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Australian Army commanders' diaries

Artillery units

Item number: 3/1/15

Item: 'A' Field Battery

Standing Orders

[Jan - Dec 1958]

By CP

Mrs. Hirst

AUSTRALIAN WAR MEMORIAL
ACCESS STATUS

OPEN

[3/1/Jan-

STANDING ORDERS

MIL HIST

12.

Copy No: ~~23~~.....

~~100~~ (A) FD BTY RAA

RESTD

The information given in this document is NOT to be communicated either directly or indirectly to the Press or to any person not authorised to receive it.

STANDING ORDERS FOR SECURITY

ISSUED BY

MAJ P E SEDDON RAA

COMMANDING

~~100~~ (A) FIELD BATTERY

ROYAL AUSTRALIAN ARTILLERY

AMENDMENTS

No	Date	Initials	No	Date	Initials
1	16/3/59	PKA.			

RESTRD

UNIT SECURITY OFFICER (USO)

1. The USO for ~~100~~ (A) FD BTY RAA is the Bty Capt.
2. All unusual occurrences with security implications and all matters affecting security are to be reported to the USO ASP.

SECURITY OF PERS

3. All ranks are warned that destruction of their MORALE is an ever present task of the propaganda service of any en. All ranks should be aware of and take precautions against the following:-
 - (a) Rumours Rumours are started by word of mouth or the written word. They are aimed at confusing the tasks and ideals of members of the forces, to create doubt in the abilities of the leaders of the force or nation, and destroying confidence in the cause for which the fight is being waged. Rumours should NEVER BE REPEATED only REPORTED.
 - (b) False notification of cas.
 - (i) This is an insidious method of affecting the morale of both the soldiers in the fd and also his relatives at home.
 - (ii) Only when soldiers and their relatives are unaware of the correct procedure adopted by the forces to notify relatives of cas can this be effective. All ranks are directed to ensure that they are aware of the correct procedure involved and to advise their families accordingly.
 - (iii) Ref for cas reporting procedure are GRO 533/55 and S/MCRO 272/57.

SECURITY OF ~~100~~ (A) FD BTY RAA AREA

4. Protected Place - (Emergency Regulation (ER) 18 of 1951 refers)

The entire area occupied by mil units at BUTTERWORTH known as COMMONWEALTH Camp, has been declared a Protected Place. This declaration has the following implications:-

- (a) It is an offence for any person:-
 - (i) to be in the place without a permit (applies to civs)
 - (ii) to loiter in the vicinity having been warned to move on
 - (iii) to disobey any directions given to him whilst in the area.
- (b) There is the power to search any person on entering or while in the area, excl females who may be detained for searching by female civ police.
- (b) Any person who is in the area in contravention of these orders may be removed.

- (d) Any unauthorised pers in the area who fails to stop or submit to search commits an offence against ER 18.
- (e) Sentries who have cause to attempt to apprehend an intruder will comply with orders given in ~~400~~ (A) Fd Bty RAA Barrack Standing Orders.

5. EDRYS

- (a) The bdrys of the mil area declardd as a Protected Place are marked with barbed wire.
- (b) All civ persons within this bdy are subject to the provisions of para 4 above.

6. PASSES/PERMITS

6. PASSES/PERMIT

- (a) All civs requiring to enter the Bty area will be in possession of either :-

AF A17
or AF A29

- (b) The AF A17 will be issued to all contractors employees and is coloured green with a red cross
- (c) The AF A29 will be issued to all WD employees and is coloured red with a green cross.
- (d) The civ labour offr is responsible for arranging the issue of these passes, their renewal each year and to maint a register of passes issued.

(iii) WD PERMIT - AF A17.

The Civ Lab Permit is issued by PCLM and has the holders photograph and other details on it. The local lab permit is issued by the unit. The USO is responsible for recording and co-ord all such permits.

- (b) Passes Passes are issued for a specific purpose and place as under:-
 - (i) Contractors/Employees Pass - White
- (c) Temporary Passes Issued by the Bty Capt (Tp Comds for OP Camps) pending receipt of correct pass. Issuing Offrs will keep a register of Temporary passes.
- (d) All Passes/Permits other than temporary passes will show the following info at least:-
 - (i) Photograph
 - (ii) Civ Registration No.
 - (iii) Known address
 - (iv) Thumbprint
 - (v) Signature
 - (vi) Purpose for which pass is issued.
- (e) Less and expiry of passes/permits will be reported immediately to USO.

- (d) Any unauthorised pers in the area who fails to
 or submit to search commits an offence against

possession of one of the following types of passes/permits before
 permission to enter is granted:-

- (a) Permits These are issued for a specific task
 (eg for the Bty Char Wallah) and are of the following type
 and colour:-

- (i) Civ Labour Permit -

Table A - Clerks	- Pink
B - Domestics	- Buff
C - Technicians	- Blue
D - Casual Lab	- Yellow

- (ii) Local Lab Permit - see appx B to 28 COMWEL Bde
 Standing Orders for Security.

- (iii) WD Permit - AF A17.

The Civ Lab Permit is issued by PCLM and has the holders
 photograph and other details on it. The local lab permit is issued by
 the unit. The USO is responsible for recording and co-ord all such
 permits.

- (b) Passes Passes are issued for a specific purpose and place
 as under:-

- (i) Contractors/Employees Pass - White

- (c) Temporary Passes Issued by the Bty Capt (Tp Comds for
 OP Camps) pending receipt of correct pass. Issuing Offrs
 will keep a register of Temporary passes.

- (d) All Passes/Permits other than temporary passes will
 show the following info at least:-

- (i) Photograph
 (ii) Civ Registration No.
 (iii) Known address
 (iv) Thumbprint
 (v) Signature
 (vi) Purpose for which pass is issued.

- (e) Less and expiry of passes/permits will be reported
 immediately to USO.

7. PASS CHECKS

- (a) Periodic checks will be carried out by the USO, Tp Comds and FS pers. Any person unable to produce a pass/permit will be taken for interview by the USO (or Tp Comd for Op Camps).
- (b) Civ identity cards provide a useful check against passes/permits but do NOT themselves constitute auth to enter the area.

8. GDS

Gds will be maint in the Bty area as detailed in ~~100~~ (A) Fd Bty RAA Battack Standing Crders.

9. SECURITY OF STORES AND EQPT

The security of stores and eqpt devolve on the person to whom the respective items are entrusted. The loss of any item of eqpt/stores on issue to an individual whether kept in a store or NOT, will be reported immediately and will be the responsibility of that individual unless circumstances are otherwise proven which relieve him of that responsibility.

10. Any soldier who has custody over a store is responsible for the security of all items in that store and is required to take all action necessary to maint their security.

11. Under NO circumstances should an unlocked store be left unatt ended by responsible NCO's or soldiers.

12. SECURITY OF ARMS AND AMMO

Gen The basic principles are:-

- (a) Pers must be armed when and wherever they are vulnerable to attack by an en.
- (b) All pers in transit must carry arms and ammo.
- (c) When NOT in use arms and ammo will be stored in the Arms Kote.
- (d) Arms and ammo must NOT be left unattended.

Detailed instrs are contained in ~~100~~ (A) Fd Bty RAA INSTRS FOR THE CUSTODY AND HANDLING OF SA WEAPONS and ~~100~~ (A) Fd Bty RAA Barrack Standing Orders.

13. SECURITY OF INFO

The basic principle of dissemination of or access to info must be on a "NE D TO KNOW" basis.

14. It is emphasised that in peace or war en agents are always attempting to gain info by any method aval to them.

15. Any suspicion of such attempts as described in para 14 will be reported to the USO immediately.

OFFICIAL SECRETS ORDINANCE

16. The following instrs will apply to all pers:-
- (a) On joining the unit all pers are required to sign declarations regarding to Official Secrets Acts.
 - (b) Pers who have access to info graded "CONFD" or above will complete in duplicate a declaration not to disclose official info.
 - (c) Tp Comds will ensure that the attention of all tps is drawn to the provisions of DA 73A on or about 23 May and 23 Nov each year.

SECURITY OF DOCUMENTS

17. CL

- (a) The grading of a docu, with its appropriate security cl is the responsibility of the originating auth.
- (b) Downgrading of the cl of a docu is effected by ref to the originator.

18. Access and Handling

- (a) TOPSEC
(i) To be handled by those offrs who have been cleared to this level on a "NEED TO KNOW" basis.
- (b) SECRET To be handled only by those offrs and other ranks who are cleared to this level.
- (c) CONFD As for para 18 (b) above.
- (d) RESTD May be made aval to all ranks.

19. Marking of Documents

- (a) Upon receipt of a security cl from the originator it is the responsibility of the Bty Sig O to ensure all volumes pages etc are marked (or file covers when filed) as under:-
 - (i) TOPSEC - RED X from corner to corner of the file cover and stamped TOPSEC both back and front.
 - (ii) SECRET - RED LINE from top right to bottom left, and stamped SECRET back and front.
 - (iii) Other restrictive gradings of the above classifications will be marked as for (i) and (ii) but in BLUE.

20. Acct

- (a) All ranks to whom docus are entrusted are responsible for their security as under:-
 - TOPSEC - Bty Sig O
 - SECRET - Bty Sig O
 - CONFD - Clerk (Bdr)
 - RESTD - Clerk (Bdr)

- (b) Accountable docus will be registered on a special list by the Bty Sig O. Quarterly returns will be submitted on completion of a check of holdings against this list.

21. Care and Custody

- (a) TOPSEC and SECRET documents will be kept in the safe by the Bty Sig O.
- (b) CONFD and RESTD are to be held in steel cabinets.

22. Keys

Keys to documents receptacles will be held as follows:-

- (a) TOPSEC and SEC - Held by Bty Sig O
- (b) CONFD and below - held by Clerk (Bdr)
- (c) Bty CP - Held by CPO and Int Clerk

All above keys are held by the Bty Duty Offr in off duty periods.

23. Opening and recording

(a) Opening

- (i) TOPSEC docus will only be opened by an officer
- (ii) SECRET docus will only be opened by an officer or clerk (Bdr) or the BCI.
- (iii) CONFD and RESTD documents will be opened by the Clerk (Bdr).
- (iv) Whenever an envelope is marked (Personal for. aapt... it will only be opened by that offr or in his absence by his deputy.

(b) Recording

- (i) TOPSEC AND SECRET will be recorded by the Bty Sig O in the appropriate register.
- (ii) The recording of other correspondence may be done by a clerk under supervision of the Clerk (Bdr).

24. Transmission of Docus

As laid down in ~~100~~ (A) Fd Bty RAA Routine Orders Part I.

25. Loss of protected docus or keys

On discovery of the loss of a TOPSEC or SECRET docu/keys, a thorough search will be made at once by the responsible offr. The loss will be reported immediately to the issuing auth. or

SECURITY CHECKS

- 26. All ranks who in the course of their duties have access to cl info must be security checked up to the level of the type of info being handled.

27. All forms for security clearance of pers will be submitted through HQ Aust Army Force FARELF.

IDENTITY CARDS

28. All ranks must be in possession of an Identity Card.

29. The loss of an identity card by any soldier will be reported immediately, as laid down in Bty Routine Orders Part I.

COMM SECURITY

30. All signalling methods are given security cl as under:-

- (a) WT - UNCLAS
- (b) RT - UNCLAS
- (c) LT - Up to SECRET provided the tele and swbd are manned entirely by BRITISH Pers.
- (d) SDS - TOPSEC.

31. It is emphasised that the civil tele service in MALAYA is NOT secure and therefore no cl info should be passed by this means.

PRESS COMM

32. Comm direct with the Press on mil matters is forbidden to all ranks except PR staffs.

33. All dealings with the press will be through the PRO, or 28 COMWEL Bde "G" staff in his absence.

OFFICE SECURITY

34. All offices must be locked when NOT occupied.

Jul 58

[Handwritten signature]
Maj
Comd ~~400~~ (A) Fd Bty RAA

Distr	Copy No	Copy No
BHQ	1 Bty Sig Offr	9
A Tp	2 BSM	10
B Tp	3 BQMS	11
LAD	4 Unit History (3)	12 - 14
28 COMWEL Indep Inf Bde Gp	5 File	15
11 Indep Fd Sqn RE	6 Spare (6)	16 - 21
PC	7	
Bty Capt	8	

SECRET

Copy No. 11...

100 (A) FD BTY RAA
100 (A) FD BTY LAD RAEME

UNIT MOB SCHEME

GEN

1. Unit Mob Scheme is att. For distr as shown below.
2. Immediate distr will be made as under:-
 - (a) 28 COMWEL Indep Inf Bde Gp
 - (b) AUST Army Force FARELF
 - (c) Unit History (2)
 - (d) File
3. Subsequent distr within the unit will be made by the ACPO on the orders of the BC. File copy will be circulated by the ACPO to all internal addressees and will then be filed.
4. The ACPO is the custodian of the Unit Mob Scheme and will be responsible for the amnt of all internal copies.

RETURN

5. The ACPO will prepare a return in accordance with Annx C to 28 COMWEL Bde COMWEL/008/3/G(OPs) dated 14 Oct 57 to be despatched to 28 COMWEL Indep Inf Bde Gp by 25 Nov and 25 May each year.

13 Jan 58

Wesley A. ... Maj
Comd 100 (A) Fd Bty RAA

DISTR

	<u>Copy</u>
BHQ	1
A Tp	2
B Tp	3
LAD	4
28 COMWEL Indep Inf Bde Gp	5
AUST Army Force FARELF	6
BC	7
Bty Capt	8
BSM	9
BQMS	10
Unit History	11 - 12
File	13
Spare	14 - 15

SECRET

SECRET

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RETURN - MOB COMPLETE	Appendix ^{Annex} L
ESSENTIAL BK STORES	Appendix ^{Annex} M

SECRET

SECRET

PART 1 - SUMMARY

GEN

1. Unit role will be that of an indep Fd Bty and att Bty LAD in war.
2. Est Nos are:-
 - (a) 100 (A) Fd Bty RAA - AUST VIII/II/517/2(TE)
 - (b) 100 (A) Fd Bty LAD RAEME - AUST VIII/II/26/I (LE)
3. Eqpt table nos are:-
 - (a) 100 (A) Fd Bty RAA - HET 580/I/AUST (Pending Change)
 - (b) 100 (A) Fd Bty LAD RAEME - 873/I(LE)

TRG

4. (a) Upon receipt of the mob order the BC will issue to Tp Comds a trg programme.
- (b) All pers NOT engaged in mob will be available for trg . . .
- (c) The following particular subjs will be incl. in the trg programme:-
 - Gun drill
 - CP procedures with particular ref. to use of the Displacement Calculator.
 - SA trg
 - P & RT
 - Org and deployment of a fd bty and fd regt
 - Comms inclu. use of codes
 - Army health

NOTIFICATION OF M DAY

5. M day will be notified by "OP IMMEDIATE " sig from GHQ (OPS). This is not an auth to start mob.
6. Mob order will be an " OP IMMEDIATE" sig dir. from GHQ (SD I) on M plus 1 or M plus 2.

SECURITY

7. Unit security serial no and colour bars will be issued for marking on stores boxes, panniers, offr's valises and soldiers kit-bags and not to be linked with unit title in telecon or sigs NOT marked SECRET.
8. Civ lab may cont to be emp up to date to be notified prior to move.
9. The unit security officer will give instr. to all ranks on security in war with particular ref to.
 - Censorship
 - Careless talk
 - Handling and disposal of cla. material
 - RT and tele security

SECRET

SECRET

10. Censorship of all private mail within the unit will commence. Censorship of private mail of families will have to be implemented.

ACCTS AND DOCS

11. A board of officers will assemble to take stock of all eqpt table stores prior to the change to full op acct
12. When ledgers are closed, write offs and indents will be prepared to bring the unit up to scale.
13. Closed ledgers will be submitted to ADOS 17 GURKHA Div/OCLF.
- 14.(a) Normal documentation will continue but fd returns will be prepared for submission when called for.
- (b) All redundant files will be destroyed.
15. All public monies and regt accounts will be audited and arrangements made through HQ AUST Army Force FARELF for the safe disposal of regt monies(Part II Diary and timetable - serial 16)

INITIAL MAINT

- 16 Expense sups, gun ammo and SAA will be drawn up to scale. (Part II - Diary and timetable Serials 18 and 19)
17. Sups and POL will continue to be drawn under existing arrangements until further orders

ACCN

18. Complete tentage for the bty and LAD will be demanded.
19. If rel . . . by another unit in the present camp all bk stores will be handed over in situ to the incoming unit in the presence of a bk store rep.
20. If camp is to be vacated, bk stores will be returned on a time programme (see diary and timetable) with the last essential items left for a rear party(see annex B) to return.

EQPT AND VEHS

21. All stores surplus to eqpt tables incl scout cars and special trg eqpt will be returned. (Part II - diary and timetable serial 15).
22. Lists of outstanding indents will be submitted to B00 for hastening action.
23. On M day all vehs will be inspected by RAEME and a return showing the cl of all vehs on charge which are cl 4 or below will be sent to GHQ FARELF (ORD 1) with copy to 17 GURKHA Div/OCLF and 28 COMWEL Indep Inf Bde Gp. A similar inspection will be made of all guns.
24. On M plus 18 a return will be submitted of remaining deficiencies in eqpt and vehs in order that remedial action may be taken. Maj deficiencies marked "NOT AVAL" by ord will be incl in this return and marked "SIB"(Special issue branch).

SECRET

25. Items which have become unservicable subsequent to submission of original indents will be demanded as replacement - MOBILISATION".

MED

26. Med docs will be retrieved and retained by Cpl Nursing Orderly.
27. Essential inoculations will be given and if practicable all pers will be made dentally fit.

ADV AND REAR PARTIES

28. Composition of advance and rear parties is shown in annex A and B to part I.

REGT AND MESS PROPERTY

29. All sporting eqpt will be returned to the Bty Q store. Servicable items will remain with the unit.
30. All other regt and mess property will be returned to 1 Field Regt RAA in AUSTRALIA (Annex J to Part II)

PRIVATE PROPERTY

31. All excess personal gear will be returned to AUST (Appx H to Part II) Disposal of private motor cars will remain the responsibility of the individual.

PERSONNEL

32. A "PRIORITY" sig will be sent to AUST ARMY FORCE FARELF copy to 28 Bde detailing rfts required by rank and ECN incl: 1 st rfts
33. All pers on leave outside the Comd will be recalled. Members on local leave may be recalled dependant on their trade and posting.
34. Members attending courses of instr. within FARELF will complete the course unless it is cancelled.

FAMILIES

35. Families will remain in their present loc pending decision by GHQ.

SECRET

SECRET

Annx A to Part I

ADV PARTY

1. The adv party will consist of the fol:-

Bty Capt

BQMS

Veh Mech(Sgt)

Amm o No(clerk)

Ammo No (Storeman)

Dvr(Q 1)

Dvr OP (K)

Gnrs (incl cook) - 6

Trucks $\frac{1}{4}$ ton 4 X 4 - 2

Trucks 2 $\frac{1}{2}$ ton GMC 6 X 6 - 1

Tlr $\frac{1}{2}$ ton lt wt cargo - 2

Annx B to Part I

REAR PARTY

1. The rear party will consist of the fol:-

Tp Ldr A tp

Tech storeman (Sgt)

Dvr (Q3)

Gnrs - 4

Truck 2 $\frac{1}{2}$ ton GMC 6 X 6 - 1

SECRET

PART II DIARY AND TIMETABLE

Day	Serial	Duties (the anticipated order of occurrence)	Responsibility	Refs
(a)	(b)	(c)	(d)	(e)
M	1	Issue copies of unit Mob Scheme to internal addressees	BC	
	2	Book loc rifle range for SA trg	BC	
	3	Request stocktaking board of offr's for change to op acct	BK	Annx A
	4	RO Part I on (a) Security (b) Families	BSM	Annx B
	5	Send sig detailing rfts required	BSM	
	6	Submit veh cl. . . . return	WLO	
	7	Org loc individual and collective trg	BC	
M Plus 1	8	Tgm to pers on leave outside comd cancelling leave	BSM	
	9	Board of offr's take stock of AFG 1098 and HET stores. Audit board will assemble to audit all public monies and regt accts .	BK	
	10	Submit indents for deficiencies (serial 9) and list of outstanding indents to BOO for hastening action (similar action for RE, RASC and RAMC stores to service reps)	BQMS	
M Plus 2	11	Upon receipt of mob order submit return	BC	Annx D
	12	Depending upon intended OP theatre arrange for inoculations to be completed by M plus 21. Prepare for dental treatment.	BK	
	13	Rec. or med docs from MRS and make responsibility of Cpl nursing orderly	BSM	
	14	Prepare fd returns for Offrs and ORs and comence to despatch on order from 17 GURKHA Div or AUST Army Force	BSM	Annx E
	15	Submit to 17 GURKHA Div through normal channels AFG 1033 for disposal instrs for all stores and trg eqpt held in excess of AFG 1098 or HET.	BQMS	

SECRET

(a)	(b)	(c)	(d)	(e)
M Plus 3	16	Pay all welfare accts and transfer Regt Funds to SINGAPORE branch of HONGKONG SHANGHAI BANK or as advised by HQ AUST Army Force FARELF	BK	
	17	Arrange erasure of all unit titles, Ord serial nos, and other markings from all unit eqpt and stores and replace by unit security serial nos and colour bars on all stores boxes, panniers, offr's valises and soldiers kit bags	BQMS	
M Plus 4	18	Demand op holdings of expense sups up to HET entitlement	BQMS	Ann x F
	19	Demand first line ammo for guns and SA	BSM	
	20	Change to op acct	BQMS	GHQ Adm instr No 9
M Plus 7	21	First innoculation and med exam and commence dental treatment	BK(BSM)	
	22	Inspect all pers clothing and eqpt and submit indent for deficiencies	BQMS	
M Plus 14	23	Second inoculations and possible X Ray	BK(BSM)	
M Plus 15	24	Return all mess ante room and recreation room bulk stores	BQMS	
	25	Prepare return of major deficiencies of vehs and eqpt for BC	BK (WLO)	Annx G
M Plus 17	25	Submit return on maj deficiencies of veh and eqpt	BC	Annx G
M Plus 18	26	If no previous info received issue RO Part I on personal gear	BSM	Annx H
M Plus 20	27	Return cupboards to BK store	BQMS	
M Plus 21	28	Final inoculations and blood grouping where necessary	BK (BSM)	
	29	Stamp blood groups on incomplete identity discs where necessary	BQMS	

SECRET

(a)	(b)	(c)	(d)	(e)
M Plus 22	30	Return all offr's bedroom bk stores less "beds complete"	BQMS	
M Plus 24	31	Return all bk stores' cooking eqpt	BQMS	
M Plus 25	32	Assemble and arrange packing of all unwanted Regt, Offrs and Sgts mess property for further action by BQMS	BK	Λ nrX J
	33	Return all items of personal gear and unwanted property, packed, marked and documented to AUST through MFO	BQMS	
M Plus 26	34	Return crockery cutlery and glassware and all surplus dining room furniture to bk stores	BQMS	
M Plus 27	35	Report eqpt complete or otherwise to BC	BK	
	36	Report vehs complete or otherwise to BC	WLO	
	37	Report pers complete or otherwise to BC	BSM	
	38	Inspect remaining stores (or all bk stores if to be handed over and take stock, then prepare debit vouchers for all deficiencies for submission to BK	BQMS	
M Plus 28	39	Inspect barracks and submit debit vouchers to BK for damages and deficiencies of engr stores on register of assets.	OC Rear party BQMS	
	40	Write off register of assets and bk stores deficiencies and damages if possible	BC	
	41	Pay Comd Paymaster SINGAPORE for the damages out of Regt Funds and arrange reimbursement of funds from soldiers on next pay day	BK	

(a)	(b)	(c)	(d)	(e)
M	42	Submit " Mob complete" return	BC	Appx L
Plus				
29	43	Return office furniture to bk Stores	BQMS	

M	44	All bk stores returned less essentials. Remaining stores to be stored in office block building 72 pending return by rear party	OC rear party	Appx M
Plus				
30				

NOTE:

1. The adv party will leave on a date to be notified when the intended op theatre is known, and the duties listed in colm. (d) will be carried out by pers temporarily holding their appt.

