a) Units with a Medical Officer attached will make the necessary arrangements to conduct a short arm examination and foot inspection of all their personnel as soon as possible after embarkation, preferably the first, and weekly thereafter. A report will be submitted to the Ships Orderly Room as soon as this examination is completed.

(b) Units without a Medical Officer of their own will parade for examination at a place and time which will be notified in Routine Orders. The S.M.O. will arrange for Medical Officers to carry out this examination.

#### 97. INOCULATION AND VACCINATION.

The S.M.O. will ensure that nominal rolls are inspected with a view to making the necessary arrangements for the completion, where necessary, of this work.

#### 98. SICK PARADES.

(a) Sick Parade will be held at 0645 hours daily.

(b) Men reporting sick will be marched to the R.A.P. which is situated amidships beside the companion way opposite the Officers' Swimming Bath on the port side of E Deck.

(c) Minor ailments will be treated at the R.A.P.. Other Medical and Surgical conditions will be segregated to :-

(i) Medical Inspection Station, which is situated on the port side amidships facing the Dry Canteen on E Deck.

(ii) Surgical Inspection Station, which is situated on the port side amidships next to the Ships Dispensary on E Deck.

(d) No one will be examined at the Medical or Surgical Stations who has not previously reported to the R.A.P.

(e) In the case of personnel reporting sick after the morning sick parade the Ships Medical Officer of the Day will be called. In urgent cases the first available Medical Officer will be called.

(f) A sentry will be posted to direct troops to the different Inspection Rooms.

98. SICK PARADES. Contd.

(g) Units will arrange for their personnel reporting sick to be marched to their R.A.P. in charge of an N.C.O. with the necessary sick report forms, A46, in triplicate. One copy of this will be retained at the R.A.P. and two copies returned to the Unit. One of these two copies must be sent by the Unit immediately to the Ships Orderly Room for record purposes.

99. EVACUATION TO HOSPITAL.

(a) When evacuated to a hospital, troops come under A.A.M.C. as regards discipline.

(b) Lifebelts are available in the hospital for patients consequently troops will not take their life belts with them when evacuated to hospital.

(c) Where sick personnel are landed, personal kit, clothing and greatcoat of each personnel will be sent ashore with them. Arms, equipment and accoutrement will not be landed, but will be taken into the regimental store.

100. V.D. PROPHYLAXIS DEPOT.

(a) At ports where troops are allowed to disembark, a Blue Light Depot will be established on board the ship where necessary.

(b) The Blue Light Depot will be kept open during the stay in port and for 24 hours afterwards.

101. DENTAL.

Dental treatment will be available in cabin B103 and a dental mechanic will be located in Cabin C30 A. The Dental Officer will be on duty at 0900 Hrs.

(b) Personnel requiring dental treatment will be paraded with Forms A46 at the daily Sick Parade where they will be inspected by the Orderly Officer.

(c) The Orderly Medical Officers will ascertain the number of men reporting for the alleviation of pain and communicate the figures to the Dental Officer who will then notify men of the hour at which they are to report for treatment.

(d) Forms D.I.5033 should be forwarded to the office of the S.M.O. by the second day after embarkation.

102. FRESH WATER.

(a) The strictest economy in the use of water is necessary and every effort must be made to conserve supplies. The S.M.O. will exercise supervision over the quality of the water. Water will be cut off during specified hours and it may be necessary to place sentries over water taps if wastage occurs.

(b) Soap that will lather in salt water is available in the dry canteen.

(c) Troops should be warned that iced water should be drunk slowly, especially in the tropics.

(d) Troops are to be warned against drinking water from the taps in their cabins.

103. FOOTWEAR.

(a) Footwear must be worn at all times aboard ship so as to prevent the spread of ringworm and tinea and to obviate the risk of splinters and septic feet.

(b) In view of the changing conditions, special attention must be given to the inspection of men's feet and a report on this subject will be forwarded by Unit M.O's to the S.M.O. on the completion of the weekly foot inspection.

104. FOOTBATHS.

Footbaths are provided in all public bathrooms, and the men must be instructed to immerse their feet in these baths before and after bathing.

(b) After drying, anti-tinea powder must be sprinkled between the toes.

105. SUNBATHING.

(a) While sun bathing is to be encouraged, every care must be taken to avoid sunburn and sun-stroke.

(b) Sun bathing must be undertaken slowly, for no more than 15 minutes the first day and increasing the period daily by 5 minutes. If excessive reddening occurs, sun bathing must be discontinued for 3 days.

(c) Cloth hats must be worn at all times and during recreation periods must not be left off for longer than the sun bathing period of the individual.

(d) Hair is to be kept close cropped on the back and sides.

(e) The S.M.O. will arrange for lectures to all ranks on heat stroke and prophylactic of V.D. He will also arrange for personnel of the A.A.M.C. to make frequent patrols during the hot weather to supervise the protection of personnel.

(f) The above instructions must be enforced. The non-observance of sun-bathing regulations which results in a man reporting sick, will be treated as an offence.

106. CLEANLINESS OF QUARTERS.

(a) Troops quarters are to be scrubbed out daily.

(b) Lavatories are to be scrubbed daily. Lavatory decks pans and urinals will be flushed with electrolised water, a supply of which can always be obtained from the tubs in the working alley way.

107. ARTIFICIAL TEETH.

Troops will be warned that artificial teeth must be removed in the case of sea sickness and any loss through neglect of this precaution will have to be paid for by the man concerned.

108. PERSONAL HYGIENE.

Owing to the close proximity in which troops are living during the voyage it is essential that Units ensure that men wash and soap themselves at least once daily.

CHAPTER (9)

DISCIPLINE.

113. UNIT RESPONSIBILITY.

- (a) Units will be responsible for the maintenance of discipline within their own areas.
- (b) Units will ensure that Standing and other Orders are observed in their own areas.
- (c) Units will ensure that personnel do not loiter on stairways or in alleyways. The practice of loitering and playing games between decks and in the vicinity of crews' quarters will not be tolerated.
- (d) Units will ensure that the members of the crew when not on duty do not enter any portion of the Ship allotted to troops.
- (e) Units will ensure that troops remain within the prescribed areas.

114. SMOKING

Smoking will not be permitted in:-

- (a) Swimming Bath.
- (b) Kitchens
- (c) Dining Rooms, during meal hours.
- (d) Cabins.
- (e) Corridors.
- (f) On open decks after the call for closing portholes has been sounded.
- (g) Between Lights out & Reveille.
- (h) Cigarette ends must be put in the scuppers and not ashed on the decks.
- (i) Cigarette ends must not be thrown overboard as they may enter portholes and cause a fire.
- (j) Smoking in the cinema will be permitted at the discretion of the Orderly Officer.

115. LIFTS

Lifts will not be used under any circumstances by N.C.O's. and O/R's.

116. LIQUOR.

Under no circumstances must any drink be taken into or consumed in sleeping quarters. It is forbidden to bring any wines, spirits, or liquors aboard.

117. CLIMBING MASTS.

Troops must be warned against attempting to climb the masts and of the danger of sitting on rails; nor are they permitted in the Ships boats.

118. LOSSES AND DAMAGE TO PROPERTY

- (a) Troops must take every precaution to avoid damaging ship's property. Their own comfort and the comfort of those who come after them is dependent on the care they take of ship's property and gear. No nails must be driven into walls nor must wall, railing, decks, etc. be marked or written upon.
- (b) All personnel are warned that deficiencies or damage to

CHAPTER 9 (CONTD)

118. LOSSES AND DAMAGE TO PROPERTY (CONTD)

life belts, cabins, or other ship's property and army stores will be paid for by the person or persons concerned.

(c) All losses and damage must be reported to the Ship's Q.M. in writing immediately.

(d) In the event of damage or loss, where the offender is unidentified, the Unit concerned will be charged.

119. PORTHOLES.

No ports below "E" Deck are to be opened at sea and ports on "E" and "D" Decks are only to be opened by the steward of the section.

120. WATERTIGHT DOORS.

No watertight doors below "E" Deck are to be opened at Sea.

121. WORKING PARTIES IN HOLDS

In any case where working parties are sent into Holds, they must be accompanied by an Officer-in-Charge to ensure precautions against fire and damage or pilfering.

122. NOISE ON DECKS.

Every effort must be made to avoid noise adjacent to the sleeping quarters on "A" and "B" decks. No one but sentries Officers and N.C.O's. on duty will be permitted on these decks after "lights out", unless special permission has been given.

123. WIRELESS SETS.

The use of private wireless sets will not be permitted on board.

124. TRADING WITH CREW.

Trading with the crew is forbidden.

125. BOUNDS

(a) Troops will not be permitted to enter areas marked "out of bounds". These notices are posted in various places and must be strictly observed.

(b) The crew's quarters are out of bounds to troops.

(c) Officers' quarters are out of bounds, except to batmen and orderlies on duty.

(d) Officers' batmen will be allowed access to Officers' quarters from 0730 to 0815, 0915 to 1030 and 1700 to 1800. At other times they must carry out normal training.

126. SLEEPING ON DECK

(a) When troops are permitted to sleep on deck, there must be no noise, talking or movement between lights out and reveille. Sentries will be responsible for insisting on this.

(b) No mattresses are to be taken out of cabins for sleeping on deck.

CHAPTER 9 (CONTD).

126 SLEEPING ON DECK (CONTD)

- (c) All sleeping gear must be removed from decks at 0545 hrs. daily.

127 TRANSHIPMENT

- (a) Units will issue instructions to troops that on re-embarkation from the destination of the transport, only Universal Kit Bags and Sea Kit Bags are to be carried.
- (b) Excess personal gear will not be permitted.

128. SHIP'S MASTERS OF ARMS.

- (a) To ensure regular inspection and maintenance of ship's equipment, and to ensure early warning of fire, special Ships' Officers, known as Masters of Arms, are detailed to carry out regular inspections throughout the Ship.
- (b) These Ships Officers have no authority over the troops and their inspections are not in any way connected with the activities of troops on board. Their work, however, is essential to the well being of the ship and wherever necessary they should be given every assistance.

CHAPTER 10.

ENTERTAINMENTS AND WELFARE?

129. ENTERTAINMENTS COMMITTEE.

- (a) Units will detail one or more representatives to act on the Entertainments and Welfare Committee. If considered necessary, small units may be grouped together for this purpose.
- (b) This Committee will act under the presidency of an Officer detailed in R.O.'s. and will be responsible for organising and entertainments and attending to the welfare of the troops during the voyage.
- (c) All Chaplains and the Y.M.C.A. and Salvation Army representatives will be members of this Committee.
- (d) Sub-committees will be formed for the purpose of supervising:-
  - (i) Deck Games.
  - (ii) Swimming, this sub-committee will be responsible for the schedule of periods allocated to each unit and for the appointment of a life saving picquet at each port.
  - (iii) Boxing and Wrestling. The sub-committee will be responsible for the conduct of bouts and competitions.
- (e) Welfare, Indoor games, and Entertainments sub-committee will be responsible for the production of concerts, cinemas and indoor games, arranging tournaments where practicable, and the issue of reading and writing materials to the troops.
- (f) The Ship's Staff Captain is the Officer to whom inquiries should be made regarding equipment and facilities for recreation.

130. Y.M.C.A. AND SALVATION ARMY.

The representatives of the Y.M.C.A. and Salvation Army are located on B Deck in Cabins No. B 86 & B 87 respectively.

131 LIBRARY.

A lending Library of books and magazines is situated in the Y.M.C.A. room, B Deck and is open daily from 1630 - 1730 and from 1900 - 2000 hrs..

132 SHIP'S CINEMA.

- (a) Pictures will be shown in the Ship's Cinema every night. Accommodation on each night will be limited to 450 men.
- (b) The same programme will be shown on three successive nights and the number of seats allotted to each unit will be given each day in Routine Orders.
- (c) The men selected from the units will be marched into the theatre and no other troops will be permitted to enter the theatre on that night.

CHAPTER 16. ( Cont. )

132. SHIP'S CINEMA (cont).

- (d) This arrangement will ensure that every man will have an opportunity of seeing at least two programmes during the voyage.
- (e) The Orderly Officer will be responsible for the conduct of the men during the performance.

133. CROSSING THE LINE.

No crossing the Line ceremony will be held.

134. CANTEENS.

- (a) The Wet Canteen will be open as follows:-

- 1130 hours to 1150 hours.
- 1215 hours to 1235 hours.
- 1600 hours to 1800 hours.
- 1930 hours to 2100 hours.

- (b) The Dry Canteen will be open from 1200 hours to 2100 hours.

- (c) The Soft Drink Canteen will be open as under:-

- 1200 hours to 1300 hours.
- 1400 hours to 1800 hours.
- 1900 hours to 2100 hours.

135 )  
    )  
136 )  
    )  
137 )

R E S E R V E D.



CHAPTER 11.

BAGGAGE.

138. BAGGAGE OFFI CER.

(a) All baggage will be under the supervision of the Baggage Officer.

(b) "Baggage" includes Unit Stores, "Wanted on Voyage" gear and Unit Training Stores.

139. BAGGAGE REQUISITIONS.

(a) Units desiring access to their Baggage will submit estimates of their requirements to the Baggage Officer by 0830 hrs. daily.

(b) Units are warned that requisitions should be submitted at least 24 hours before baggage is required.

(c) Units will be advised by the Ship's Baggage Officer when the baggage will be available and the strength of the unit carrying party required.

(d) Carrying Parties will report to the Baggage Officer at the time and place advised.

(e) Packages, Boxes, Kit Bags, etc. MUST NOT be opened in the holds or Baggage Rooms. These areas are out of bounds to all except the Ship's Staff.

(f) On obtaining baggage, Unit Carrying Parties will carry it to their own area, and return it to the Baggage Room immediately units have finished with it.

140.

141. Reserved.

142,

SHIP'S STANDING ORDERS.

CHAPTER XI.

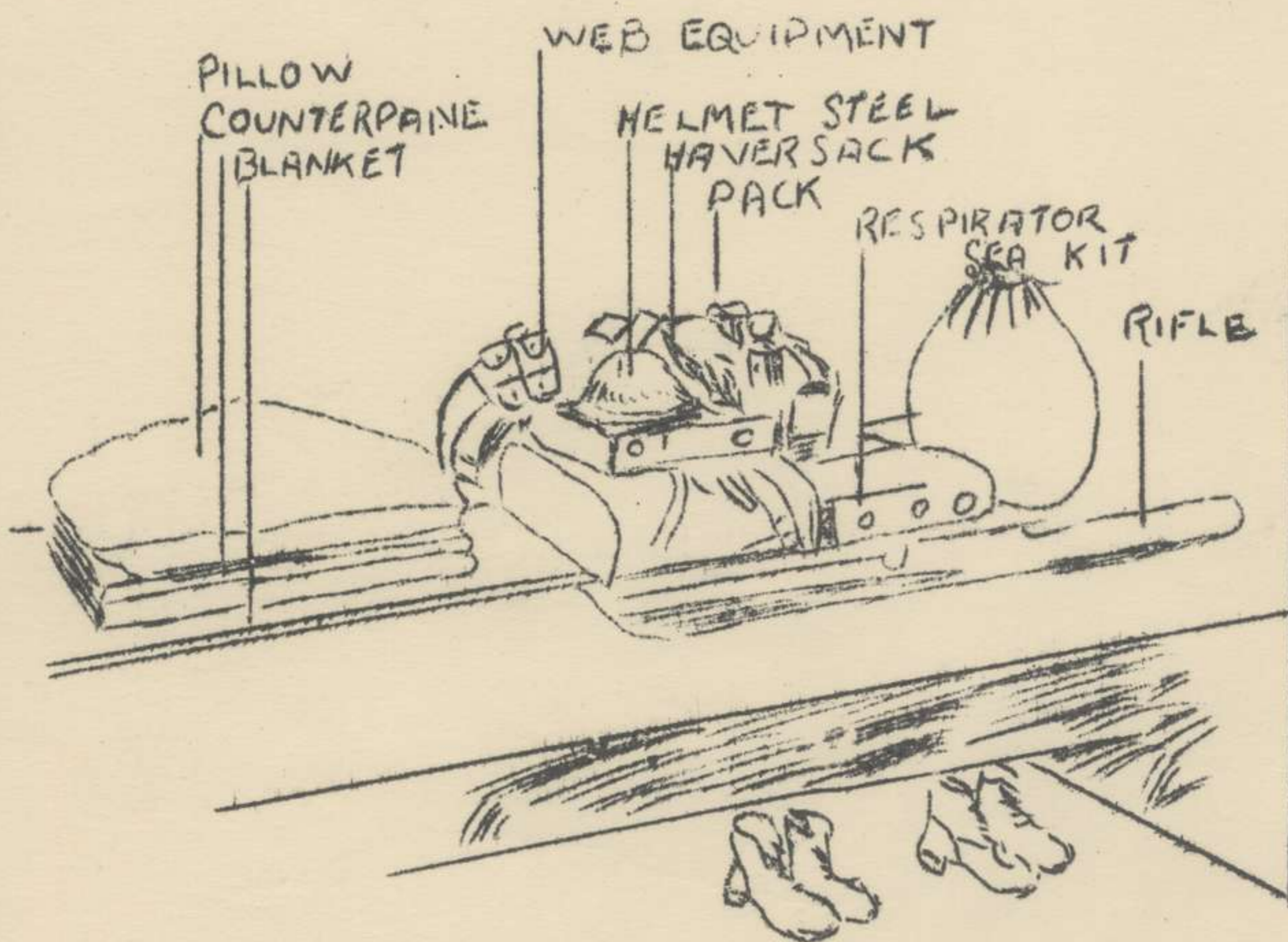
CONCLUSION.

