

**Series: AWM95**  
Australian Army commanders' diaries  
Infantry units

**Item number: 7/3/20**

**Item: 3 Battalion Royal Australian  
Regiment**

Narrative

Annexes

[1-31 Mar 1959]



O.H.M.S.

UNIT HISTORY

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3 RAR

MAR 54

ORIG ✓  
DUP ✓

COMMONWEALTH OF AUSTRALIA  
Delivered within 7 days, return to  
DEPARTMENT OF ARMY,



AUSTRALIAN MILITARY FORCES

In reply please  
quote: 117 - 3 - 1(27)

3 RAR,  
KUALA KANGSAR,  
c/o GPO PENANG,  
MALAYA.

13 Apr 59

Officer-in-Charge,  
Military History Section,  
AHQ,  
MELBOURNE.

UNIT HISTORY - 3 RAR

1. Enclosed is the original ~~duplicate~~ copy of 3 RAR Unit History for the month of March, 1959.
2. The contents have been downgraded to RESTRICTED.
3. Please acknowledge receipt on duplicate copy of this memo.

*Edward E. H.* Major  
Unit Historian 3 RAR



Instructions regarding War Diaries and Intelligence  
Summaries are contained in MTP No 41.  
Monthly War Diaries will be enclosed in AF C2119.  
If this is not available, and for Intelligence  
Summaries, the cover will be prepared in manuscript.

WAR DIARY/INTELLIGENCE SUMMARY  
(Delete heading not required)

Unit: 3 RARMonth & year: MARCH, 1959Commanding Officer: Lt Col J F WHITE OBE

Place	Day of month	Summary of Events & Information	References to Appendices
KUALA KANGSAR PERAK	3 4	Lt N C KENNEDY was posted as 2IC B Coy The Commander-in-chief FARELF, Lt Gen Sir Richard HULL, KCB, DSO, accompanied by Maj Gen J A R ROBERTSON, CB, CBE, DSO, General Officer Commanding 17 Gurkha Division/OCLF and Brig H J MOGG DS Commander 28 COMMONWEALTH Brigade visited the unit. He toured operational bases at LASAH, LINTANG and KUALA KANGSAR and was briefed on current operations. He inspected major war training being carried out by Support Company.	
KUALA KANGSAR PERAK	4 7	A security check of KUALA KANGSAR camp was carried out by 355 Field Security Section. The results were satisfactory. Maj R S GARLAND MC left the unit for attachment to 1 Royal Tanks in HONG KONG to study infantry/tank co-operation.	
KUALA KANGSAR " "	9 10	2/59 Reinforcement Course ended. The Commanding Officer, Lt Col J F WHITE, OBE, returned from BANGKOK and resumed command of the battalion.	
" " PERAK	10 12	3/59 Reinforcement Course started with 15 students. A security check of B Company was carried out with satisfactory results by 355 Field Security Section.	
KUALA KANGSAR " "	13 13-26	Lt Col D E COULT, RAEC, SO1 Education, 17 Gurkha Division, visited the unit for discussions on education matters. 2 Petty Officers and 7 ratings from HMS MOUNTS BAY were attached for jungle training. They carried out basic training with C Company and later accompanied 3/59 Reinforcement Course on a 5 day exercise.	
PERAK	15	20 students commenced a course for Army Certificate of Education, Class III held by 72 Army Education Centre.	
KUALA KANGSAR " "	16 20-27	Maj J MILNER, second-in-command of 1 RAR arrived for duty with 3 RAR prior to its relief by 1 RAR. He was posted as OC A Company vice Maj J D ANDREW, second-in-command (designate) of 3 RAR. Capt J BURROWS, 28 COMMONWEALTH Brigade Catering Adviser was attached to the unit.	
" " PERAK	20 22	Lt Col STEVENSON, CRAOC, 17 Gur Div, paid the unit a liaison visit. The Army Certificate of Education Class 1 course finished.	



Instructions regarding War Diaries and Intelligence Summaries are contained in MTP No 41. Monthly War Diaries will be enclosed in AF C2119. If this is not available, and for Intelligence Summaries, the cover will be prepared in manuscript.

WAR DIARY/INTELLIGENCE SUMMARY  
(Delete heading not required)

Unit: 3 RAR

Month & year: MARCH, 1959

Commanding Officer: Lt Col J F WHITE OBE

Place	Day of month	Summary of Events & Information	References to Appendices
PERAK	22-27	A guard of 1 Sergeant and 8 other ranks was despatched to KUALA LUMPUR to guard the AUSTRALIAN HIGH COMMISSIONER'S office during alterations.	
KUALA KANGSAR	23-25	Col E G McNAMARA, ED, Commander Aust Army Force FARELF, stayed with the unit. During his stay he visited the operational base at AYER KALA and the battalion rest camp at LUMUT.	
PENANG	23 23-30	Lt Col R McNEIL, CO 16 Field Ambulance, paid a liaison visit to the unit. A full time coaching course for officers sitting for the 1959 Staff/Promotion examinations was held at MINDEN BARRACKS. A total of 8 officers from the unit together with 9 officers from other units attended.	
PERAK	25-26	15 students from the unit attended a two day small arms coaching course held at TAIPIING. The course was run by a team of instructors from the Small Arms School (UK).	
"	26	The course for Army Certificate of Education Class III ended.	
"	31	Maj J D ANDREW, OC A Company, completed his handover to Maj J MILNER.	
KUALA KANGSAR	31	3/59 Reinforcement Course ended.	
		<u>ATTACHMENTS:-</u> 3 RAR SITREPS - 463-493 ROs Pt 1 - 57-75 3 RAR Adm Instr 2/59, 3/59, 4/59 Amdt 1 to SOs for MALAYA No 18 - Company Crash Sections	