SECRET

Annex A to part II

.....

100 (A) Fd Bty RAA
BUTTERWORTH

66/

28 COMWEL Indep Inf Bde Gp

OPERATIONAL ACCOUNTING

Reference: GHQ (SD1)Mob/

Dated

1. In view of the mobilisation of 100 (A) Fd Bty RAA and 100 (A) Fd Bty LAD RAEME, it is requested that a board of officers be assembled at BUTTERWORTH on at 0800 hrs to take stock of all AFG 1098 and AUST HET items on the charge of the above units so that they may change to operational accounting.

Comd 100 (A) Fd Bty RAA
Maj

SECRET

Appx B to part II

ROUTINE ORDERS PART I TO BE ISSUED ON M D Y

SECURITY

1. All ranks are reminded of their responsibilities for the prevention of leakage of information relating to military organisation, equipment etc, or the movement of naval, military or air forces.
2. Beware of careless talk in public places and NEVER discuss matters of a service nature over the telephone.
3. With effect from the date of this order the Bdr Clerk will destroy by burning all office waste at the end of each working day.

FAMILIES

1. Families will remain in MALAYA until a decision can be made by AUST Army Force FARELF in the light of the present situation.
2. No further families will be called forward and the call forward of those already awaiting a passage will be cancelled.
3. No passages of families to MALAYA by private arrangements is permitted.

SECRET

Annex C to Part II

VEH CLASSIFICATION RETURN

Reference: FARELF Mob instr No 18
GRO 525/56

1. This return will be submitted dir. to GHQ (ORD 1) with copies to MALAYA Comd, 17 GURKHA Div and 28 COMWEL Indep Inf Bde Gp.
2. It will show the cl. of all vehs on charge which are cl. 4 or below.
3. GHQ will decide the no and type of vehs which can be made avail. as replacements.
4. Low category cls in accordance with ref B are as follows;-
 - (a) Cl 4
Any veh either more than three years old or having done more than 10,000 miles and requiring fd repairs.
 - (b) Cl 5
Any veh requiring base repairs.
 - (c) Cl 6
Any BLR veh

SECRET

Annx D to Part II

RETURN TO BE SUBMITTED AT ANY TIME DURING MOB

Reference FARELF Mob instr No 28 Appx C.

1. If for any reason it appears unlikely that the unit will complete mob by M plus 30 this will be reported at once giving briefly the reasons for the sit and any steps taken to rectify it.
2. The return will be submitted to MALAYA Comd with copies to 17 GURKHA Div and 28 COLWEL Indep Inf Bde Gp.

Annx E to part II

FD RETURNS

1. These returns will be prepared immediately but will not be submitted until called for.
2. The Proformae (together with instrs for use) are included in BSM's copy of unit mob scheme.

SECRET

Annx F to Part II

EXPENSE SUPS FOR MOB

1. The following sup would be required as an initial issue and would be sufficient for one (1) month op (ref MBI 55/54 Part I page 214-218 and Part I page 231 paras 29 - 31).

(a)	Soap common	100 lbs
(b)	Soap common (for personal laundry use)	100 lbs
(c)	Soap powder " " " "	100 lbs
(d)	Soap sand	18 lbs
(e)	Soap toilet abrasive(Special scale Para (e) refers)	4 lbs
(f)	Soap toilet (for personal use)	100 lbs
(g)	Soda ash	50 lbs
(h)	Muslin	10 yds
(j)	Cloths sponge	20 nos
x (k)	Phenyle(Izal or jeyes fluid)	10 gls
x (l)	Slaked lime	10 lbs
(m)	Twine heavy binder	4 lbs
(n)	Twine ordinary	2 lbs
(o)	Twine sewing	1 lb
x (p)	Foot powder	50 lbs
(q)	Blades razor	748 nos
x (r)	Paper toilet(500 sheets per roll)	80 rolls

2. The fol items will be required as a one (1) months sup in respect of a malarious area:-

(a)	Paludrine	5400 tabs
x (b)	Mosquito repellent (for personal use)	5 gals
x (c)	Insect spray (Mosq spray/DDT Spray)	18 gals
x (d)	Aerosol Bombs	12 nos
x (e)	Creosote Oil	12 gals

3. Indents will be submitted in the form of a ltr to OIC Bks stores in respect of the items marked x.

4. With regard to the items listed in para 2 indents are made on the nearest med unit in the form of a ltr to the MO IC.

5. In respect of the remaining items not marked, indents are submitted in the normal manner as single item entries on AFG 982 E.

Annx G to Part II

RETURN OF MAJ DEFICIENCIES

Reference: FARELF Mob instr No 28 Appx C.

1. Submit return to reach MALAYA Comd by 1000 hrs on M plus 18 with copies to 17 GURKHA Div and 28 COMWEL Indep Inf Bde Gp showing deficiencies of those vehs and items of eqpt which seriously effect the op or adm efficiency of the unit.

SECRET

Annx H to Part II

RO PART I FOR ISSUE ON M PLUS 18

NOTE:

In para 3 the details relating to families will only be published if info. has been received that their mov is imminent.

PERSONAL EFFECTS

1. All items not held by the soldier as either an AAB 83 or AAF F12 issue will be packed in the soldiers steel trunk (any surplus securely boxed and crated) together with an inventory of its contents, and marked with the owners name and the address to which they are being forwarded.
2. The trunks will be handed into the Q bulk store together with two additional copies of the inventory, no later than M plus 20.
3. The total entitlement of baggage will be as under.

Maj	7cwt and/or	60 cu ft	plus	11 cwt and/or	90 cu ft	for wife
Capt/Lt	6cwt "	" "	"	10 "	" "	" "
WO s	4cwt "	" "	"	5 "	" "	" "
Sgts	3 $\frac{1}{2}$ cwt "	" "	"	5 "	" "	" "
R & F	2 cwt "	" "	"	5 "	" "	" "

Children 1 $\frac{1}{2}$ cwt each (15 cu ft) plus one perambulator for each family.

4. These personal effects will be returned to AUST at public expense through the MFO and if no NOK is avail the baggage may be addressed to.

Kit store
E COMD Pers Depot
SOUTH HEAD N.S.W.
AUST

Annx J to Part II

UNWANTED ITEMS OF REGT PROPERTY

1. The undermentioned items must be securely packed for return to 1 Fd Regt RAA AUST.
 - Officers mess Placques - 2
 - Officers mess silver
 - Brass gate badges - 2
2. Remaining items of property will be retained with the unit in ops.

SECRET

Annex K to Part II

DOCS FOR RETURN OF PERSONAL GEAR

1. All hy baggage will be returned to AUST (wherever possible) through the loc MFO.
2. All such baggage is carried at the owners risk.
3. Packing and securing of baggage will be as fol:-
 - (a) if the issue trunks cabin metal are used these must be locked and additionally secured by wire or being bound by good strong rope.
 - (b) The name and address of the ultimate destination, or of the Mob store in AUST will be clearly painted on the outside of the article.
 - (c) Any old markings will be removed before complying with 3 (b) above.
 - (d) inside each package a list of the contents showing also the members name and address should be placed. A copy to be kept by the sender.
4. AUST Army Form A4 (copy att for info) will be completed by each member and will be fwd to the loc MFO at the port of emb: by the BQMS.

SECRET

Annex L to Part II

RETURN - MOB COMPLETE

Reference: FARELF Mob instr 28 Appx C.

1. This return must reach both MALAYA Comd and 17 GURKHA Div by 1000 hrs on M plus 30 with a copy to 28 COMWEL Indep Inf Bde Gp and AUST Army Force FARELF.
2. If Mob is not complete the return must show:-
 - (a) deficiencies in pers by trades and ranks under two headings.
 - (i) present deficiencies
 - (ii) posted but not yet joinedIf no deficiencies in pers, report "Personnel complete"
 - (b) Deficiencies in vehs by types. If no deficiencies, report "Vehicles complete".
 - (c) Deficiencies in eqpt(MAJ ITEMS ONLY). If no deficiencies report "Equipment complete".
3. Copies of reports showing deficiencies in eqpt and vehs must at the same time be fwd direct to ADOS.
4. While maj deficiencies exist, progress reports will cont to be submitted, weekly.

SECRET

Annx M to Part II

ESSENTIAL BK STORES

1. The following bk stores will be retained for use until the departure of the bty and will then be stored in building 72 until their return by the rear party.

Beds
Mattresses
pillows
Pillow slips
Sheets
Blankets US
Tents mosquito
Dining room furniture

COMMONWEALTH OF AUSTRALIA
DEPARTMENT OF TRADE AND CUSTOMS

Declaration to be made by a member of the Defence forces serving overseas, on return to AUSTRALIA on duty, on Recreation or sick leave or for discharge.

I.....hereby declare that the goods in my possession (other than my personal effects) consisting of.....
.....
are valued at £.....and customs declarations for all goods previously exported or taken with me to AUSTRALIA from MALAYA have been duly furnished. I further declare that during the current calendar year I have exported or brought with me to AUSTRALIA goods to the total value of £Including the value of the goods now in my possession.

Signature.....
Rank.....
Unit and Reg No.....
Date.....

BAGGAGE ENTITLEMENT

The scales of Baggage given below are total entitlement scales. When calculating the amount of baggage that may be despatched by MFO, the amount of accompanied baggage allowed to the individual/family must be deducted from the full entitlement.

SERVICE SCALE MBI 64/54

1 ST CLASS 40 cu ft

2 ND CLASS 20 cu ft

FAMILIES SCALE MBI 67/55

80 cu ft PER ADULT

40 cu ft PER CHILD.

2 cu ft - equals 1 cwt.

MILITARY FORWARDING ORGANISATION
ADVICE NOTE - OUTWARD TRAFFIC

Date of
despatch
to M.F.O.

CONSIGNEE'S REFERENCE No.....

(see instructions overleaf)

Name and address of Consignee	No. of packages	Description, marks, measurements, and contents	Weight in lbs	Remarks (See Instructions No. 6)
Name and address of consignor				

THIS IS TO BE COMPLETED BY M.F.O.
and one copy returned to consignor.

Port No.....

Consignor's Signature.....

Date Received.....

B/L No:.....

.....
Military Forwarding Officer

Date.....

Date Shipped.....

Vessel.....

NOTE TO SENDER - After the certificate below has been completed, Part II must be forwarded or taken to:-

MILITARY FORWARDING ORGANISATION DEPOT

Certificate to be completed by Commanding Officer of unit

No Rank Name Initials

Unit

Proceeding from:

Proceeding to:

Authority and reason for move

(Permanent posting)
(Transfer)
(Release)

No.....Dated.../.../195

Weight of baggage AUTHORIZED WEIGHT under MBI 64/54 & 67/55 Total accompanying individual/family Balance for despatch by MFO

I CERTIFY that the person named above, serving with the unit stated, and his + wife and.....+child(ren), +is/are entitled to make use of the Military Forwarding Organisation in accordance with the terms of MBI 64/54 and MBI 67/55 I have drawn the attention of the person named to MBI 64/54 Para 36E regarding the carriage of baggage at OWNERS RISK.

Signature of OC Unit.....Maj Comd 100 (A) Fd Bty RAA Unit stamp

...../...../195

Certificate to be completed by sender

I CERTIFY that none of the following is contained in + my baggage or in the baggage of my family:-

- (a) Ammunition(any nature) or other dangerous or inflammable materials.
(b) Dangerous drugs.
(c) Articles for resale, or goods in excess of+ my/our ordinary personal requirements.
(d) Currency or currency instruments.
(e) Tobacco products.

...../...../195

Signature of Consignor.....

+ delete whichever is inapplicable.

~~28~~
MIL HIST.

Copy No. 28

BARACK STATIONERY OFFICE

UNITED KINGDOM

MAJOR P. E. SUDON BAA

OFFICER COMMANDING

~~28~~ (A) FIELD BATTERY

ROYAL AUSTRALIAN ARTILLERY

BUTTERWORTH P.O.
MALAYA

NO 58

AMDTs

NO	DATE	INITIALS	NO	DATE	INITIALS
1	24 / 3 / 59	J A A			
2					
3					
4					
5					
6					
7					
8					
9					
10					

30 Aug 58

B. W. Murray
Comd ~~100~~ (A) Fd Bty RAA Maj

Distribution

	<u>Copy No</u>
A Tp	1 - 2
B Tp	3 - 4
BHQ	5 - 6
100 (A) Fd Bty LAD RAEME	7
28 COMWEL Indep Inf Bde	8
HQ AUST Army Force FARELF	9
11 Indep Fd Sqn RE	10
BC	11
B ty Capt	12
WLO	13
BSM	14
B MS	15
Bty Orderly Room Bdr	16
Offrs Mess	17
Sgts Mess	18
Guard Room	19
File	20
Spare	21 - 26
Unit History	27 - 30
Copy 27	<i>1 Fd REGT</i>
28	<i>MIL HIST</i>
29	<i>DRA.</i>

100 (A) Fd Bty RAA BARRACK STANDING ORDERS

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SEC 1

GEN

SCOPE

1. These orders will apply to ~~100~~ (A) Fd Bty RAA and ~~100~~ (A) Fd Bty LAD and att pers whilst in occupation of COMMONWEALTH CAMP, BUTTERWORTH P W.

PROMULGATION

2. These orders will be promulgated to all ranks once in each six months by tp comds. This action will be recorded in an orders book.

Amendments to these orders will be promulgated by tp comds as soon as possible.

after they are published. This action will be recorded in an

CAMP LAYOUT *Orders Book.*

3. A diagrammatic layout of the camp is att as Anx A.

4 - 5 Res.

SEC 2
ORG

GEN

6. The Bty and LAD will be org on the following ests and eqpt tables.

- (a) ~~100~~ (A) Fd Bty RAA - TE II/517/2 (AUST)
- (b) ~~100~~ (A) Fd Bty RAA - TET 5100/1 (AUST)
- (c) ~~100~~ (A) Fd Bty LAD RAEME - Aust VIII/26/1 LE
- (d) ~~100~~ (A) Fd Bty LAD RAEME - AAF E 2 - 873/1

ADM AND TRG

7. For adm and trg the elements of the bty will be org into:

- (a) BHQ Comd by CPO
- (b) A Tp Comd by A Tp Comd
- (c) B Tp Comd by B Tp Comd
- (d) LAD Comd by WO IC LAD responsible to the BC

NOTE : The LAD will be considered an integral part of the Bty and NOT a separate unit. It will parade with BHQ

OPS

8. When the Bty is deployed on emergency Ops the org will be

- (a) BHQ pers on gun posn comd by CPO
- (b) A Tp Comd by A Tp Comd
- (c) B Tp Comd by B Tp Comd
- (d) One Tp Comd will be apt to act as Bty Capt on the gun posn.
- (e) Bench (BUTTERWORTH) Comd by Bty Capt, Camp Comd duties performed by the WLO.

9. Detailed composition of parties is contained in ~~100~~ (A) Fd Bty RAA "Standing Orders For OPs).

10-11. Res.

SEC 3
ADM - GEN

ROUTINE

12. Event	Normal Timings	Sundays and Public Holidays
Reveille	0630 hrs	0815 hrs
Gd Dismounts	0630 hrs	0900 hrs
Breakfast	0700 hrs - 0730 hrs	0800 hrs - 0845 hrs
Sick parade	0745 hrs	0715 hrs
Parade	0815 hrs	
Break	1000 hrs	
Parade	1015 hrs	
Standown	1230 hrs	
Lunch	1205 hrs - 1315 hrs	1205 hrs - 1315 hrs
Parade	1400 hrs	
Standown	1630 hrs	
Dinner	1715 hrs - 1745 hrs	1715 hrs - 1745 hrs
Gd Mounts	1745 hrs	0900 hrs
Lights Out	2300 hrs	2300 hrs
Bed Check	0100 hrs	0200 hrs

DUTIES

13. (a) The following duties will mount at the times shown when Bty HQ and at least one tp are in camp.
- | | |
|------------------------|-----------------------------------|
| Orderly Offr | 0900 hrs |
| Orderly Sgt | 0900 hrs |
| Bty Guard | 1745 hrs Mon - Fri |
| (NCO and 9 ORs) | 1330 hrs Sat |
| | 0900 hrs Sun and Public Holidays. |
| Duty Dvr | As for Bty guard |
| Duty Dvr PENANG ISLAND | As detailed by WLO |
| Duty Clerk | As for Bty Guard |
| Duty Rec Team | As detailed in Anx II. |
- (b) The following duties will mount at the times shown when there is NO resident tp at BUTTERWORTH.
- | | |
|------------------------|----------------------------------|
| Orderly Offr | 0900 hrs |
| Orderly Sgt | 0900 hrs |
| Camp picquet | 1745 hrs Mon - Fri |
| (3 ORs self relieving) | 1330 hrs Sat |
| | 0900 hrs Sun and Public Holidays |
| Duty Dvr | As for Camp Picquet |
| Duty Clerk | As for Camp picquet |
| Duty Sig | As detailed by Bty Sig Offr |
| Duty Rec Team | As detailed by WO IC LAD. |
- (c) Orders for duties are att as follows.
- | | |
|-------|---------------------------------------|
| Anx B | Duties of the Orderly Offr |
| Anx C | Duties of the Orderly Sgt |
| Anx D | Duties of the Duty Driver |
| Anx E | Duties of the Bty Guard |
| Anx F | Duties of the Camp Picquet |
| Anx G | Duties of the Duty Clerk |
| Anx H | Duties of the Duty Rec Team |
| Anx R | Duties of the Duty Dvr PENANG ISLAND. |

Duty Sig - issued in writing by the Bty Sig Offr prior to each shoot.

SEC 3 (Continued)

BOUNDS

14.

- (a) The following areas are OUT OF BOUNDS in the camp area:-
- (i) Arms Kote
 - (ii) Q Stores
 - (iii) Rat Store
 - (iv) All Kitchens
 - (v) Sgts mess and lines (except to mess staff on duty)
 - (vi) Offrs mess and lines " " " " " "
 - (vii) Charwallahs shop (During working hrs)
 - (viii) Gift shop " " "
 - (ix) Barber Shop " " "
 - (x) Boot Makers Shop " " "
 - (xi) NAAFI Canteen " " "
 - (xii) That portion of the Camp occupied by 11 Indep Fd Sqn RE (excl NAAFI Canteen and Badminton Courts).
- (b) Unless on duty pers will NOT enter the above areas.
- (c) Other OUT OF BOUNDS areas will be notified from time to time in ROs Part I.

CONDUCT

15

- (a) All ranks will maintain a high standard of soldierly bearing dress and behaviour.
- (b) Offrs, WO's and NCOs will ensure that soldiers conduct themselves in a manner which will bring credit to the Aust Army in gen and the Bty in particular.

INTOXICATING LIQUOR

16.

- (a) Unless specifically authorized by the Bty Comd NO soldier will consume intoxicating liquor in any part of a camp or installation which is NOT set apart for this purpose.
- (b) For the purposes of para 16 (a) above the following portions of ~~the~~ (A) Fd Bty RAACamp are set aside for the consumption of intoxicating liquor:
- (i) Offrs Mess
 - (ii) Sgts Mess
 - (iii) NAAFI Canteen (only during authorized trading hrs)
- (c) Intoxicating liquor will NOT be stored in quarters or in any portion of the camp other than those places listed in para 16 (b) above.
- (d) Intoxicating liquor will NOT be carried in public unless in properly wrapped parcels or in a civ bag or case.
- (e) Rank and file members will NOT consume alcoholic liquor whilst on duty.

CONN WITH THE PRESS

17.