(SGD. E. MACARTHUR ONSLOW) Major  
Ship's Adjutant.

Distribution:-

O.C. Convoy R.N.  
O.C. Convoy Mil.  
Ship's Captain  
Ship's Staff Captain  
O.C. Troops  
S.M.O.  
All Units  
Purser  
Chief Steward  
File.

APPENDIX A  
Layout of Kit



ALL KITS WILL BE  
PREPARED IN THE  
ABOVE MANNER FOR  
DAILY INSPECTION.

Exceptions:-

- (a) When rifle racks are available they will be used.
- (b) When wardrobes or hooks are available they will be used for tunics and for greatcoats, which will be used.
- (c) Where possible mattresses will be turned on side against wall, where not possible N.C.O's. will ensure that they are turned daily.
- (e) At night kits will be placed neatly on floor beneath lower bunk.

APPENDIX "B"

PRO FORMA UNIT RETURNS

(REFERENCE CHAPTER 1. PARA. 12)

H.M.T. "AQUITANIA"

NOMINAL ROLL OF TROOPS PARADING SICK.

TRANSPORT No. \_\_\_\_\_

Embarked \_\_\_\_\_  
 Disembarked \_\_\_\_\_

UNIT \_\_\_\_\_

No.	Rank.	Name.	Coy.	Date Parading.	Disability	M.O's Remarks	M.O's Initials.
QX11245	Pte.	JONES, M.	C.	17 Dec	Cold	T. & D	
				40.			
				18 Dec	Cold	T. & LD	
				'40.			
				19 Dec	Influenza	To Hosp.	
				'40			
QX11546	Cpl.	JACKSON, A.B.	C.	21 Dec	Tinea	T. & D	
				'40	Cold	T. & D	

NOTE: (a) To be completed in Alphabetical order from A.A.F. A46.  
 (b) Three names only to each page.

APPENDIX "B"

( REFERENCE CHAPTER 1 PARA.12 )

HMT "AQUITANIA"  
TATTO ROLL CALL REPORT

UNIT \_\_\_\_\_ DATE \_\_\_\_\_

DETAILS	W/O Sjts	Cpls.	O/Ranks	Total	Remarks (to include names of personnel A.W.L)
PRESENT					
ABSENT FROM CABINS WITH LEAVE ON DUTY OR HOSPITALS					
ABSENT FROM CABINS WITH) OUT LEAVE					
TOTAL IN UNIT					

Certified Correct.....Unit O.O.

Received.....hrs.....Ship's O.O.

HMT "AQUITANIA"  
DAILY STRENGTH RETURN

UNIT \_\_\_\_\_ DATE \_\_\_\_\_

	OFFICERS	W/O'S.&Sjts	O/RANKS	TOTAL.
AVAILABLE FOR PARADE				
SICK - HOSPITALS				
N.D.				
SHIPS DUTIES				
UNIT DUTIES				
A.W.L.				
TOTAL IN UNIT				

.....Adjt.

HMT "AQUITANIA"  
RIFLE STATE

UNIT \_\_\_\_\_ DATE \_\_\_\_\_

ARMS	NUMBER ON CHARGE	NUMBER MISSING	REGISTERED NOS. OF MISSING ARMS
RIFLES			
BAYONETS			

.....Q.M.

APPENDIX "C"

LOCATION SHEET

ORDERLY ROOMS

Ship's Orderly Room

2/3 Fd. Wk/shops and other )  
Units not mentioned below )

Details 9 Div. Supp. Col.  
W.Aust. troops excluding  
2/28 Bn.

2/2 M.G. Bn.

N.Z. troops and H.Q. 24 Inf.  
Bde.

2/28 Bn.  
Pay Office  
2/3 C.C.S.

A. Deck Smokeroom.

A. Deck Port Side near main  
staircase.

A. Deck port side near main  
staircase.

B. Deck Starboard, near main  
staircase.

B. Deck Port side near main  
staircase.

C. Deck amidships port.  
C. Deck amidships starboard  
S.M.O's. Office.

"A" Deck

Lounge, W.O's. and Sergeants  
Lounge, Officers  
Library Officers  
Sergeants' Canteen

Aft.  
Amidships  
Forward  
Aft.

"B" Deck

Wet Canteen and Troops' Lounge  
Orderly Room  
Chaplain  
O.C.T.  
Swimming Pool (Troops)  
Y.M.C.A. )  
Salvation Army. )

Aft.  
Aft.  
Starboard midships  
Port midships  
Aft.  
B. Deck.

"C" Deck

Dentist  
Well over Restaurant  
Lavatories  
  
Barber's Saloon  
Cinematograph operating box  
Well over theatre  
  
Stairways to Messing Deck  
Lounge and Dry Canteen ( Troops )  
Assembly area for mess parades

Fore midships  
Midships  
Midships fore and aft of  
galley.  
Aft midships  
Next Barber's Saloon  
Midships, aft of operating  
box.  
Aft.  
Aft.  
Port and Starboard decks.

APPENDIX "C" CONTD.

LOCATIONS (CONTD)

"D" Deck

Magazine and Wet Canteen	Aft Port
Purser's Office	Fore midships
Garbage Bin	Aft starboard
Post Office	Fore midships
Isolation Hospital	Stern.
Wet Canteen	Fore midships.
Hospital	Starboard beam.
Drying Room (Troops)	Aft of Galley.
Drying Room (Officers & Sergeants)	Fore of Galley;
Mens' Mess	Aft.

"E" Deck

Baggage Room and Q.M. Store	Aft starboard.
Dry Canteen	Starboard midships.
Ship's Crew Surgery	Port midships
Cells and Detention Room	Forward starboard
Magazine and Armoury	" "
Swimming Pool (Officers and Sgts)	" "
Gymnasium	" "

"F" Deck

Mens' Mess	Aft midships.
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APPENDIX C.

XI

DUTIES OF GUARDS AND SENTRIES.

1. Following are the Sentry Posts and the duties of Sentries.

No. 1. Starboard side, "A" Deck forward.

- (a) To prevent persons sitting on the Ship's Rail.
- (b) To prevent smoking on deck after sunset.
- (c) In case of Man Overboard, to throw overboard the nearest lifebuoy, give the alarm and inform Officer of the Watch.

No. 2. Port side, "A" Deck forward.

Duties same as for No. 1. Post.

No. 3. Starboard side, "A" Deck, amidships.

- Duties (a) (b) & (c) same as for No. 1. Post.
- (d) To prevent pillage of Spirits from Smokeroom Bar.

No. 4. Port side, "A" Deck amidships.

- Duties (a) (b) & (c) same as for No. 1. Post.
- (d) To prevent pillage of Spirits from Cocktail Bar.

No. 5. Starboard side, "A" Deck aft (Tourist).

- Duties (a) (b) & (c) same as for No. 1. Post.
- (d) To prevent tampering with S.A. Magazine.
- (e) To prevent unauthorised persons ascending to H.A. Gun Deck.

No. 6. Port side, "A" Deck aft (Tourist).

- Duties (a) (b) & (c) same as for No. 1. Post.
- (d) To prevent unauthorised persons from ascending to H.A. Gun Deck.

No. 7. Starboard side, "B" Deck forward.

Duties for (a) (b) & (c) same as for No. 1. Post.

No. 8. Port side, "B" Deck forward.

Duties (a) (b) & (c) same as for No. 1. Post.

No. 9. Starboard side, "B" Deck amidships.

Duties (a) (b) & (c) same as for No. 1. Post.

No. 10. Port side, "B" Deck amidships.

Duties (a) (b) & (c) same as for No. 1. Post.

No. 11. Starboard side, "B" Deck aft.

- Duties (a) (b) & (c) same as for No. 1. Post.
- (d) To prevent persons descending to 4.7" Gun Deck.

No. 12. Port side, "B" Deck aft.

Duties as for No. 11. Post.



APPENDIX E -- SCHEDULE OF DUTIES (Contd).

X. DUTIES OF GUARD COMMANDER.

1. He will be detailed by Duty Unit. His Tour of Duty will be from 1800 hours - 1800 hours.
2. He will familiarise himself with the Instructions to the Guard as detailed in Appendix E. Chapter XI.
3. He will inform the Ship's Orderly Officer immediately of any unusual incident on or near his guard.
4. He will visit his sentries at least once every two hours and at irregular intervals.
5. He will submit a written report to the Ship's Orderly Officer before 2000 hours on the day of dismounting.

APPENDIX E -- SCHEDULE OF DUTIES (Contd).

VII. SHIP'S ORDERLY CORPORAL.

1. The Orderly Corporal will mount at Retreat.
2. His tour of duty will be from Retreat to Retreat.
3. He will assist the Orderly Sjt. in the conduct of his duties.
4. He will see that Company Orderly Cpls. have sent Mess Orderlies to Kitchens half an hour before meals.
5. He will parade to O/Sjt. five minutes before Reveille and Tattoo at Ship's H.Q.
6. He will take over Sick Parades from Coy Orderly Cpls at 0640 and see that A46's are correctly filled in.
7. He will supervise the sick parades and assist the Ship's Orderly M. O. as required.
8. He will return completed copies of A46 to Unit Orderly Rooms as soon as they are completed.
9. He will parade light duty men to Q. M.'s office at 0820.
10. He will wear F. S. Dress, Gaiters, Sidearms and hat turned up unless otherwise ordered.
11. He will distribute R. O's at 1230 hrs.
12. He will act as Cpl. of the Fire Picquet and will parade them on duties at 1830 hrs.
13. He will make himself thoroughly conversant with his orders.

VIII. DUTIES OF SHIP'S BUGLER.

1. The Ship's Orderly Bugler will be detailed by the Duty Group.
2. His Tour of Duty will be from Retreat to Retreat.
3. He will report to the Orderly Sjt. five minutes before Reveille and Tattoo.
4. He will be responsible for sounding all calls set down at the correct times.

IX. SHIP'S RUNNER.

1. The Ship's Runner will mount at Retreat.
2. His tour of duty will be from Retreat to Retreat.
3. He will fall in on Duties Parade under O/Sjt.
4. He will not leave Ship's H. Q. except in execution of his duty or when relieved or dismissed by the O/Sgt.
5. He will wear F. S. Dress, gaiters, sidearms, hat turned up unless otherwise ordered.
6. He will make himself thoroughly conversant with his orders.

APPENDIX E )-> SCHEDULE OF DUTIES -- CONTD.

111. DUTY OF SHIP'S ORDERLY OFFICER. Contd.

13. He will take reports from Unit Orderly Officers at 2230 hrs. at the Ship's Orderly Room, that blackout restrictions are being observed and will report to this effect to the Field Officer of the Day.

IV. DUTIES OF MEDICAL OFFICERS.

For duties of Medical Officers see Medical Administrative Instructions.

V. DUTIES OF HYGIENE OFFICER.

- (1) He will exercise general supervision over the hygiene in co-operation with the S.M.O..
- (2) He will ensure that Lavatories and Latrines are maintained in a state of cleanliness.
- (3) He will ensure that foot baths are kept full of electrolised water.
- (4) He will take part in the Ship's inspection.
- (5) He will inspect all rations.
- (6) He will inspect all kitchens, butchers shops etc.

VI. DUTIES OF SHIP'S ORDERLY ROOM SERGEANT.

- (1) The Orderly Sergeant will mount at Retreat.
- (2) His tour of duty will be from Retreat to Retreat.
- (3) He will assist the Ship's Orderly Officer in seeing that Ship's Standing Orders are being carried out, and will be thoroughly conversant with these Orders.
- (4) He will ensure that good order and discipline are maintained at all times.
- (5) He will accompany the Ship's Orderly Officer to the kitchens and test the food before mess is served.
- (6) He will call the Mess to order and hand over to the Ship's Orderly Officer when the latter is making his tour of messes.
- (7) He will see that unit fatigues are conversant with and are carrying out their duties.
- (8) He will see that the Orderly Bugler sounds all calls at the correct time.
- (9) He will wear F.S.Dress, gaiters, side arms and hat turned up unless otherwise ordered.
- (10) He will ascertain from the Ship's Medical Officer the number of personnel 30 minutes before 1st sitting and notify the Ship's Messing Officer.

A-APPENDIX E.

SCHEDULE OF DUTIES.

I. FIELD OFFICERS OF THE DAY.

- (1) The Field Officer of the Day will be detailed daily in Ship's R.O.'s. His tour of duty will be from 1800 hrs. to 1800 hrs.
- (2) He will report to the Officer of the Bridge at 0600 hours daily.
- (3) He will assist O.C. Troops in all matters as required by him.
- (4) He will be responsible for the maintenance of order and discipline.
- (5) He will submit a written report to Ship's C.O. at 2000 hours on the day of dismounting, attaching thereto reports of subordinate Orderly Duties.
- (6) Unit and Ship's Orderly Officers will report any unusual occurrence to him for information of O.C. Troops.
- (7) In the event of the air attack signal or emergency he will proceed to the bridge with the O.C. Troops.

II. DUTIES OF SHIP'S ORDERLY OFFICER.

- (1) The Ship's Orderly Officer will be detailed daily in Ship's R.O.'s. His tour of duty will be from 1800 hrs to 1800hrs.
- (2) He will report any unusual occurrences to the Field Officer of the Day.
- (3) He will report to the Ship's Adjutant at 1830 hours for instructions.
- (4) He will accompany the Ship's Medical Officer and Chief Steward to sample food in the kitchens before it is served and will maintain close contact with the Ship's Messing Officer.
- (5) After the mess has been called to **order**, he will ascertain if the men have any complaints to make, and, if any, rectify those complaints.
- (6) He will inspect the Ship's Guard at least once by day and once by night.
- (7) He will inspect picquets regularly and ensure that Standing Orders are being adhered to.
- (8) He will assist the Field Officer of the Day as required by him.
- (9) He will submit a written report to the Field Officer of the Day before 2000 hours on the day of dismounting, attaching thereto reports of subordinate duties.
- (10) He will be responsible for the maintenance of good order and conduct.
- (11) He will be responsible for posting police at gang ways while in port.
- (12) He will take charge of the theatre picquet half an hour before the Cinema commences and will be responsible for the maintenance of order and discipline during the pictures. He will exercise at his discretion regarding permitting of smoking in the Cinema.

APPENDIX E. (Cont.).

13. On after Mooring Deck, ( 4.7" Gun Deck).
  - (a) To prevent troops from using this Deck.
  - (b) Only Ship's Officers, gun's crew, and ammunition supply party are allowed on this deck, or Ship's crew on duty.
14. On "Wet Canteens" forward, (Crew's Canteen).
  - (a) To prevent troops from entering Crew's Canteen.
  - (b) To prevent troops ascending to "C" Deck unless on duty. This deck is reserved for Crew's use.
15. ~~10m~~ "Wet Canteens" aft.

To prevent pillage of liquor & to maintain order.
16. On starboard side, "Wet Canteens" aft.

To assist No. 15 in his duties and to see that the lids of Rubbish Dump are kept closed as much as possible.
17. On after Magazine.
  - (a) To prevent troops loitering or smoking near magazine.
  - (b) To flood magazine in case of serious outbreak of fire in vicinity, press electric Fire Alarm Push, and report immediately to an Officer.
18. Forward end of Working Alleyway.

To prevent troops entering Crew's Quarters.
19. Outside forward Magazine and Armoury.

To prevent smoking and loitering in this vicinity.
20. Outside detention cells.

Guard over prisoners.
21. Patrol of Working Alleyway.

To prevent congestion in Working Alleyway.
22. Starboard side of Dry Canteen.

To prevent pillage of stores and to maintain order.
23. Port side of Dry Canteen.

Duties as for No. 22. Post.
24. Port side of "C" Deck (Troop Quarters).
  - (a) To prevent congestion in alleyway.
  - (b) To prevent smoking on Troop Decks.
  - (c) To give alarm in case of fire by pressing nearest fire alarm bell push and to extinguish if possible by means of fire extinguisher or hose.
25. Starboard side of "C" Deck (Troops Quarters).

Duties as for No. 24. Post.

APPENDIX G. (Cont.).