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 011835GH  
ORIGINATORS NO G 285

FROM CP 3 RAR SECURITY CLASSIFICATION SECRET

TO CP 28 Bde

INFO A Coy Sp Coy OSPC KUALA KANGSAR (2)  
B Coy Adm Coy (2) SO (OPS) SSN  
C Coy (3) 3 RAR MAIN  
D Coy (3) ✓ CP 1 Fed Regt

SIEREP 463 (.) period 281800 GH Feb 59 to 011800 GH Mar 59 (.)

1. (a) A Coy loc LASAH (.) 1 pl loc VD 719342 ptl in VD 6934 in VD 7234  
NTR (.) 2 pl loc VD 737433 ptl in VD 7541 NTR (.) 3 pl loc VD 714432  
ptl in VD 7145 in VD 7244 (.) pting from VD 714462 to VD 738445  
NTR (.)
- (b) B Coy loc SUNGAI SIPUT (.) 4 pl loc VD 767463 ptl in VD 7646 NTR (.)  
5 pl loc VD 717475 (.) LATE REPORT (.) on 28 Feb at VD 739454  
loc CT camp nine mths old for eighteen pers incl one female (.)  
camp consisted of three plastic type bashas with four escape  
routes sentry post and water point (.) camp NOT destroyed (.)  
at VD 735460 loc resting place for twelve pers six / nine mths  
old (.) track appears to connect resting place and camp NFTR (.)  
6 pl less two secs loc VD 769503 maint ambush at VD 776510 NTR (.)  
two secs moving to VD 769503 NTR (.)
- (c) C Coy loc KUALA KANGSAR (.) coy CP loc VD 848430 NTR (.) 7 pl  
returned to base NTR (.) 8 pl less one sec loc VD 911554 (.)  
at VD 898553 loc two week old tracks for two pers in river bed  
heading EAST to WEST (.) at VD 911554 loc two week old tracks for  
one pers (.) all wearing boots but believed abos some of whom  
are known to be wearing boots in area (.) one sec loc VD 892599  
ptl in VD 8959 NTR (.) 9 pl loc VD 764605 ambushing at VD 769603  
NTR (.)
- (d) D Coy trg cadre loc VD 854485 ptl in VD 8649 NTR (.) remainder D Coy  
loc KUALA KANGSAR in base NTR (.)
- (e) Sp Coy loc LINTANG (.) all pls maj war trg NTR (.)
- (f) Adm Coy loc KUALA KANGSAR all in base NTR

*W. H. Harrington*

Capt  
IO 3 RAR



D

COY

04/01

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PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 021810 GH  
ORIGINATORS NO G 286

-----  
FROM CP 3 RAR SECURITY CLASSIFICATION SECRET  
-----  
TO CP 28 Bde  
-----  
INFO A Coy Sp Coy OSPC KHALA KANGSAR (2)  
B Coy Adm Coy (2) SO (OPS) SSN  
C Coy (3) 3 RAR MAIN  
D Coy (3) CP 1 Fed Regt  
-----

SITREP 464 (.) period 011800 GH to 021800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl loc NO change received<sup>/resup</sup> (.) ptl in VD7134<sup>/in VD7135</sup> in VD7334 (.)  
at VD718349 loc twelve month old basha for one to two pers (.) 2 pl  
loc NO change ptl in VD7540 NTR (.) 3 pl loc VD742435 (.) at VD746437  
loc six month old camp for four to five pers (.) camp consisted of  
two bashas and believed logging camp (.)
- (b) B Coy (.) 4 pl loc NO change ptl in VD7647 in VD7747 NTR (.) 5 pl loc  
NO change ptl river in VD6949 in VD6950 in VD7050 NTR (.) 6 pl less  
two secs returned to base (.) two secs loc VD769503 maint ambush at  
VD776510 NTR (.)
- (c) C Coy (.) coy CP loc NO change NTR (.) 7 pl in base NTR (.) 8 pl less  
one sec loc NO change ptl in VD9455 in VD9255 in VD9254 NTR (.) one  
sec loc NO change ptl in VD8959 NTR (.) 9 pl loc NO change ambushing  
now at VD759603 NTR (.)
- (d) D Coy (.)<sup>/trg</sup> cadre loc NO change ptl in VD8566 NTR (.) remainder in base  
NTR (.)
- (e) Sp Coy (.) all pls maj war trg NTR (.)
- (f) Adm Coy (.) all in base NTR

*W. Harrington*

Capt  
IO 3 RAR



DCoy

**RECEIVED**

Hrs: 1900

Date: 2 MAR 1959

File No: 11/02

SECRET

SECURITY CLASSIFICATION

PRIORITY

PRECEDENCE ACTION

ROUTINE

ORIGINATOR'S NO. OR SER.

DATE TIME GR. OR ( ) GR.

INFO

TO

FROM

SUBJECT



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GPO3/830 GH  
ORIGINATORS NO G 287

-----  
FROM CP 3 RAR SECURITY CLASSIFICATION SECRET  
-----  
TO CP 28 Bde  
-----  
INFO A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy )2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO (Ops) SSN  
D Coy (3) 'A' Fd Bty RAA  
-----

SITREP 465 (.) period 021800 GH to 031800 GH Mar 59 (.)