NO member of the Bty or LAD will conn with the Press on any subject concerning the service or the Bty except the BC or Offr acting as the BC. Any article for publication will be submitted to the BC for approval prior to publication.

SEC 3 (Continued)

QUARTERS, MESS S ETC - INSPECTION

- 18. (a) Quarters will be in inspection order between 0815 hrs and 1630 hrs daily (excl Sat afternoons, Sun and Public holidays). During Sat afternoons Sun and Public Holidays quarters will be kept clean and tidy.
- (b) The remainder of the camp will be in inspection order by 1000 hrs daily (excl Sun and Public holidays) Hyg tasks will be completed ASP.
- (c) Layout of pers kit in quarters is att as Anx J.

WELFARE

19. All members of the Bty and LAD are advised that their offr, incl the BC where nec^{and} appropriate, are continually available for interview on pers problems and difficulties which are NOT matters of normal daily adm. The subject of such interviews will be treated as confd by the offr concerned. Such opportunities are designed to assist soldiers to overcome genuine pers problems which they are unable to solve unaided. NO effort will be spared by offr to aid soldiers. Offrs will NOT proceed with frivolous, unreasonable or purely selfish complaints and requests. NO soldier will contact the BC either pers or by telephone without first speaking to his tp comd or in his absence a tp offr.

Provided NO question of military discipline is involved and provided an appointment is made through the Bty Capt, The Legal Offr HQ Aust Army Force FARELF may be consulted by members who have private legal problems. Such consultations are confd.

NAAFI

- 20. (a) The NAAFI at the SOUTH end of the lines is for the use of the Bty and 11 Indep Fd Sqn RE.
- (b) Trading hrs will be notified in RO's Part I.

POSTAL

- 21. (a) Outward mail will be posted in the post box outside the Bty Orderly Room.
- (b) "Forces Air Mail" will be written in the top left hand corner of the face of the envelope.
- (c) Senders address will be written on the flap of the envelope.
- (d) Stamps will be affixed to all letters (fee to Aust is 10 cents)
- (e) Incoming mail will be collected by an appt rep from BHQ and resident tps each day from the Bty Orderly Room.
- (f) Address for mail is:-

No Rank Name
 400 (A) Fd Bty RAA
 C/- GPO BUTSWORTH P.W.
 MALAYA

(4)

SEC 3 (Continued)

CHANGE OF PERS PARTICULARS

22. A soldier will report all changes of pers particulars (eg, NOK, marital status) to his tp comd ASP. The tp comd will info the Bty Orderly Room in writing giving the full particulars.

23 - 24. Res.

SEC 4
ADM - PAY

AMOUNT TO BE DRAWN

25 (a) To enable the Pay Rep to calculate the units requirements each member will indicate the amount required in adv, by writing the figure lightly in pencil in the pay book. Ink will not be used.

(b) If the member requires NO pay he will write in the word NIL.

(c) If there is NO pencil entry the full amount will be paid.

LEAVE PERS

26 (a) All members moving on leave will be info by the tp concerned fourteen days in adv.

(b) The tp will then immediately sig the following info to the pay NCO:-

- (i) members no
- (ii) date leave commences
- (iii) amount of leave
- (iv) amount of pay required.

(c) Pay NCO will advise the CASH OFFICE MINDEN BARRACKS of the relevant details.

27. Standing adv will NOT be used to pay members proceeding on leave in the PENANG/BUTTERWORTH area.

PAY QUERIES

28. All pay queries will be made as follows:-

(i) By pers at BUTTERWORTH - direct to Pay NCO at the rear window of the Orderly Room.

(ii) By per of tp in op camp - through tp comd who will contact the Pay NCO by sig.

BTY PAYING OFFR

29. The Bty Paying Offr will be appt and briefed by the Bty Capt.

30 - 31. Res.

SEC 5
ADM - DRESS

ORDERS OF DRESS

32. (a) Orders of dress are detailed in Anx K.
- (b) Civilian clothes may be worn in the camp by soldiers NOT on duty, under CB or in open arrest, after 1630 hrs Monday - Friday, 1230 hrs on Sat and on Sun and Public Holidays.
- (c) Pers proceeding to or from SWIMMING POOL at the Air Force Sta BUTTERWORTH will be correctly dressed in either uniform or civilian clothes. If in civilian clothes members must wear at least shirt, shorts and sandals. Gettars will NOT be worn.
- (d) Members will NOT wear uniform on leave.

ANTI MALARIAL PRECAUTIONS

33. After 1900 hrs all ranks will, whether in uniform or civilian clothes, observe the following precautions:

- (a) long trousers will be worn.
- (b) in civilian clothes, socks will be worn with either shoes or sandals.
- (c) Shirts with long sleeves will be worn with the sleeves rolled down and cuffs fastened.

WORKING DRESS

34. NO member of the Bty will leave the camp area dressed in No 4 DRESS - WORKING DRESS.

WEARING OF TIES or cravats

35. Ties will be worn with civilian clothes after 1900 hrs daily.

LEAVE

36. Pers proceeding on leave will be dressed as follows:-

- (a) By Day - A shirt tucked in all round (~~Sports shirts may be worn outside~~) shorts with stockings or slacks with socks and shoes or European type sandals. Sandals without socks may only be worn to The RAAF BUTTERWORTH Swimming Pool.
- (b) By Ni - A shirt with long sleeves tucked in all round. (1900-0700) The sleeves will be rolled down and the cuffs fastened. Ties or cravats will be worn.

(c) Socks will not be worn with shorts (except for sport where appropriate)

37. RIES

SEC 6
ADM - LEAVE

INTRODUCTION

- (a) Dress for leave is covered in Sec 5.
(b) The following subjects are covered in this section:-

LOCAL LEAVE
REST DAYS
OUT OF BOUNDS AREAS
ARL - incl change of Air Sta
OVERSEAS LEAVE
MIL CURFEW PENANG IS.

- (c) The BSM will ensure that pers proceeding on leave have sufficient palludrine pills for the duration of their leave.

LOCAL LEAVE

38

- (a) Unless required for duty by their tp comds tps NOT rostered for duty may proceed on local leave to PENANG, and BUTTERWORTH during the following hrs:-

Mon to Fri	1640 - 0100 hrs
Sat	1240 - 0200 hrs
Sun	0830 - 0100 hrs

- (b) Other ranks will be in the Bty area except during the hrs listed above unless on duty or in possession of a leave pass.
(c) Other ranks will NOT normally be granted overni leave unless on ARL or rest days. In exceptional circumstances the Bty Capt may approve leave from 1240 hrs Sat until 0100 hrs on ~~Sun~~ ^{Mon}.

- (d) WOs are permitted overni leave without a leave pass. Sgts may have local leave until 0200 hrs each ni.

REST DAYS

39.

- (e) *Unless on duty or in possession of a leave pass all ranks below and incl Bdos will be in their beds at bed check.*
(a) Normally four rest days will be granted each month except when a member is on ARL or course. A soldier on rest days may be granted leave for the period by his tp comd. All leave passes for rest days will be issued by the BSM and signed by the Bty Capt. Resident tps inform the BSM at least 24 hrs prior to pers proceeding on rest days.

- (b) The procedure for pers in op camps taking rest days is contained in Anx P.

OUT OF BOUNDS AREAS

40. At NO time will a soldier of ~~100~~ (A) Fd Bty RAA or ~~100~~ (A) Fd Bty LAD RAEME enter an OUT OF BOUNDS AREA nor enter a public house, cafe etc unless it is listed in Bty ROs Part I as an approved place. This list will be republish'd every three months. OUT OF BOUNDS areas are also listed in Bty ROs Part I.

ARL
41.

- (a) Tp Comds will approve all ARL within their tps (excl offr) but all leave passes will be issued by the BSM and signed by the Bty Capt.
- (b) The resident tps at BUTTERWORTH will notify to the BSM, at least 24 hrs in advance, the full details of pers proceeding on ARL.
- (c) The procedure for tps from the op camp is contained in Anx P.
- (d) Details of leave centres are given in att 1 to Anx P.
- (e) Pers may proceed to the Change Of Air Station in the CAMERON HIGHLANDS for ARL. Full details are published in Bty ROs Part I as they become avail but brief details are contained in att 1 to Anx P.
- (f) Pers are entitled to two free return rail warrants each year within the Federation of Malaya.

OVERSEAS LEAVE

42.

- (a) The application for overseas leave pro forma is att as att 2 to Anx P.
- (b) The authorities who may approve leave outside the Federation of MALAYA and the Colony of SINGAPORE are:-
 - (i) HONG KONG, THAILAND and AUSTRALIA - Comd Aust Army Force FARELF.
 - (ii) All other countries - AG AHQ MELBOURNE.

43. All applications will be submitted at least two months prior to the date on which the leave is to commence.

MIL CURFEW PENANG IS

44. All rds, alleyways, parks, courtyards and other places unlit by public authority are OUT OF BOUNDS to all ranks from 1900 hrs to 0700 hrs.

45

- (a) The area of the MUNICIPALITY OF GEORGE TOWN is OUT OF BOUNDS to tps NOT in possession of a late leave pass during the following hrs:-

Mon, Tues, Wed, Thurs, Fri, Sat, - 2359 hrs - 0700 hrs
Sun - 0059 hrs - 0700 hrs

- (b) WOs are permitted ni leave without a pass; SSgts and Sgts and all other ranks living with their families in PENANG are allowed in GEORGE TOWN up to 0200 hrs without a pass.

46.

Res.

SEC 7
ADM - MED

SICK PARADES

- 47.
- (a) Soldiers reporting sick will report to the Orderly Sgt at the BSM's office at 0745 hrs.
 - (b) The orderly Sgt will enter the regt particulars of the members in the AB A46.
 - (c) The orderly Sgt will march the pers to the MRS.
 - (d) Pers living out will report to the BSM within five minutes of the arrival of the tpt from MITCHELL Pier.
 - (e) The BSM will enter the names in the AF B256 and have the pers marched to the MRS.
 - (f) All ranks will report to their place of duty ASP after receiving treatment.
 - (g) The med orderly will maint a SICK REPORT BOOK showing particulars of members reporting sick each day. It will also show the names of pers ordered to report on a particular day whofail to attend. This book will be handed to the Bty Capt by 1100 hrs each day (Excl Suns) for transmission to the BC.

HOSPITAL

- 48.
- (a) Pers warned for HOSPITAL will be in possession of small pack containing:-
 - (i) Towel
 - (ii) Toilet items
 - (iii) Clean set of OG uniform
 - (iv) Clean underwear
 - (v) Canvas shoes or slippers
 - (vi) Reading/writing material as required
 - (b) The tp Comd of pers warned for hospital will ensure that the members kit is immediately placed in safe custody and that three copies of an inventory are prepared. Distr of inventory will be as follows:-
 - 1 copy in the kit
 - 1 copy held by tp comd
 - 1 copy held by pers receiving kit into safe custody.

EMERGENCY CASES

49. Em rgency cases will be treated at any time. Pers should report to the orderly sgt before proceeding to the MRS.

NOTIFICATION OF CAS

50. The Bty Capt, or in his absence the orderly offr, will be advised immediately of any cas and will take action nec for notifiable cas in accordance with following instrs:

- (a) GRO 533/55
- (b) SMRO 272/57
- (c) Aust Army Adm Instr A 2
- (d) MBI 59/58
- (e) FARELF SOs Sec 53

These instrs will always be readily available in the Bty Capt's office.

SEC 7 (Continued)ANTI MALARIAL PRECAUTIONS

51. (a) Palludrine will be taken daily. An officer will issue the palludrine and supervise the marking in the roll book. If a member is det or patrol the senior NCO present will issue the palludrine.
- (b) Attention is drawn to the orders for dress contained in these orders. Sleeves will be rolled down and long trousers worn after 1900 hrs daily.
- (c) Pers will sleep under a mosquito net.
- (d) When necessary mosquito repellent must be used on exposed skin surfaces.
- (e) These precautions will be observed on PENANG IS.

FOOT INSPECTIONS

52. (a) A foot inspection will be held under troop arrangements each week.
- (b) A record will be maintained of these inspections.
- (c) When pers are employed on patrolling duties their feet will be inspected daily by an offr, or if NO offr is available by the senior NCO present.

ANTI-MITE

53. All clothing which is to be worn on patrols etc will be anti-mited once monthly, and will also be anti-mited after three washes. Tp Comds will ensure that the anti-miting is carried out correctly and that all fresh clothing is anti mited when issued.

(f) Palludrine will be issued under Tp arrangements on the 0815 hrs on penang Mon to Sat. In Sun & Public Holidays palludrine will be issued by the Orderly Officer or the 0730 hrs Rovielle Para Co.

SEC 8
ADM - CIVIL OFFENCES AND
INCIDENTS

54. (a) The Bty Capt, or in his absence the Orderly Offr, will be resp for the execution of the provisions of this sec.

(b) The provisions of the relevent GROs, FMN ROs and 28 COMWEL Indep Inf Bde ROs will be followed. Relevent orders are contained in:-

GRO 407/54
GRO 408/54
GRO 451/56

55. HQ AUST ARMY FORCE will be notified immediately of any offence involving civilians.

56-57. Res.

SEC 9
ADM - MT

GEN

58. Because of the lack of rd sense and volume of pedestrian and cycle life, all dvr's must be particularly careful and vigilant.

59. As the tac etc signs on mil vehs clearly indicate to which unit they belong it is imperative for the good name of the bty that all dvr's display the utmost rd courtesy. Vehs must always be clean and pers travelling in them must be correctly dressed.

MT TFC CONTROL

60. (a) When passengers are travelling in the back of 1 or 3 ton vehs on PENANG Island the offr or soldier in charge of that veh will detail one man as TC sentry.

(b) This sentry will be responsible for warning the dvr that another veh is about to pass from the rear, and will assist other users of the road by warning them by hand sigs of any known turn or stop the dvr of the veh in which he is travelling is about to make.

(c) The detailing of a rear tfc sentry does not absolve the dvr from making the nec hand signals in accordance with the Highway code and local tfc regs.

MT ACCIDENTS

61. Any dvr involved in a tfc accident will automatically be charged with negligent driving.

62. The Bde Comd expects the accident rate in the Bde to be negligible or non-existent and this can only be achieved by all dvr's exercising extreme caution, and being thoroughly conversant with local orders and tfc regs.

63. (a) Dvr's will ensure that the following particulars are incl in sketches made on tfc accidents.

(i) Length of braking mark.

(ii) The distance from the edge of the road, of the beginning and end of the braking mark.

(b) Dvr's will report all accidents to unit by phone at earliest moment. They will ensure that they report to nearest Police Station if Police ^{are} not called to scene of accident.

SPEED LIMITS

64. The following speed limits will apply to vehs of this Bde in all areas:-

- (a) Built up and restd areas *motor cycles*
- (i) Staff cars, landrovers and trucks $\frac{1}{4}$ ton - 30 mph
 - (ii) All other vehs - 20 mph
- (b) In de-restd areas
- (i) Cars (excl utilities) - 40 mph
 - (ii) MCs solo - 40 mph
 - (iii) Utilities and scout cars - 35 mph
 - (iv) Armd cars - intowns and villages - 20 mph
out of towns and villages - 35 mph
 - (v) Trucks $\frac{1}{4}$ ton - 40 mph

SEC 9 (Continued)

(vi)	Trucks 1/4 ton with tlr	30 mph
(vii)	Trucks 3 ton (incl arms semi arm'd and TCVs)	30 mph
(viii)	Trucks over 3 ton	20 mph
(ix)	Trucks 3 ton with tlr	20 mph
(x)	Amphibians (DUKWs)	20 mph
(xi)	Towed arty eqpt	20 mph
(xii)	Tractors wh (incl rec vehs)	25 mph
	" " (with tlr)	20 mph
(xiii)	Ambulances, fire engines, fire tenders(unlimited in emergency)	35 mph

65. The routes between MINDEN BARRACKS - GEORGETOWN and BUTTERWORTH Camp - MITCHELL PIER will be regarded as restd areas.

66. Any dvr found exceeding the above limits will be severly dealt with. It is the responsibility of all offr's to enforce these limits, irrespective of whether the dvr of the veh belongs to their unit or not. Pro will also enforce by rchecks

PASSENGERS

67. Dvrs must be reminded of the following and warned that disciplinary action will be taken against offenders:-

- (a) Under no circumstances will unauthorised civilian pers be allowed to travel in or on any Army veh either in or out of camp area at any time of the day or ni.

FIRE PRECAUTIONS

68. The following fire precautions will be taken to minimise the risk of fire when a veh is involved in an accident and there is evidence of possibility of pet being spilled:-

- (a) The portable hand fire extinguisher(s) of the cas will be removed and will be manned by such men as are available ready to deal with fire until the danger of fire is eradicated.
- (b) A veh which cannot be rec under its own power and which is carrying ammo, pet, or other inflammable material will be unloaded and such material placed at a safe distance from the veh before rec op begin.
- (c) The veh may be reloaded only after the risk of fire has been eradicated. The cas own fuel tanks will NOT be drained, but spare cans will be removed. The veh bty will be disconnected at the EARTHED terminal.
- (d) During rec op the possibility of generation of sparks by friction between surfaces will be reduced by the use of sacking, wooden slats, skidding etc.

FITTING OF TYRES

69. User handbooks vary on this subject. The following method will be adopted:-

- (a) All tyres will be fitted with the chevron pattern facing the same way on all wheels.
- (b) The tyres should be fitted with the apex of the "V" facing downwards when viewed from the front of the veh, ie, so that the apex meets the ground first when the veh is travelling in a forward direction.

(c) This ensures that use is made of the self cleaning characteristics of this type of type.

CONTROL OF VEHS

70 (a) The movement of Bty vehs in the Bty Camp area on the sea side of the main rd will be kept to a min. Vehs will use the sealed feeder rd. Mov off this rd in the camp area will be confined to Jeeps and tlr's which may be required for disposal of litter and vehs loading or unloading ammo.

(b) GMCs will not use the sealed feeder rd in Quebec Lines unless authorised by either the WLO or Bty Capt.

(c) All offrs and tpt NCOs will co-ord veh mov in such a way that unnecessary running is eliminated.

TFC ROUTES - PENANG IS AND BUTTERWORTH

71. The following orders on routes for WD vehs in GEORGE TOWN will be strictly enforced:-

- (a) GREEN LANE and SCOTLAND Rd will not be used by WD vehs other than Landrovers, Jeeps and Staff cars. One ton vehs and above will travel by routes as outlined in sub-paras (b) to (e) below.
- (b) CHURCH Street Pier to GURKHA, Two way route) BLUE
RAF, SANDYCROFT LEAVE Centre via LIGHT St) ROUTE
and return. FARQUHAR St-) up and
NORTHAM rd) down
KELAWÉ)
NORTH COAST Rd)
- (c) CHURCH St Pier to MINDEN Bks NORTHAM Rd) Yellow
LARUT Rd) Route
ANSON Rd)
PERAK Rd)
JELUTONG Rd)
- (d) MINDEN Bks to CHURCH St Pier JELUTONG Rd) RED ROUTE
BRIDGE St)
WELD Quay)
Ferry)
- (e) TCVs and load carrying vehs travelling from Leave centres to MINDEN Bks and return will use:
 - (i) Leave Centres to MINDEN Bks - BLUE and YELLOW Routes.
 - (ii) MINDEN Bks to Leave Centres - RED and BLUE (up) Routes.

72. It is not intended to forbid any WD vehs in normal course of auth duty, to deviate from the official routes, but it is not envisaged that the occasion need arise. In cases of doubt the matter will be referred to HQ PENANG Garrison for clearance.

73. The use of PANTEI Rd BUTTERWORTH is restd to staff cars jeeps and land rovers, and then only when auth to proceed to a destination on that route.

74. Vehs of 1 ton or above will NOT proceed along PANTEI Rd unless issued with a special auth from BHQ for journeys to, for example, STRAITS Trading Jetty by launch parties etc.

75. PANTEI Rd will NOT be used as an altn route to and from MITCHELL Pier Ferry.

(4)

SDS

76. Before leaving BUTTERWORTH for either LINTANG, IPOH, TAIPING, SUNGEI PATANI or a gun posn in the fd the WLO or orderly offr will ensure that dvrs report to the following pers if available:-

Bty Capt	Sig Offr/NCO
CPO	WLO/NCO
BSM	Orderly Room, Bdr
BQMS	WO IC LAD

MOV BY RD (See also Standing Orders for OPs)

77 (a) A veh cmdr will always be appointed for rd mov. The only

79A DISCIPLINE - RESPONSIBILITY OF VEEHICLE COMMANDERS

(a) The aim of this order is to clear up misconceptions which appear to exist as to the legal responsibility of a vehicle commander for ensuring that the driver of his vehicle conforms with traffic regulations.

(b) Standing Orders for Drivers of Mechanical Vehicles (Wheeled) WO Code No 11076 states at para 4 :-

" The senior officer or NCO in the vehicle will be in command of the vehicle and will assist the driver to carry out these orders".

Such officer or NCO therefore if he observes a breach of these orders is under a duty to take the appropriate steps to ensure that the driver complies with the orders.

(c) There is however no obligation on the vehicle commander to keep a continuous check on the driver, unless of course the driver is a learner. The commander is not compelled to watch the speedometer throughout the journey in order to ensure that the vehicle does not travel faster than the speed limit, nor is he compelled to keep continuous observation on the road and on the driver to ensure that the latter gives the correct signals.

His responsibility is limited to checking any breach of road discipline to which his attention is drawn.

(d) Disciplinary action against a vehicle commander for a breach of traffic regulations by the driver should generally be limited therefore to the occasions when it can be proved that :-

(i) The vehicle commander ordered the driver to break the regulation, e.g. to exceed the WD speed limit or gave the driver permission to break the regulation.

(ii) The vehicle was being driven in such a manner that it must have been clear to the vehicle commander that there was a breach of standing orders or that some other offence under the Road Traffic Act had been committed.