2. Sentries will see that efficient Blackout is maintained on their posts during the hours of darkness, that is, from Sunset to Sunrise.
3. Sentries will be alert at all times for outbreak of fire and will report any such outbreak immediately. They will do all in their power to put out the fire with fire extinguishers or hoses.

X I I.

DUTIES OF FIRE PICQUETS.

1. Fire Picquets will be posted on decks below Working Alleyway "E" Deck.
2. A Fire Picquet will consist of a Sergeant in charge of 3 reliefs, each of one N.C.O. and 10 men, making a total of 4 N.C.O's. and 30 men. This picquet will be located at Guard Rm. A deck and will allot one man to patrol each of the following decks.
  - (a) "C" Deck, "M" "N" Pockets.
  - (b) "D" Deck, "O" Pocket.
  - (c) "E" Deck, "P" Pocket.
  - (d) "P" Pocket starboard.
  - (e) "F" Mess Deck, "Q" Pocket.
  - (f) "F" Mess Deck, "R" & "S" Pockets.
  - (g) "F" Deck Long Gallery.
  - (h) "F" & "G" Decks aft end "E" Deck. (2 men).
  - (i) "A" to "H" Rooms aft.
3. Duties of Fire Picquets will be,
  - (a) To prevent smoking on these decks and in cabins.
  - (b) To keep a sharpe lookout for any outbreak of fire.
  - (c) To sound alarm immediately a fire is detected and to endeavour to put out fire with extinguishers and hoses.
4. Each man will be on duty for 2 hours and off for 4 hours.
5. The Ship's Staff Captain will undertake to see that all members of the Fire Picquet receive instructions in the use of fire fighting apparatus, position of the nearest fire alarm bell push, and any other action that may be necessary in the event of fire.
6. The various Decks and Pockets, the quickest route to and from the Sections and Pockets will be shown to N.C.O's. i/c Picquets by members of the Ship's Company.

X I I I.

DUTIES OF DECK SWEEPERS.

1. The Duty Group will supply a total of 5 N.C.O's. and 27 O/R's. daily as Deck Sweepers.
2. Rubbish from all decks will be collected in boxes by the sweepers and thrown in the Rubbish Dump on "D" Deck.
3. N.C.O's. will be responsible for the cleanliness of their respective decks.

APPENDIX E. (Cont.).

DUTIES OF DECK SWEEPERS. (Cont.).

4. Following is a list of the men required for the various duties:
- (a) Boat Deck. 1 N.C.O. & 6 Men.  
3 men on port side to sweep raised portion of Deck and Sun Deck, as well as main level. 3 men on starboard side to sweep raised portion of Deck and Sun Deck at after part of deck, as well as main level.
  - (b) "A" Deck. 1 N.C.O. & 6 men.  
3 on each side of deck. To sweep deck & ladders to "B" Deck from forward to right aft, not including Garden Lounge. The Garden Lounge will be swept and scrubbed by personnel sweeping on that deck.
  - (c) "B" Deck. 1 N.C.O. & 6 men.  
3 on each side of deck to sweep on each side of deck and to sweep ladders to "C" Deck forward and aft.
  - (d) "C" Deck. 1 man.  
Near Guns, To sweep both sides of this deck from just forward of the guns.
  - (e) "D" Deck. 1 N.C.O. & 2 men.  
1 man to sweep each side and around the Rubbish Dump and "Wet Canteen".
  - (f) "E" Deck. 1 N.C.O. & 6 men.  
To sweep all the Working Alleyways. 3 sweepers to start from forward end and 3 from aft, squares and side alleyways will also be swept.
5. Buckets and Brooms will be obtained from Bosun forward square, forward end of Working Alleyway.

X I V.

ORDERS FOR SHIP'S POLICE.

1. Each policeman will be furnished with a copy of these orders.
2. Police will report persons acting contrary to orders, and will prevent:-
  - (a) Blocking up ladders.
  - (b) Spitting on decks.
  - (c) Throwing dirt or slops over the side or on decks.
  - (d) Troops from going aloft.
  - (e) Any person sitting on the rails, bulwarks, or rigging.
  - (f) Any soldier from going into any part of the Ship appropriated for the use of the Crew.
  - (g) The hanging of clothes or bedding in other than the appointed places.
  - (h) Smoking, except in authorised part of the Ship and in smoking hours.
  - (i) Persons from leaving their beds at night after the rounds have passed, except to go to the latrines.

APPENDIX E. (Cont.).

ORDERS FOR SHIP'S POLICE. (Cont.)

- (j) Any person sitting in or in any way interfering with the boats.
3. Ship's Police will see that orders regarding dress are observed at all times. They will see that the proper ranks use the latrines etc. set apart for those ranks.
  4. Any man becoming violent is to be at once handed to the guard. Any man refusing to obey a policeman is to be at once reported to his C.O..
  5. Ship's Police are to suppress bad language at all times.
  6. While in Port it will be the duty of the Provost Sjt. to prevent communication between civilians and troops. The sale or barter of liquor is absolutely prohibited.
  7. Police on stairways are to regulate the flow of traffic so that men go up one side and down the other, keeping on their own right going down and their own right coming up. They will prevent congestion at openings; in any men are waiting to enter they must form line and take their turn.
  8. Gangways in front of stairways are always to be kept clean.
  9. Police on duty on the run of bathrooms will prevent crowding in the lavatories, see that the latrines have constant flow of water, and if they become blocked acquaint the Officer of the Day; prevent waste of water, especially by running taps, and see that no refuse is deposited in the vicinity.
  10. They will also prevent men from climbing on unauthorised places.
  11. The Police in each dormitory are to prevent gambling in dormitories, use of vomit-tubes for urinating or any purpose other than vomiting; to prevent men from being in dormitories during the periods from 0930 hours to 1200 hours, from 1315 hours to 1445 hours, from 1530 hours to 1630 hours, and from 1930 hours to 2000 hours; to prevent smoking at all times in dormitories; to circulate pure air by manipulating the wind sails; to prevent refuse being left in dormitories.
  12. If any man remains in his bunk it must be ascertained whether the man has reported sick, and if not, he must be reported to his C.O..
  13. The policeman on duty must be prepared to take messages from the Orderly Room to any part of the Ship; To prevent any person other than Ship's Staff entering the Orderly Room during absence of Ship's Staff; to prevent men from crowding or loitering in the near vicinity of the Orderly Room; to prevent undue noise near the Orderly Room; to prevent men from climbing on tops of bathrooms.
  14. The Policemen on duty will prevent undue crowding by seeing that men file on and do not act in a noisy way. He will not allow men to drop fruit, refuse, or any waste material on the Canteen decks.
  15. The Policeman on duty will not allow anyone to take books, papers etc. into the latrines. He will see that there is a constant supply of sanitary paper. He is responsible that men do not loiter in the vicinity.



APPENDIX E. (Cont.).

ORDERS FOR SHIP'S POLICE. (Cont.)

16. The Policeman on duty will be on the alert to throw out the lifebuoy in case of accident.
17. The Policeman will allow no one to loiter in the alleyways near the Ship's or Troop's galleys. He will be responsible that the deck around the shoots is clean.
18. The Policeman on duty will not allow anyone to loiter near the Officers' Quarters or the Bridge Deck. Officers are to be allowed free passage at all times.
19. A policeman on duty will on no account sit down, smoke, or read. Police will not carry arms.
20. A place for Police H.Q. should be allotted as near as possible to the Ship's Orderly Room.

(SGD, E. MACARTHUR ONSLOW)  
Major Ship's Adjutant.

APPENDIX "F"

NOMINAL ROLL OF UNITS EMBARKING  
HMT "A uitanian"

Serial No.	Unit	Personnel					Present Location	Embark.
		Off.	W.O.	Sgt.	R&F	Total		
385	H.Q. 24 Inf.Bde (Less Chaplain & Batmen)	10	1	4	54	69	N.Comd.	Sydney
385	Intelligence Sec.	-	-	-	2	2		
	TOTAL	10	1	4	56	71		
389	L.A.D.	1	1	-	11	13	N.Comd.	Sydney
397	2/4 Fd. Hyg.Sec. 1st Reinf.	1	-	4	24	29	N.Comd.	Sydney.
		-	-	-	1	1		
	TOTAL	1	-	4	25	30		
291	2/2 M.G. Bn. A & B. Coys.	10	2	14	266	292	N.Comd.	Sydney
291	2/2 M.G. Bn. less A. & B. Coys. 1st Reinf.	21 7	5 -	29 4	401 65	456 76	E.Comd. (Cowra)	Sydney
	TOTAL	28	5	33	466	532		
345	77 L.A.D.	1	1	-	11	13	E.Comd. (Cowra)	Sydney
272	2/3 A.Fd. Wk/shop (less 8 & 9 Sections) 1st Reinf.	8 -	12 1	39 2	282 16	341 19	E.Comd. (Ingleburn)	Sydney
	TOTAL	8	13	41	298	360		
347	2/3 C.C.S. (Including attach Chaplain) 1st Reinf.	13 -	2 -	10 -	82 3	107 3	E.Comd. (Cowra)	Sydney
	TOTAL	13	2	10	85	110		
	A.A.N.S.	8	-	-	-	8	E.Comd. (Cowra)	Sydney
436	Details H.Q.9 Div. A.S.C.	2	-	-	-	2	E.Comd.	Sydney
437	Details 9 Div. Supply Col. 4th Reinf. A.A.O.S.	8 1	1	15	273	297 1	E.Comd. (Dubbo)	Sydney
	TOTAL	9	1	15	273	298		

APPENDIX "F" (CONTD)

NOMINAL ROLL OF UNITS EMBARKING

HMT "AQUITANIA"

Serial No.	Unit	Personnel					Present Location	Embark
		Off.	W.O.	Sgt.	R&F	Total		
387	2/28 Bn. (Incl. Chaplain and Batmen 1st Reinft.)	34	7	33	720	794	W. Comd.	Fremantle
		7	-	7	140	154		
	TOTAL	41	7	40	860	948		
388	24 A.T. Coy.	4	1	4	73	82	W. Comd.	Fremantle.
401	9 Div. Mobile Bath Unit	1	-	1	18	20	W. Comd.	Fremantle.
402	9 Div. Mobile Laundry	2	1	7	125	135	W. Comd.	Fremantle
403	9 Div. Salvage Unit	1	-	2	39	42	W. Comd.	Fremantle
315	1 Supply Personnel Sect. 1 Reinft.	1	-	2	16	19	W. Comd.	Fremantle
		-	-	-	1	1		
	TOTAL	1	-	2	17	20		
316	2 Supply Personnel Sect. 1st Reinft.	1	-	2	16	19	W. Comd.	Fremantle
		-	-	-	1	1		
	TOTAL	1	-	2	17	20		
	Salvation Army	1				1		
	Y.M.C.A.	1				1		
	Commadore & Staff	2	2	-	3	7		
	New Zealand troops	14		21	306	341		Sydney.
	TOTALS	160	37	200	2949	3346		

(SGD E. MACARTHUR ONSLOW) Major  
Ship's Adjutant.

24th. December 1940.

APPENDIX "G"  
QUARTERMASTER'S STORES  
STORES ALLOCATED TO UNITS

Unit	Black-board	Land-scape targets	Targets Min. Group	Medicine Balls	Pads & Gloves Punching.	Gloves Boxing
H.Q. 24 Inf. Bde.	1	1	7	2	4	10
2/2 M.G. Bn.	6	2	70	24 <sup>1/2</sup>	26	54
2/3 A.Fd.W/shops	4	1	30	10	12	24
2/3 C.C.S.	2	1	11	3	6	14
Details 9 Div Sup. Col.	3	1	30	9	10	22
2/28 Bn.	7	3	80	27	30	60
24 Ant. Tank	1	1	10	2	3	8
L. A. D'S. (2)	1	1	2	2	3	6
9 Div. Mob. Bath	1	1	2	2	3	8
9 " " Laundry	2	1	14	4	4	10
9 " Salvage	1	1	4	2	3	8
Supply Personnel Sections	1	1	4	2	3	8
2/4 Fd. Hygiene Sect.	1	1	6	2	3	8
Use of Officers	2	1	-	4	-	-
	33	17	280	95	110	240

STORES AVAILABLE OR DRAWN.

Model Equipment	6 sets.
Actions Skeleton Rifle	6 only.
Hessian ( for sand tables)	
Timber ( for Target Frames)	
Chalk (To be drawn as required)	
Kodascopes (3) Training Films	(14)
Flags Signal Army M.K. <u>ii</u>	
White Striped	112.
Buzzers Signal Training	23.
Epideascopes	1
Mats Gymnasium Rubber	12
Oil Flannelette for Rifles	

# FIELD RETURN OF OFFICERS

2/2 M.G.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		
Captains ... ..	3		
Lieutenants ... ..	16		
2nd Lieutenants ... ..			
Quartermasters ... ..	1		
<b>TOTALS</b> ... ..	23		

\* 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.	NX 376	D. A. Whithead		No	On Pa-embarkation leave
Major	NX 34676	R. L. Hawke		No	"
	NX 12629	E. M. Arthur-Owens		No	"
Capt.	NX 34986	C. M. Hays		No	"
	NX 12343	M. J. W. Barclay		No	"
	NX 34709	F. K. Mackay		No	"
	NX 423	C. L. Fitchard		No	"
Lieut	NX 12355	H. B. Stumland		No	"
	NX 12354	C. C. Brown		No	"
	NX 12356	F. R. K. Stumland		No	"
	NX 12366	W. M. M. Stephens		No	"
	NX 12333	G. M. Jones		No	"
	NX 12409	C. G. Jacks		No	"
	NX 34687	F. F. Lawson		Yes	
	NX 34672	H. S. Wragge		No	On Pa-embarkation leave
	NX 34673	F. G. Cameron		No	"
	NX 34784	P. B. Green		No	"
	NX 34664	W. P. Nicholas		No	"
	NX 35157	A. R. Hudson		No	"
	NX 34856	M. G. Lamb		No	"
	NX 70716	J. H. Donihwell-Kelly		No	"
	NX 12452	B. C. Dawson		No	"
	NX 12462	M. C. Halliday		No	"

(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	NX 454	V. G. Buitan	A.A.M.C	27-540	R.M.O
	NX 70321	R. Bird	A.A.C.Y	1-840	Chaplain

2/2 M.G.B.

(Unit.)

2 Dec. 40

(Date of Despatch.)

*Ch. J. Sheehan*

(Signature of Commander.)

Att to 8 Aust. Div. for administration

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

**FIELD RETURN OF OTHER RANKS.**

2/2 MG Bn (Unit) 2. 12 1940 (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.	1		
W.Os. Class II.	1		
Squadron or Company Quartermaster-Serjeants	1		
Staff Serjeants	2		
Serjeants	32		
Corporals	35		
Troopers, Privates, &c.	470		
<b>TOTALS</b>	<b>542</b>	*	*

\* 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>Mr 14732 Sgt. Bonden A</i>	<i>A.A.P.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).

2/2 MG Bn

Unit.

Army Form W. 3009  
(page 2)

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

DETAIL OF SPECIALISTS, TRADESMEN, ETC.	SURPLUS TO ESTABLISHMENT.							REINFORCEMENTS REQUIRED.							REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.	
Bricklayers															
Butchers															
Carpenters and Joiners															
Clerks															
Despatch Riders															
Draughtsmen (topo)															
Drivers H.T. and/or I.C.															
Electricians															
Farriers															
Fitters															
Masons															
Painters and Decorators															
Plumbers and Gasfitters															
Saddlers and Harness Makers															
Signallers															
Storemen technical															
Vickers Machine Gunners															
Cooks															
General duty personnel															
TOTALS (to agree with Columns 3 and 4 of Part A.)															

2/2 MG Bn

Unit.

*Chas. Wheatley*

Signature of Commander.

Date of Despatch

2/12/40

*Att to Asst. Dir for administration*  
Bde., Divn., Area, &c., with which unit is serving.