1. (a) A coy (.) 1 pl loc VD715360 ptld in VD7234 (.) 24 hr ambushed sited  
at ~~VD676512~~ NTR (.) 2 pl loc NO change ptld in VD7640 in VD7540 NTR (.)  
3 pl loc NO change ptld from VD731445 to VD746437 and area of 1200  
feature in VD7343 NTR (.)

(b) B Coy (.) 4 pl loc NO change ptld in VD7646 in VD7546 NTR (.) 5 pl  
loc NO change ptld in VD7048 in VD7147 NTR (.) 6 pl less two secs in bas  
NTR (.) two secs maint ambush at VD776510 NTR (.)

(c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl in base NTR (.) 8 pl less one sec loc NO change ptld to  
VD940538 then SE to VD9553 - VD9653 - VD9552 - VD9652 NTR (.) one sec  
loc NO change ptld in VD8859 in VD8959 NTR (.) 9 pl loc NO change  
maint ambush VD759603 NTR (.) det 'A' Fd Bty RAA in base preparing for  
ops NTR (.)

(d) D Coy (.) trg cadre loc NO change ptld in VD8548 NTR (.) remainder  
in base NTR (.)

(e) Sp Coy (.) all pls maj war trg NTR (.)

(f) Adm Coy (.) all in base NTR (.)

(g) Tracker Team (.) loc VD832478 ptld in VD8247 in VD8347 NTR

*W. Harrington*

IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 041800 GH  
ORIGINATORS NO G288

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bd

INFO

A Coy  
B Coy  
C Coy (3)  
D Coy (3) ✓

Sp Coy  
Adm Coy (2)  
3 RAR MAIN  
CP 1 Fed Regt

'A' Fd Bty RAA  
OSPC KUALA KANGSAR (2)  
SO (Ops) SSN

SITREP 466 (.) period 031800 GH to 041800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl loc NO change ptld in VD6937 in VD7037 in VD7036 in VD7136 (.) at VD714361 loc six month old basha for three pers last used six months ago (.) in clearing at VD705368 rec exercise book and torch press propaganda book NFTR (.) 2 pl 3 pl returned to base NTR (.)
- (b) B Coy (.) 4 pl loc NO change ptld in VD7746 in VD7846 NTR (.) 5 pl moved to VD702460 NTR (.) 6 pl less two secs in base NTR (.) two secs maint ambush at VD776510 NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl in base NTR (.) 8 pl less one sec loc NO change ptld in VD8955 in VD9055 NTR (.) one sec ptld in VD8758 in VD8858 NTR (.) 9 pl loc NO change maint ambush at VD759603 NTR (.) det 'A' Fd Bty RAA in base prep for ops NTR (.)
- (d) D Coy (.) trg cadre ptld in VD8648 returning to base NTR (.) remainder in base NTR (.)
- (e) Sp Coy (.) all pls maj war trg NTR (.)
- (f) Adm Coy (.) all in base NTR (.)
- (g) Tracker Team loc VD791489 ptld in VD7949 in VD7948 in VD7848 NTR

*W. H. Hurlington*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 05/1800 GH  
ORIGINATORS NO G 295

-----  
FROM CP 3 RAR SECURITY CLASSIFICATION SECRET  
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TO CP 28 Bde  
-----

INFO A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy (2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO (Ops) SSN  
D Coy (3) ✓ 'A' Fd Bty RAA  
-----

SITREP 467 (.) period 041800 GH to 051800 GH Mar 59 (.)

1. (a) A coy (.) 1 pl loc NO change ptld in VD 6935 in VD 7136 in VD 7236  
NTR (.) 2 pl 3 pl in base NTR (.)
- (b) B coy (.) 4 pl new loc VD 765453 ptld in VD 7145 NTR (.) 5 pl  
returned to base NTR (.) 6 pl less two secs in base NTR (.) two  
secs loc NO change maint ambush at VD 776510 NTR (.)
- (c) C coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl in base NTR (.) 8 pl returned to base NTR (.) 9 pl  
loc NO change maint ambush at VD 759603 NTR (.) det 'A' Fd Bty  
moved to area VD 8953 NTR (.)
- (d) D coy (.) trg cadre returned to base NTR (.) remainder in base  
NTR (.)
- (e) Sp Coy (.) all pls maj war trg NTR (.)
- (f) Adm coy all in base NTR (.)
- (g) Tracker Team (.) loc VD 798497 ptld in VD 7949 (.) at present loc  
found one year old camp for eight pers last used one year ago (.)  
consisted of two large collapsed bashas with sleeping platforms  
plus cooking point and waterhole (.) at VD 798496 loc one year  
old camp for ten pers last used one year ago (.) consisted of  
two large burnt bashas - water point and sentry post with firing  
slot cut in tree buttress (.) at VD 796496 rec qty of docus  
hidden in rock cleft (.) consisted of three pamphlets two posters  
one note book and loose pages (.) extensive bamboc pipe catchment  
nearby approx one year old (.) at VD 794494 loc seven months old  
resting place for three men one woman

*W. J. Harrington*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 071800 GH  
ORIGINATORS NO G303

-----  
FROM CP 3 RAR SECURITY CLASSIFICATION SECRET

-----  
TO CP 28 Bde

-----  
INFO A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy (2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO (Ops) SSN  
D Coy (3) 'A' Fd Bty RAA

-----  
SITREP 469 (.) period 061800 GH to 071800 GH Mar 59 (.)