(e) It is emphasised that a case at (d) (ii) must be treated on its merits. Thus an officer travelling in the back seat of a staff car which was exceeding the speed limit by 10 - 15 mph would not necessarily be aware that the speed limit was being exceeded, and he would not therefore have committed an offence.

(f) On the other hand it should be obvious to an NCO in com and of a 3 ton vehicle travelling at 50 mph that the WD speed limit was being broken, and this being so the NCO would be under a duty to check the driver.

(4)

SDS

76. Before leaving BUTTERWORTH for either LINTANG, IPOH, TAIPING, SUNGEI PATANI or a gun posn in the fd the WLO or orderly offr will ensure that dvr's report to the following pers if available:-

Bty Capt
CPO
BSM
BQMS

Sig Offr/NCO
WLO/NCO
Orderly Room, Bdr
WO IC LAD

MOV BY RD (See also Standing Orders for OPs)

77. (a) A veh comd will always be appointed for rd mov. The only exception being for adm runs in the BUTTERWORTH area. The offr signing the work ticket will ensure that a veh comd has been appointed. If no veh comd has been appointed the offr will appoint one and give him the necessary orders. He will then sign the work ticket.

(b) On leave vehs only the veh sentries, veh comd and the dvr will be armed.

(c) The veh comd will check all pers with weapons at each embussing and debussing.

(d) The veh comd will supervize the return of weapons to the arms kote.

(e) The veh comd, veh sentries and the dvr will NOT consume any form of alcoholic liquor whilst on duty. In the case of leave trip duty will NOT finish until the leave party has returned to unit lines.

(f) On unrestd rds or in white areas (eg. main rd BUTTERWORTH - TAIPING) a dvr may travel alone without escort. Whenever there is only one pers in a veh the dvr will NOT be armed nor will there be any arms or SA ammo in the veh.

(g) Further detail on mov by rd is contained in 100 (A) Fd Bty RAA Standing Orders for OPs.

DAILY MAINT

78. (a) Vehs returning to the MT lines before 1800 hrs will be fully serviced for the next days work before the dvr stands down.

(b) Each dvr will clean his veh each morning before it is moved from the tpt lines.

SAFE CUSTODY OF TOOLS AND STORES

79. (a) All tools and stores will be locked in a secure place when not in use except when vehs are loaded overni prior to an early morning mov.

(b) Such vehs and stores will be left on the MT lines and their custody will be the responsibility of the picquet.

(c) Tools will NOT be left lying around when a dvr or mech stops work overni.

SEC 10
DISCIPLINE

MISC OFFENCES

80, (a) Due to the close proximity of civ quarters soldiers will wear either dressing gowns, sarongs or shorts when mov to the shower or latrine blocks.

(b) A soldier will NOT interfere with any electrical fitting.

(c) Smoking in bed is forbidden.

(d) Gambling is forbidden.

(e) Food will NOT be kept in bashas or tents.

CB

81. Orders for CB pers are att as Anx M.

ADVICE TO ACCUSED BEFORE TRIAL

82. Before any member is brought before the BC on a charge triable by Court Martial an offr NOT being a witness will explain to the member his rights and advise him as to the conduct of his def at that stage.

83. If an offr is NOT available a WO will so advise the accused.

POWERS OF COMD

84 (a) Under the Visiting Forces Act offrns and NCOs of other components have exactly the same powers of Comd over AUSTRALIAN members as AUSTRALIAN Offrs and NCOs and must be obeyed accordingly. Therefore any order issued by Offrs or NCOs of other components must be obeyed as if they had been issued by AUSTRALIAN Offrs or NCOs.

(b) Each member of an AUSTRALIAN unit serving with the FAR EAST LAND FORCES while on duty or leave away from his unit will be att to either a specific UK unit or to a Transit camp from the time he leaves his unit area up to the time he returns to his unit area after such duty or leave.

(c) The effect of this order is that individual members of AUSTRALIAN Units while on duty or leave away from their units will normally come under the Comd of a UK Unit or Transit camp for discipline. They will in such case be subject to the UK Military Law from the time they leave their unit areas until they finally return to their unit areas. During the period of absence from their units they will be subject to arrest by the RMP, RAF Police or offrns and NCOs of the UK Forces and will be dealt with for any offences by the Comd Offr of the appropriate UK Unit or transit camp, who will exercise such powers of punishment in relation to such AUSTRALIAN member as he would in the case of a member of the UK Forces.

USE OF FIREARMS

85. It is a soldiers duty at all times to apprehend pers committing serious crimes even if you are off duty and in civ clothes.

SEC 10 (Continued)

For this purpose firearms may be used at any time, whether the soldier is on duty or off duty. A soldier may use his firearms.

- (a) To defend himself or any other person from death, grave injury or abduction.
- (b) To effect the arrest of any person whom he believes to be an armed bandit or a person acting with an armed bandit, or to prevent their escape.
- (c) To protect from fire-razing --
 - (i) Any building used as a human dwelling or for the custody of property.
 - (ii) Any railway rolling stock, or a motor veh, eg, to stop the burning of a bus.

86. Firearms should not be used if the soldier can achieve his object without them.

87. If the soldier honestly and reasonably believes in the existence of the facts indicated in para 85 above the soldier can act on those beliefs. The soldier will not be guilty of an offence even if that belief turns out to be mistaken.

PRIVATE FIREARMS

88. All ranks are warned that they are subject to the provision of the Federation of MALAYA Arms Enactment concerning the possession, sale, import and export of arms which have not been issued from mil sources for use in the course of their duty.

89. The attention of all ranks is drawn to the following provisions of the Arms Enactment:-

- (a) No person shall have in his custody or possession any arms except under a licence issued by the Chief Police Offr of the State.
- (b) Arms may NOT be imported or exported without a licence.
- (c) No person shall take delivery of any arms on purchase or transfer without first obtaining a licence authorising the purchase or transfer thereof.
- (d) No person shall deliver to any other person any arms on sale or transfer except upon production of a licence authorising the purchase or transfer thereof.

90. All privately owned arms and ammo will be kept in unit custody when not in use. These arms will be treated in the same manner as WD arms for the purpose of safe custody and checking. Any loss will be reported to BHQ.

91. Under NO circumstances will private weapons be carried off duty except for sporting purposes.

...../3

IMPROPER LOADING AND NEGLIGENT DISCHARGE OF FIREARMS

92. When an accident occurs involving SA the senior offr or NCO or private soldier on the scene will impound the weapon together with any ammo expended or unexpended which may be connected with the accident immediately or at the earliest opportunity after the accident occurs.

93. The person impounding the weapon will:-

- (a) Note the name of the person from whom he received it.
- (b) Examine the weapon noting its condition; in particular note whether there is any evidence of it having been recently discharged, eg, smell of powder, fouling of the barrel, temperature of the barrel, whether there was or was not an expended round in the firearm or in its vicinity, and note any stains on the weapon or article.
- (c) Retain the weapon and any ammo connected with the accident in his possession and control until they can be handed to a responsible investigation authority. Weapons will not be examined or tested by experts except under auth of the CO and will as far as possible be kept in the condition in which they were originally impounded.

94. The above order is not published as an exhaustive exposition of what action is required on an accident occurring. The senior offr NCO, or private soldier on the scene will take such action as the case appears to require in addition to ensuring that the matters mentioned in this order are attended to.

VENEREAL DISEASE

95. (a) Under NO circumstances will the infection itself with venereal disease be the subject of disciplinary action.
- (b) Every member of the AUSTRALIAN Military Forces suffering from any form of venereal disease, as soon as he becomes aware that he is suffering, will report this fact to the Comd offr or other proper military authority
- (c) Disciplinary action will be taken under Section II of the Army Act against any member who having contacted venereal disease, fails to report the fact to proper military authority. "Proper Military Authority" will include, where applicable, a medical officer of the RN, RAN, RAMC RAAMC, RAF or RAAF. It does NOT include a private PRACTITIONER.
- (d) NO financial penalties will be imposed on a member because he is absent from duty on account of venereal disease, whether or not due to misconduct.
- (e) Although infection itself will NOT be the subject of disciplinary action, repeated infections may well justify consideration being given to the desirability of discharging the member under AMR 184 (1)(iv) (unfit for the duties of his corps).

96. RES.

SEC 11
AMMO INCL AMMO ACCIDENTS

ACCIDENTS - ARTY NATURES

97. Reporting in 28 COMWEL Inf Bde Gp Area

- (a) BHQ will report full details by the fastest means to the IOO or Duty Offr 28 COMWEL Bde.
- (b) The IOO or Duty Offr will give full details by fastest means to IOO or Duty Offr HQ 17 GURK A DIV/OCLF and also to any other arty unit in NORTH MALAYA.

98. In 17 GUR DIV area report will be made to RHQ 48 Fd Regt RA by fastest means.

99. Arty ammo accidents will be reported as follows:-

ALPHA . unit . BRAVO . date, place, time and
brief description of the accident . CHARLIE . nature
and calibre of ammo . DELTA . identity of fuze incl
type, mk, filled lot no, initials of filler and date .
ECHO . ctge type and mk, type of propellant and lot no .
FOXTROT . whether ammo, weapon or drill at fault .
GOLF . no of cas

ACCIDENTS - SAA

- 100. (a) Ammo accidents will incl every incident where the functioning of ammo is in any way abnormal for any reason.
- (b) A report containing all relevent details will be sent immediately to BHQ by the fastest means.

AMMO DEFECTS

- 101. (a) Ammo defects are faults in the constitution of ammo or of the package or method of packing or marking discovered as a result of normal inspection. Normal deterioration during storage will NOT be regarded as a defect.
 - (b) It is imperative all defects are reported to BHQ promptly and fully.
 - (c) In the event of a serious defect tps will inform ADOS 17 GURKHA Div/OCLF (by phone) and BHQ.
102. Duties of the Arms Kote Orderlies are attached as Anx N.

~~103 - 104. Res.~~

(a) GENERAL

Ammo and explosives will only be issued on the authority of the Bty Capt or, in his absence a Tp Comd.

(b) PROCEDURE

- (i) An ammo/explosive requisition as at Anx 'T' will be completed by the Offr or NCO requiring it. Full details of the reasons for the necessity of the stores will be given.
- (ii) The requisition will be examined by the BQMS who will initial it if he is satisfied that the stores required are held in the magazine.
- (iii) The Bty Capt will then sign the requisition authorising the withdrawal of the stores. In his absence a Tp Comd may authorise this.
- (iv) On the stores being withdrawn from the magazine, the offr or NCO receiving them who must not be below the rank of Bdr will sign in the appropriate box on the requisition certifying that he has received them. UNDER NO CIRCUMSTANCES WILL THE ARMS KOTE STOREMAN ISSUE EXPLOSIVES OR AMMO UNLESS ONE OF THE OFFRS MENTIONED IN PARA (b) (iii) HAS AUTHORISED THE REQUISITION.
- (v) If any stores are returned to the Arms Kote unused this fact will be noted on the requisition and initialled by the storeman.
- (vi) When applicable the offr in charge of the trg period, operation etc will complete the certificate on the pro forma concerning the checking of arms and the returning of empty cases to the Arms Kote.
- (vii) Completed pro-forma will be filed by the BMS and retained for six (6) months.
- (c) This procedure will always be followed for the issue of :-
- (i) .303 ammo, more than 50 rounds
- (ii) 9 mm ammo, more than 60 rounds
- (iii) .38 ammo, more than 12 rounds
- (iv) 12 bore SG ammo, more than 10 rounds
- (v) All explosives, including detonating cord, Safety Fuze, fuze instantaneous, detonators, matches fuze and ignitors safety fuze
- (vi) All types of grenades incl HE, phosphorus and smoke.

ARMS(a) General

The CPO is responsible to the BC for the overall safe custody and the accounting for all weapons. He will be assisted by the Arms Kote orderlies and the BQIS.

(b) Custody

Unless authority has been given by a responsible person allowing arms to be drawn for a particular reason, all weapons will at all times be kept in the Bty Arms Kote in accordance with Sec 12 to these orders

(4)

(c) ACCOUNTING

The BQMS will keep three accounting docus for weapons. These are as follow :-

(i) The arms and ammo ledger

This will account for all weapons and ammo by types and will be maintained personally by the BQMS with his other stores and eqpt ledgers.

(ii) The arms register

This will consist of a list of every weapon on charge to the Bty and show its nomenclature and registered number. It will also show on whose permanent charge each weapon is. The maintenance of this register will be the responsibility of the Arms Kote Orderlies under the supervision of the CPO and BQMS.

(iii) The 'in' and 'out' Book

The book will show whenever a weapon is drawn out of the Bty Arms Kote. Each weapon together with ammo drawn with it will be personally signed for in the book by the individual drawing it.

No weapon will be issued without a signature being obtained. Pers will draw weapons only when rostered for gd, for a Bty parade or when ordered to do so by an officer or NCO.

When the weapon is returned, its condition and the number of rounds will be checked and if correct will be received into the Arms Kote and the entry in the book ~~initialed~~ by the Arms Kote Orderly.

The Arms Kote Orderly will only issue to an individual the weapon shown as on charge to him in the arms register.

This book will be checked from time to time by the CPO and BQMS

(d) CHECKING

(i.) The CPO will weekly check the running of the armoury.

(ii) The Orderly Officer will check the Arms Kote as laid down in Anx 'B' to these orders.

(iii) In addition the Bty Cpt will detail an officer once each month to carry out a 100% check of the registered numbers of all arms held against those listed in the arms register and to sign the arms register to this effect.

SECTION 12

SAFE HANDLING OF WEAPONS

CARRIAGE AND SECURITY OF ARMS AND AMMUNITION

Aim

1. The aim of this order is to lay down:-
 - (a) the basic policy regarding the carriage of arms and ammunition by all ranks.
 - (b) the arrangements to be made for the safe custody of arms and ammunition.

General policy

2. It is not possible to set out an order which will meet every situation likely to arise. In interpreting the instructions which follow, commanders should be guided by the following principals, on which this order is based:-
 - (a) All ranks less those listed at attachment 1 must be armed when and wherever they are vulnerable to attack by communist terrorists.
 - (b) Secure arrangements must be made for the storage of arms and ammunition, when not actually in use in a central place in unit locations.

CARRIAGE OF ARMS AND AMMUNITION WHEN MOVING BY ROAD

3. Orders governing carriage of arms when moving by road are contained in HQ 17 GURKHA Division / OCLF Training instruction No 5
4. Safety precautions to be observed when arms are carried during a road move are contained in 17 GURKHA Division / OCLF Training instruction No 17.
5. The scale of arms and ammunition to be carried is left to the discretion of commanders who, subject to any additional orders they wish to make within their commands, will be guided by the following principals:-
 - (a) The minimum number of weapons and ammunition consistent with the tactical situation will be carried.
 - (b) The carriage of automatic weapons, except for use on operations, will be kept to a minimum.

6. Travelling by road

- (a) In white areas and on unrestricted rds

Weapons and ammo will not normally be carried except when transit out of such an area or to a rd with lower degree of safety classification. If so carried the degree of readiness will be NORMAL and armed drivers will not travel alone. This is to prevent the weapon being stolen if the dvr is injured in an accident.

- (c) with effect from 1 Mar 59 any member of the Bty Force in illegal possession of ammo will be severely punished
- (d) Any private firearms or ammunition must be licensed by the Federation of Malaya Police. These arms and ammo will be stored in the Arms Room.

(b) On white roads degree of readiness NORMAL

Arms and ammo will be carried when travelling in mil vehs whether on not on duty and civ vehs on duty. There will always be an armed man in addition to the driver.

(c) On BLACK roads degree of readiness ALERT

Arms and ammo will be carried under the same conditions as for white roads. Weapons will be at ALERT except for veh sentries who may be, at the discretion of the convoy or veh comd at DANGER.

(d) Town board limits

When in transit through such limits the degree of readiness dictated by the road on which the town is situated will NOT be changed. On arrival at a town at the conclusion of a journey, or on arrival at a unit the veh will be halted and weapons unloaded and inspected by the senior rank.

CARRIAGE OF ARMS AND AMMUNITION WHEN MOVING BY RAIL

7. Only the following personnel travelling by rail are required to carry arms.

(a) Officers and OR whose duty or road travel on reaching their rail destination require them to be armed.

(b) Other ranks whose duties, whilst travelling by rail, require the carrying of arms:-

ie. SDS Couriers

Escorts for weapons and ammunition

8. (a) When arms are carried on MALAYAN RAILWAYS the following safety measures will be observed.

(i) Automatic weapons will not be carried by individuals.

(ii) When a unit move necessitates the carriage of automatic weapons, magazines will be UNLOADED and will be loaded only in an emergency or on orders of an officer WO or NCO.

(iii) PISTOLS and RIFLES will be unloaded rounds will be kept separate in a safe container i.e. ammunition pouch. Magazines will be charged and weapons will be loaded only in an emergency or on the orders of an officer WO or NCO.

(b) Sentries

SDS COURIERS, stores Escorts and SENTRIES detailed by WO/NCO IC TROOPS will observe the following safety measures:-

(i) PISTOLS will be unloaded with the ammunition kept in a separate ammunition pouch.

(ii) RIFLES will have the magazine charged when the COURIER/ESCORT/SENTRY is on sentry duty. The charged magazine will be kept in a pocket and

will be put on the rifle only in an emergency or on orders of the senior soldier present.

RAILWAY TRANSIT ARMS KOTE - KUALA LUMPUR

- 9.
- (a) An arms kote is located at KUALA LUMPUR railway station.
 - (b) All personnel carrying arms who stage enroute at KUALA LUMPUR will deposit their arms and ammunition in this Transit arms kote before leaving the precincts of the station.
 - (c) This arms kote will not be used by personnel visiting Central Malaya Sub District, such personnel will hand the weapons in at the unit they intend to visit.

CARRIAGE OF ARMS AND AMMUNITION WHEN MOVING BY AIR

- 10
- (a) When travelling by MALAYAN AIRWAYS arms will only be carried by personnel whose duty or travel on reaching their destination required them to be armed. Members of the armed forces travelling in uniform may retain arms and ammunition in their personal possession. In all other cases weapons and ammunition will be handed to the captain of the aircraft for safe keeping for the duration of the flight.
 - (b) When travelling in military and RAF aircraft within MALAYA arms and ammunition will be carried.
 - (c) GRO 174/57 paras 40-44 must be read in conjunction with this paragraph.

CASUALTIES AND SICK PERSONNEL

- 11
- (a) When personnel travelling in ambulances or other vehicles suitably marked as red cross vehicles they will NOT be ARMED.
 - (b) When patients travel by any other means other than an ambulance or other vehicle suitable marked as a red cross vehicle they will be armed if capable of using a weapon and if required to be armed by the proceeding instructions.

Individual safe custody of arms and ammunition.

- 12 Arms and ammunition once withdrawn from unit custody become the personal responsibility of the individual until properly returned. Losses are normally Court Martial Offences.
- 13 Personnel sleeping with their arms, e.g. in certain isolated camps, when travelling by train, during operations or training, will ensure that their weapons are securely attached to their persons by the sling or lanyard.

Unit safe custody of arms and ammunition.

- 14 All arms and ammunition when not in use will be stored centrally in unit custody and will not be left in tents or barrack rooms, irrespective of whether or not a billet orderly is in charge.
- 15 The storage of arms and ammunition will be either one of the following, depending on the facilities available.

AT BUTTERWORTH AND IN OP CAMPS

- (a) Under lock and key in an armoury which is properly fitted with window bars and padlocked door.

ON GUN POSNS

- (b) In one central place under the direct care of a properly posted armed guard.
- 16 Where a proper armoury is not available, the armed guard referred to above will be posted at all times.
17. Guards referred to above will be of a minimum strength of 1 NCO and three men.
18. The above orders apply equally to officers pistols which will be kept in unit custody and not in officers quarters. The only exception to this will be in cases where for reasons of personal security, a Commanding Officer considers it essential for an officer to have a firearm in his quarter.

Checking of arms and ammunition

19. All arms, ammunition and explosives will be checked daily by an officer or Warrant officer. A monthly check will be made of the registered numbers of all weapons held by units.
20. BQMS will maintain an arms and ammunition register showing the daily position of arms and ammunition on their charge. Checks made by officers and Warrant officers will be recorded in these registers.
21. The method of drawing arms or ammunition from a unit arms store will be by signature for the item/s
22. The armouries will maintain an ammunition issues and receipt book. Details of all ammunition issued and received will be recorded and signed for by the recipient.

Safe custody of privately owned arms and ammunition

23. All privately owned arms and ammunition will be kept in unit custody when not in use. These arms will be treated in the same manner as WD arms and ammunition for the purpose of safe custody and checking. Any loss will be reported to the police, the attention of owners is drawn to MCRO 521 of 1955.

Military Personnel visiting SINGAPORE

24

- (a) When military personnel are proceeding from MALAYA to SINGAPORE by road on leave or Temporary duty NOT involving an overnight stay, personal arms and ammunition will be handed in for safe custody to 1/10.Gr Main Gate Guard Room, Majeedee Bks, at the third mile on JOHORE BAHRU-KOTA TINGGI Road.
- (b) Military personnel arriving in SINGAPORE by road for a period that includes an overnight stay, or by rail, and NOT staying in a military establishment, will hand in their arms as follows :-
- (i) All Brigade of GURKHAS - Transit Camp
Personnel. Brigade of GURKHAS
- (ii) All remainder - 30 Battalion RAOC
Depot Road
SINGAPORE.
- (c) Those staying at a military establishment will hand in their arms and ammunition as directed by the unit with whom they are staying.
- (d) The arms of personnel admitted to BMH will be disposed of in accordance with sub paragraph (b) above
- (e) Personnel arriving by rail will report to RTO SINGAPORE for Transport to hand in their arms.