# FIELD RETURN OF OFFICERS

2/2 M.G. Bn (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		
Captains ... ..	3		
Lieutenants ... ..	19		
2nd Lieutenants ... ..			
Quartermasters ... ..	1		
<b>TOTALS</b> ... ..	<b>26</b>		

\* 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.
Lieut	F. A. Warley		28-11-40	By Promotion
"	G. L. A. Mitchell		25-11-40	" "
"	G. J. Ferguson		28-11-40	" "

### 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.	NA 376	D. A. Whitehead		yes	
major	NA 34676	R. L. Hawke		yes	
"	NA 12629	E. MacArthur - Onslow		yes	
Capt.	NA 34986	C. M. Hayes		yes	
"	NA 12343	M. J. Wheatley		yes	
"	NA 34709	J. K. Mackay		yes	
"	NA 425	C. L. Fischer		yes	
Lieut	NA 12355	H. B. Staniland		yes	
"	NA 12354	C. C. Brown		yes	
"	NA 12356	F. A. K. Staniland		yes	
"	NA 12366	W. M. M. Stephens		yes	
"	NA 12333	G. M. Turner		yes	
"	NA 12409	C. E. Jack		yes	
"	NA 34687	G. F. Lavan		No	On leave - embarkation leave
"	NA 34672	K. J. Wragge		yes	
"	NA 34673	G. S. Cameron		yes	
"	NA 34784	P. B. Green		yes	
"	NA 34664	W. P. Nicholas		yes	
"	NA 35187	A. R. Thorburn		yes	
"	NA 34886	M. J. Lamb		yes	
"	NA 70716	J. H. Southwell-Keely		yes	
"	NA 12488	B. P. Dawson		yes	
"	NA 12462	M. C. Halliday		yes	
"	NA 14551	F. A. Varley		yes	
"	NA 32719	G. L. A. Mitchell		yes	
"	NA 15828	G. J. Ferguson		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	NA 459	V. G. Bultman	A.A.M.C	27.5.40	R.M.O
Chaplain	NA 70321	R. Bird	A.A.C.D	1.8.40	Chaplain

2/2 M.O.Bn

(Unit.)

9 Dec. 40

(Date of Despatch.)

*M. J. Wheatley*

(Signature of Commander.)

Att. to 8 Aust. Div. for administrative

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

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W. 3009  
(page 1)  
(Adapted)

**FIELD RETURN OF OTHER RANKS.**

2/2 MGBN (Unit) 9 12 40 1940 (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.	1		
W.Os. Class II.	1		
Squadron or Company Quartermaster-Serjeants	1		
Staff Serjeants	2		
Serjeants	30		
Corporals	36		
Troopers, Privates, &c.	476		
TOTALS	547	*	*

\* 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).

2/2 MG 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 TO ESTABLISHMENT.							REINFORCEMENTS REQUIRED.							REMARKS.	
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.		TOTAL.
Bricklayers																
Butchers																
Carpenters and Joiners																
Clerks																
Despatch Riders																
Draughtsmen (topo)																
Drivers H.T. and/or I.C.																
Electricians																
Farriers																
Fitters																
Masons																
Painters and Decorators																
Plumbers and Gasfitters																
Saddlers and Harness Makers																
Signallers																
Storemen technical																
Vickers Machine Gunners																
Books																
General duty personnel																
TOTALS (to agree with Columns 3 and 4 of Part A.)																

2/2 MG Bn Unit.

*Ch. J. Wheatley*

Date of Despatch 9. 12. 40

Att to 8 Aust Div for administration  
Bde., Divn., Area, &c., with which unit is serving.

# FIELD RETURN OF OFFICERS

2/27 G Bn (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		
Captains ...	5		
Lieutenants ...	17		
2nd Lieutenants ...			
Quartermasters ...	1		
<b>TOTALS ...</b>	<b>26</b>		

\* 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	NX 1376	A. A. Whitehead		Yes	
Major	NX 34676	K. L. Lawley		No	with boys & land
Capt	NX 12629	E. Macartney Onslow		Yes	
"	NX 34988	G. M. Hayes		Yes	
"	NX 12343	M. J. Wheatley		Yes	
"	NX 34709	J. K. McKay		Yes	
"	NX 428	H. J. Fischer		Yes	
"	NX 12354	G. B. Brown		Yes	
Lieut	NX 12488	R. P. Dawson		Yes	
"	NX 12355	G. B. Staniland		Yes	
"	NX 12356	F. R. K. Staniland		Yes	
"	NX 12366	W. M. M. Stephens		Yes	
"	NX 12333	L. M. Furner		Yes	
"	NX 12409	H. E. Jacks		Yes	
"	NX 34687	J. F. Davani		No	on previous leave.
"	NX 34672	K. D. Wragge		Yes	
"	NX 34673	J. L. Bamford		Yes	
"	NX 34784	R. B. Green		Yes	
"	NX 34664	W. P. Nicholas		Yes	
"	NX 35187	W. R. Harburn		Yes	
"	NX 34886	M. J. Lamb		Yes	
"	NX 70716	J. B. Kuntzwell Keely		Yes	
"	NX 12462	M. B. Halliday		Yes	
"	NX 14551	F. G. Farley		Yes	
"	NX 32719	J. L. A. Mitchell		Yes	
"	NX 15824	G. J. Ferguson		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	NX 459	V. G. Bullman	AAME	27.5.40	R.M.D.
Chaplain	NX 70321	J. R. Bird	AACD	1.8.40	Chaplain

2/2 MG B1  
16 Dec '40  
(Date of Despatch.)

M. J. Wheatley  
(Signature of Commander.)  
Att to 8 Aust Div for administration  
(Bde., Divn., Area, etc., with which Unit is serving.)

**FIELD RETURN OF OTHER RANKS.**

2/2 MG Bn (Unit) 16 Dec 1940 (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.	1		
W.Os. Class II.	1		
Squadron or Company Quartermaster-Serjeants	1		
Staff Serjeants	2		
Serjeants	32		
Corporals	35		
Troopers, Privates, &c.	468		
TOTALS	540	*	*

\* 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.
NX 14732 Sgt Dondow S J	A.A.P.C.		
NX 10058 Sgt Boyd J. J.			
NX 2692 Pte/Mellican T. O.			

**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).





AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 144.

1 Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. K.S. Wragge	5 Dec. '40
Next for Duty	" W.M.M. Stephens	6 " '40
Orderly Sjt.	NX15040 Sjt. Jacob, J.W.	5 " '40
Next for Duty	NX45195 " Vile, W.P.	6 " '40
Orderly Cpl.	NX23069 Cpl. Thompson, M	5 " '40
Next for Duty	NX17709 " Stumbles, C.S.	6 " '40
Senior Cpl. of Guard	NX22918 " Kane, R.R.	5 " '40
Next for Duty	NX27607 " Jupp, J.S.	6 " '40
Junior Cpl. of Guard	NX27163 " Cochram, H.J.	5 " '40
Next for Duty	NX31340 " Goodland, K.G.	6 " '40
	Duty Coy. B Coy.	5 " '40
	Next for Duty A "	6 " '40

2. Leave. Dress for leave in Cowra will be Felt Hats, shirts and shorts, stockings and boots.

b. Leave. There will be no leave to-night.

Administrative Memo.

Postings.

NX50389	Pte. McGrath, M.F.	Posted to	E Coy.
NX66063	" Oakes, E.E.	" "	" "
NX22953	" Edwards, E.N.	" "	B 2
NX24729	" King, W.R.	" "	B 2
NX45721	" Wallace, D	" "	B Coy.

M.I. WHEATLEY, CAPT.  
ADJT. 2/2 M.G. BN.

NOTICES.

Entertainments. The Frogmore and District War & Patriotic Fund will hold a Ball in Frogmore Hall on Friday 8 Dec. '40. Proceeds will be donated to Cowra Military Camp Comforts Fund.

Found. One belts watch was found in the train this morning. Markings on belt were indistinct. Owner apply to Bn.H.Q.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 145.

1 Duties. To mount at retreat on dates as under:

Orderly Officer	Lieut. W.M.M. Stephens	6 Dec. '40
Next for Duty	" G.M. Turner	7 " '40
Orderly Sjt.	NX45195 Sjt. Vile. W.P.	6 " '40
Next for Duty	NX58514 " Griffiths, J.B.	7 " '40
Orderly Cpl.	NX17709 Cpl. Stumbles, C.S.	6 " '40
Next for Duty	NX50826 " Lasker, J	7 " '40
Senior Cpl. of Guard	NX27607 " Jupp, J.S.	6 " '40
Next for Duty	NX50700 " Miller, D	7 " '40
Junior Cpl. of Guard	NX31340 " Goodland, K.G.	6 " '40
Next for Duty	NX33128 " Campbell, W.G.	7 " '40
	Duty Coy. A Coy.	6 " '40
	Next for Duty E & H.Q.	7 " '40

2. Camp Picquet. The Camp Picquet is permitted to mount in shorts, shirts, stockings, boots and felt hat in lieu of Service Dress.

3. Night Movement. In future all column of troops moving on roads at night will carry a red lantern at the rear of the column.

4. Pay Books. All personnel in possession of pay books will hand same to Coys. immediately. This matter is urgent.

Administrative Memo.

Transfers & Postings.

NX36195	Pte. Turner, J	Trans. from E Coy. to H.Q. Coy. (Lt. Turner's
NX56053	Pte. Wallis, E.	Trans. from E Coy. to H.Q. 3 (Batman)
25630	" Collier, R.L.	" " " " A Coy. H.Q.
29328	" Parkhill, W.G.	" " " " A.1
5359	" Pearce, H.E.	" " A.1 " Bn.H.Q. (batman for
NX36379	" Sonneman, R.A.	" " E Coy. to H.Q. Coy. Padre)
DX 581	" Sparke, J.A.	" " E Coy. " B.2
NX32113	" Fagan, H.J.	" " " " B.3
53888	" Whittaker, W	" " " " A.1.
55059	" McLaurin, R.J.L.	" " " " A.1
NX27405	" Smith, W.J.	Posted to H.Q. Coy.

Following personnel of E Coy. reverted to Ranks.

NX40711	A/Cpl. Harris.
31558	" Rostron, T
35332	" Payn, V.H.
45465	A/L/Cpl. Sanders, T.S.
40904	" Wilson, W.D.
36574	" Roach, V.E.
35332	Pte Payne V.H. Trans. from E. Coy to A2

Discharges.

NX28531	A/Sjt. Goulding, P.	Discharged Medically Unfit.
28531	Pte. McHattan, N.C.	" " "

OVER.

Corrigenda. R/O No. 144 of 5 Dec. NX50389 Pte. McGrath posted to B.1 instead of E Coy.

- 5. Wet Canteens. Wet canteens will not be open during hours when visitors are permitted in the camp area.
- 6. Bn. Runner. Until further notice Duty Coy. will detail 2 runners to report to Bn.H.Q.
- 7. Phone Calls. Personnel will ask their friends NOT to ring them up on the Battalion Line. In future private calls will not be put through.

M. I. WHEATLEY, Capt.  
Adj. 2/2 M.G. Bn.

NOTICES.

Trip to Grenfell. The people of Grenfell District have issued an invitation for Sunday next for entertainment of the men of this camp. This Unit may send 23 men. They will be allotted to Coys. as follows.

6	each for	A, B & H.Q. Coy.
3	"	" E Coy.
2	"	" Bn.H.Q.

One N.C.O. must be included for each Coy.

The cost to each man will be 5/6 per head which is the return rail fare to Grenfell. Free buses will collect and return personnel from Unit lines to and from station.

Timetable Bus picks up in lines approx. 0900 hrs.

Train leaves Cowra 0930 hrs.

Train Departs Grenfell 2117 hrs.

" arrives Cowra approx. 2300 hrs.

Of the 23 men in this Unit 8 will be entertained in the town 15 in the country. There is to be a swimming carnival so swimming togs should be taken.

Names to be handed in to Coys. by 1640 hrs. this afternoon.

Brooches. Regimental Brooches are available at Bn.H.Q.

Acknowledgements. The Commanding Officer wishes to acknowledge with thanks the following gifts to the Battalion.

Nursing Staff,  
Royal Prince Alfred Hospital.

Assorted Dressings.

1 Undine

1 Eye Spud

1 Scalpel

1 Pair Forceps

1 Kidney Tray.

Dance. There will be a dance at Goolagong tomorrow night Sat. 7 Dec.

Personnel from

Murrumbarrah District. All personnel from the Murrumburrah-Harden District are advised to contact Mr. A.H. Williams, Council Chambers, Murrumburrah and State that they are members of this Unit and are due to leave for overseas shortly. It is understood that former residents of this district will be sent a donation.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 146

1 Duties. To mount at retreat on dates as under:

Orderly Officer	Lieut. G.M. Turner	7 Dec. '40
Next for Duty	" M.C. Halliday	8 " '40
Next for Duty	" W.P. Nicholas	9 " '40
Orderly Sjt.	NX58514 Sjt. Griffiths, J.B.	7 " '40
Next for Duty	NX15831 " Hughes, D.C.	8 " '40
Next for Duty	NX26962 " Williams, R.M.	9 " '40
Orderly Cpl.	NX50826 Cpl. Lasker, J	7 " '40
Next for Duty	NX15993 " Ewing, T	8 " '40
Next for Duty	NX 5815 " Lawrie, T	9 " '40
Senior Cpl. of Guard	NX50700 " Miller, D.C.	7 " '40
Next for Duty	NX30708 " Wettone, C.E.	8 " '40
Next for Duty	NX57085 " Bargwanna, J	9 " '40
Junior Cpl. of Guard	NX33128 " Campbell, W.G.	7 " '40
Next for Duty	NX22924 " Harrison, R.J.	8 " '40
Next for Duty	NX52542 " Ward, F.W.A.	9 " '40
Duty Coy.	E & H.Q.	7 " '40
Next for Duty	A	8 " '40
Next for Duty	B	9 " '40

Administrative Memo.

Appointments & Promotions.

NX14551 W/O.I Varley, F.A. Appointed Lieut. & Attached to E Coy.  
 NX15828 A/Sjt. Ferguson, G.T. " " " " " " "  
 NX32719 " Mitchell, J.L.A. " " " " " " "  
 NX15835 A/Cpl. Harrop, A.G. Promoted A/Sjt.  
 NX51338 A/L/Cpl. Morgan, W.A.D. " A/Cpl.

Transfers.

NX12488 Lieut. B.P. Dawson, Trans. from E Coy. to H.Q. Coy. H.Q.  
 NX27383 A/Sjt. Howard, A.H. " " A.3 " A.H.Q.  
 NX26071 W.O.II Mills, I.Y. " " H.Q.3 " Bn.H.Q. to  
 act as R.S.M.  
 NX15949 Sjt. Coles, L.W. " " B.H.Q. " H.Q.3 to  
 act as  
 R.Q.M.S.  
 NX26684 Pte. Robinson, T.E. Trans. from H.Q. Coy. to H.Q.3.  
 NX36566 " Harrington, N " " E Coy. " H.Q.2  
 NX25719 " Mason, C " " E Coy. " H.Q.2  
 NX41155 " Moore, R.D. " " E Coy. " A.2  
 NX66139 " Vesey, S " " E Coy. " B Coy. H.Q.  
 NX36583 " Geale, A.H. " " E Coy. " Bn.H.Q.  
 NX53238 " Leslie, S " " E Coy. " Bn.H.Q.  
 NX58302 " Brown, P " " E Coy. " Bn.H.Q.  
 NX36947 " Davis, C.F. " " E Coy. " H.Q. H.Q.

OVER

Appointments & Promotions.

NX19171	Pte. Norman, R.W.	promoted to A/L/Cpl. from 7/12/40
NX18186	" Riley, R.G.	" " " " " "
NX20542	Cpl. Sydenham, C.F.	" " A/L/Sjt. " 19/11/40
NX50634	Pte. Simpson, P	" " A/L/Cpl. " 7/12/40
NX16762	" Huxley, E	" " " " " "

2. Church Parades.

Holy Communion 0700 hrs. in Recreation Room. This Parade is Voluntary.  
Church Parade will be held at 0845 hrs. Tomorrow. Bn. Pde. will be at 0830 hrs.

R.C. Parade will be held at 0900 hrs. in the Y.M.C.A. Hut.

Dress. Slacks, Gaiters, shirts and felt hats.

3. ChristmassCards. Unit Christmas Cards are now available. These may be obtained from Lieut. J.L.A. Mitchell.

Price:- 5/- per Doz.

4. Muzzle Blast. A limited number of 1st & 2nd issues of "Muzzle Blast" are still available for 1/- each. Personnel apply for copies at Coy. Orderly Rooms.

M. I. WHEATLEY, CAPT.  
Adj. 2/2 M.G. Bn.

ACKNOWLEDGEMENTS.

The Commanding Officer wishes to acknowledge with thanks the following gifts and donations to the Battalion.

2/2 M.G. Bn.  
Comforts Fund.

Pyjamas	35 prs
Aprons	11
Underpants	12 prs

Australian Red Cross Society.

2 Enamel Bowls	1 Flit & Atomizer
2 Kidney Trays	4 Bundles Old Linen
4 Fly Covers	1 Eye Bath
2 Enamel Jugs	1 Inhalation Jug.

War Services Committee,  
C/- Mrs. S. Barrett, 10 Cecil St., Ashfield.

3 cases of Comforts  
1 Case of Games.

Hamilton War Services League, C/- Rev. A.G. Gould, Gordon Avenue, Hamilton.

1 Parcel of Comforts.

Artarmon Younger Set, 21 Broughton Rd., Artarmon.  
1 Parcel of Comforts.

J.H. Ashton, Esq., Millamolong, Manduruma. £2/2/-

NOTICE.

Swimming Parade. Parade will be held at Wyangala Dam tomorrow afternoon. Personnel desirous of attending will parade outside Bn.H.Q. at 1330 hrs.  
Allotment of Personnel to Coys.