1. (a) A coy (.) 1 pl loc NO change ptld in VD 7235 in VD 7335 NTR (.)  
2 pl 3 pl in base NTR (.)
- (b) B coy (.) 4 pl loc NO change ptld in VD 7544 in VD 7444 NTR (.)  
5 pl in base NTR (.) 6 pl less two secs in base (.) two secs maint  
ambush VD 776510 NTR (.)
- (c) C coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl trg in base NTR (.) 8 pl in base NTR (.) 9 pl loc  
NO change maint ambush VD 759603 NTR (.) det 'A' Fd Bty RAA loc  
VD 935525 ptld in VD 9352 in VD 9452 in VD 9353 NTR (.)
- (d) Sp Coy (.) all pls maj war trg NTR (.)
- (e) D coy Adm coy all in base NTR (.)
- (f) Tracker Team loc VD 794462 ptld in VD 7847 in VD 7848 NTR

*W. Hamington*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 081800 GH  
ORIGINATORS NO G 306

FROM

CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO

CP 28 Bde

INFO

A Coy

Sp Coy

CP 1 Fed Regt

B Coy

Adm Coy (2)

OSPC KUALA KANGSAR

C Coy (3)

3 RAR MAIN

SO (Ops) SSN

D Coy (3)

'A' Fd Bty RAA

SITREP 470 (.) period 071800 GH to 081800 GH Mar 59 (.)

1. (a) A coy loc LASAH (.) 1 pl loc VD 715360 ptl in VD 7135 in VD 7234 in VD 7435 NTR (.) at VD 720347 loc one yr old camp for four pers last used one yr ago (.) camp consisted of two bashas (.) 2 pl 3 pl in base NTR (.)
- (b) B coy loc SUNGEL SIPUT (.) 4 pl loc VD765453 ptl in VD 7644 in VD 7643 NTR (.) 5 pl in base NTR (.) 6 pl less two secs trg in base NTR (.) two secs loc VD 769503 maint ambush at VD 776510 NTR (.)
- (c) C coy with under comd det 'A' Fd Bty RAA loc KUALA KANGSAR (.) coy CP loc VD 848430 NTR (.) 7 pl trg in base NTR (.) 8 pl in base NTR (.) 9 pl loc VD 764605 maint ambush at VD 759603 NTR (.) det 'A' Fd Bty RAA loc VD 935525 ptl in VD 9552 in VD 9453 NTR (.)
- (d) Sp coy loc LINTANG (.) all pls maj war trg NTR (.)
- (e) D coy Adm coy loc KUALA KANGSAR (.) all in base NTR (.)
- (f) Tracker Team loc VD 848430 returned to base NTR

*W. H. Harrington*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 091800 GH  
ORIGINATORS NO G 307

FROM CP 3 RAR SECURITY CLASSIFICATION SECRET

TO CP 28 Bde

INFO A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy (2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO(Ops) SSN  
D Coy (3) 'A' Fd Bty RAA

SITREP 471 (.) period 081800 GH to 091800 GH Mar 59 (.)

1. (a) A coy (.) 1 pl returned to base NTR (.) 2 pl 3 pl in base NTR (.)
- (b) B Coy (.) 4 pl loc VD784443 ptl in VD7744 in VD7743 NTR (.) 5 pl in base NTR (.) 6 pl less two secs trg in base NTR (.) two secs maint ambush at VD776510 NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl trg in base NTR (.) 8 pl in base NTR (.) 9 pl loc NO change maint ambush at VD759603 NTR (.) det 'A' Fd Bty RAA moved to VD904531 ptld in VD9252 in VD9253 NTR (.)
- (d) Sp Coy (.) all pls maj war trg NTR (.)
- (e) D Coy Adm Coy all in base NTR (.)
- (f) Tracker Team in base preparing for ops NTR

*W. Jamington*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 10/800 GH  
ORIGINATORS NO G 308

FROM CP 3 RAR SECURITY CLASSIFICATION SECRET

TO CP 28 Bde

INFO A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy (2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO (Ops) SSN  
D Coy (3) 'A' Fd Bty RAA

SITREP 472 (.) period 091800 GH to 101800 GH Mar 59 (.)

1. (a) A coy (.) 1 pl in base NTR (.) 2 pl 3 pl trg in base NTR (.)
- (b) B coy (.) 4 pl loc NO change ptld in VD 7845 in VD 7745 NTR (.)  
5 pl in base NTR (.) 6 pl less two secs in base NTR (.) two secs  
maint ambush at VD 776510 NTR (.)
- (c) C coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl in base prep for ops NTR (.) 8 pl in base NTR (.) 9 pl  
loc NO change maint ambush at VD 759603 NTR (.) det 'A' Fd Bty RAA  
loc VD 905534 received resup (.) ptld in VD 9053 NTR (.)
- (d) Sp coy (.) all pls maj war trg NTR (.)
- (e) D coy Adm coy all in base NTR (.)
- (f) Tracker Team (.) loc VD 798462 ptld in VD 8045 in VD 8046 (.) at  
VD 802460 loc four day old tracks for one pers hdg NORTH (.) tracks  
washed out after 5 yds (.) cast failed to reloc

*W. Harrington*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 06/1800 GH  
ORIGINATORS NO G 300

FROM

CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO

CP 28 Bde

INFO

A Coy

Sp Coy

CP 1 Fed Regt

B Coy

Adm Coy (2)

OSPC KUALA KANGSAR

C Coy (3)

3 RAR MAIN

SO (Ops) SSN

D Coy (3)

'A' Fd Bty RAA

SITREP 468 (.) period 051800 GH to 061800 GH Mar 59 (.)