25. FIRING OF WEAPONS

- (a) Travelling by rail
Weapons will only be fired on the order of an officer or NCO.
- (b) Travelling by rd.
Each veh will have a veh comd appointed, Each veh comd will appoint two sentries who will be alert at all times. If the veh is ambushed the dvr will attempt to drive through the ambush, and sentries will open fire. When clear of the ambush or as soon as practicable, the remainder of the tps will debus under the covering fire of the sentries. When all other tps are clear of the veh the sentries will debus. The veh comd will then counter attack the CT ambush position from flank and rear.

SECT 13

ACCOUNTING FOR STORES

ACCN STORES

111. (a) The BQMS is generally responsible for the care and accounting for all accn stores on charge to the Bty under the supervision of the Bty Capt.
- (b) The BQMS will prepare in duplicate, inventories of barrack stores for each room or basha, one copy of which will be displayed in the room or basha concerned and the other of which will be retained by the BQMS.
- (c) NO accn stores will be moved and NO alterations will be made to inventories without the authority of the BQMS.
- (d) NCO in charge of bashas or tents will ensure that they are properly handed over to his relief and signed for before he goes away on leave, duty etc. Failure to do so renders the outgoing person responsible for any losses which may occur until the stores are properly taken off his charge.
- (e) In the event of a store-holder leaving unexpectedly, the next senior NCO or Gnr will immediately check and take over the stores concerned by signing the inventory. He will report immediately in writing to the Bty Capt through his Tp Comd, of any discrepancies found.
112. Inspections and Checks
- (a) The Bty Capt will arrange for physical quarterly checks of all accn stores on charge to the Bty and prepare a certificate for signature by the BC in accordance with Appx 3 to Barrack Inventory Accounting 1953.
- (b) Tp Comds and Heads of Departments will carry out monthly checks of accn stores on their charge.
113. Op dets and Camps
- (a) When a Tp or Det moves out of base to set up or join an op camp and takes accn stores with them, a new sub-ledger for these items will be opened by the BQMS.
- (b) All items will be entered on this ledger whether they be items already on the Tps charge in base or have been newly issued by the BQMS. AFG 1033 being raised as necessary.
- (c) Offrs or NCO IC dets will ensure that an inspection of accn stores is carried out by them, or a Q rep, if one is available by the 15th of each month. The result of this check, ie. items that are broken or missing will be notified to the BQMS by the quickest possible means. The BQMS will arrange for replacements and/or any amendments to be made to the sub-ledger. He will keep a record of all breakages and losses to enable the Bty Capt to raise barrack damages against those responsible.

- (d) The sub-ledgers will NOT be altered in any way without the authority of the BQMS. They will be retained NOT less than six months after the end of a det.
- (e) All stores transferred between the BQMS and sub accounts and vice versa will be on AFG 1033.

114.

Clo and Eqpt

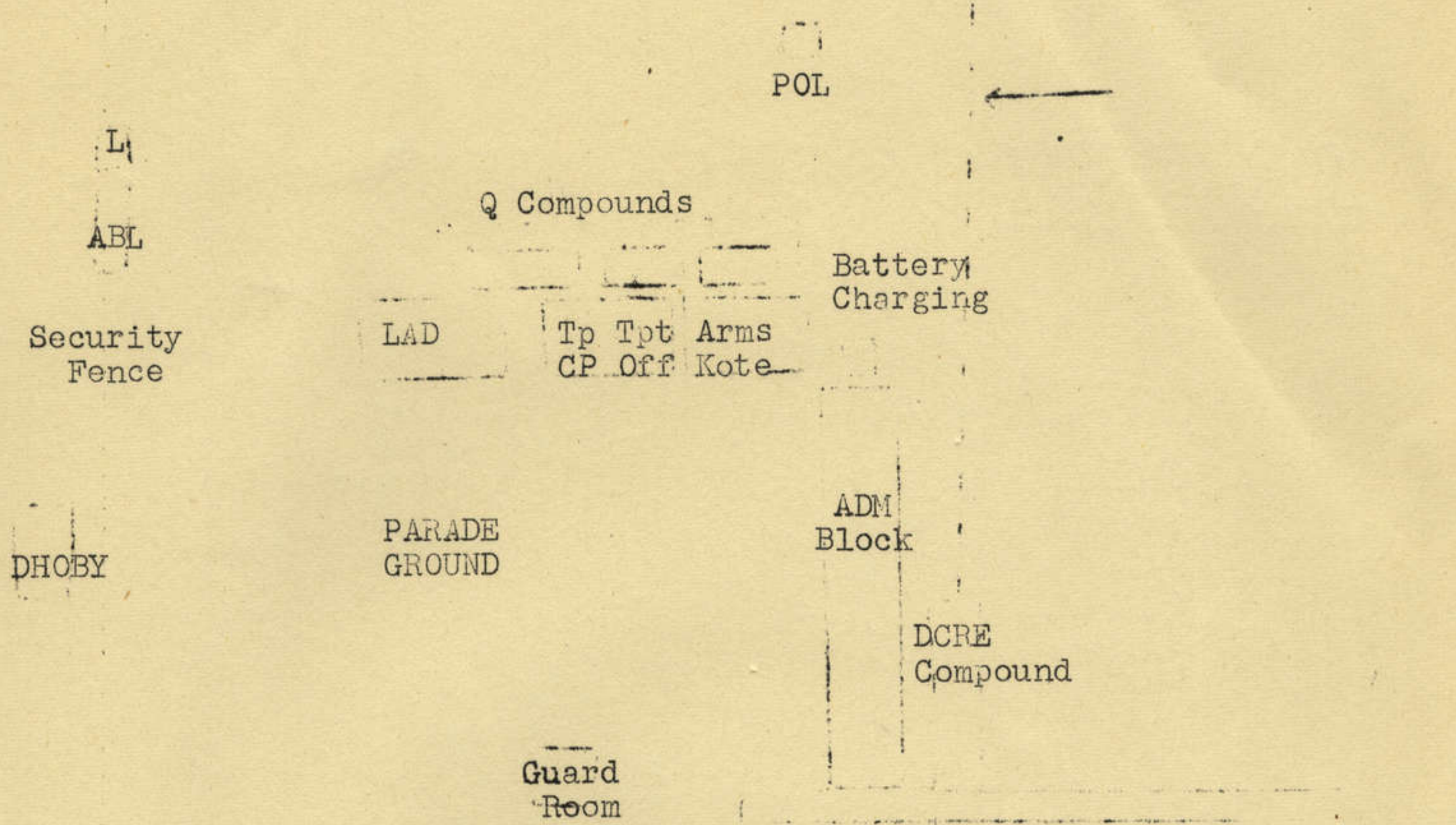
- (a) The BQMS is responsible for the safe custody of and accounting for bulk clo and eqpt held by the Bty and for its issue to personnel of the Bty as required.
- (b) He will maintain the necessary ledgers and other docs as laid down in Standing Orders for the Equipment of the Australian Military Forces Pam 4 1955.

Anx A to ~~100~~ (A) Fd Bty RAA
 Barrack Standing Orders
 (para 3 refers)

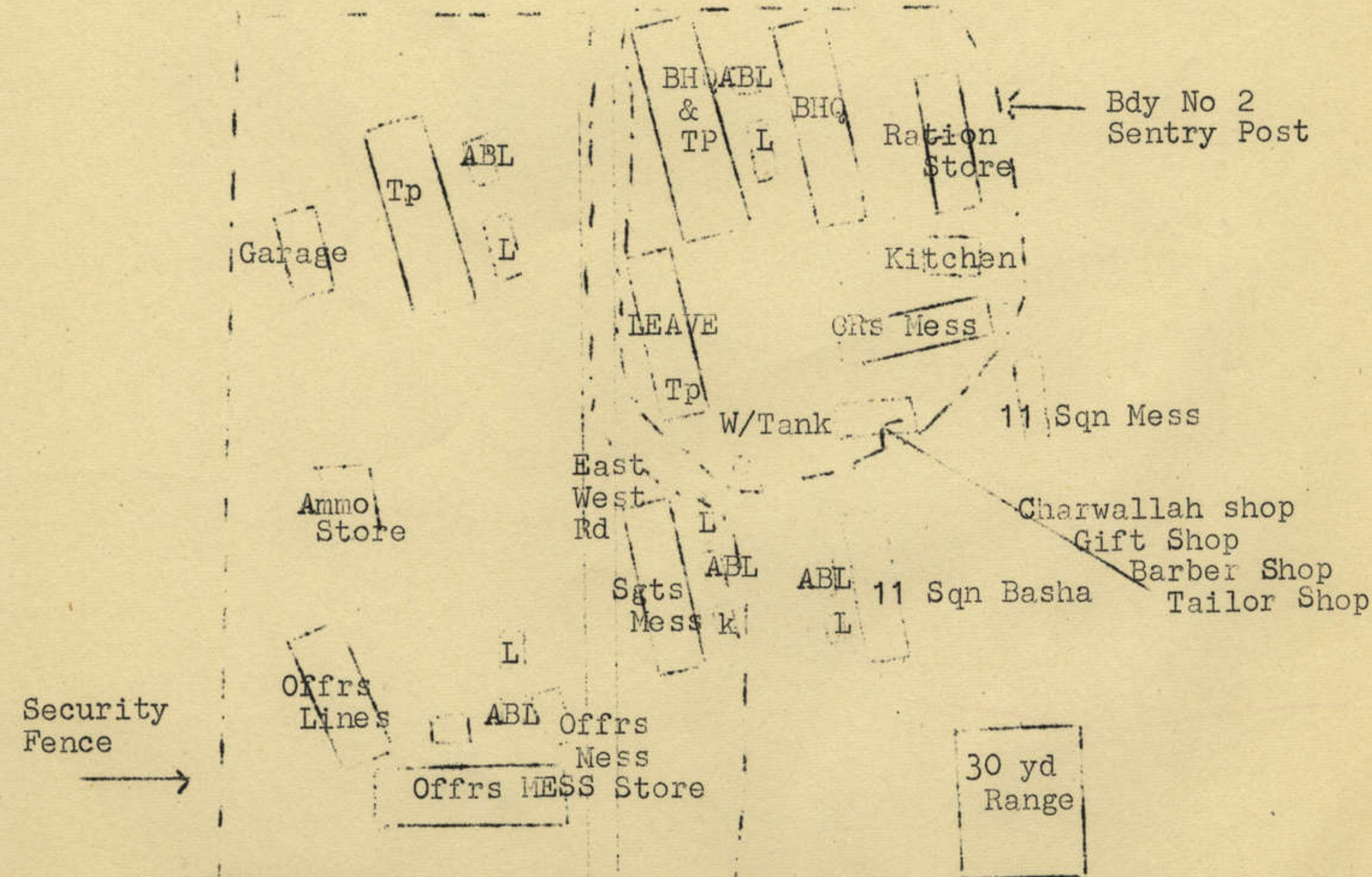
CAMP LAYOUT
 (Not to scale) Security Fence



Bdy of No 1 Sentry Post



MAIN RD



Legend
 K Kitchen
 ABL Ablution
 L Latrines

Bdy No 3 Sentry Post

BEACH

DUTIES OF THE ORDERLY OFFICER

1. The orderly offr will mount duty at 0900 hrs daily.
2. The orderly offr will inspect and mount the Bty Camp Guard, on the Bty Parade Ground.
3. The orderly offr will turn out and inspect the Guard at least twice by day and twice by ni (once after 0100 hrs). During the inspection the orderly offr will:-
 - (a) Inspect the Guard Room for cleanliness.
 - (b) Ensure that the sentries are conversant with their orders and are alert and properly dressed.
4. The orderly offr will inspect the NAAFI during trading hours to ensure:-
 - (a) Troops are neatly and cleanly dressed.
 - (b) That service is satisfactory.
5. The orderly offr will inspect meals and ensure:-
 - (a) All pers handling food are wearing authorised clothing (no person will remove a shirt or similar article of clothing while handling food).
 - (b) That the troops receive sufficient food of good quality.
 - (c) That all utensils used to handle food are clean.
 - (d) After waiting until the meal is almost completed that there are no complaints from troops.
6. The orderly offr will supervise the defaulters parades, ensuring that the provisions of these standing orders are carried out.
7. The orderly offr will report to the Bty Capt daily at 0900 hrs.
8. The orderly offr will inspect the Bty Area at 1000 hrs daily, paying particular attention to the following points:-
 - (a) Cleanliness of shower and latrine blocks.
 - (b) Cleanliness of kitchens and pers working in them.
 - (c) Mess huts.
 - (d) General tidiness of Bty area.
9. Any faults noticed during the inspection will be rectified by the orderly offr if time permits and brought to the notice of the person responsible.

DUTIES OF THE ORDERLY OFFICER (Continued)

10. In off duty hours and during weekends, the orderly offr will exercise strict supervision of tpt ensuring that NO vehicle is used without a Work Ticket signed by him personally or by the Bty Capt.
11. The orderly offr will carry out an inspection of the Arms Kote ensuring that the weapons are in a satisfactory condition and are correct as per Bty Ledgers.
12. The orderly offr will ^{be} present at the reveille parade.
13. The orderly ^{offr} will visit the MITCHELL Pier at least once by ni, and ensure that Bty pers and LAD pers are behaving in an orderly manner are correctly dressed and are NOT attempting to infringe customs regulations.
14. The orderly offr will submit the att report duly completed to the Bty Capt by 1000 hrs on day of dismounting duty.
15. In case of accident involving injury or death the orderly offr will act in accordance with Sec 7 para 57 of these orders.
16. In the case of civil offences and incidents the Orderly offr will act in accordance with Sec 8 of these orders.
17. In the case of Strike Action - WD Civ staff the Orderly offr will act in accordance with File 16-142.
18. The orderly offr will ensure that malarial precautions in respect of dress have been taken by all ranks at 1900 hrs daily.
19. In the event of occurrences ^{above} 15-16/the orderly offr will inform the Bty Capt as soon as possible.
20. These orders are to be read in conjunction with fire orders.
21. *The Orderly Officer will visit prisoners in the 11 Fd Sqn Ad Room at least twice during his tour.*

DUTIES OF THE ORDERLY SGT

1. The orderly Sgts tour of duty will be for 24 hours, mounting at 0900 hrs daily.
2. During his tour of duty the orderly sgt will:
 - (a) Prepare the Camp Guard for the Orderly Offrs Inspection at 1700 hrs (0900 hrs on Sat, Sun and Public Holidays)
 - (b) Raise the Regt Flag, the LAD Flag and the Commonwealth ensign as detailed in paragraph 10 of these orders.
 - (c) Attend the following parades:
 - (i) All meal parades ensuring that non Bty pers do not join the queue
 - (ii) Defaulters parade, ensuring that the provisions of these orders are carried out.
 - (d) Ensure that whistle blasts are sounded as follows:

(i) Reveille	-	10 long blasts
(ii) Quarter Warning	-	3 Blasts
(iii) Five minute warning	-	2 Blasts
 - (e) Accompany the Orderly Offr on his inspection.
 - (f) Ensure that all ranks rise at reveille and strip their beds within five minutes of reveille.
3. If a soldier is sent to hospital in off duty hours, the Ord rly Sgt will ensure that he takes an inventory of the soldiers gear and hand it to the Q Store for safe keeping.
4. The orderly Sgt will obtain a list of defaulters from the BSM at 1600 hrs daily and ensure that such tasks as detailed are carried out.
5. In the event of a fire the orderly sgt will act as detailed in Fire Orders.
6. Flags will be raised in the following manner at 0630 hrs daily. Two whistle blasts will be sounded as warning by the Ord Sgt before the AUSTRALIAN ensign is raised to the masthead. A further blast will be sounded as the flag is broken at the masthead. The Regt and LAD flag will be raised in the following order on the yardarms.
 - (a) Regt Flag (right hand side facing the sea)
LAD Flag (left hand side facing the sea)
 - (b) The Ensign and flags will be lowered in the following manner at 1800 hrs.

Two whistle blasts will be sounded as warning. The Ensign will then be lowered, and a further blast sounded on completion of this. The Regt and LAD flags will then be lowered.
 - (c) Flags will be flown half mast when ordered. The RAA standard will be flown from the flagstaff as ordered.

- 7# The Ord Sgt will ensure that all ranks stand to attention and face the flagstaff during the raising and lowering of the ensign.
- 8# The Ord Sgt will be present at the NAAFI at closing time to assist the 11 Indep Fd Sqn RE Orderly Offr as necessary.
- 9# The orderly Sgt will conduct the Sick Parade at 0745 hrs as laid down in para 47 of Barrack Standing Orders.
- 10# The orderly Sgt will mount the camp picquet when required in accordance with Anx F to these orders.
- 11# In addition the orderly sgt will carry out such duties as may be detailed by the Bty Capt, the Orderly Offr or the BSM.
12. *The Orderly Sgt will carry out a kit check of sus at 0800 hrs and 1830 hrs daily except Sundays.*

Anx D to
~~700~~ (A) Fd Bty RAA
Barrack Standing Orders
(para 15 (c) refers)

DUTIES OF THE DUTY DVR

1. TOUR OF DUTY - The Duty Dvrs tour of duty will be for 24 hours, mounting at 0900 hrs daily.

2. The duty Dvr will parade on the Bty Parade Ground three paces to the left of the Guard, when the camp guard mounts.

3. DUTIES

The Duty Dvr will:-

- (a) NOT leave the vicinity of the Guard Room except for meals and when absent on duty. He will sleep in the guard room.
- (b) NOT drive his veh except on duty
- (c) Perform such tasks as may be given him by the Orderly Offr.
- (d) Report to the BSM at 0900 hrs daily except on Sun and Public Holidays when he will report to the Orderly Sgt.

4. DRESS

Dress for duty dvr will be:-

- (a) Between 0615 hrs and 1700 hrs dress No 3A
- (b) Between 1700 hrs and 0600 hrs Dress No 3B less rifle

Anx E to ~~100~~ (A) Fd Bty
RAA Barrack Standing Orders
(para 13 (c) refers)

ORDERS FOR THE CAMP GUARD

1. (a) The guard will furnish sentries on the following posts
No 1 Post - Office Block, Stores, LAD, Tpt Lines, and
Q Compound
No 2 Post - Kitchen, Ration Store and BHQ basha area
No 3 Post - Bty Lines and Officers and Sgts Messes.
2. The tour of duty will be from 1745 hrs to 0630 hrs except
Sun and Public Holidays when the tour of duty will be for 24 hrs
mounting at 0900 hrs (When the following day is a working day the
guard will dismount at reveille) and Sat when tour will be 1330 hrs
to 0900 hrs .
3. DRESS
 - (a) From 1745 hrs to 0630 hrs dress No 3B will be worn.
 - (b) From 0630 hrs to 1745 hrs dress No 3A will be worn.
4. NO soldier of the Guard will remove any part of his
clothing or eqpt during his tour of duty except for purposes of
toilet and when detailed by Guard Comd.
5. NO soldier of the guard will leave the guard room without
the permission of the guard Comd.
6. Orders for the guard Comd and sentries are att as
attachments 1,2,3,4,
7. These orders will be read in conjunction with Fire Orders.

ORDERS FOR GUARD COMD

1. You will exercise Comd of your Guard in such a manner as to ensure that that the Bty lines, kitchen, ration store and the Adm area are secure during your tour of duty.
2. You will remain awake and alert during your tour of duty.
3. You will ensure that your Guard is correctly dressed at all times.
4. You will ensure that the Guard remain in the Guard Room unless on duty.
5. You will ensure that the Guard Room and the immediate surrounds is clean and tidy at all times.
6. You will read out to your Guard, Orders for Sentries on all posts before you post your first relief and subsequently to each relief.
7. You will post all reliefs.
8. You will inspect all sentries at irregular intervals to ensure that they are alert and carrying out their duties in a smart and soldierly like manner. You are personally responsible that all sentries are conversant with their duties and carry them out efficiently.
9. If you have occasion to leave your Guard Room you will ensure that the NCO Marching Relief or senior soldier present know of your whereabouts.
10. You will ensure that during the day sentries are NOT posted longer than one (1) hour.
11. You will ensure that:-
 - (a) All soldiers in your guard draw 10 rounds from the Arms Kote before mounting.
 - (b) Before being posted the reliefs will charge magazines.
 - (c) Before returning to the Guard Room reliefs will empty their magazines.
 - (d) Your Guard returns all ammo to the Arms Kote before dismounting.

In the event of Fire you will sound the Fire Alarm.
12. On mounting your guard you will inspect all members to ensure they are fit for duty and are not rendered unfit for duty by previous indulgence in alcoholic liquor. You will report any member to the orderly offr who on mounting for duty, or during your tour as guard comd appears to be under the influence of liquor
13. *You will ensure that the RAA Badge at the entrance gate and the Gd Room fire alarm are polished prior to the gd mounting.*
14. *You will submit a completed gd report (RAA A8) to the bsm by 0900 hrs on the day of dismounting duty.*

ORDERS FOR SENTRY ON No 1 POST

1. When you are posted you will ensure that you understand your orders
2. You will not quit your post without being properly relieved and you will maintain vigilance at all times during your tour of duty.
3. Your post is all the area bounded by:-
 - (a) on the WEST - the Main Rd
 - (b) On the NORTH - the boundary fence SOUTH of the dhobi ghaut.
 - (c) on the EAST - the security fence
 - (d) on the SOUTH - a line from the security fence to the main rd passing between the adm block and the DCRE officeand you will patrol the whole of this area constantly while posted.
4. You are responsible for the safety and security of your post and of any eqpt or property within the area of your post.
5. You will carry your rifle slung.
6. You will move in a smart and soldierly like manner, and remain alert at all times.
7. You will constantly check all doors and windows for security
8. You will report any unusual occurrence to the Guard Comd.
9. In the event of fire you will sound the alarm by shouting fire. You will try to extinguish any fire breaking out within the area of your post.
10. By Day You may only use your firearms:-
 - (a) to defend yourself or any other person from death, grave injury or abduction.
 - (b) to prevent someone burning down any building
 - (c) to prevent a person doing something which endangers life.
 - (d) to effect the arrest of someone when you have good reason to believe is a bandit or a bandit helper or who is carrying firearms or explosives illegally after you have called on him to halt three times.
11. By Ni You may use your firearms and shoot anyone within the protected area who fails to halt when you have challenged him three times.
12. Challenge by ni
 - (a) You will challenge anyone approaching your area.