Bn.H.Q. Plus L.A.D.	---- 20	H.Q. Coy.----	70,	A Coy.-----	75
B Coy.-----	75,	E Coy.-----	50.		

Transport will be provided.

Personnel attending this parade by

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

No. 147

1 Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. C.E. Jack	9 Dec. '40
Next for Duty	" F.A. Varley	10 " '40
Orderly Sjt.	NX26962 Sjt. Williams, R.M.	9 " '40
Next for Duty	NX65161 " Myers, R	10 " '40
Orderly Cpl.	NX58515 Cpl. Lawrie, T	9 " '40
Next for Duty	NX52100 " Horan, D.P.	10 " '40
Senior Cpl. of Guard	NX50000 " Bongcebya, T.A.	9 " '40
Next for Duty	NX21153 " Cochran, H.J.	10 " '40
Junior Cpl. of Guard	NX52542 " Ward, F.W.A.	9 " '40
Next for Duty	NX2543 " Garrett, R.L.	10 " '40
	Duty Coy. B Coy.	9 " '40
	Next for Duty E & H.Q.	10 " '40

2 Notes on Night Training.

There are a limited number of copies of some lessons on Night Training and these are available to officers on application at Bn.H.Q. to complete these files.

- Wills. All ranks are reminded that marriage revokes their Will. Personnel who have been married since they made their Will, will contact the Intelligence Officer immediately.
- Changes of Address. All ranks must ensure that any change of address of next of kin or all particulars relating to next of kin, must be immediately notified to the Pay Sjt. and Bn.H.Q.
- Allotments. Personnel wishing to alter their allotment or make new allotments will report to Pay Sjt. with Pay Books without delay. Pay Books are with Coy. Orderly Rooms.
- Respirators. In future respirators will be worn in the slung position except for Gas Drill.
- Speed Limit. During reconstruction of camp roads speed of vehicles in camp area will not exceed 10 m.p.h. Strict attention to this instruction is necessary to allow the fine surface of the road to set.

Administrative Memo.

Transfers.

NX58514	Sjt. Griffiths, J.B.	Trans. from B2. to B Coy. H.Q.
NX66139	Pte. Vesey, S	" " B Coy.H.Q. to B.2
NX29667	" Saunders, A.L.	" " A.2 to Bn.H.Q.
NX40711	" Harris, J.C.	" " E Coy. to H.Q.2
NX29114	" Rapp, A.W.	" " B.2 to B.3

M. I. WHEATLEY, CAPT.  
ADJT. 2/2 M.G. BN.

OVER

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 148

1 Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. F.A. Varley,	10 Dec. '40
Next for Duty	"	11 " '40
Orderly Sjt.	NX65161 Sjt. Myers, R.J.	10 " '40
Next for Duty	NX15397 " Weinstein, A	11 " '40
Orderly Cpl.	NX32100 Cpl. Horan, D.P.	10 " '40
Next for Duty	NX51338 " Morgan, W.A.D.	11 " '40
Senior Cpl. of Guard	NX25154 " Longhurst, A.W.	10 " '40
Next for Duty	NX52544 " Luff, C.J.	11 " '40
Junior Cpl. of Guard	NX52343 " Garrett, R.L.	10 " '40
Next for Duty	NX22918 " Kane, R.R.	11 " '40
	Duty Coy. E. & H.Q.	10 " '40
	Next for Duty. B	11 " '40

Administrative Memo.

Breaches of Discipline.

<u>No.</u>	<u>Rank</u>	<u>Name</u>	<u>Coy.</u>	<u>Offence.</u>	<u>Award.</u>
NX23064	Pte.	Mathieson, O.J.	B	A.W.L. 1 day 10 hrs. 35 mins.	4 days C.B. Notified of forfeiture of 4 days pay.
NX22927	"	Mills, W.A.	B	A.W.L. 1 day 10 hrs. 35 mins.	4 days C Notified of forfeiture of days pay.
NX32609	"	Welsh, L.A.	B	A.W.L. 21 hrs. 30 mins.	4 days C.B. Notified of forfeiture of 1 days pay.
NX28649	"	Smith, J.H.	B	A.W.L. 22 hrs. 35 mins.	4 days C.B. Notified of forfeiture of 1 days pay.
NX32602	"	Cass, R.W.H.	B	A.W.L. 21 hrs. 30 mins.	Admonished Notified of forfeiture of 1 days pay.

OVER

Breaches of Discipline.

<u>No.</u>	<u>Rank</u>	<u>Name</u>	<u>Coy.</u>	<u>Offence.</u>	<u>Award.</u>
NX27983	Pte.	Hardaker, O.N.	B	A.W.L. 1 day 10 hrs. 35 mins.	Admonished Notified of forfeiture of 2 days pay.
NX59182	"	Maher, A.R.	B	A.W.L. 1 day 10 hrs. 35 mins.	4 days C.B. Notified of forfeiture of 2 days pay.
NX34548	"	Mitchell, D.C.	B	A.W.L. 1 day 10 hrs. 35 mins.	Admonished Notified of forfeiture of 2 days pay.
NX52797	"	Ridyard, A.T.	B	A.W.L. 2 days 10 hrs. 35 mins.	Admonished Notified of forfeiture of 3 days pay.
NX30967	"	Drinkwater, F	B	A.W.L. 1 day 22 hrs. 35 mins.	5 days C.B. Notified of forfeiture of 2 days pay.
NX5715	"	Butler, M.J.	E	Conduct to prejudice of military discipline in that he knowingly altered a leave pass with intent to wrongfully use that pass.	Severe Reprimand
NX22803	"	Woods, A.J.	A	A.W.L. 1 day	Admonished Notified of forfeiture of 1 days pay.
NX26075	"	Vidler, A.W.J.	A	A.W.L. 1 day	Admonished Notified of forfeiture of 1 days pay.
NX54829	"	Byrne, N.T.	A	A.W.L. 1 day 11 hrs. 45 mins.	5 days C.B. Notified of forfeiture of 2 days pay.
NX24058	"	Day, E.D.	A	A.W.L. 2 days 6 hrs. 45 mins.	Fined 10/- 7 days C.B. Notified of forfeiture of 3 days pay.
NX21525	"	Challis, N.H.	A	A.W.L. 1 day 12 hrs. 5 mins.	Fined 10/- 7 days C.B. Notified of forfeiture of 2 days pay.
NX55966	"	Cust, E.J.		A.W.L. 1 day 12 hrs. 5 mins.	Fined 10/- 7 days C.B. Notified of forfeiture of 2 days pay.



<u>No.</u>	<u>Rank</u>	<u>Name</u>	<u>Coy.</u>	<u>Offence.</u>	<u>Award.</u>
NX31348	Pte.	Sirl, J.W.	A	A.W.L. 23 hrs.	Fined 10/- 7 days C.B. Notified of forfeit- ure of 1 days pay.
NX31307	"	Kemp, R.C.	A	A.W.L. 21 hrs. 35 mins.	2 days C.B. Notified of forfeit- ure of 1 days pay.

Discharges.

NX26028	Pte.	Angus, L.L.	Discharged medically	Unfit	23/11/40
NX26156	"	Ford, G.P.	"	"	18/11/40
NX27583	"	Bayliss, E.R.E.	"	"	16/11/40

M. I. WHEATLEY, CAPT.

Adj. 2/2 M.G. Bn.

2. Injections. All personnel must have had the following injections etc. Vaccination, T.A.B, T.T. & Blood typing. These are entered in the paybook thus. Date and place of vaccination, T.A.B. T.A.B.  
1 2
- T.A.B. T.T. T.T. The blood typing is devoted by a coloured strip  
2 1 2
- of paper. Personnel who had T.A.B. injections whilst in Militia camps are required to have one further inoculation, provided that they can produce a certificate covering their injections. All outstanding inoculations will be done on Friday afternoon next 13 Dec. at R.A.P. at 1400 hrs.  
Personnel will not be permitted to embark unless they have had all the inoculations mentioned.
3. Sports. All personnel wishing to compete in footrunning events on Sunday next report in running togs, to Lieut. Mitchell at 1545 hrs. this afternoon at Basket Ball court in rear of A Coy. lines.

NOTICES.

The following is a copy of a letter from REID, SMITH PTY. LTD.,  
GENERAL MERCHANTS, COWRA.

6th Dec. 1940.

Dear Colonel Pope,

On the eve of impending events, as a citizen I do desire to express my appreciation of the generally exemplary conduct of the Cowra troops which indeed is a tribute to themselves, their Uniforms and their Officers, and they may indeed feel very sure to have abiding place in the hearts of Cowra in particular, and Australia in general. As an old digger I do sincerely say that the respect which our Returned Soldiers badge is held by all these new diggers is deeply reciprocated by the admiration we have for them as new comrades of the same old A.I.F.

I do wish them all good luck, God speed and a safe return.

Yours very sincerely,

(Sgd) H.O. Bastian.

AUSTRALIAN IMPERIAL FORCESROUTINE ORDERS

by

LIEUTENANT COLONEL D. A. WHITEHEAD, M.C.COMMANDING2/2 MACHINE GUN BATTALION.PART I ORDERS.

NO. 149

1 Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. A.R. Thorburn	11 Dec. '40
Next for Duty	" J.G. Cameron	12 " '40
Orderly Sjt.	NX 15397 Sgt. Weinstein, A.	11 " '40
Next for Duty	NX 15837 " Brereton, R.	12 " '40
Orderly Cpl.	NX 51338 Cpl. Morgan, W.A.D.	11 " '40
Next for Duty	NX 34043 " Rowe, C.S.	12 " '40
Senior Cpl. of Guard	NX 23069 " Thompson, M.	11 " '40
Next for Duty	NX 17709 " Stumbles, C.S.	12 " '40
Junior Cpl. of Guard	NX 22918 " Kane, R.R.	11 " '40
Next for Duty	NX 15993 " Ewing, T.McD.	12 " '40
	Duty Coy. "B"	11 " '40
	Next for Duty. "A"	12 " '40

1. Boot Inspection. Pl. Comds. will inspect all boots at 1400 hrs.  
Reports must be at Coy. Orderly Rooms by 1500 hrs.

2. Church Parade. Relatives and friends of members will be permitted  
to attend church parade on Sunday 15 Dec. '40 at 0845 hrs.

3. Administrative Memo.

Postings.

NX20728	Pte. Moulder, V.C.	to A3, to date from 6 Dec. '40
NX57091	" Parkhill, J.	" B2, " " " " " "

H.B. Staniland, Lieut.

A/Adjt. 2/2 M.G. Bn.

NOTICES.

FOUND. One "Eversharp" Pencil. Owner apply Bn.H.Q.

LOST. Money Belt containing money. Finder return Bn. H.Q.

Photographs. Army H.Q. has directed that photographs attached to a  
soldiers documents are the property of the Department, have been  
taken for official purposes, and cannot be made available for other  
reasons. (E.C. R/O. No.46)

Fatalities. In the event of a fatality occurring, the officer in  
command of any body of troops to which the individual concerned is  
attached will ensure that report of such is, or has been, made to  
the Civil Police.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT-COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART 1 ORDERS

No. 150

1. Duties to mount at retreat on dates as under:-

Orderly Officer		Lieut.	J.G. Cameron	12 Dec. '40
Next for Duty		Lieut.	G.T. Ferguson	13 Dec. '40
Orderly Sgt.	NX15837	Sgt.	Brereton, R.	12 Dec. '40
Next for Duty	NX23335	Sgt.	Rudd, B.R.	13 Dec. '40
Orderly Cpl.	NX34043	Cpl.	Rowe, C.S.	12 Dec. '40
Next for Duty	NX27607	Cpl.	Jupp, J.S.	13 Dec. '40
Senior Cpl. of Guard	NX17709	Cpl.	Stumbles, C.S.	12 Dec. '40
Next for Duty	NX31340	Cpl.	Goodland, K.G.	13 Dec. '40
Junior Cpl. of Guard	NX15993	Cpl.	Ewing, T.McD.	12 Dec. '40
Next for Duty	NX50700	Cpl.	Miller, D.C.	13 Dec. '40
		Duty Coy.	A Coy.	12 Dec. '40
		Next for Duty	H.Q. & E Coys	13 Dec '40

2. Bn. Parade. There will be no Bn. parade tomorrow 13 Dec. '40.

3. Pay. Pay parade tomorrow will be at 0800 hrs. Coy. Comds. will draw pay at Recreation hut at 0700 hrs.

4. Muster Parade. There will be a Battalion Muster Parade at 0915 hrs tomorrow. Every man in the Battalion will be present. Tin hats will be worn.

5. Numbering of Steel Helmets. Every man will ensure that his serial No. is on his steel helmet by 1800 hrs. today.

Administrative Memo.

Transfers.

NX60100	Pte. Gould, C.E.	Trans. from H.Q.2 to Bn.H.Q. to be	Regtl. Police.
NX52968	" Clements, S.H.	" " E Coy. to A.1.	
NX33701	" Johnson, H	" " A.2 " E Coy.	
NX59182	" Maher, A.R.	" " B.3 " B.2	
NX45256	" Devine, C.R.	" " Bn.H.Q. " E Coy.	
NX50238	" Thornton, C	" " E Coy. " Bn.H.Q.	
NX24861	" Hain, G.H.	" " H.Q.3 " A Coy. H.Q.	

M.I. WHEATLEY, CAPT.  
ADJT. 2/2 M.G. BN.

OVER

NOTICES.

1. Tug-o-war Teams.

The following teams will compete at 1500 hrs. Saturday, 14 Dec. to determine which team will represent the Unit.  
Members of both teams to have practise pull to-day at 1500 hrs.

1st. Team.

Cpl. Kienzle,  
Pte. Kellaher  
" Back  
" Kenyon  
" Stewart  
" Roberts  
" Neilson  
" Newhaus

1st. Emergency Pte. Rostron.

2nd Team.

Pte. Boorman  
" Anderson  
Cpl. Horan  
Pte. Cuddihy  
" Brown  
" Rudkin  
" Ward  
" Faint

2. The following men comprise. the Drill Platoon and Guard.

H.Q. Coy. Pte. Campbell  
" Cushman  
" Birrell  
" Tressider  
" Simpson, A

A Coy. Pte. Woods, W  
" Wakeham  
" Cadell  
" Young  
" Shepherd  
" Stewart, J  
" Webb, W  
" Ellis  
" Wilson  
" Rymer  
" Wynn  
" Plank  
" Green  
" Baker  
" Garland

B Coy. Pte. Batterham  
" McGrath  
" Hardaker  
" Donohoe  
" Higgins  
" Sutcliffe  
" King  
" Coggan  
" Lees  
" Drinkwater  
" George  
" Hayes, D  
" Stewart, N  
" Inglis  
" Nunn

E Coy. Pte. Thornton  
" Hyland  
" Gibson  
" Aspinall  
" Adamthwaite.

It is essential that these men train together, therefore, they should be exempt from all duties, fatigues and working parties.

Corrigendum.

Found. The "Eversharp" pencil stated in R/O's No.149, 11/12/40 should read "Pen."

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 151

1 Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. G.T. Ferguson	13 Dec. '40
Next for Duty	" J.L.A. Mitchell	14 " '40
Orderly Sjt.	NX23335 Sjt. Rudd, B.R.	13 " '40
Next for Duty	NX15827 " Gardiner, P.E.	14 " '40
Orderly Cpl.	NX27607 Cpl. Jupp, J.S.	13 " '40
Next for Duty	NX30709 " Pownceby, T	14 " '40
Senior Cpl. of Guard	NX31340 " Goodland, K.G.	13 " '40
Next for Duty	NX52542 " Ward, F.W.A.	14 " '40
Junior Cpl. of Guard	NX50700 " Miller, D.C.	13 " '40
Next for Duty.	NX52543 " Garrett, R.L.	14 " '40
	Duty Coy. H.Q. & E Coy.	13 " '40
	Next for Duty B Coy.	14 " '40

2 Administrative Memo.

Promotions.

NX12354 Lieut. C.C. Brown promoted Captain from 25 Nov. 40.  
NX12468 Lieut. D.F. Dawson " " " " " "

H.B. Staniland Lieut.

A/Adjt. 2/2 M.G. Bn.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 152.