1. (a) A coy (.) 1 pl loc NO change ptl in VD7035 in VD7036 NTR (.) 2 pl  
3 pl in base NTR (.)
- (b) B Coy (.) 4 pl loc NO change ptl in VD7645 in VD7545 NTR (.) 5 pl  
in base NTR (.) 6 pl less two secs in base (.) two secs maint  
ambush VD776510 NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl 8 pl in base NTR (.) 9 pl loc NO change maint ambush  
at VD759603 NTR (.) det 'A' Fd Bty RAA mov to area VD9352 NTR (.)
- (d) Sp Coy (.) all pls maj war trg NTR (.)
- (e) D Coy Adm Coy all in base NTR (.)
- (f) Tracker Team loc VD791489 ptl in VD7948 in VD7949 (.) at VD798493  
loc signs of cutting and roll of pig wire six mths old

*W. H. Harrington*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

REFERENCE INFO  
ROUTINE

DATE TIME GP 11 100 GH  
ORIGINATORS NO 0 200

FROM CP 3 RAR

SECURITY CLASSIFICATION SECRET

TO CP 28 Bde

INFO

A Coy

Sp Coy

CP 1 Fed Regt

B Coy

Adm Coy (2)

OSPC KUALA KA NGSAR

C Coy (3)

3 RAR MA IN

SO (OPS) SSN..

D Coy (3)

A Fd Bty

SITREP 473 (.) period 101800 GH to 111800 GH Mar 59 (.)

1. (a) A Coy (.) all pls trg in base NTR (.)
- (b) B Coy (.) 4 pl loc NO change ptl in VD7945 NTR (.) 5 pl trg in base NTR (.) 6 pl less two secs trg in base NTR (.) two secs maint ambush at VD776510 NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl lets one sec ptl to VD848527 NTR (.) one sec in base NTR (.) 8 pl in base NTR (.) 9 pl loc NO change maint ambush at VD759603 NTR (.) det 'A' Fd Bty RAA loc NO change ptl in VD9052 in VD9153 NTR (.)
- (d) Sp Coy (.) all pls maj war trg NTR (.)
- (e) D Coy Adm Coy all in base NTR (.)
- (f) Tracker Team loc NO change ptl in VD8046 NTR

*R.D. Whalan Sgt*  
Capt  
IO 3 RAR



TO 3 UNIT  
0700

(1) ...  
(2) ...  
(3) ...

...  
...  
...

(4) ...  
(5) ...

D Coy

(6) ...

RECEIVED  
Hrs: 1605  
Date: 1 MAR 1959  
File No: 04/11

D Coy (3)  
C Coy (3)  
B Coy  
A Coy

...  
...  
...

INFO  
...  
...

...  
...  
...



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 12 1800 GH  
ORIGINATORS NO G 310

FROM CP 3 RAR SECURITY CLASSIFICATION SECRET

TO CP 28 Bde

INFO \*A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy (2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO (OPS) SSN  
D Coy (3) A Fd Bty

SITREP 474 (.) period 111800 GH to 121800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl in base NTR (.) 2 pl 3 pl trg in base NTR (.)
- (b) B Coy (.) 4 pl loc NO change ptld in VD 7944 NTR (.) 5 pl trg in base NTR (.) 6 pl less two secs in base (.) two secs maint ambush at VD 776510 NTR (.)
- (c) C Coy with under comd det A Fd Bty (.) coy CP loc NO change NTR (.) 7 pl less one sec loc VD 848527 ptld in VD 8351 in VD 8352 NTR (.) one sec in base NTR (.) 8 pl trg in base NTR (.) 9 pl returning to base NTR (.) det A Fd Bty RAA loc NO change ptld in VD 9151 in VD 9152 NTR (.)
- (d) Sp Coy (.) all pls maj war trg NTR (.)
- (e) D Coy Adm Coy all in base NTR (.)
- (f) Tracker Team loc NO change ptld in VD 7946 NTR

*W. J. Jamington*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 131800 GH  
ORIGINATORS NO G 311

FROM CP 3 RAR

SECURITY CLASSIFICATION SECRET

TO CP 28 Bde

INFO

A Coy

Sp Coy

CP 1 Fed Regt

B Coy

Adm Coy (2)

OSPC KUALA KANGSAR

C Coy (3)

3 RAR MAIN

SO (OPS) SSN

D Coy (3)

A Fd Bty RAA

SITREP 475 (.) period 121800 GH to 131800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl in base NTR (.) 2 pl 3 pl trg in base NTR (.)
- (b) B Coy (.) 4 pl loc NO change ptl in VD 7843 in VD 7943 NTR (.)  
5 pl trg in base NTR (.) 6 pl less two secs in base NTR (.) two  
secs maint ambush at VD 776510 NTR (.)
- (c) C Coy with under comd det A Fd Bty RAA (.) coy CP loc NO change NTR (.)  
7 pl less one sec loc NO change ptl in VD 8451 in VD 8551 NTR (.)  
8 pl trg in base NTR (.) 9 pl returned to base NTR (.) det A Fd Bty  
RAA loc NO change ptl in VD 9251 in VD 9252 NTR (.)
- (d) Sp Coy (.) all pls maj war trg NTR (.)
- (e) D Coy Adm Coy all in base NTR (.)
- (f) Tracker team loc VD 799471 ptl in VD 7947 NTR

*W. H. Harrington*

Capt  
IO 3 RAR



K  
c166

TO 3 RAR  
C666

D Coy

(1) The... from Joe and...  
(2) B Coy...  
(3) B Coy...  
(4) B Coy...  
(5) B Coy...  
(6) B Coy...  
(7) B Coy...  
(8) B Coy...  
(9) B Coy...  
(10) B Coy...