ORDERS FOR SENTRY ON No 1 POST (Continued)

- (b) Before challenging you will come to the "on guard" position.
- (c) You will challenge "Halt, who goes there" if the person halts, you will say "Adv to be recognised".
- (d) If the person does not halt you will challenge again "Halt, who goes there".
- (e) If the person still does not halt you will challenge "Halt, or I fire" at the same time opening and closing the bolt of your rifle or cocking your Owen.
- (f) If the person still does not halt you will shoot at him aiming for effect.

13. You will be sober on mounting for guard duty. After mounting for guard duty you will not partake of alcoholic liquor.

14. You will not enter any building, basha, or SAL unless in the execution of your duty, i.e. in case of fire, disturbance or investigating unusual occurrences.

ORDERS FOR SENTRY ON No 2 Post

1. When you are posted you will ensure that you understand your orders.
2. You will not quit your post without being properly relieved. and you will maintain vigilance at all times during your tour of duty.
3. Your post is all the area surrounding the ration store, kitchen rank and file mess and bashas SOUTH of the EAST WEST rd and you will patrol the whole of the area constantly while posted.
4. You will ensure the security of the unit ration store and stores within the kitchen and the rank and file mess.
5. Should any person be working within the ration store at night you will ascertain their business and inform the next sentry.
6. You will constantly check all doors and windows for security.
7. You will report any unusual occurrence to the Guard Comd.
8. You will carry your rifle slung.
9. You will move in a smart and soldierly like manner and remain alert at all times.
10. In the event of fire you will sound the alarm by shouting fire. You will try to extinguish any fire breaking out within the area of your post.
11. By Day You may only use your firearms:-
 - (a) to defend yourself or any other person from death, grave injury or abduction.
 - (b) to prevent someone burning down any building
 - (c) to prevent a person doing something which endangers life.
 - (d) to effect the arrest of someone whom you have good reason to believe a bandit or a bandit helper or who is carrying firearms or explosives illegally, after you have called on him to halt three times.
12. By Ni You may use your firearms and shoot anyone within the protected area who fail to halt when you challenge him three times.
13. Challenge by Ni
 - (a) you will challenge anyone approaching your area.

(2)

ORDERS FOR SENTRY ON No 2 POST (Continued)

- (b) before challenging you will come to the "on guard" position.
- (c) You will challenge "Halt, who goes there". If the person halts you will say "Adv and be recognised".
- (d) If the person does not halt you will challenge again "Halt who goes there".
- (e) If the person still does not halt you will challenge again "Halt or I fire" at the same time opening and closing the bolt of your rifle or cocking your own.
- (f) If the person still does not halt you will shoot at him aiming for effect.

15. You will NOT enter any building, basha or SAL unless in the execution of your duty, i.e. in case of fire, disturbances, or investigating unusual occurrences.

16. You will be sober on mounting for guard duty. After mounting for guard duty you will NOT partake of alcoholic liquor.

Attachment 4 to Annex E to
~~100~~ (A) Fd Bty RAA Barrack
Standing Orders.

ORDERS FOR SENTRY ON No 3 POST

1. When you are posted you will ensure that you understand your orders.
2. You will not quit your post without being properly relieved and you will maintain vigilance at all times during your tour of duty.
3. Your post is all the area bounded by:-
 - (a) on the SOUTH - the EAST - WEST rd incl the Sgts mess area
 - (b) on the WEST - the beach
 - (c) on the NORTH - the security fence
 - (d) on the EAST - the main rd and you will patrol the whole of this area constantly while posted.
4. You are responsible for the safety and the security of your post and of any eqpt or property within the area of your post.
5. You will NOT enter any building, basha or SAL unless in the execution of your duty, i.e. in case of fire, disturbances or investigating unusual occurrences.
6. You will carry your rifle slung.
7. You will move in a smart and soldierly like manner and remain alert at all times.
8. You are responsible for the safety of the lives and personal belongings of all personnel in the Bty accommodation lines.
9. You will report any unusual occurrence to the Guard Comd.
10. In the event of fire you will sound the alarm by shouting fire. You will try to extinguish any fire breaking out within the area of your post.
11. By Day You may only use your firearms:-
 - (a) to defend yourself or any other person from death, grave injury or abduction.
 - (b) to prevent someone burning down any building
 - (c) to prevent a person doing something which endangers life
 - (d) to effect the arrest of someone when you have good reason to believe is a bandit or a bandit helper or who is carrying firearms or explosives illegally after you have called on him to halt three times.
12. By Ni You may use your firearms and shoot anyone within the protected area who fails to halt when you have challenged him three times.
13. Challenge by Ni
 - (a) you will challenge anyone approaching your area.

ORDERS FOR THE SENTRY ON No 3 POST (continued)

- (b) Before challenging you will come to the "on guard" position.
- (c) You will challenge "Halt who goes there". If the person halts you will say "Adv to be recognised".
- (d) If the person does not halt you will challenge again "Halt who goes there".
- (e) If the person still does not halt you will challenge again "Halt or I fire" at the same time opening and closing the bolt of your rifle or cocking your own.
- (f) If the person still does not halt you will shoot at him aiming for effect.

14 You will be sober on mounting for guard duty. After mounting for guard duty you will NOT partake of alcoholic liquor.

ORDERS FOR THE CAMP PICQUET

1. When ordered by the Sty Capt a Camp Picquet will mount in lieu of the Sty Camp Guard.
2. The Camp Picquet will consist of three (3) pers under comd of the Orderly Sgt and will furnish No 1 Post which will be a roving picquet of the whole Sty area.
3. (a) The Orderly Sgt will mount the picquet at the times laid down for the Camp Guard.
(b) The tour of duty for the picquet will be as laid down for the Camp Guard.
(c) The dress for the Picquet will be as for the Camp Guard.
(d) NO soldier of the Picquet will remove any part of his clothing or eqpt during his tour of duty except for purposes of toilet and when detailed by the Orderly Sgt.
(e) NO soldier will leave the Guard Room except to mount duty without the permission of the Orderly Sgt.
(f) The Orderly Sgt will supervise the return of weapons and ammo to the Arms Note after the Picquet dismounts.
(g) The Orderly Sgt will inspect the Guard Room for cleanliness before the Picquet dismounts.
4. Orders for the Guard are as Att 1.
5. The Orderly Sgt will read out to all members of the Picquet the orders for the picquet on No 1 Post att before the first picquet mounts.

6. The Orderly Sgt will ensure that the RAA badge at the entrance gate + the 1st Room fire alarm are polished prior to the 1st dismounting.
7. The Orderly Sgt will submit a completed report (MAF 18) to the BSM by 0700 hrs on the day of dismounting duty.

ORDERS FOR THE PICQUET ON No 1 POST

1. When you are posted you will ensure that you understand your duties.
2. You will NOT quit your post without being properly relieved and you will maintain vigilance at all times during your tour of duty.
3. Procedure for relief is
 - (a) You will awaken your relief at the appointed time
 - (b) You will return to your post.
 - (c) When your relief has joined you on the post and is properly vigilant you will awake the Orderly Sgt and inform him. The orderly Sgt will then post the relief.
 - (d) You will return to the Guard Room.
4. Your post is the bty area bounded by
 - (a) on the WEST - the beach
 - (b) on the NORTH - the boundary fence
 - (c) on the EAST - the security fence
 - (d) on the SOUTH - a line from the EASTERN security fence to the main rd thence a line from the main rd to the beach passing between of the Bty ORs Mess and 11 Indep Fd Sqn ORs Mess, thence to the WEST of the contractors lines thence to the SOUTH of the Sgts Mess.

and you will patrol this area constantly during your tour of duty.
5. You are responsible for the safety and security of your post and of any eqpt or property within the area of your post.
6. You will carry your rifle slung
7. You will move in a smart and soldierly manner and remain alert at all times.
8. You will constantly check doors and windows for security.
9. You will report any unusual occurrence to the Orderly Sgt.
10. In the event of fire you will sound the alarm by shouting fire you will try to extinguish any fire breaking out within the area of your post.
11. By Day You may only use your firearms:
 - (a) To defend yourself or any other person from death grave injury or abduction.
 - (b) To prevent someone burnish down any buildings.
 - (c) To prevent a person doing something which endangers life.

(2)

ORDERS FOR THE PICQUET ON No 1 POST (Continued)

- (d) To effect the arrest of someone who you have good reason to believe is a bandit or a bandit helper or who is carrying firearms or explosives illegally, after you have called on him to halt three times.

12. By Night You may use your firearms and shoot anyone within the protected area who fails to halt when you have challenged him three times.

13. Challenge by night

- (a) You will challenge anyone approaching your area.
- (b) Before challenging you will come to the "on guard" posn.
- (c) You will challenge "Halt who goes there" if the other person halts you will say "Advance and be recognized".
- (d) If the person does NOT halt you will challenge again "Halt, who goes there".
- (e) If the person still does NOT halt you will challenge "Halt, or I fire" at the same time opening and closing the bolt of your rifle or cocking your owen.
- (f) If the person still does not halt you will shoot at him aiming for effect.

14. You will charge your magazine when mounting your post and unload your magazine on ret to the Guard Room.

15. You will be sober on mounting for guard duty. After mounting for guard duty you will NOT partack of alcoholic liquor.

~~100~~ (A) FD BTY RAA - STANDING ORDERS FOR DUTY CLERK

1. (a) The Duty Clerks tour of duty will be :-
Mons to Fris inclusive
1200 hrs - 1200 hrs
Sats and Suns
1200 hrs - 0900 hrs
Suns and public holidays
0900 hrs - 1200 hrs the next day
(b) The Duty Clerk will not dismount until a relief arrives to take over. His place of duty is the Battery Orderly Room.
2. He will be responsible for the receiving and passing of messages and for ensuring that persons from outside wishing to contact someone within the unit HQ capable of dealing with the enquiry or problem is contacted with the minimum of delay. If he receives an OP Immediate or Priority message he will pass it immediately to the Bty Capt or in his absence the Duty Offr.
3. All messages passed and received will be written on the correct message form in duplicate and handed to the Bty Signal Centre by 0830 hrs each morning.
4. He will not leave the Bty Orderly Room during his tour of duty except for the following reasons :-
 - (a) To deliver OP Immediate and Priority messages.
 - (b) To contact the Bty Capt or Duty Offr
 - (c) Meal times as follows :-

LUNCH : Suns 1230 - 1300 hrs.

Weekdays the Duty Clerk of the day will lunch at 1210 hrs. On weekdays the Orderly Room will be manned over the lunch period.

EVENING MEAL AND SHOWER : 1730 - 1830 hrs

The Orderly Room will be manned by the Ord Sgt from 1730 hrs to 1830 hrs each day.
 - (d) To visit SAL.

(2)

Before leaving the Orderly Room he will contact the switchboard operator and inform him of his intended absence and request that any incoming messages or inquiries be put through to the guard room during his absence.

On returning to the Orderly Room he will report his return to the switchboard operator

5. The Duty Clerk will ensure that the following offices are swept and tidied before 0820 hrs each morning :-

BC, BK, BSM and the Orderly Room.

ORDERS FOR DUTY REC TEAM

General

1. ~~100~~ (A) Fd Bty LAD RAEME is responsible for providing a recovery team at all times. This team will carry out recovery duties for all units in NORTH MALAYA in the area defined from time to time by 28 COMWEL Indep Inf Bde Gp.
2. The recovery team will consist of two members of ~~100~~ (A) Fd Bty LAD, one of whom will be licensed to drive and operate the recovery vehicle and equipment.
3. The recovery team will not quit barracks or exchange duties without approval of the Duty Officer of ~~100~~ (A) Fd Bty RAA.
4. The tour of duty will normally be from 1700 hrs Friday to 1700 hrs the following Friday. During operations and Public holiday weekends the tour of duty will be laid down by the WO i/c LAD.
5. On mounting the recovery team will:-
 - (a) ensure that they are in possession of 1" to mile maps covering the area the LAD is responsible for. These will be kept in the recovery vehicle. These maps will also show unrestricted roads overprinted in red ink. All other roads will be regarded as BLACK.
 - (b) ensure that the medical kit carried on the recovery vehicle is complete.
 - (c) ensure that the fire equipment is complete
 - (d) ensure that one 24 hour pack is carried.
6. Before the team leaves the barracks on recovery work it will inform the duty officer:
 - (a) Where it is going and give a brief detail of task
 - (b) Whether or not an escort is required. If escort is required the duty officer will arrange for the necessary escort. If escort is required the recovery team will be armed with the following weapons:-
 - 1 x .303 rifle and 50 rounds
 - 1 x OMC and 60 rounds
 - One member may carry a .38 pistol and 20 rounds
7. The escort will be armed as follows.
 - 1 x .303 rifle and 50 rounds.
 - 1 x OMC and 60 rounds.
8.
 - (a) The recovery team will wear hats OG jackets OG trousers OG and jungle boots on all recovery tasks over 15 miles from BUTTERWORTH.
 - (b) By day on trips under 15 miles from BUTTERWORTH the order of dress will be laid down by the WO I/c LAD except that shorts blue will not be worn.
 - (c) By night the recovery team on trips under 15 miles from BUTTERWORTH the order of dress will be as laid down in para 8 (a)
 - (d) For towing duties between TAIPING and PRAI by day the dress will be hats KFF, shorts, jacket OG, boots and hose tops will
9. In addition to recovery duties the rec team is responsible for
 - (a) Cleaning and sweeping the area of the LAD by 1300 hrs daily.
 - (b) Carrying out such mechanical repairs on vehicles as may be laid down by the WO I/c LAD

KIT LAYOUT

GEN

1. (a) All shelves will be covered with clean paper.
- (b) Towel in use will be suspended above bed on wire running lengthways down the basha.

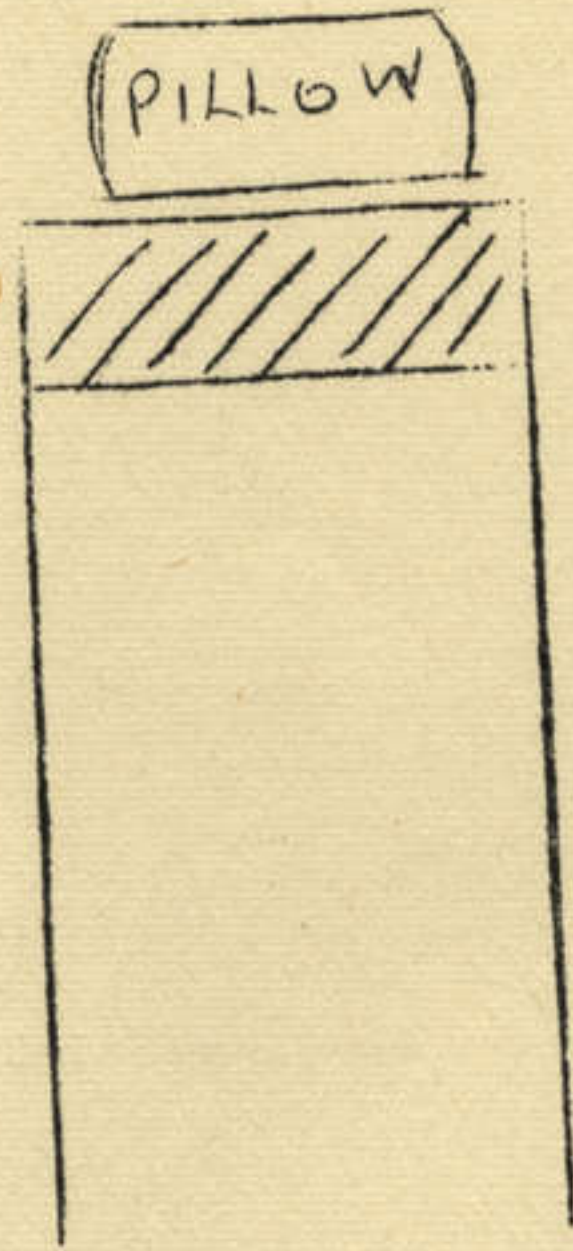
CLO

2. (a) All items of clo and eqpt will be properly maint and kept in the posns as per att 1
- (b) Clo will be folded neatly in piles, the piles will be the width of the dhobi fold.
- (c) All clo and eqpt will be marked with members number and name.
- (d) All clo on coat hangers will be buttoned up and and face towards the RIGHT.
- (e) Soiled clo will NOT be accumulated but will be sent to the dhobi regularly.
- (f) All clo will be aired at least once per week.

BASHAS

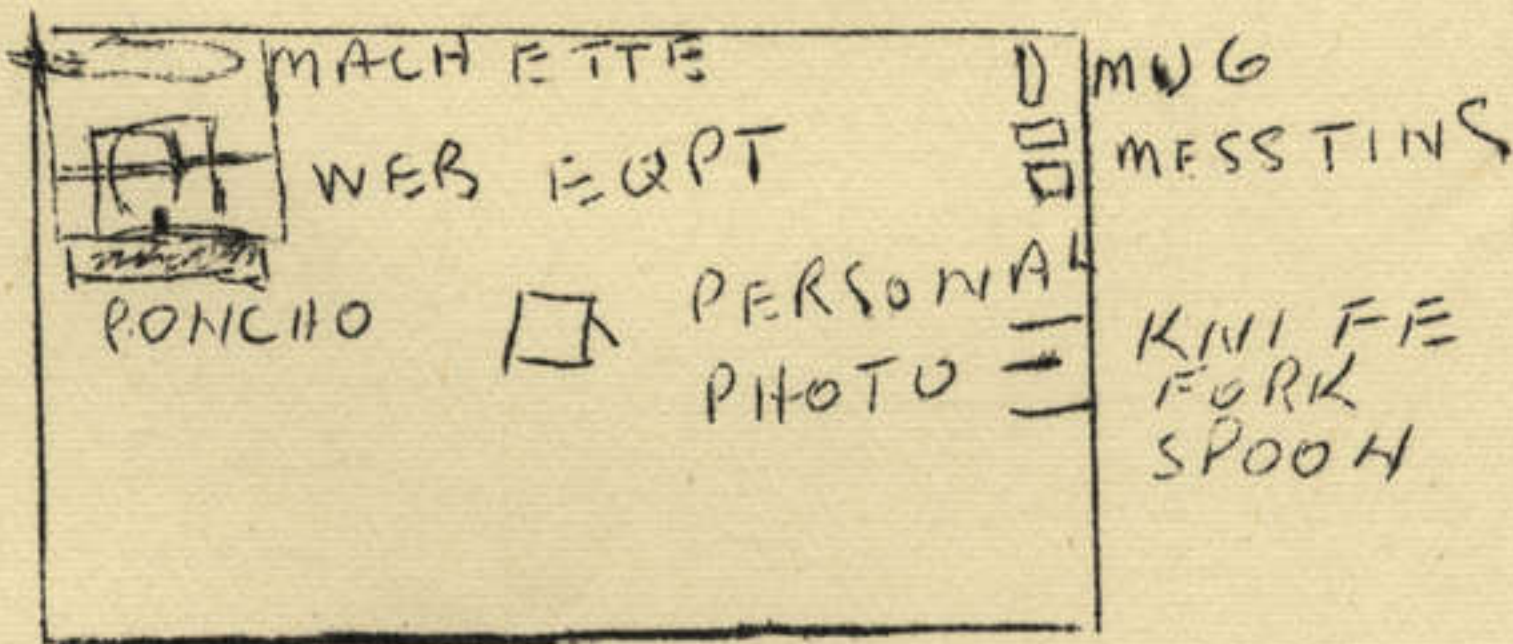
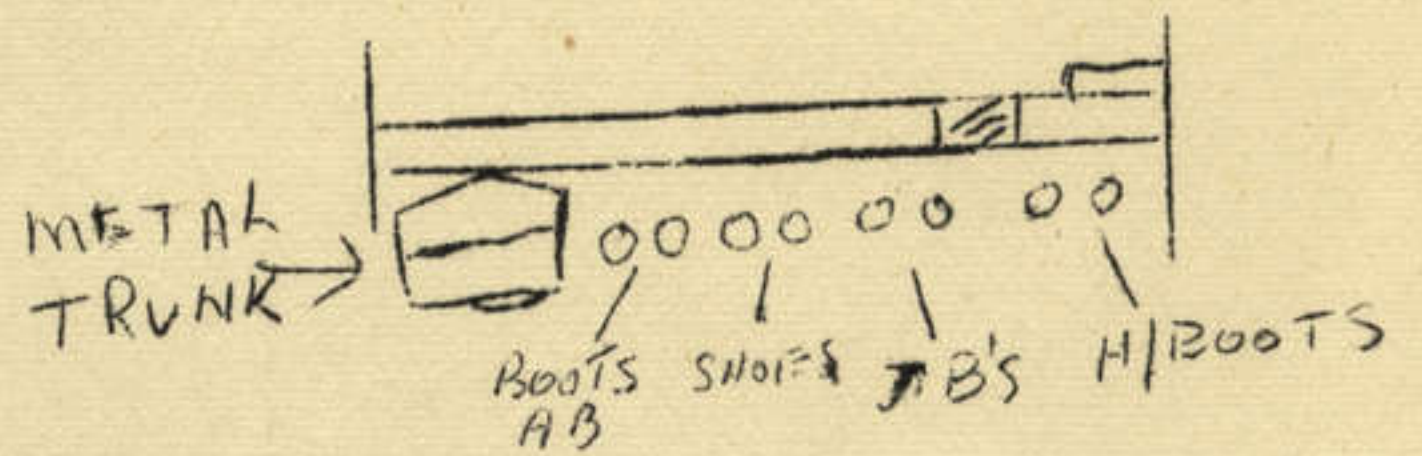
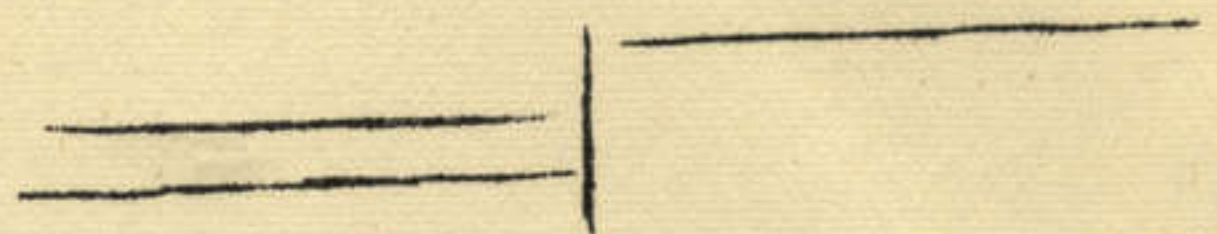
3. The following will be carried out daily.
 - (a) Beds stripped at revielle (excl Sun and Public Holidays) and then remade.
 - (b) Basha will be swept and all light fittings, beams and ledges dusted.
 - (c) Bashas will be in inspection order from 0815 hrs to 1630 hrs Mon to Fri and 0815 - 1230 hrs on Sats. At other times the basha will be kept neat and clean.
 - (d) The area around the basha will be kept clean at all times.