1 Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. J.L.A. Mitchell	14 Dec. '40
Next for Duty	" P.B. Green	15 " '40
Next for Duty	" K.S. Wragge	16 " '40
Orderly Sjt.	NX15827 Sjt. Gardiner, P.E.	14 " '40
Next for Duty	NX52541 " Deem, R.V.	15 " '40
Next for Duty	NX56677 " Robinson, K.I.B.	16 " '40
Orderly Cpl.	NX30709 Cpl. Pownceby, T.A.	14 " '40
Next for Duty	NX51338 " Morgan, W.A.D.	15 " '40
Next for Duty	NX50826 " Lasker, J	16 " '40
Senior Cpl. of Guard	NX52542 " Ward, F.W.A.	14 " '40
Next for Duty	NX34043 " Rowe, C.S.	15 " '40
Next for Duty	NX22924 " Harrison, R.J.	16 " '40
Junior Cpl. of Guard	NX52543 " Garrett, R.L.	14 " '40
Next for Duty	NX32100 " Horan, D	15 " '40
Next for Duty	NX23069 " Thompson, M	16 " '40
	Duty Coy. B Coy.	14 " '40
	Next for Duty A "	15 " '40
	Next for Duty H.Q. & E	16 " '40

2. Afternoon Tea. Afternoon tea for men and their visitors will be served tomorrow in respective Coy. Mess Huts at 1700 hrs.

3. Church Parade. (a) Visitors to the parade will assemble in continuation on the right of H.Q. Coy. when the Battalion is in a Hollow Square.

(b) Dress will be shirts, trousers, S.D., garters, hats turned up.

"At Home." (a) Bn. Parade at 1345 hrs.

(b) Dress. As for Church Parade. plus Belts waist, W.E. and side arms.

(c) Rehearsal. At 1000 hrs. tomorrow.

4. Emu Parade. At 1400 hrs. today.

Area. North fence running East-West behind Bn. lines. East - main Camp road incl.

South - C.C.S. road incl.

West - a line from Western edge of Hospital passing through a point 40 yds. West of the Gunyah.

Allocation. H.Q. & E Coys. from West limits to line Unit Road incl.

A Coy. from line Unit road excl. to line Wash House incl.

B Coy. Wash House excl. to Main Road incl.

C.S.M's to report to Q.M. at 1400 hrs.

OVER

5. Unit Brooches. These brooches are now available at Bn.H.Q.

6. Dress. In future Unit garters will be worn. The flashes to protrude 1 1/2" below turner of stocking.

M.I. WHEATLEY, CAPT.  
Adjt. 2/2 M.G. Bn.

NOTICES.

1. Muzzle Blast. Unsold copies and cash for November issue of Muzzle Blast, issued to Coys, must be returned to Lieut. Stephens NOT LATER than 1500 hrs. today.

2. Found. Cigarette lighter (Beney Model 202). Owner apply to Bn.H.Q.

Felt hat marked NX58514.

No.	Name	Rank	Company	Post
1	J.A. Mitchell	Lieut.	A Coy	Orderly Officer
2	E.E. Green	"	"	Next for duty
3	E.E. Prange	"	"	Next for duty
4	P.R. Gordon	Sgt.	"	Orderly Sgt.
5	R.V. Dean	"	"	Next for duty
6	K.L.H. Robinson	"	"	Next for duty
7	T.A. Kennedy	Cpl.	"	Orderly Cpl.
8	W.A.D. Morgan	"	"	Next for duty
9	G. Baker	"	"	Next for duty
10	P.W.A. Ward	"	"	Senior Cpl. of Guard
11	G.B. Rowe	"	"	Next for duty
12	R.L. Harrison	"	"	Next for duty
13	K.L. Gurnett	"	"	TJunior Cpl. of Guard
14	D. Brown	"	"	Next for duty
15	M. Thompson	"	"	Next for duty
16	B Coy	B Coy	"	Duty Coy
17	A Coy	A Coy	"	Next for duty
18	B.G. & I	B.G. & I	"	Next for duty

1. Attendance - Report for men and their visitors will be served tomorrow in respective Coy. Mess halls at 1500 hrs.

2. Church Parade. (a) Visitors to the parade will assemble in position on the right of B.G. Coy. when the Battalion is in a hollow square.

(b) Dress will be shirts, trousers, B.G. garters, hats turned up.

"At Home." (a) In Parade at 1500 hrs.

(b) Dress. As for Church Parade, plus belts, waist, B.G. and side arms.

(c) Rehearsal. At 1500 hrs. tomorrow.

3. Fun Parade. At 1400 hrs. today.

Area. North fence running East-West behind Bn. lines.

East - main Camp road incl.

South - B.C.S. road incl.

West - a line from western edge of hospital passing through a point 50 yds. East of the Gym.

Allocation. B.G. & I Coy. from West line to line unit road incl.

A Coy. from line unit road excl. to line Wash House incl.

B Coy. Wash House excl. to main road incl.

G.S.H.'s to report to G.S. at 1400 hrs.

AUSTRALIAN MILITARY FORCESROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.COMMANDING2/2 MACHINE GUN BATTALION.PART I ORDERS.

NO. 153.

1 Duties. To mount at retreat on dates as under:

Orderly Officer	Lieut. K.S. Wragge	16 Dec. '40
Next for Duty	" J.H. Stephens	17 " '40
Orderly Sjt.	NX56677 Sjt. Robinson, K.I.B.	16 " '40
Next for Duty	NX31818 " Braund, L.A.	17 " '40
Orderly Cpl.	NX50826 Cpl. Lasker, J	16 " '40
Next for Duty	NX58515 " Lawrie, T	17 " '40
Senior Cpl. of Guard	NX22924 " Harrison, R.J.	16 " '40
Next for Duty	NX15993 " Ewing, T	17 " '40
Junior Cpl. of Guard	NX23069 " Thompson, H	16 " '40
Next for Duty	NX52545 " Garrett, R.L.	17 " '40
	Duty Coy. E & H.Q.	16 " '40
	Next for Duty B Coy.	17 " '40

2. Wet Canteens. The Duty Unit will supply for each Wet Canteen at 1630 hrs. daily one Sargeant and two junior N.C.O.s as Picquet.3. Duties of N.C.O.s on Picquet in Wet Canteens.

N.C.O in charge is responsible that:-

1. No gambling takes place in the precincts of Canteen.
2. That Canteen or other military buildings are not damaged.
3. Troops in Canteen in 7 Div Cav. lines to use Unit latrines. Troops in main Canteen near Recreation Hall to use Recreation hall latrines.
4. That no drink is served after 2130 hrs. and that troops move out in an orderly manner.
5. Troops will procure their liquor at counter and move away from counter to tables or elsewhere so that other troops can be served.
6. Troops will not take glasses of beer into Recreation Hall.

Administrative Memo.Promotions.

NX26065	A/Cpl. Welch, J.A.	promoted to L/Sjt.
NX30709	A/Cpl. Pownceby, T.A.	" " L/Sjt.
NX28558	Pte. Park, K.L.	appointed A/L/Cpl.
NX28383	Pte. Robinson, B.A.	" A/L/Cpl.
NX57086	Pte. Geany, W.T.	" A/L/Cpl.
NX25305	Pte. Inglis, E.D.	" A/L/Cpl.

Transfers.

NX25477 Pte. Whyte, G.H. transferred from H.Q.3 to A.2

OVER



Appointments. The following personnel are appointed Specialists Group III (Rangefinders) from 16 Nov. '40.

NX19171 L/Cpl. Norman, R.W.  
NX56185 Pte. Webb, J.  
N-63353 " Oliver, G.L.  
NX32327 " Plank, D.L.  
NX26962 Pte. Poynting, H.G.  
NX26136 " Phillipps, G.L.  
NX52519 " Rowley, A.  
NX25305 " Inglis, L.D.  
NX59747 " Hawkins, J.L.  
NX45363 " Trenholme, G.  
NX27162 " Cutcliffe, V

H.I. WHITELY, CAPT.  
ADJT. 2/2 M. B.N.

NOTICES.

The following is a copy of a letter from Lt. Col. R.O. Cherry, C.O. 2/1 Svy. Regt.

I desire to express, on behalf of all ranks of 2/1 Svy. Regt. present at COVRA, their appreciation of the magnificent combined display this afternoon.

To we less fortunate ones remaining at COBRA, it will serve as an inspiration and illustration of what we hope to attain before we, too, move on.

I desire to extend to you the best wishes of all members of this Unit, and hope we will be associated again "over there" in the not too distant future.

(Sgd) R.O. Cherry, Lt. Col.  
Commanding 2/1 Svy. Regt.

Unit Brooches. Unit Brooches are now available at Bn.H.Q. Two Gold Brooches which were ordered are also available.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITFIELD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 154.

1 Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. W.M.M. Stephens,	17 Dec. '40
Next for Duty	" G.M. Turner	18 " '40
Orderly Sjt.	NX31818 Sjt. Braund, L.A.	17 " '40
Next for Duty	NX19295 " Fairbairn, J.W.	18 " '40
Orderly Cpl.	NX58515 Cpl. Lawrie, T	17 " '40
Next for Duty	NX17709 " Stumbles, C.S.	18 " '40
Senior Cpl. of Guard	NX15993 " Ewing, T.McD.	17 " '40
Next for Duty	NX22924 " Harrison, R.J.	18 " '40
Junior Cpl. of Guard	NX52543 " Garrett, R.L.	17 " '40
Next for Duty	NX52552 " Ward, F.W.A.	18 " '40
	Duty Coy. B Coy.	17 " '40
	Next for Duty A "	18 " '40

Administrative Memo.

Transfers.

NX25134 Pte. George, L.C.'s. Transferred from A Coy. to  
H.C. Coy. No.3 Pl.

M. I. WHEATLEY, CAPT.  
ADJT. 2/2 M.G. BN.

AUSTRALIAN IMPERIAL FORCES.

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART 1 ORDERS

No 155.

1. Duties. To mount at retreat on dates as under:-

Orderly Officer		Lieut. G.M. Turner	18 Dec. '40.
Next for Duty		Lieut. M.C. Halliday	19 Dec. '40.
Orderly Sgt.	NM19295	Sgt. Fairbairn, J.M.	18 Dec. '40.
Next for Duty	NM15840	Sgt. Jacob, J.W.	19 Dec. '40.
Orderly Cpl.	NM17709	Cpl. Stumbles, C.S.	18 Dec. '40.
Next for Duty	NM27163	Cpl. Cochran, H.J.	19 Dec. '40.
Senior Cpl. of Guard	NM52544	Cpl. Luff, C.J.	18 Dec. '40.
Next for Duty	NM51338	Cpl. Morgan, W.A.D.	19 Dec. '40.
Junior Cpl. of Guard	NM52542	Cpl. Ward, F.M.A.	18 Dec. '40.
Next for Duty	NM22918	Cpl. Kane, R.R.	19 Dec. '40.
		Duty Coy. A Coy	18 Dec. '40.
		Next for Duty H.Q. & B.	19 Dec. '40.

2. Purchase of Goods.

The Battalion will not accept responsibility for the payment of any account for goods purchased unless an order for the purchase is obtained, signed by the Adjutant or Intelligence Officer, and the invoice is returned bearing the number of the order and the use to which the goods are to be put.

3. Telephone. Personnel are reminded again that the practice of their friends calling them on the official telephone line must cease. In future no calls will be put through, but messages will be taken

4. Parade. The following personnel will report to Lieut. H.D. Staniland at 1345 hrs. on Friday 20 Dec. '40. outside Bn.H.Q. Coy. Commanders will ensure that these men are in attendance -

Bn. H.Q.  
Pte. Leslie, F  
" Brown, P.

B. Coy.  
Lt. F.J. Lavan  
Pte. Conn

H.Q. Coy.  
Lt. M.J. Lamb  
Pte. Mason,  
" Fairfax  
" Harris  
Sgt. Sydenham  
Pte. Sonneman  
" Roberts

B. Coy.  
Pte. Devine  
" Aspinall  
" Adanthwaite  
" Clark  
" Atkins  
" Smith  
" Fawcett  
" Connolly  
" Clements  
" Mitchell  
" Murray  
" Oakes  
" Gould

5. Administrative Memo.

<u>Postings.</u>	NM31878	Lt. Radford F.C. to B Coy.	
	NM31766	" Powell J.W. " A Coy	
	NM20708	" Sewell F.D. " A Coy	Over
		M.I. Wheatley Capt.	
		Adj. 2/2 I.G. Bn.	

NOTICES.

THEFT OF BEER. The following letter has been received from the General Manager, A.D. Canteens Board of H.S.M.

"As you are aware since 12th Nov. '40 three casks, each containing 18 gallons of beer, have been stolen from Canteens in your Camp. In pursuance of the policy adopted, the cost of these three casks, amounting to £18, will be deducted from the rebate accounts of the Units in the Camp in the proportion that the strength of each bears to the whole."

CRICKET. The following team will play Cowra at Jowra, on Sunday 22 Dec. Players will report to Bn.H. at 0945 hrs. on Sunday. All players must practice at 1545 hrs. Friday & Saturday.

Capt. H.E. Wheatley  
Lieut. P.A. Varley  
L/Sgt. Davis, J.H.  
Cpl. Goodland, H.G.  
" Garrett, R.L.  
L/Cpl. Norman, R.W.  
Pte. Green, H.C.  
" Price-Jones, C.R.  
" Challis, H.H.  
" Cameron, H.H.  
" Helaher, J.A.  
L/Sgt. Sommerville, R.H. (12)

Scorer Pte. Anley, G.W.  
Umpire " Oakes, L.E.

LOST. Black leather case containing shaving outfit from Hut 15, on Saturday, 14 Dec. '40.

DANCE & CARD PARTY. Patriotic Dance & Card Party at Grenfell, Wed. 18 Dec. '40. Admission 2/- per head.

AUSTRALIAN IMPERIAL FORCES.

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITFIELD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 156

1 Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. H.C. Halliday	19 Dec. '40
Next for Duty	" F.A. Varley	20 " '40
Orderly Sjt.	NX15840 Sjt. Jacob, J.W.	19 " '40
Next for Duty	NX45195 " Vile, W.P.	20 " '40
Orderly Cpl.	NX27163 Cpl. Cochram, H.J.	19 " '40
Next for Duty	NX33128 " Campbell, W.G.	20 " '40
Senior Cpl. of Guard	NX51338 " Morgan, W.A.D.	19 " '40
Next for Duty	NX50700 " Miller, D	20 " '40
Junior Cpl. of Guard	NX22918 " Kane, R.R.	19 " '40
Next for Duty	NX30708 " Nettone, C.E.	20 " '40
Duty Coy.	H.Q. & E Coy.	19 " '40
Next for Duty	B Coy.	20 " '40

2. Picquet on Wet Canteens. Duty Coy. will supply daily N.C.O.'s Picquet for Wet Canteen next to Y.N.C.A. Hut. Picquet will report to Sgt. i/c Canteens at 1630 hrs. One junior N.C.O. of Picquet will remain on duty on canteen steps to prevent removal of glasses

M.I. Wheatley Capt.

Adj. 2/2 M.G. Bn.

NOTICES.

LOST. Rifle No 65087 has been reported missing from Hut 9 since 14 Dec. '40.

1 Electric iron, cord and plug, taken from Capt. Fischer's room. To be returned to Bn. H.Q. forthwith.

2/2 M.G. Bn,  
C C W R A,  
20 Dec. '40.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D. A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 157

1 Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. F.A. Varley	20 Dec. '40
Next for Duty	" C.E. Jack	21 " '40
Orderly Sjt.	NX45195 Sjt. Vile, W.P.	20 " '40
Next for Duty	NX26962 " Williams, R	21 " '40
Orderly Cpl.	NX33128 Cpl. Campbell, W.G.	20 " '40
Next for Duty	NX32100 " Horan, D.P.	21 " '40
Senior Cpl. of Guard	NX50700 " Miller, D	20 " '40
Next for Duty	NX50826 " Lasker, J	21 " '40
Junior Cpl. of Guard	NX30708 " Wettone, C.E.	20 " '40
Next for Duty	N. 23607 " Jupp, J.S.	21 " '40
	Duty Coy. B Coy.	20 " '40
	Next for Duty A "	21 " '40

Administrative Memo.

Reversions.

NX22918 A/Cpl. Kane, R.R. Voluntary Reversion to the Ranks.

M. I. WHEATLEY, CAPT.  
Adj. 2/2 M.G. Bn.

ACKNOWLEDGEMENTS.

The Commanding Officer wishes to acknowledge with thanks the following gift to the Battalion.

Miss Nora Kelly,  
The Bulletin,  
George St., Sydney. --- 100 Capstan Cigarettes.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WHITEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 158

1 Duties. To mount at retreat on dates as under:

Orderly Officer	Lieut. C.E. Jack	21 Dec. '40
Next for Duty	" A.R. Thorburn	22 " '40
Next for Duty	" J.G. Cameron	23 " '40
Orderly Sjt.	NX26962 Sjt. Williams, R	21 " '40
Next for Duty	NX65161 " Myers, R	22 " '40
Next for Duty	NX15851 " Hughes, D.C.	23 " '40
Orderly Cpl.	NX32100 Cpl. Horan, D.P.	21 " '40
Next for Duty	NX52542 " Ward, P.W.A.	22 " '40
Next for Duty	NX23233 " Kienzle, W.A.	23 " '40
Senior Cpl. of Guard	NX50826 " Lasker, J	21 " '40
Next for Duty	NX58515 " Lawrie, T	22 " '40
Next for Duty	NX17709 " Stumbles, C.S.	23 " '40
Junior Cpl. of Guard	NX27607 " Jupp, J.S.	21 " '40
Next for Duty	NX16912 " Knight, V.	22 " '40
Next for Duty	NX31340 " Goodland, K.G.	23 " '40
	Duty Coy. A Coy.	21 " '40
	Next for Duty E & H Coy.	22 " '40
	Next for Duty B Coy.	23 " '40

2. Muster Parade. There will be a Muster Parade of ALL RANKS at 0830 hrs. Monday 23 Dec. Dress will be shorts, shirts, full web Equipment, packs, haversack & groundsheet, Respirator Slung, Rifles Slung, water bottles, greatcoat rolled over pack, Tin hats, felt hat on right shoulder. Token paybooks and embarkation will be carried in the left breast pocket. Kit bags and sea kit bags will be tied together and slung over left shoulder. The band will parade as above.