09/13

1st Lt A Coy...  
2nd Lt B Coy...  
3rd Lt C Coy...  
4th Lt D Coy...  
5th Lt E Coy...  
6th Lt F Coy...  
7th Lt G Coy...  
8th Lt H Coy...  
9th Lt I Coy...  
10th Lt J Coy...

TO 3 RAR  
C666  
CLASSIFICATION SECRET  
ORIGINATOR: HQ 6 RT  
DATE TIME GR 13 0000



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 14<sup>1800</sup> GH  
ORIGINATORS NO 315

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bde

INFO

A Coy

Sp Coy

CP 1 Fed Regt

B Coy

Adm Coy (2)

OSPC KUALA KANGSAR (2)

C Coy (3)

3 RAR MAIN

SO (OPS) SSN

D Coy (3)

A Fd Bty RAA

SITREP 476 (.) period 131800 GH to 141800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl in base NTR (.) 2 pl 3 pl trg in base NTR (.)
- (b) B Coy (.) 4 pl returned to base NTR (.) 5 pl trg in base NTR (.)  
6 pl less two secs trg in base NTR (.) two secs maint ambush at  
VD 776510 NTR (.)
- (c) C Coy with under comd det A Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl ptl in VD 8552 now loc VD 848430 NTR (.) 8 pl in base  
prep for ops NTR (.) 9 pl in base NTR (.) det A Fd Bty RAA loc  
NO change ptl in VD 9154 NTR (.)
- (d) Sp Coy (.) all pls maj war trg NTR (.)
- (e) D Coy Adm Coy all in base NTR (.)
- (f) Tracker Team ptl in VD 8047 returned to base (.) at VD 804472  
loc collapsed attap cooking basha and cleared sleeping places  
for twenty pers last used one year ago (.) at VD 809471 loc  
camp for twenty pers last used eighteen mths ago (.) camp  
consisted of two bashas and sleeping places and contained  
quantity of old eqpt

*W. J. Jamington*

Capt  
IO 3 RAR



10 2 515  
0204

*Handwritten scribbles*

(1) D COL VPM COL STT TU PASE MIM (\*)  
(2) P B COL (\*) STT TU PASE MIM (\*)

(3) P B COL (\*) STT TU PASE MIM (\*)  
(4) P B COL (\*) STT TU PASE MIM (\*)

(5) P B COL (\*) STT TU PASE MIM (\*)  
(6) P B COL (\*) STT TU PASE MIM (\*)

*D Coy*

RECEIVED  
Hrs: 1800  
Date: 14 MAR 1959  
File No: 07/14

RECORDS SECTION  
MILITARY  
REFERENCE INFO  
ORIGINATOR NO 0 312  
DYLE LDRS CL TP, MAR 59



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 15 1800H  
ORIGINATORS NO G 317

FROM CP 3 RAR SECURITY CLASSIFICATION SECRET

TO CP 28 Bde

INFO A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy (2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO (OPS)SSN  
D Coy (3) A Fd Bty RAA

SITREP 477 (.) period 141800 GH to 151800 GH Mar 59 (.)

1. (a) A Coy loc LASAH (.) all pls in base prep for ops NTR (.)
- (b) B coy loc SUNGAI SIPUT (.) 4 pl in base NTR (.) 5 pl in base prep for ops NTR (.) 6 pl less two secs trg in base NTR (.) 2 secs returned to base NTR (.)
- (c) C coy with under comd det 'A' Fd Bty RAA loc KUALA KANGSAR (.) Coy CP loc VD 848430 NTR (.) 7 pl moving to ambush posn VD 776510 NTR (.) 8 pl moving to ambush posns at VD 758603 and VD 795557 NTR (.) 9 pl in base NTR (.) det 'A' Fd Bty RAA returned to base BUTTERWORTH NTR (.)
- (d) Sp coy loc LINTANG (.) mor pl MG Pl in base major war trg NTR (.) aslt pnr pl in base prep to constr LZ area VD 757585 NTR (.)
- (e) D coy Adm coy loc KUALA KANGSAR all in base NTR (.)
- (f) Tracker team loc VD 848430 NTR

*R. T. Whelan*  
for Capt  
IO 3 RAR



(1) ... ..

(2) ... ..

(3) ... ..

(4) ... ..

(5) ... ..

(6) ... ..

(7) ... ..

(8) ... ..

(9) ... ..

TO 3 BAR

R  
clb

L  
loy

05/15



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 16 1800GH  
ORIGINATORS NO G 318

-----  
FROM CP 3 RAR SECURITY CLASSIFICATION SECRET  
-----  
TO CP 28 Bde  
-----  
INFO A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy (2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO (Ops) SSN  
D Coy (3) 'A' Fd Bty RAA  
-----

SITREP 478 (.) period 151800 GH to 161800 GH Mar 59 (.)