Att 1 to Annx J to
~~100~~ (A) Fd Bty RAA
 Barrack Standing Orders.

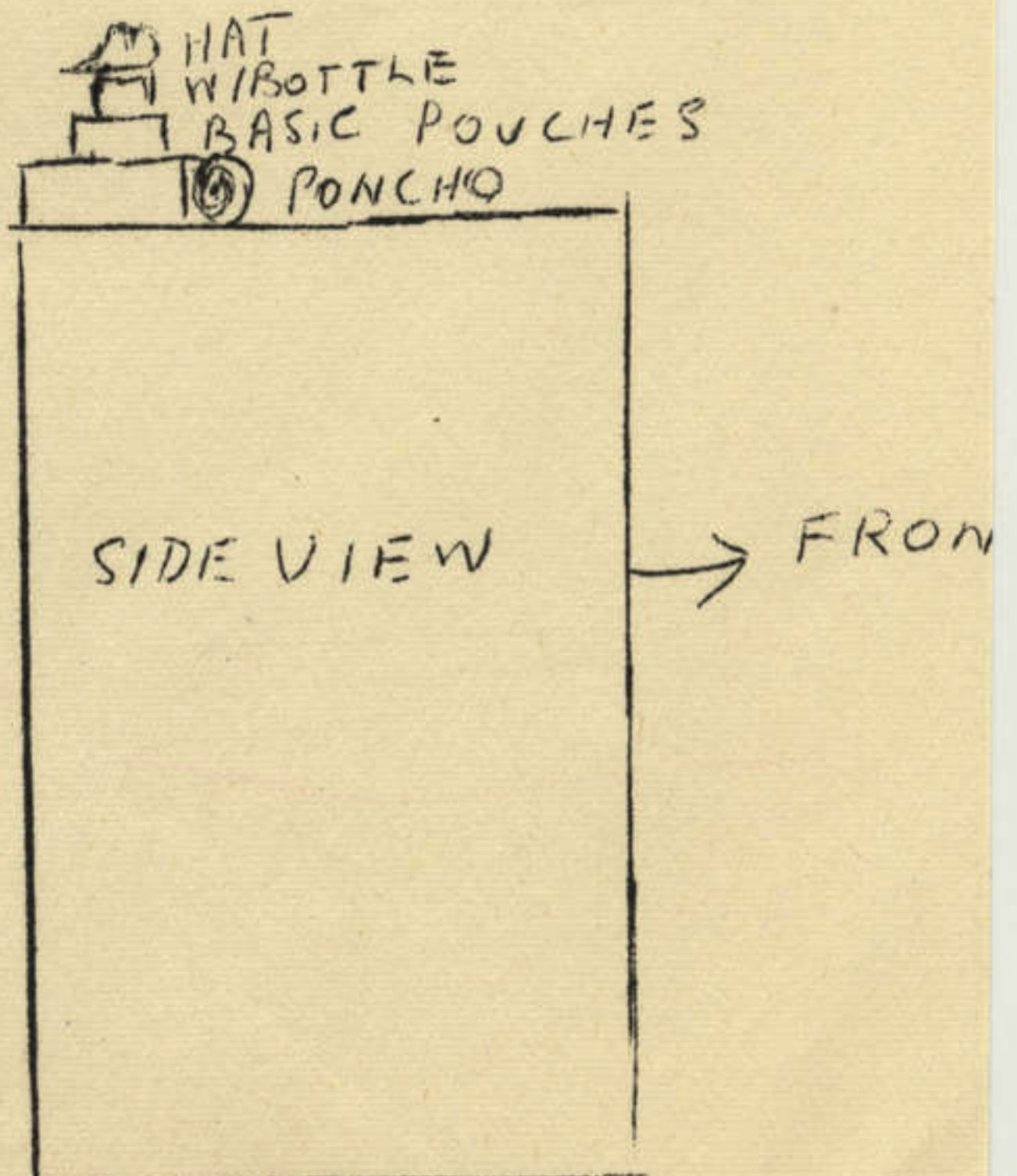


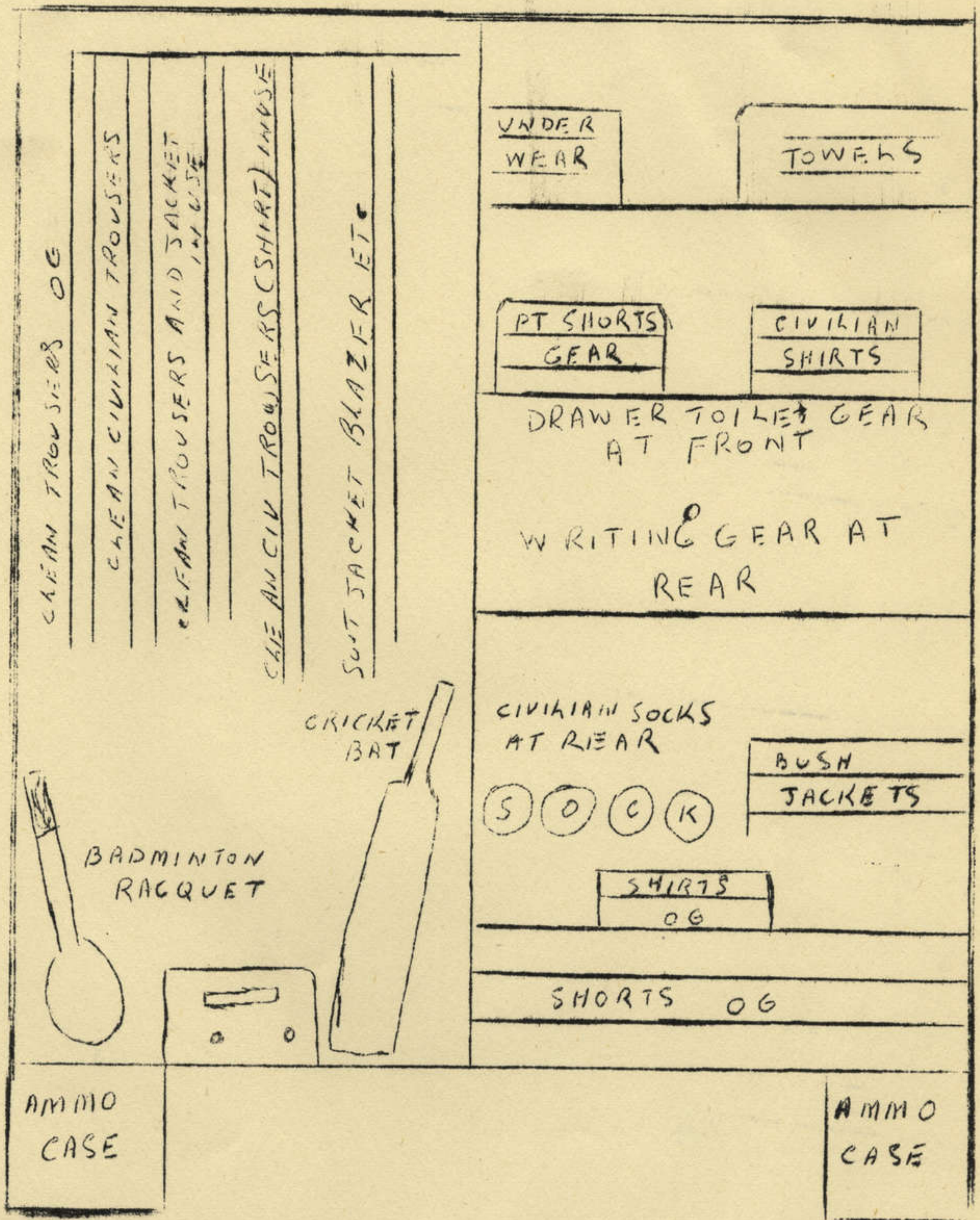
SHEET FOLD
 APPROX 1 FT

⊙ MOSQUITO NET
 ROLLED RESTING
 ON BEAM



NOTE! THE WATER BOTTLE
 TOP WILL BE REMOVED
 AND PLACED BETWEEN
 THE BASIC POUCHES





INTERIOR OF WARDROBE

- NOTE: 1. HOOK OF HANGARS TO FACE TO REAR
 2. CLOTHING BUTTONED UP FACING TO RIGHT.

DRESS

The following orders of dress will be worn as ordered:-

No 1 Ceremonial

Hats KFF
Shirts OG
Trousers OG
Boots AB
Gaiters Aust
Belts waist web 37 pattern
Rifle or OMC
Lanyard White
Medals

No 2 Ceremonial

Hats KFF
Shirts OG
Shorts OG
Boots AB
Hose Tops
Flashes Garter RA
Puttees
Belts waist web 37 pattern
Rifle or OMC
Lanyard White
Medals

No 3A General Duty
(by day)

Hats KFF
Bush Jackets OG (inside trousers)
Shorts OG
Boots AB
Hose tops
Garter flashes RA
Puttees
Belts waist web 37 pattern
Lanyard white
Ribbons

No 3B General Duty
(by ni)

Hats KFF
Trousers OG
Bush Jackets OG (inside trousers, sleeves down)
Boots AB
Gaiters Aust
Belts waist web 37 pattern
Lanyard White
Ribbons

No 4 Working Dress

(a) In Camp

Bush Hats
Shorts PT Blue
Boots AB
Socks (turned down over top of boots)

(2)

(b) Gun Posn

(i) By Day

Bush hats
Shorts PT Blue
Boots AB
Anklets Web 37 Pattern
Socks (turned down inside anklets
web)

(ii) By ni

Bush hats
Bush jackets OG (inside trousers
sleeves down)
Trousers OG
Jungle boots

No 5 Patrol order

Bush hats
Jackets OG (without badges)
Trousers OG
Jungle Boots
Arms and eqpt as ordered

Notes

1. All gaiters Aust, rifle slings, pistol holsters, ammo pouches, belts waist web 37 pattern and anklets web will be blancoed with issue blanco.
2. All brass incl hat badge will be polished.
3. Hats KFF will be turned up.
4. RAASC, RAEME and ACC pers att to the bty will wear hose tops, lanyards, garter flashes and badges appropriate to their corps.
5. Other ranks (exclWOs) will NOT wear tailored uniforms.
6. Garter flashes will have $1\frac{1}{2}$ inches of colour showing.

DRESS FOR OFFRS

1. Offrs will NOT wear issue OG clothing except:
 - (a) in patrol order
 - (b) on the gun posn
 - (c) when engaged on a task that is likely to cause excessive wear to tailored clothing. e.g., inspecting maint on a veh.

...../3

SCHEDULE OF EXTRA REGT DUTIES

1. The BC will from time to time appoint offrs and senior NCOs to fill the extra regt duties listed below:-
2.
 - (a) President, Offrs Mess Committee
 - (b) President, Regt Funds Committee
 - (c) Secretary/Treasurer, Regt Funds Committee
 - (d) President, Sgts-Mess Committee
 - (e) Supervizing Offr, Sgts Mess
 - (f) Unit Security Offr
 - (g) Unit Public Relations Offr
 - (h) Unit Edn Offr
 - (j) Unit Army Health Benefits Society Offr
 - (k) Unit Messing Offr (also president, unit messing committee)
 - (l) Unit Sports Offr
 - (m) Unit Fire Offr
 - (n) Unit Fire NCO
 - (o) Unit Custodian Offr
 - (p) President, Regt Audit Board
 - (q) Member, Regt Audit Board (also Unit Internal Audit Offr)
 - (r) Unit Family Liason Offr.

(3)

2. Offrs when No 1 or No 2 dress is ordered will wear pistols/ holsters/lanyards/ammo pouches or Sam Browne and sword as ordered. The pistol will be worn on the LEFT side, ammo pouch on the RIGHT side with the lanyard around neck.
3. Offrs will wear safaris. OG with Sam Browne and mourning band when attending mil funerals.

ORDERS FOR PERS UNDERGOING CB

TO BE READ TO CB PERS BY ORDERLY SGT

GEN

1. These orders supersede all previous orders for CB Pers.

DISCIPLINE

2. Pers undergoing CB will:-

- (a) Attend all parades and perform all duties for which they are rostered.
- (b) Except on Suns and Public Holidays parade with the guard where upon the orderly sgt will give them 30 mins drill.
- (c) Except on Suns and Public Holidays report to orderly sgt at 0635 hrs for 25 minutes drill.
- (d) On Suns and Public holidays personnel undergoing CB will parade to the orderly sgt at 0705 hrs and 1700 hrs for 30 mins drill.
- (e) Report to orderly Sgt at the following times:-
 - (i) Weekdays - 1245, 1330, 1800, 1900, 2000, 2100, 2200 hrs.
 - (ii) Weekends and public holidays - Hourly on the hour from 0800 - 2200 hrs.
- (f) Not be granted leave or stand down except by BC.
- (g) Not enter any place of entertainment within the camp area which incl the NAAFI nor take part in any other form of entertainment org in the camp area.
- (h) Not partake of any alcoholic liquor.
- (j) Not leave the camp area except when on duty
- (k) Not wear civ clothes.

DRESS

3. The dress for all drill parades will be No3B night duties plus haversack (containing ground sheet and mess gear) complete webbing, rifle and water bottle filled.

4. The dress for all other parades will be as ordered by the orderly sgt who will change the order for each parade.

DUTIES

5. All pers undergoing CB and performing duties will report at the times laid down in para 2 above and only in exceptional circumstances will exemptions be granted.

6. Personnel undergoing CB on Swbd and arms kote duties will be required to report for all drill parades.

(2)

Other parade times will be waived whilst these pers are actually on duty at the Swbd or arms kote. The orderly Sgt will ensure that reliefs are made available for these pers during drill parades.

7. Pers undergoing CB will be emp by the orderly Sgt to the fullest extent during off duty hrs.

Anx N to ~~100~~ (A) Fd Bty RA
Barrack Standing Orders
(para 102 refers)

DUTIES OF ARMS KOTE ORDERLIES

1. The following are the duties of the Arms Kote Orderlies and they will be strictly adhered to at all times unless otherwise ordered by the BC, Bty Capt or CPO.
2. Arms Kote Orderlies will be available to issue out arms and ammo at all times and will ensure that proper entries are made in the daily issue book, and that signatures are obtained for all items taken from the Kote.
3. During the hrs of normal working periods i.e. 0800 hrs - 1230 hrs, 1400 hrs - 1630 hrs Arms kote orderlies will clean and oil as many of the arms in the Kote as possible, ensuring, however, that all arms are cleaned in rotation, and that at all times they are in immediate inspection order. Once a month wooden stocks etc will be oiled lightly with linseed oil.
4. By 0900 hrs the daily arms state board will be made up correctly as at that time and will be available for inspection by the Orderly Offr.
5. Orderlies will not accept into the Kote any weapon that is not in a clean condition.
6. In the event of any unusual occurrence or difficulty experienced in carrying out these orders, the CPO (or orderly Offr in his absence) will be info at once.
7. Where ever possible there will be two (2) orderlies on duty in the Arms Kote. The two orderlies allotted for duty will be quartered in the Arms Kote. The orderlies may relieve each other for meals etc but they will ensure that the Arms Kote is never, at any time, unoccupied. If it becomes necessary in an emergency, for an Arms Kote ord rly on duty by himself to leave the arms Kote he will call the Guard Comd/^{Off} the BQMS or his deputy in the Store and arrange a relief before leaving the Kote.

RECEPTION OF OR RFTS

The following procedure will be adopted for the reception of rfts :-

	<u>EVENT</u>	<u>RESPONSIBLE PERSON</u>	<u>ACTION</u>
1.	Sig received showing date and time of arrival	BK	Advise BC, WLO, BSM BQMS, Ord Room Clerk
2.	Arrival of rfts at sta/port/airport to be met by a person of equivalent rank	BK WLO	Advise BC WLO BSM Arrange tpt, advise ord NCO
3.	Met on arrival in Bty lines	Ord Sgt	Parade to BSM
4.	Member hands over all pers documents	BSM	BSM to sign Mob 3s ensure 1 copy return to previous unit 1 copy CARC
5.	LD card number to be recoded in AAB83	BSM	Explain necessity for reporting loss of ID card inform member loss is a chargeable offence
6.	Explanation of standing orders, fire orders and important ROs-emphasise safe handling of weapons stress importance of dress and behaviour on leave.	BSM	ROs listed in para 23 to be read to rfts.
7.	Info member of leave entitlement and leave centres in MALAYA	BSM	Check leave entitlement in AAB 83
8.	Explain necessity to maintain official secrets and info	BSM	Member to sign proforma
9.	Info member of actual posting and troop to which he is allotted	BSM	
10.	Check AAB 83	BSM	Record any star grading promotion trade qual.
11.	Explain powers of punishment- emphasise punishment in relation to offences on guard and insubordination	BSM	
12.	Explain housing situation of member is married	BSM	
13.	Explain procedure if member wishes to apply for restd tour	BSM	
14.	Issue history of A Fd Bty	BSM	
15.	Parade to BQMS	Ord Sgt	BQMS to issue clothing in accordance with attached list.
16.	Explain need for care and preservation of all furniture and barrack stores	BQMS	
17.	Allot posn in sleeping quarters and explain kit layout	Ord Sgt	

- Explain laundry and bearer facilities Ord Sgt
- 19. Parade to BC with pers docs BSM
- 20. Introduction to Bty Capt, Pay Rep Ord Room Bdr Bty Capt to check if any outstanding debts in AUSTRALIA.
- 21. Conducted tour of area Ord Sgt Member to be issued with Condom at MRS.
- 22. Members pers weapon to be zeroed as soon as possible after issue Tp Comd
- 23. The following ROs Pt I will be read to rfts

7/57, 13/57, 26/57, 35/57, 36/57,
 38/57, 40/57, 56/57, 57/57
 64/57 Appx "C", 9/58, 15/58, Tp Comd
 17/58, 26/58, 30/58, 36/58,
 49/58, 51/58, 52/58, 53/58,
 55/58, 58/58, 65/58, 73/58,
 74/58, 77/58, 81/58.

CLOTHING AND EOPT ISSUES

Hats Jungle	1		
Jackets OG	4		
Trousers OG	3		
Shorts OG	3		
Shorts PT Blue	2		
Boots Hockey	1		
Boots Jungle	1		
Swetrag	1		
Web Eqpt 44 Patt	1 set		<u>UNIT EOPT</u>
Bag food	1		
Bag pack wate proof	1		Bed 1
Poncho	1		Mattress 1
Golok	1		Sheets Cotton 2
Sheath golok	1		Pilliw 1
Lanyard Arty	1		Pillow slip 1
Hosetops	2 pr		Blankets OG 1
Garter Flashes	1 pr		Blankets US 1
Puttees	1 pr		Curtain Mosquito 1
Badges Cap RA small	1		Wardrobe OR 1
Titles Emb RAA summer	8		
Signs Formn 28 COMWEL	4		
Signs Formn AMF	4		
Trunk Cabin Metal	1		
Metal Ribbon (Brit Gen Service)			
Pers arms and ammo			

LEAVE - PERS FROM OP CAMPS

REST DAYS

1. Pers in the op camps are entitled to four (4) rest days per month, these are NOT cumulative and will NOT be taken in the op camp. Pers undergoing CB or open arrest do not earn rest days.
2. Pers can be provided with accn at BUTTERWORTH.
3. Tp comds will arrange all mov to and from the op camp.
4. NO bedding will be bought to BUTTERWORTH.
5. Civ clothes may be worn on rest days in the Barrack area.
6. Whilst at BUTTERWORTH on standown members are still subject to Barrack Standing Orders. The basha in which standown pers are living will be kept clean and tidy at all times. Beds will be made, the basha swept out and the basha tidy by 0815 hrs daily. The BSM will inspect the basha daily (if he is to be absent he will detail the orderly sgt for this duty).

ARL

7. Pers from the op camp can be provided with accn at BUTTERWORTH for their ARL but tp comds are to discourage this as it is better for the soldier to get a "clean break" from the unit for his ARL. The provisions of paras 3-6 above will apply to pers on ARL at BUTTERWORTH.