3. Leave. Leave on Xmas Day will extend till midnight. No further leave will be granted to this Unit prior to embarkation.

4. Church Parade. Bn. Parade. 0830 hrs. Church Parade. 0845 hrs. Dress. Trousers F.S. gaiters, shirts, belts, R.C. personnel will be detached on Bn. Parade.

5. Route March. There will be a route march this afternoon which includes swimming parade under Coy. arrangements.

Administrative Memo.

Appointments.

NX30186 Pte. Perry, J App. Cook as from 1 Nov. '40.  
NX25128 " Anley, G.W. " L/Cpl.

M.I. HEATLEY, CAPT.  
Adj. 2/2 M.G. Bn.

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

Headquarters,  
2/2 M.G. Bn,  
C O T R A,  
23 Dec. '40.

AUSTRALIAN IMPERIAL FORCES.

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WINTERHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

No. 159.

1 Duties. To mount a retreat on dates as under:-

Orderly Officer	Lieut. J.G. Cameron	23 Dec. '40.
Next for Duty	" G.W. Ferguson	24 " '40.
Orderly Sjt.	NE15851 Sjt. Hughes, D.C.	25 " '40.
Next for Duty	NE15397 " Einstein, A.	24 " '40.
Orderly Cpl.	NE23283 Cpl. Niensle, M.A.	25 " '40.
Next for Duty	NE25069 " Thompson, I.	24 " '40.
Senior Cpl. of Guard	NE17709 " Stumbles, G.S.	25 " '40.
Next for Duty	NE27163 " Cochran, H.J.	24 " '40.
Junior Cpl. of Guard	NE34043 " Rowe, G.S.	25 " '40.
Next for Duty	NE22924 " Harrison, R.J.	24 " '40.
	Duty Coy. B Coy.	23 " '40.
	Next for Duty. A Coy.	24 " '40.

2. Blood Typing. The following personnel will report to C.D.S. at 1400 hrs. for Blood Typing.

NE20780	Pte. Jewell, F.D.
31766	" Powell, J.
31878	" Radford, F.C.
50634	A/L/Cpl. Simpson, G.L.
20900	A/Cpl. Ryan, C.U.

3. Muster Parade. Battalion parade tomorrow morning will be a Muster Parade for signing of embarkation cards.  
Dress will be as usual for Battalion parade.

There will be a Muster Parade at 1500 hrs. on Thursday, 26 Dec. '40.

Anyone absent from this parade will be treated as a Deserter and is liable to penal servitude for 5 years.

M.I. WINTERHEAD, C.M.C.  
Adj. 2/2 M.G. Bn.



AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D.A. WITTEHEAD, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 160.

1. Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. G.T. Ferguson	24 Dec. '40
Next for Duty	Lieut. J.L.A. Mitchell	25 Dec. '40
Next for Duty	Lieut. P.B. Green	26 Dec. '40
Orderly Sgt.	NK15597 Sgt. Weinstein, A.	24 Dec. '40
Next for Duty	NK15837 Sgt. Brereton, R.	25 Dec. '40
Next for Duty	NK23335 Sgt. Rudd, B.R.	26 Dec. '40
Orderly Cpl.	NK23069 Cpl. Thompson, H.	24 Dec. '40
Next for Duty	NK25154 Cpl. Longhurst, A.W.	25 Dec. '40
Next for Duty	NK25154 Cpl. Nettone, C.L.	26 Dec. '40
Senior Cpl. of Guard	NK27163 Cpl. Cochran, H.J.	24 Dec. '40
Next for Duty	NK35128 Cpl. Campbell, W.G.	25 Dec. '40
Next for Duty	NK32100 Cpl. Horan, D.	26 Dec. '40
Junior Cpl. of Guard	NK33924 Cpl. Harrison, R.J.	24 Dec. '40
Next for Duty	NK15993 Cpl. Ewing, T.Mc.	25 Dec. '40
Next for Duty	NK52544 Cpl. Luff, C.J.	26 Dec. '40
Duty Coy.	A Coy.	24 Dec. '40
Next for Duty	M & H.C.	25 Dec. '40
Next for Duty	B Coy.	26 Dec. '40

2. Administrative Memo.

Discharges.

NK24147 Pte. Charters, D.J. Discharged medically Unfit. 29/11/40  
NK30722 Pte. Mabbitt, J.C. Discharged medically Unfit. 4/8/40.  
NK29253 Pte. Street, D.L. Died 30/11/40.

3. Route March. Bn. Pde. 1400 hrs.  
Rifles, Felt Hats, waist belt, sidearms.

4. Timetable Xmas Day.

Reveille 0700 hrs.	Holy Communion
Breakfast 0800 "	7 Div. Cav. 0700 hrs.
Bn. Pde. 0900 "	C.O.S. 0730 "
Church Pde. 0915 hrs.	Holy Mass

Special Leave 1000 hrs. - 2359 hrs.  
Normal Leave 1330 hrs. - 2359 hrs.

Xmas Dinner 1230 hrs. Roast Turkey, pork, green peas, Xmas pudding,  
fruit, beer and nuts.

5. Church Parade. Voluntary parade for R.O.'s will be held at 0700 hrs.  
in Y.M.C.A. Hut, failing this R.O. parade will be  
at 0900 hrs. Personnel to call in outside Bn.H.Q. at 0845 hrs.

M.I. WHEATLEY, CAPT.  
Adj. 2/2 M.G. Bn.

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

Headquarters,  
2/2 M.G. Bn,  
C O W R A,  
26 Dec. '40.

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS

by

LIEUTENANT COLONEL D. ... MITCHELL, M.C.

COMMANDING

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 161

I Duties. To mount at retreat on dates as under:

Orderly Officer	Lieut. K.S. Wragge	26 Dec. '40.
Next for Duty	" W.M. Stephens	27 " '40.
Orderly Sgt.	NE23535 Sgt. Rudd, B.R.	26 " '40.
Next for Duty	NE30709 " Pownceby, T.A.	27 " '40.
Orderly Cpl.	NE30708 Cpl. Nettone, G.L.	26 " '40.
Next for Duty	NE27607 " Jupp, J.S.	27 " '40.
Senior Cpl. of Guard	NE32100 " Moran, D.P.	26 " '40.
Next for Duty	NE52542 " Ward, F.W.A.	27 " '40.
Junior Cpl. of Guard	NE52544 " Luff, C.J.	26 " '40.
Next for Duty	NE51338 " Morgan, W.M.D.	27 " '40.
	Duty Coy. B Coy.	26 " '40.
	Next for Duty A "	27 " '40.

Administrative Memo.

Reversions.

NE15887 A/Sjt. Haffner (L.A.D.) reverted to Ranks.

Alteration of Movement Order

Dated 25 Dec. Personnel will move to Cowra Railway Station by M/T. Kit Bags and all accoutrements will be carried by personnel.

Officers baggage and crated goods will be stacked outside Tech. Store by 1800 hrs. One man per Coy. and Bn.H.Q. will be detailed to report to R.Q.M.S. at 1600 hrs. to act as loading party. These men will be responsible for showing Coy. personnel where crated goods and Officers baggage will be stacked. Batmen will stack Officers luggage.

Baggage trucks leave at 2000 hrs. Loading Party will travel on these trucks.

Train Times. 1st Train leaves Cowra at 2315 hrs.  
2nd Train leaves " " 0005 hrs.

Personnel in 2nd Train will fall in on road in vehicle loads by 2140 hrs. These loads will comprise 15 men.

Personnel in 2nd Train will fall in on road by 2225 hrs. In the case of both train loads the lowest Serial Nos. will fall in opposite R.A.P. extending back towards Bn.H. .

On arrival at Cowra Station each truck load will dismount independently, march on to platform and enter their allotted carriage. The Senior man in each truck load taking charge. On entering carriage personnel must sit down and under no circumstances will they leave the carriage.

Court of Enquiry. A Court of Enquiry is convened as under to Enquire into Camp Training Equipment.

President. Lieut. C.L. Jack  
Member Lieut. P.A. Varley

Administrative Memo.

Promotions.

NX58515 A/Opl. Laurie, T promoted A/Sjt.  
NX16912 A/Cpl. Knight, V.H. " A/Sjt. as from 2/9/40  
NX52544 A/Opl. Luff, J.O. " A/Sjt.  
NX52547 Pte. Webb, B.S. Appointed. A/Opl  
NX20382 Pte. Tressider, R " A/Opl. as from  
2/9/40.

M.I. WHITELY, CAPT.  
Adj. 2/2 M.G. Bn.

ACKNOWLEDGEMENTS.

The Commanding Officer wishes to acknowledge with thanks the following donation to the Battalion.

Misses Ann Price-Jones  
Joan Woods  
Roslyn Musgrove. 310

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

Headquarters,  
2/2 M.G. Bn,  
H.T. Aquitania,  
29 Dec. '40.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

MAJOR R.L. HAWKE

ADMINISTERING COMMAND

2/2 MACHINE GUN BATTALION

PART I ORDERS.

NO.

Unit  
1 Duties. To mount at retreat on dates as under:

Orderly Officer		Lieut. F.A. Varley	29 Dec. '40
Next for Duty		" J.L.A. Mitchell	30 Dec. '40
Orderly Sjt.	NX15397	Sjt. Weinstein, A	29 Dec. '40
Next for Duty	NK54445	" McLennan, J.	30 Dec. '40
Orderly Cpl.	NK27163	Cpl. Cockram, M.J.	29 Dec. '40
Next for Duty	NX32100	" Campbell, W.G.	30 Dec. '40

D Coy. will supply Officers (3) of guard mounting at 29 Dec.  
Next for Duty A Coy.

Battalion Orderly Officer, Sjt. and Cpl. will be detailed daily in Routine Orders. They will hand over duties on B deck port side, (near Battalion Orderly Room) at 1900 hrs. daily.  
Coys. will detail 3 permanent runners, two of whom will report to Bn.H.Q. at 0830 hrs. daily.  
Retreat. In future Retreat will be at 1900 hrs. instead of 1800 hrs.

Rangetakers. The following rangetakers are to be qualified Special Class III, to date from 16 Nov. '40.

<u>O Coy.</u>	QX 5260	Pte. Howe, G.S.
	QX 7013	" Chandler, M.V.
<u>D Coy.</u>	QX 8102	" Searle, R.G.
	QX 8099	" Quinn, H.F.

Orderly Rooms. Orderly Rooms will be held at the following times.  
Coys. 0715 hrs.  
Battalion 0900 hrs.

Coys. who have prisoners to be tried will notify Bn.H.Q. and forward Charge Reports whenever possible, the previous day.

Sick Parades. Personnel wishing to report sick are to be fallen out at Administrative Parade at 0630 hrs. Coy. Orderly Cpls. will fill in A.46 (Obtainable at Bn. Ord. Room) and march personnel to foot of main stairs D Deck (i.e. outside pursers office) where they will be handed over to Bn. Ord. Cpl., who will march them to R.A.P. (Amidship's E Deck). Bn. Ord. Cpl. will remain at R.A.P. throughout sick parade and ensure that personnel enter in sequence as per A.46. At end of sick parade, will collect 1 copy of each Coys. A.46 and return them to Bn. Ord.

M.I. WHEATLEY, CAPT.  
Adj. 2/2 M.G. Bn.

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

Headquarters,  
2/2 M.G. Bn,  
H.M.T. Aquitania,  
30 Dec. '40.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

MAJOR R.L. HAWKE

ADMINISTERING COMMAND

2/2 MACHINE GUN BATTALION.

PART I ORDERS.

NO. 2.

1. Unit Duties. To mount at retreat on dates as under:

Orderly Officer	Lieut. J.L.A. Mitchell	30 Dec. '40
Next for Duty	" G.T. Ferguson	31 " '40
Orderly Sjt.	NX54445 Sjt. McLennan, J	30 " '40
Next for Duty	NX15611 S/Sjt Sullivan, C.C.B.	31 " '40
Orderly Cpl.	NX32100 Cpl. Campbell, W.G.	30 " '40
Next for Duty	NX15947 " McNee, W.J.	31 " '40

A Coy. will supply Officers (3) of guard mounting at 29 Dec.  
Next for Duty B Coy.

2. Officers Cabins. All Officers will notify Bn. Orderly Room by 1600 hrs. today the numbers of their cabins. They will also pin a card outside their cabin giving names and Unit of the occupants.

3. Censorship. All mail will be handed to Pl. Comds. in unsealed envelopes at Muster Parade daily. Coy. H.Q. will hand mail to Coy. 2 i/c's, and Bn.H.Q. to Intelligence Officer. It is essential that mail is handed in at this time daily.  
No mail for posting at Fremantle will be accepted after Muster Parade on Wednesday, 1 Jan. '41. Any mail handed in after this time may not go ashore.  
Censor and Franking officers will ensure that all mail in their possession has been franked and handed to Ship's Post Office by 1200 hrs. 1 Jan. '41.

Administrative Memo.

Appointments & Promotions.

The following Acting Ranks are confirmed.

Bn. H.Q.

NX14971	S/Sjt.	Chegwidden, T
16460	Sjt	Kartzoff, M.E.
22925	"	Lord, J.H.C.
24463	S/Sjt	Brooks, H.J.
27799	Cpl	Jenkin, J.E.
32530	L/Cpl	Shearwood, F.C.
25128	"	Anley, G.W.

H.Q. Coy.

NX15611	S/Sjt	Sullivan, C.C.B.	
54209	L/Cpl	McLaren, J.M.	
55003	S/Sjt	Hunter, J.L.	Act. W/O.II
17698	L/Cpl	Ashby, L.E.D.	
23283	Cpl	Kienzle, W.A.	
23332	L/Cpl	Gibson, T	

OVER

H.Q. Coy.

NX34523	Sjt.	Roberts, S.R.
16912	"	Knight, V.H.
20382	Cpl.	Tressider, R
14872	Sjt.	Murrell, H.H.
15833	"	Mackel, H.D.
15848	Cpl.	Davidson, R.A.
15865	L/Sjt.	Somerville, R.H.
15947	L/Cpl.	McNee, W.J.
15948	Sjt.	Sewell, W.A.
15949	S/Sjt	Coles, L.W.
16762	L/Cpl	Huxley, E.N.
17710	"	Moss, W.S.
20542	L/Sjt	Sydenham, C.F.
22819	Cpl	Marshall, A.R.
23995	Sjt	Stewart, J
30187	L/Cpl	Stevens, R.V.H.
31159	"	Tompsett, J.T.
45410	"	Lewis, C.
50634	"	Simpson, G.E.
14732	Sjt	Condon, S.J.
26927	"	Millican, F.A.
VX10058	"	Boyd, J.T.

A Coy.

NX16394	Sjt	Davis, J.H.	
27383	S/Sjt	Howard, A.N.	Act. W.O.II
15831	Sjt	Hughes, D.C.	
15837	"	Brereton, R	
19171	L/Cpl	Norman, R.W.	
22924	Cpl	Harrison, R.J.	
34043	"	Rowe, C.S.	
15827	Sjt	Gardiner, P.E.	
15835	"	Harrop, A.G.	
17709	Cpl	Stumbles, C.S.	
30708	Cpl	Wettone, C.E.	
51338	"	Morgan, W.A.D.	
15993	"	Ewing, T.M.	
19295	Sjt	Fairbairn, J.W.	
25154	Cpl	Longhurst, A.W.	
56387	L/Cpl	Wiley, J.E.G.	
21972	L/Cpl	Shepherd, D	
29622	L/Cpl	Woods, H.J.	

B Coy.

NX23916	S/Sjt	Maguire, R.P.C.	Act. W.O.II
26065	L/Sjt	Welch, J.A.	
28558	L/Cpl	Park, K.L.	
58514	S/Sjt	Griffiths, J.B.	
15840	Sjt	Jacob, J.W.	
28383	L/Cpl	Robinson, B.A.	
30709	L/Sjt	Pownceby, T.A.	
31340	Cpl	Goodland, K.G.	
56677	L/Sjt	Robinson, K.I.B.	
45195	Sjt	Vile, W.P.	
57085	Cpl	Bargwanna, N.J.	
57086	L/Cpl	Geaney, W.T.	
58515	Sjt	Lawrie, T	
26962	"	Williams, R.M.	
25305	L/Cpl	Inglis, E.D.	
52542	Cpl	Ward, F.W.A.	
52544	Sjt	Luff, C.J.	
52547	Cpl	Webb, B.S.	