1. (a) A coy (.) 1 pl 2 pl 3 pl ptld to area VD 6052 NTR (.)
- (b) B Coy (.) 4 pl in base NTR (.) 5 pl ptld to area VD 5952 NTR (.)  
6 pl less two secs ptl to area VD 5952 NTR (.) two secs in base  
NTR (.)
- (c) C Coy with under comd det A Fd Bty RAA (.) coy CP loc NO change NTR  
7 pl now ambushing at VD 776510 NTR (.) 8 pl now ambushing at  
VD 758603 and at VD 795553 NTR (.) 9 pl in base NTR (.) det A Fd  
Bty trg in base NTR (.)
- (d) Sp Coy (.) mor pl MG pl in base maj war trg NTR (.) Aslt par pl  
loc VD 757585 constr LZ NTR (.)
- (e) D Coy Adm Coy all in base NTR

*R. S. Whalans Sgt.*  
for  
Capt  
IO 3 RAR







PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 17 1800GH  
ORIGINATORS NO G318

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bde

INFO

A Coy

B Coy

C Coy (3)

D Coy (3)

Sp Coy

Adm Coy (2)

3 RAR MAIN

A Fd Bty RAA

CP 1 FED REGT

OSPC KUALA KANGSAR

SO (Ops) SSN

SITREP 479 (.) period 161800 GH to 171800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl ptling to area VD6656 NTR (.) 2 pl ptling to area VD6654 NTR (.) 3 pl ptling to area VD6652 NTR (.)
- (b) B Coy (.) 4 pl in base NTR (.) 5 pl ptling to area VD6451 NTR (.) 6 pl less two secs loc VD615506 NTR (.) two secs in base NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl maint ambush at VD776510 NTR (.) 8 pl maint ambushes at VD758603 and at VD795553 NTR (.) 9 pl trg in base NTR (.) det 'A' Fd Bty RAA trg in base NTR (.)
- (d) Sp Coy (.) mor pl MG pl in base maj war trg NTR (.) aslt pnr pl lec VD764577 cont constr of LZ at VD757583 NTR (.)
- (e) D Coy Adm Coy all in base NTR

*R. J. Whalan Sp.*  
Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 181000GH  
ORIGINATORS NO G321

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bde

INFO A Coy  
B Coy  
C Coy (3)  
D Coy (3)

Sp Coy  
Adm Coy (2)  
3 RAR MAIN  
'A' Fd Bty RAA

CP 1 FED REGT  
OSPC KUALA KANGSAR  
SO (Ops) SSN

SITREP 480 (.) period 171800 GH to 181800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl ptling to area VD6656 NTR (.) 2 pl ptling to VD6654 NTR (.) 3 pl ptling to area VD6652 NTR (.)
- (b) B Coy (.) 4 pl in base NTR (.) 5 pl ptling to area VD6451 NTR (.) 6 pl less two sec loc NO change ptld in VD6052 NTR (.) two sec in base NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl maint ambush at VD776510 NTR (.) 8 pl maint ambushes VD758603 and at VD795553 NTR (.) 9 pl trg in base NTR (.) det 'A' Fd Bty RAA in base prep for ops NTR (.)
- (d) Sp Coy (.) mor pl MG pl in base maj war trg NTR (.) aslt pnr pl loc NO change cont constr of LZ at VD757583 NTR (.)
- (e) D Coy Adm Coy all in base NTR

*K. J. Whalan*  
Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 19/00GH  
ORIGINATORS NO G 324

-----  
FROM CP 3 RAR SECURITY CLASSIFICATION SECRET

-----  
TO CP 28 Bde

-----  
INFO A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy (2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO (OPS) SSN  
→ D Coy (3) A Fd Bty RAA  
-----

SITREP 481 (.) period 181800 GH to 191800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl loc VD657554 ptld in VD6655 in VD6755 in VD6855 NTR (.)  
2 pl loc VD671538 ptld in VD6854 in VD6953 in VD6954 NTR (.) 3 pl loc  
VD659532 ptld river from VD645535 to VD664532 and ptld in VD6751 in  
VD6850 NTR (.)
- (b) B Coy (.) 4 pl in base NTR (.) 5 pl loc VD644530 ptld in VD6453 in VD6452  
in VD6451 in VD6551 in VD6550 NTR (.) 6 pl less two sec loc NO change ptld  
in VD6152 in VD6252 NTR (.) two sec in base NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) 7 pl CP loc NO change NTR (.)  
7 pl maint ambush at VD776510 NTR (.) 8 pl maint ambushes at VD758603 and  
at VD795553 NTR (.) 9 pl trg in base NTR (.) det 'A' Fd Bty RAA ptld to  
VD886575 NTR (.)
- (d) Sp Coy (.) mor pl MG pl in base maj war trg NTR (.) aslt pnr pl loc NO  
change cont constr of LZ at VD757583 received successful AUSTER supply  
drop NTR (.)
- (e) D Coy Adm Coy all in base NTR

*R. H. Mahan*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 20 00 GH  
ORIGINATORS NO 6328

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bde

INFO A Coy  
B Coy  
C Coy (3)  
D Coy (3)

Sp Coy  
Adm Coy (2)  
3 RAR MAIN  
'A' Fd Bty RAA

CP 1 Fed Regt  
OSPC KUALA KANGSAR  
50 (Ops) SSN

SITREP 482 (.) period 191800 GH to 201800 GH Mar 59 (.)