ADM ACTION FOR REST DAYS AND ARL

9. Tps will advise BHQ 72 hrs in adv of the full details of pers moving to BUTTERWORTH on ARL and REST (See also Sec 4 para 26).
10. On receipt of these details the BSM will:
 - (a) Advise the Messing Offr
 - (b) Arrange OR accn.
11. On arrival of the draft at BUTTERWORTH:
 - (a) All arms will be cleaned and handed in to the Arms Kote.
 - (b) All pers will parade under the veh comd to the BSM.
 - (c) The BSM will cfm time of departure of pers in the draft back to the op camp and advise pers accordingly.
 - (d) The BSM will info draft of any current restns on leave.
12. Pers returning from rest days will be tpt back to the op camp ASP.
13. Pers returning from leave will complete the following ~~and~~ details under the direction of the BSM, prior to return to the op camp:
 - (a) FFI at MRS
 - (b) dental examination
 - (c) kit check.

LEAVE CENTERS

1. PENANG

- (a) Sandycroft
Rates - \$5.5 per day incl all meals and misc
cost but not laundry which is extra.
Facilities - Swimming etc dancing twice weekly.
Bookings - Through the Bty Capt four weeks in adv.

- (b) The following private hotels are available for leave:-

CHUBAN
PARAMOUNT
TONG KEW

Bookings and costs on application by member to hotel
concerned.

2. SINGAPORE

- (a) UNION JACK CLUB Central SINGAPORE Phone SINGAPORE 37321
Rates \$5.80 per day all meals incl
Facilities Tennis billiards etc
Bookings Through the Bty Capt five weeks in adv.
- (b) SANDES SOLDIERS HOME Portsdam Rd Phone Tasir TANJONG 328
Rates \$4.30 incl all meals
Facilities Swimming tennis billiards etc NO liquor
allowed
Booking Through the Bty Capt five weeks in adv.
- (c) TOC H 11 SCOTTS Rd SINGAPORE phone 2203
Rates \$6 per day incl all meals and laundry.
NO liquor allowed.
Facilities Billiards tennis etc
Booking Private arrangements
- (d) BRITANIA CLUB NO accomodation FREE swimming pool
billiards etc.

3. OTHER LEAVE CENTRES

KUALA LUMPUR
SEREMBAN
IPOH
MALACCA

(2)

4.

CAMERON HIGHLANDS - CHANGE OF AIR STA

- (a) The period spent at the sta (14 days) is debited against ARL.
- (b) For single pers there is NO cost and the cost for married pers is most reasonable.
- (c) Pers are regarded as being on duty and may be required to perform duties.
- (d) Golf, Tennis, badminton, basketball, soccer and cricket facilities are aval.

APPLICATION FOR LEAVE OUTSIDE
THE FEDERATION OF MALAYA AND THE COLONY OF
SINGAPORE

1. I,.....(No)(Rank).....(Name)
request permission to proceed on leave to.....
.....(City or town).....(Country)
2. I understand that NO expense to the COMMONWEALTH OF AUSTRALIA
will be incurred.
3. Before proceeding on leave I will be in possession of tickets
to and from my destination or I will produce proof that bookings
eachway , within the leave period, have been guaranteed and
paid for.
4. (a) I request leave from.....hrs on
to.....hrs on.....

(b) The leave is within my normal entitlement.
5. My address on leave will be:
.....
.....
.....
6. Any special reasons for leave
.....
.....
.....

Date.....

.....
(Signature)

RECOMMENDED/NOT RECOMMENDED

Maj RAA
Comd ~~100~~ (A) Fd Bty RAA
Date.....

DISTR OF DUTIES AT BHQ

BC

1. Ops
2. Trg
3. Adm policy and supervision
4. Plans
5. Discipline
6. Internal Security
7. Officers leave

Bty Capt

1. Deputy to BC
2. 2 I/C
3. Supervision of LAD through the WLO
4. Adm (incl office org and procedures, co-ord of investigations, summaries of evidence etc)
5. Accn
6. Unit Public Relations Offr
7. PMC Officers Mess
8. President, Regt Funds and Welfare Committee
9. USO
10. Supervizing offr Sgts Mess
11. Accounting officer for Barrack Stores.
12. Co-ord of Bty leave excl officers

CPO

1. Deputy to Bty Capt
2. Comd BHQ
3. Unit History
4. Trg Returns
5. Publications Offr
6. Edn Offr
7. AHBS Officer
8. Internal Audit Offr
9. Bty Trg Offr
10. Supervision of the Arms Kote

ACPO

1. Deputy to CPO
2. Messing Officer
3. Civil Labour Offr (incl contractors)
4. Sports Offr
5. Unit families Liason Offr
6. Member Bde Sports Committee
7. Secretary/Treasurer Regt Funds

WLO

1. Bty Tpt Offr
2. Camp Comd (when bty on emergency ops)
3. D & M Instr
4. Maint POL docs and returns
5. Tpt accidents incl NM&D reports
6. Supervision of the LAD.

BTY SIG OFFR

1. Bty Sigs Offr
2. Unit Custodian offr
3. Unit Fire Offr
4. Int Offr
5. Int/Sig Returns
6. Sig and trade testing of Bty Sigs
7. Issue of call signs, NIS etc.
8. Maint of telephone accounts.

BSM

1. Supervision of Bty Office
2. Pers Adm (incl pers records)
3. Preparation for Investigation of Charges
4. Courts Martial
5. RO's
6. Preparation of Weekly Health Statistics
7. Gds and Sentries
8. Duty Rosters
9. Gun Ammo
10. Dress and discipline of OR
11. President Sgts Mess
12. Cleanliness and upkeep of bty area
13. Asst to ACPO in Families Liaison
14. Compilation of the bty roll book

BQMS

1. QM
2. Bty and LAD Stores Accounts (except FAMTO)
3. Exac and replacement of stores and eqpt (except FAMTO)
4. Accn stores
5. Dhoby and tailoring
6. Supervision of Hyg duties and stores
7. Asst to the CPO in the supervision of the Arms Kote and SAA

WO IC LAD

1. IC LAD under supervision of Bty Capt
2. Repair and org of evac of guns, vehs and eqpt
3. Tech adviser to BC and Tp Comds
4. Tech inspections
5. Holding, replenishment and accounting for FAMTO
6. Arm Art Gun

SGT (VEH MECH)

1. Deputy to WO IC LAD
2. Specialist adviser on MT to BC and WLO
3. FAMTO accounts
4. MT Testing offr

SGT (TECH STOREMAN)

1. Deputy to BQMS
2. Ledger K eper
3. Fire NCO

CPOA 1

1. Deputy to BSM
2. TSM BHQ
3. Int Sgt

COOK (Sgt)

1. Caterer
2. Ration accounts and returns
3. NCO IC Ration Store
4. Supervision of all cooks and Kitchens.

BTY CLERK (Bdr)

1. Chief Clerk
2. Co-ord of Bty Office work
3. Submission of Returns
4. Stationery
5. Distr of AUST newspapers and periodicals
6. Distr of incoming and outgoing mail

PAY CPL

1. Pay, allowances, allotments and claims
2. Preparation of fortnightly Pay acquittance and paybooks
3. Financial Adviser to BC
4. Duties as laid down in UAP incl internal checking of

Leave records

Pay books

Supplimentary rations

DUTIES OF THE DUTY DRIVER PENANG ISLAND

GENERAL

1. The duty dvr will be stationed on PENANG ISLAND to convey the BC and Offrs between their place of r residence etc, and CHURCH ST PIER twice daily or when otherwise ordered. In addition he is available for other duties and tasks as ordered by the BC, BK or WLO.

PERIOD OF DUTY

2. NOT to exceed 3 months whenever practicable.

DUTY RUNS

3. (a) The duty dvr will pick up BC and other offrs in time to catch the 0745 hrs ferry on normal working days.
(b) The duty dvr will report to CHURCH ST PIER not later than 1720 hrs and commence ferrying offrs home until the last offr is cleared. On Saturdays the time of reporting to CHURCH ST PIER will be 1315 hrs.

MISCELLANEOUS DETAILS

4. (a) State of veh. The veh will be in a clean polished and serviceable condition complete with proper tac markings and the following documents:

AB 416) until superseded
AB417) by AB562.
Pad of 1045's
Accident Reports
Sup of work tickets
(b) Dress by day - No 3 A, by night - No 3 B.
(c) The veh will never carry more than the authorised no of passengers.
(d) Refuelling will be at the Petrol Point, MINDEN BARRACKS.
(e) The duty dvr will be available for duty between
0600 hrs - 1900 hrs Mon to Fri
0600 hrs - 1600 hrs Sat

The dvr can be contacted by ringing Provost Unit, MINDEN BARRACKS (tele BATU UBAN 213) unless on an authorised duty run.
(f) The duty dvr will be used for authorised military duties only.

(g) The duty dvr will make one run on Sundays, when previously arranged through WLO, to pick up isolated married members travelling to and from duty.

(h) Duty Dvr will receive standdown days only when the following apply:-

Works on a Sunday Morning - $\frac{1}{2}$ day.
Works all day SUNDAY - a full day.

(j) Duty Dvr will contact WLO twice daily at 0930 hrs and 1430 hrs.

(k) When not on an authorised run dvr is to remain in vicinity of Pro unit phone.

(l) The veh will be inspected as follows:-

Unit check once per month.
Unit Tech Inspection once every two months.

(m) Whenever BC is not on normal ferry the duty dvr will contact WLO or Orderly Office from Garrison Club.

Anx S to ~~100~~ (A) Fd Bty RAA
Barrack Standing Orders

Serial	Degree of Readiness	TYPE OF WEAPON					
		Rifle FN 7.62 mm	Rifle .303 - in No 5	Owen sub machine carbine	Bren LMG	Carbine .300 - in Mk 1 and Mk 2	
1.	NORMAL		Weapon unloaded, ammo in the webbing eqpt. Depending on the op situation, magazines may be carried filled and in the soldiers eqpt. Under NO circumstances when at NORMAL will a loaded magazine be placed on a weapon.				
2.	ALERT	Magazine charged on the rifle change lever at safe.	Magazine charged and on the rifle. NO round in the breech safety catch applied.	Magazine filled and on the weapon. Working parts will be forward and the safety sleeve applied. Change lever will be on R (repetition)	Magazine filled and on weapon working parts will be forward and lever at SAFE	Magazine filled and on the weapon. The trigger mech will be uncocked. The safety catch will be applied. The change lever on Mk 2 will be set at single shot.	
3.	DANGER	Magazine on the rifle weapon cocked (ie round in breech) and change lever at SAFE	As for ALERT with a round in the breech and safety catch applied until the firer expects to fire his weapon	As for ALERT with action cocked and shutter applied, until firer expects to fire the weapon	As for ALERT with action cocked, change lever at SAFE until firer expects to fire his weapon	As for ALERT with the action cocked and safety device applied until the firer expects to fire his weapon. The change lever of the Mk 2 carbine will be set at SINGLE shot.	

T Y P E O F W E A P O N

Pistol .38	Browning .30 Cal MG	Sten Machine Carbine Mk 4
Weapon unloaded, ammo carried in the webbing eqpt	Weapon unloaded belt clear of feed block breech cover open. In addition the weapon will be elevated to ensure the barrel is pointing skywards.	Weapon unloaded, ammo in the webbing eqpt. Depending on the op situation the magazine may be carried filled and in the soldiers eqpt. Under NO circumstances will a loaded magazine be placed on a weapon when at NORMAL
Weapon loaded	Breech cov r will be closed and weapon unloaded, the belt feeder strip will be placed in the feed block, with the first round clear of the mouth of the feed block. The weapon will be in horizontal position.	Magazine filled an on the weapon. Working parts will be forward and cocking handle pressed home in safety recess. Change lever will be on R (Repetition)
Weapon loaded	As for ALERT with the weapon half loaded. To fire the weapon from the DANGER position the weapon still has to be fully loaded, ie the crank handle still has to be drawn to the rear and the belt pulled to the right one more time.	As for ALERT with the firer ready to remove cocking handle from the safety recess. Cock weapon and fire. Change lever may be at A (Automatic) dependant on the tactical situation.

Anx 'T' to
 100 (A) FD BTY RAA
 Barrack Standing Orders

DEMAND/EXPENDITURE CERTIFICATE
AMMO AND EXPLOSIVES

DATE REQUIRED

SIGNATURE OF DEMANDING OFFR.....

ITEMS REQUIRED	QUANTITY	QTY ISSUED	QTY RETURNED	QTY EXPENDED	EMPTIES RETURNED
<p>Approved Capt RAA Bty Capt Date</p>	<p>..... Initials of BQMS</p>	<p>..... Sig of Offr/ NCO drawing</p>	<p>..... Initials of storeman</p>		<p>..... Initials of storeman</p>

Certified that the ammo/explosives expended have been used in the Public Service, and that all arms have been inspected and found clear and that the empty cases correspond to expenditure and have been returned to store.

.....TROOP OFFICER

ORDERS FOR NCO IC REGIMENTAL POLICE

1. The Regimental Police will consist of the following :-
 - (a) 1 NCO IC
 - (b) 3 ORs
 - (c) as laid down by the BK
2. Your tour of duty will be as follows:-

Normal Working day	0800 - 1715 hrs
Saturday	0800 - 1230 hrs
Sunday	No Work.
3. On arrival at the Gd Room, you will proceed with the 11 Fd Sqn RP NCO to check the building and eqpt against the Gd Room inventory. You will check the No of Unit prisoners and men held in arrest at the Gd Room.
4. You will ensure that all men held in the Gd Room have washed and shaved, and that they conform with Orders for in Detention .
5. You will ensure that a duty roster is maintained on the Gd Room notice board and that your staff are fully conversant with their duties.
6. You will ensure that at all times there is one RP on duty in the main Gd Room.
7. You will be responsible for the safe custody of all prisoners.
8. You will ensure that all SUS carry out all tasks allotted to them.
9. You will maintain a duty register .
10. You will ensure that compliments are paid to Offts at all times.
11. You will ensure that the RP turnout is always of the highest standard.
12. You will be observant at all times to any act of disobedience of any person around the camp.
13. RP will submit a report in writing of any incidents during duty hrs to the NCO IC Police who will in turn submit it to the BSM.
14. You will issue 2 cigarettes a day to all SUS, they will be issued to the SUS at the following times :-

After lunch and dinner.

No SUS will be allowed to accumulate cigarettes. The cigarettes will be lit by RP and smoked under observation. The cigarette ends will be given to the RP who will dispose.

15. You will maintain a meal book. Any man not having a meal will sign the book to that effect.
16. You will ensure that each man takes a paludrine tablet daily at 0800 hrs and that a book is kept to this effect.
17. You will ensure that each man has a shower daily.
18. You will maintain the following books
 - (a) PERSONAL PROPERTY BOOK
 - (b) SUS AND CLOSE ARREST REGISTER
 - (c) VISITORS BOOK (Incl PADRES)
 - (d) MEAL BOOK
 - (e) JOURNAL (as per AMR&O 659)
 - (f) CIGARETTE BOOK
 - (g) PALUDRINE BOOK
 - (h) PUNISHMENT BOOK
19. You will maintain the following files :-
 - (a) SICK REPORTS
 - (b) CCMMITTAL FORMS
 - (c) KIT INSPECTION REPORTS
 - (d) STANDING ORDERS
20. In the event of an escape you will inform the Orderly Offr immediately it is known. When you are NOT on duty the duty RP will act in your stead.
21. When admitting a man to the Gd Room you should ensure that the routine is carried out in **Anx W**
22. Instructions for taking a man into arrest under the influence of drink. See **Anx W**.

ORDERS FOR REGIMENTAL POLICE

DUTY

1. Your tour of duty will be as follows :-
 - (a) Morning Shift - 0600 hrs - 1400 hrs
 - (b) Afternoon Shift - 1400 hrs - 2200 hrs
 - (c) Night Shift - 2200 hrs - 0600 hrs

DRESS

2.
 - (a) By day No 3A, by ni No 3B with RP Armband
 - (b) A high standard of turnout will be maint at all times.

GENERAL

3.
 - (a) You will NOT allow any person to talk to any prisoner unless on points of duty. You will not converse with the prisoner at any time unless in the course of duty.
 - (b) You will not allow the prisoner to be given presents.
 - (c) You will not except gifts or bribes from any prisoner; any one offering such will be reported to the NCO ic RP.
 - (d) Smoking is forbidden for any RP when escorting a prison
 - (e) Any complaints from a prisoner will be referred to the NCO ic RP.
 - (f) You will ensure all prisoners march smartly around the camp area.
 - (g) You will ensure that all SUS and Pers under arrest comply with Anx X - Orders for Men in Detention.
 - (h) You will issue to the prisoner a knife fork spoon and plates prior to each meal and withdraw them after each meal.

MORNING SHIFT

4.
 - (a) You will report to the 11 Fd Sqn RE Gd Room at 0600 hrs and will NOT dismount until relieved.
 - (b) You will wake all Soldiers Under Sentence (SUS) and pers in arrest
 - (c) You will ensure SUS and pers in arrest are washed and shaved by 0615 hrs.
 - (d) You will ensure that all SUS and pers under arrest have breakfast and lunch at the appointed times. Any man refusing a meal will sign the meal book stating he did not wish to have the meal.

(2)

- (e) You will ensure that all SUS and pers under arrest have their cells and themselves ready for inspection at 0800 hrs.
- (f) You will issue each SUS with one cigarette after lunch, You will light the cigarette and the cigarettes will be smoked in your presence. You will dispose of the cigarette ends after the cigarettes are finished. All SUS will sign the cigarette book to state cigarettes have been issued
- (g) You will carry out such duties as may be detailed by the NCO ic RP

AFTERNOON SHIFT

- 5. (a) You will report to the 11 Fd Sqn RE Guard Room at 1400 hrs and you will NOT dismount until relieved.
- (b) You will ensure that all SUS and pers under arrest have tea at the appointed time. Any man refusing his meal will sign the meal book stating he did not wish to have the meal.
- (c) You will issue each SUS with one cigarette after tea You will light the cigarette and the the cigarettes will be smoked in your presence. You will dispose of the cigarette ends after the cigarettes are finished, All SUS will sign the cigarette book to state cigarettes have been issued.
- (d) You will carry out such duties as may be detailed by the NCO ic RP.

NIGHT SHIFT

- 6. (a) You will report to the 11 Fd Sqn RE Gd Room at 2200 hrs and you will NOT dismount until relieved.
- (b) You will NOT partake of alcohol on the day of mounting duty.
- (c) You will carry out such duties as may be detailed by the NCO ic RP.

PROCEDURE FOR TAKING A MAN INTO ARREST TO UNDERGO DETENTION

1. You will escort the SUS to his sleeping quarters where he will collect all items of kit personal and otherwise, and return to the Gd Room.
2. You will escort him to the bath house where he will wash and shave under supervision.
3. You will then arrange for an FFI and for the sick report to be signed by the MO as "Fit to undergo detention"
4. The SUS will lay out all his kit on his bed in his basha for kit check by the Q representative. All items under scale will be paid for, and deficiencies made up.
5. Standing Orders for Men in Detention will be handed to the SUS to read and sign. If the SUS is unable to read you will read them for him. After the SUS has read orders, he will be asked if there are any questions.
6. The SUS Will be marched to the barber for a haircut, short back and sides.
7. You will take all personal items incl money from the SUS and make a copy of them in the personal property book, This is done in the presence of the ^{MO}, and after all items have been entered you will sign the book, and the SUS will sign to state that it is correct.
8. All personal property will be sealed up in a large envelope and placed under lock and key in the CP safe.
9. You will take from the SUS Knife Fork and Spoon Razor and Razor blades, claspknife and lanyard, housewife.

Instructions for dealing with men under the influence of drink

1. An apparently drunk man may be drugged or he may be ill. A man who is found unconscious from any cause alcohol or otherwise usually requires some simple attention. The common way in which a drunk man may come to harm is by choking through swallowing false teeth or by vomitted material going down the wrong way,
2. At the first opportunity, and at any rate on receipt in the Gd Room a drunk man will be dealt with as follows.
 - (a) Artificial teeth will be removed and placed in safe custody.
 - (b) Any obstruction to breathing such as vommitted matter, will be sponged from the mouth with a cloth.
 - (c) The head will be kept slightly raised on a pillow and turned to one side.
3. Any man who is deeply unconscious or who shows sign of injury (particulary about the head) or who appears to be suffering from some condition other than drunkenness, will be sent to hospital as soon as possible after the above measures have been taken, he will be accompanied by an attendant.

ORDERS FOR MEN IN DETENTION

Weekdays incl Saturdays.

1.	Reveille	0600hrs
2.	Bath & Shave	0600 - 0615 "
3.	Clean Cell	0615 - 0630 "
4.	Breakfast (to be eaten in the dining hall)	0630-0700 "
5.	Prepare Kit	0700 - 0800 "
6.	Parade for inspection (in cell) shorts, puttees, boots hosetops, jacket, hat khaki fur felt, lanyard bed to be at normal daily layout . Issue paludrine	0800 hrs
7.	Change into working dress, pt shorts, boots socks	0815 - 0830 "
8.	Work	0830 - 1000 "
9.	Drill	1000 - 1100 "
10.	PT	1100 - 1200 "
11.	Lunch (to be eaten in dining hall)	1200 - 1230 "
12.	Work	1300 - 1500 "
13.	Drill	1500 - 1530 "
14.	PT	1530 - 1630 "
15.	Tea (to be eaten in dining hall)	1630 - 1700 "
16.	Prepare for Kit inspection	1800 - 1830 "
17.	Kit Inspection (as for 0800 hrs)	1830
18.	Reading	1830 - 2030 "
19.	In Bed	2045.
20.	Lights Out	2100.

21. Smoking

A prisoner is allowed 2 cigarettes a day. One will be issued after lunch, the second after dinner. Cigarettes will be lit by Gd Cmd/RP These cigarettes will be allotted from prisoners free issue.

SUNDAYS

No work other than cleaning cells and area.

Exercise	1 hr	0900 - 1000 hrs
"	1 hr	1530 - 1630 "
Reading	1 hr	1000 - 1100 "
Writing	1 hr	1700 - 1800 "