C Coy.

QX 8525	S/Sjt.	Zambra, P
6674	Cpl	Porter, C
8775	L/Cpl	Johnston, A.M.
5476	Sjt	Patterson, A.J.
9619	"	Pearce, R.F.
5240	L/Sjt	Howe, D.W.
8803	Cpl	Forrest, N.E.
5706	"	Bolton, G.M.F.
8806	L/Cpl	Tancred, J.F.
14448	"	Bourke, M.B.
9268	"	Leahy, J
3193	"	Clarke, W.G.
2208	Sjt	Laing, G.T.J.
10579	"	Goldsmith, D.H.
3901	Cpl	Villiers, A.G.B.
3381	"	Madden, H.C.D.
9254	"	Gorlick, A.H.
11369	L/Cpl	Nicholson, J.L.
8832	"	Simmons, R.W.
8838	"	Chapple, J.B.
9096	"	Ward, E.J.
8959	Sjt	Nabbs, J.W.
1613	"	Ramsay, J
10089	Cpl	Millard, K
1718	"	Kelly, C.E.F.
1627	"	Dooley, C
2254	L/Cpl	Weston, C.J.
9162	"	Day, E.C.
1626	"	Coughlin, W.T.
10023	"	Brandrick, E.G.

D Coy.

QX	Sjt.	Cotter, W.H.A.
	"	Cob
	"	Wilesmith
	"	Buchanan
	Cpl.	Beech, N.C.W.
	"	Duckworth, R
	"	Sanderson, J
	"	Insch
	"	Warren
	"	Carstens
	"	Bearkley
	"	Montgomery
	L/Cpl	Dunn, D
	"	Hill, R.J.
	"	Boyd, H.F.

E Coy.

NX15397	Sjt.	Weinstein, A
27163	Cpl	Cockram, H.J.C.
31628	"	Campbell, W.G.
31817	Sjt	Braund, L.A.
32100	Cpl.	Horan, D.P.
50770	"	Miller, D.C.
50826	"	Lasker, J.L.
52536	Sjt	Bailley, R.C.
54445	"	McLennan, J
65161	L/Sjt	Myers, R.J.

Postings. NX52899 Pte. Deane, E posted A2 Pl.

Promotions. NX55489 A/Cpl Baillie, W (77 L.A.D.) promoted A/Sjt.

M. I. WHEATLEY, CAPT.  
Adj. 2/2 M.G. Bn.

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

Headquarters,  
2/2 M.G. Bn,  
H.M.T. Acquitania,  
31 Dec. '40.

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

by

MAJOR R.L. HAWKE

ADMINISTERING COMMAND

2/2 MACHINE GUN BATTALION

PART I ORDERS.

NO. 3

Unit Duties. To mount at retreat on dates as under:-

Orderly Officer	Lieut. G.T. Ferguson	31 Dec. '40
Next for Duty	" A.B. Farquhar	1 Jan. '40
Orderly Sjt.	NX15611 S/Sjt. Sullivan, C.C.B.	31 Dec. '40
Next for Duty	EX 8525 " Zambra,	1 Jan. '40
Orderly Cpl.	QX5250 Cpl. Sanderson, J	31 Dec. '40
Next for Duty	NX50826 " Lasker, J	1 Jan. '40

B Coy. will supply officers (3) of guard mounting 31 Dec. '40.  
Next for Duty D Coy.

Cleaning Materials for Cabins. Brooms, mops, both cleaning powder box etc. for cabins aft of 47 on starboard side may be obtained from Steward Williams. Those aft of 48 portside from Steward Nield. Cabins forward of these on both sides from Steward Smith. Materials will be drawn at 0730 hrs. at lockers near head of main mess stairway on C deck aft.

Personnel are reminded that cabins must be swept and cleaned daily.

Sick Parades. Personnel who are too sick to be paraded to R.A.P. will be dealt with as follows:-

Coy. Ord. Cpls. will note on A.46 location of man's bunk. Bn. Ord. Cpl. will then accompany M.O. who will visit these men.

Orderly Officer. Unit Orderly Officer will stand by Bn. O/Room at 1015 hrs. daily for Inspection Parade.

Smoking. All ranks are reminded that smoking in cabins is strictly forbidden.

Fans & Electrical Fittings. Fans and electrical fittings in sleeping areas must not be interfered with. Should any further offences of this nature be reported, all fans in the particular area will be removed. Lights and fans in cabins must be turned off during the absence of occupants.

Meal Hours. In future Serjeants Mess will be: Breakfast at 0745 hrs., Lunch at 1245 hrs.

Drying Areas. Units may use their Training Deck space when not in use for drying clothing.

Canteen Hours. Officers' Lounge, 1200 to 1450 and 1630 to 2300.  
Serjeants' Lounge, 1200 to 1450 and 1630 to 2200.



Unit Orderly Officer. Unit Orderly Officer's Reports will be supplied to the Ship's Orderly Officer at 2000 hrs. daily at the Ship's Orderly Room. These will include report of his tour of duty including inspection of sleeping quarters, mess assembly areas, black-out restrictions, tattoo roll call and any unusual occurrences.

Administrative Memo.

Transfers.

QX 9073 Pte. French, V Trans. from C Coy. to Bn.H.Q.  
NX52109 " Saunders, W.N. " " Bn.H.Q. " C Coy.

Corrigendum R/O's Dated 30 Dec. '40.

L/Cpl Dunn, D promoted Cpl.  
Pte. Hill, R.J. " L/Cpl  
" Boyd, H.F. " L/Cpl

Confirmation of rank L/Sjt. Myers, R.J. Cancelled.

The following Acting Ranks are confirmed:-

A/Sjt. Hobbs, R.W. promoted S/Sjt. to act as W.O.II  
" Leslie, R.J.H. Promoted S/Sjt. to act as W.O.II  
" Cullen, D.E. " S/Sjt.  
L/Cpl. McBeath

Promotions.

L/Sjt. Sydenham, C.F. to be Sjt.  
L/Sjt. Robinson, K.I.B. " " Sjt.

M. I. WHEATLEY, CAPT.  
Adj. 2/2 M.G. Bn.

---

Lost. Identification discs belonging to Lieut. K.S. Wragge. Finder return to Bn.Ord. Room.

Volume 1.  
Chapter 4.

# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

By *JF*  
Unit *77 LAD*

Date and Time.—From *1/12/40* To *31/12/40*

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
<i>Cowra</i>	<i>1/12/40</i> to <i>5/12/40</i>		<i>Final Leave</i>	<i>J.P.B.</i>
	<i>5/12/40</i> to <i>25/12/40</i>		<i>Packing equipment &amp; convey work</i>	<i>J.P.B.</i>
	<i>26/12/40</i>	<i>2200</i>	<i>Departed Cowra by Special Train</i>	<i>J.P.B.</i>
<i>Sydney</i>	<i>27/12/40</i>	<i>1130</i>	<i>Met on board H.T. Aquitania at Woolloomooloo</i>	<i>J.P.B.</i>
	<i>28/12/40</i>	<i>0700</i>	<i>Left Sydney Harbour.</i>	<i>J.P.B.</i>
<i>At Sea</i>	<i>28/12/40</i> to <i>31/12/40</i>		<i>At Sea.</i>	<i>J.P.B.</i>

*James Macintosh*  
*cc. 77 LAD* *capt*

# FIELD RETURN OF OFFICERS

77 L AD (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 ...			
Majors ...			
Captains ...			
Lieutenants ...			
2nd Lieutenants ...			
Quartermasters ...			
<b>TOTALS ...</b>			

\* 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 Substantive Rank, and higher temporary rank, if held.	2 Personal Number.	3 Name and Initials.	4 Corps.	5 Whether present with Unit (Insert Yes or No).	6 If not present with Unit, state how employed.
<i>Capt</i>	<i>Maximilian J.R.</i>	<i>J.R.</i>	<i>77 LAD</i>	<i>No</i>	<i>Resembled <i>Leave</i></i>

(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.

*77 LAD*

(Unit.)

*2/12/40*

(Date of Despatch.)

*Lawrence M. E. O.M.E.*  
O.O. (Signature of Commander.)

*1st Aust Corps*  
(Bde., Divn., Area, etc., with which Unit is serving.)  
*Laura*

**FIELD RETURN OF OTHER RANKS.**

77 L.A.D. (Unit) 2/12/1940 (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. <i>Serjeant</i>	<i>1</i>	-	-
W.Os. Class II. <i>Cpls</i>	<i>2</i>	-	-
Squadron or Company Quartermaster-Serjeants			
<i>Group 1</i> Staff Serjeants	<i>4</i>	-	-
<i>Group 2</i> Serjeants	<i>1</i>	-	-
<i>Group 3</i> Corporals	<i>3</i>	-	-
Troopers, Privates, &c.	<i>2</i>	-	-
<b>TOTALS</b>	<i>12</i>	.	.

\* 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).

77 L.A.D. 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 TO ESTABLISHMENT.							REINFORCEMENTS REQUIRED.					REMARKS.		
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.		Corporals.	Troopers, Privates, &c.
Bricklayers															
Butchers															
Carpenters and Joiners															
Clerks															
Despatch Riders															
Draughtsmen (topo)															
Drivers H.T. and/or I.C.															
Electricians															
Farriers															
Fitters															
Masons															
Painters and Decorators															
Plumbers and Gasfitters															
Saddlers and Harness Makers															
Signallers															
Storemen technical															
Vickers Machine Gunners															
Cooks															
General duty personnel															
TOTALS (to agree with Columns 3 and 4 of Part A.)															

77 L.A.D. Unit.

*James Bainbridge*  
Capt. C.M.B.  
O.O. No. 77 L.A.D.  
Signature of Commander.

Date of Despatch 2/12/40

*2/12 2042 1st Aust Corps*  
Bde., Divn., Area, &c., with which unit is serving.  
*Canada*

# FIELD RETURN OF OFFICERS

M 299 (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 ... ..			
Majors ... ..			
Captains ... ..			
Lieutenants ... ..			
2nd Lieutenants ... ..			
Quartermasters ... ..			
TOTALS ... ..			

\* 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.
Capt		Maurice J.R. (4434777)	77 LAD	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.

77 LAD

(Unit.)

7/12/40

(Date of Despatch.)

*James B. ...* Capt. O.M.E.  
O.O. No. 77 L.A.D.

(Signature of Commander.)

1st Aust Corps

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

Compa



TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W. 3009

(page 1)

(Adapted)

**FIELD RETURN OF OTHER RANKS.**

77 LAD (Unit) 9/12/ 1940 (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. <i>Sergjants</i>	1	-	-
W.Os. Class II. <i>Cpls</i>	2	-	-
Squadron or Company Quartermaster-Serjeants			
<i>Grout</i> Staff Serjeants	4	-	-
" 2 Serjeants "			
" 3 Corporals "	3	-	-
Troopers, Privates, &c.	2	-	-
<b>TOTALS</b>	<b>12</b>	<b>*</b>	<b>*</b>

\* 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).

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 TO ESTABLISHMENT.							REINFORCEMENTS REQUIRED.						REMARKS.	
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.		Troopers, Privates, &c.
Bricklayers															
Butchers															
Carpenters and Joiners															
Clerks															
Despatch Riders															
Draughtsmen (topo)															
Drivers H.T. and/or I.C.															
Electricians															
Farriers															
Fitters															
Masons															
Painters and Decorators															
Plumbers and Gasfitters															
Saddlers and Harness Makers															
Signallers															
Storemen technical															
Vickers Machine Gunners															
Cooks															
General duty personnel															
TOTALS (to agree with Columns 3 and 4 of Part A.)															

77 LAD  
Unit.

*James H. ...*  
O.C. No. 77 LAD.  
Signature of Commander.

Date of Despatch 9/12/42

*2/2 M G Co 1st Aust Corps*  
Bde., Divn., Area, &c., with which unit is serving.

*Laura*

# FIELD RETURN OF OFFICERS

77 L AD (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 ... ..			
Majors ... ..			
Captains ... ..			
Lieutenants ... ..			
2nd Lieutenants ... ..			
Quartermasters ... ..			
<b>TOTALS</b> ... ..	1	-	-

\* 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.
Capt	Macintosh, J.R.	(Nx34777)	77 LAD	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.

77 LAD  
(Unit.)  
16/12/40  
(Date of Despatch.)

J.R. Macintosh  
Capt.  
1st Lt. Col. 7th Div. 1st Army Corps  
(Signature of Commander.)  
(Bde., Divn., Area, etc., with which Unit is serving.)  
Cobra

TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W. 3009

(page 1)

(Adapted)

**FIELD RETURN OF OTHER RANKS.**

77 LPO (Unit) 16/12 1940 (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. <i>Sergants</i>	1	-	-
W.Os. Class II. <i>Corporals</i>	2	-	-
Squadron or Company Quartermaster-Serjeants			
<i>Squad</i> Staff Serjeants	4	-	-
Serjeants	-	-	-
Corporals <sup>3</sup>	4	-	-
Troopers, Privates, &c.	1	-	-
<b>TOTALS</b>	<b>12</b>	<b>*</b>	<b>*</b>

\* 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.
<del> </del>			
<del> </del>			
<del> </del>			
<del> </del>			
<del> </del>			
<del> </del>			
<del> </del>			
<del> </del>			
<del> </del>			

**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).
<del> </del>				
<del> </del>				
<del> </del>				
<del> </del>				
<del> </del>				
<del> </del>				
<del> </del>				
<del> </del>				
<del> </del>				
<del> </del>				

77 L.A.D.

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 TO ESTABLISHMENT.							REINFORCEMENTS REQUIRED.						REMARKS.	
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.		Troopers, Privates, &c.
Bricklayers															
Butchers															
Carpenters and Joiners															
Clerks															
Despatch Riders															
Draughtsmen (topo)															
Drivers H.T. and/or I.C.															
Electricians															
Farriers															
Fitters															
Masons															
Painters and Decorators															
Plumbers and Gasfitters															
Saddlers and Harness Makers															
Signallers															
Storemen technical															
Vickers Machine Gunners															
Cooks															
General duty personnel															
TOTALS (to agree with Columns 3 and 4 of Part A.)															

77 L.A.D.

Unit.

16/12/40

Date of Despatch

*Jan B. Staindesh Capt. MC*  
Signature of Commander.

Bde., Divn., Area, &c., with which unit is serving.

# FIELD RETURN OF OFFICERS

77 L.A.D. (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 ...			
Majors ...			
Captains ...	/	—	—
Lieutenants ...			
2nd Lieutenants ...			
Quartermasters ...			
TOTALS ...	/	—	—

\* 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.
<del> </del>				

### Officers QUITTED during week.

Rank.	Name.	Corps.	Date.	Cause.
<del> </del>				

## 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)
<del> </del>			





TO BE MADE UP TO AND FOR SATURDAY IN EACH WEEK.

Army Form W. 3009  
(page 1)  
(Adapted)

### FIELD RETURN OF OTHER RANKS.

77 LHO (Unit) 23/12 1940 (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. <i>Sergeants</i>	1	-	-
W.Os. Class II. <i>Cookhouse</i>	2	-	-
Squadron or Company Quartermaster-Serjeants			
<i>Company</i> Staff Serjeants	4	-	-
Serjeants	-	-	-
Corporals	4	-	-
Troopers, Privates, &c.	1	-	-
TOTALS	12	-	-

\* 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).

77 LAD

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 TO ESTABLISHMENT.								REINFORCEMENTS REQUIRED.								REMARKS.
	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Staff-Serjeants.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.	W.Os. Class I.	W.Os. Class II.	S.Q.M.S.; C.Q.M.S.	Serjeants.	Corporals.	Troopers, Privates, &c.	TOTAL.		
Bricklayers																	
Butchers																	
Carpenters and Joiners																	
Clerks																	
Despatch Riders																	
Draughtsmen (topo)																	
Drivers H.T. and/or I.C.																	
Electricians																	
Farriers																	
Fitters																	
Masons																	
Painters and Decorators																	
Plumbers and Gasfitters																	
Saddlers and Harness Makers																	
Signallers																	
Storemen technical																	
Vickers Machine Gunners																	
Cooks																	
General duty personnel																	
TOTALS (to agree with Columns 3 and 4 of Part A.)																	

77 LAD  
Unit.

Date of Despatch 23/12/40

*J. B. Maines* Capt. D.O.C.  
2C. 77 LAD.  
Signature of Commander.

2/2 Mfg Co 1st Aust Corps  
Bde., Divn., Area, &c., with which unit is serving.