- 1 (a) A Coy (.) 1 pl loc NO change ptl in VD6957 in VD7056 in VD7057 NTR (.)  
2 pl loc NO change ptl in VD6755 in VD6754 NTR (.) 3 pl loc NO change  
ptl in VD6851 in VD6852 NTR (.)
- (b) B Coy (.) 4 pl in base NTR (.) 5 pl loc NO change ptl in VD6651 in  
VD6551 NTR (.) 6 pl less two secs loc NO change ptl in VD6251 NTR (.)  
two secs in base NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl maint ambush VD776510 NTR (.) 8 pl maint ambushes at  
VD758603 and VD795553 NTR (.) 9 pl trg in base NTR (.) det 'A' Fd Bty  
RAA ptl to area VD9260 NTR (.)
- (d) Sp Coy (.) mor pl MG pl maj war trg NTR (.) aslt pnr pl loc NO change  
cont constr of LZ at VD757583 NTR (.)
- (e) D Coy Adm Coy all in base NTR

*M. A. Harrington*

Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 21 1000 GH  
ORIGINATORS NO G332

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bde

INFO

A Coy

B Coy

C Coy (3)

D Coy (3)

Sp Coy

Adm Coy (2)

3 RAR MAIN

1 Fed Regt

'A' Fd Bty RAA

OSPC KUALA KANGSAR

SO (Ops) SSN

SITREP 483 (.) period 201800 GH to 211800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl loc NO change ptld in VD7056 in VD7057 NTR (.) 2 pl loc NO change ptld in VD6654 in VD6655 NTR (.) 3 pl loc NO change ptld in VD6952 in VD6752 NTR (.)
- (b) B Coy (.) 4 pl trg in base NTR (.) 5 pl loc NO change ptld in VD6651 in VD6650 NTR (.) 6 pl less two secs loc NO change ptld in VD6250 in VD6249 NTR (.) two secs in base NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl maint ambush at VD776510 NTR (.) 8 pl maint ambushes at VD758603 and at VD795553 NTR (.) 9 pl trg in base NTR (.) det 'A' Fd Bty RAA loc VD908596 ptld in VD9059 in VD9159 NTR (.)
- (d) Sp Coy (.) mor pl MG pl maj war trg NTR (.) aslt pnr pl loc NO change LZ at VD757583 now completed NTR (.)
- (e) D Coy Adm Coy all in base NTR

*R. B. Whalan*  
Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 22 ~~1000~~  
ORIGINATOR'S NO G 344

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bde

INFO A Coy  
B Coy  
C Coy (3)  
D Coy (3)

Sp Coy  
Adm Coy (2)  
3 RAR MAIN  
CP 1 Fed Regt

OSPC KUALA KANGSAR  
SO (Ops) SSN  
'A' Fd Bty RAA

SITREP 484 (.) period 211800 GH to 221800 GH Mar 59 (.)

1. (a) A Coy loc LASAH (.) 1 pl loc VD657554 ptld in VD7055 NTR (.) 2 pl loc VD671538 ptld in VD6753 in VD6853 NTR (.) 3 pl loc VD659532 ptld in VD6552 in VD6652 NTR (.)
- (b) B Coy loc SUNGEL SIPUT (.) 4 pl trg in base NTR (.) 5 pl loc VD644530 ptld in VD6649 in VD6651 NTR (.) 6 pl less two secs loc VD615506 ptld in VD6050 in VD6049 in VD6148 NTR (.) two secs in base prep for ops (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA loc KUALA KANGSAR (.) coy CP loc VD848430 NTR (.) 7 pl maint ambush at VD776510 NTR (.) 8 pl maint ambushes at VD758603 and at VD795553 NTR (.) 9 pl trg in base NTR (.) det 'A' Fd Bty RAA loc VD908596 ptld in VD9259 in VD9260 (.) at VD921592 loc rest place for two pers (.) rest place cont one basha which was destroyed (.)
- (d) D Coy loc KUALA KANGSAR (.) trg cadre and det HMS MOUNTS BAY loc ~~VD7134~~ ptld in VD7134 NTR (.) remainder in base NTR (.)
- (e) Sp Coy loc LINTANG (.) mor pl MG pl in maj war trg NTR (.) aslt pnr pl returning to base NTR (.)
- (f) Adm Coy loc KUALA KANGSAR in base NTR (.)
- (g) Tracker Team (.) loc VD848430 trg in base NTR

*R. B. Whelan Sgt*  
Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 23/00GH  
ORIGINATORS NO G 347

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bde

INFO A Coy  
B Coy  
C Coy (3) ✓  
D Coy (3) ✓

Sp Coy  
Adm Coy (2)  
3 RAR MAIN  
CP 1 Fed Regt

OSPC KUALA KANGSA R  
SO (Ops) SSN  
'A' Fd Bty RAA

SITREP 485 (.) period 221800 GH to 231800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl loc NO change ptl in VD6756 NTR (.) 2 pl loc NO change ptl in VD6554 in VD6555 NTR (.) 3 pl loc NO change ptl in VD6753 NTR (.)
- (b) B Coy (.) 4 pl trg in base NTR (.) 5 pl loc NO change ptl in VD6451 in VD6450 (.) received resup NTR (.) 6 pl less two secs mov to VD630560 received resup NTR (.) two secs ptl to VD630560 NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl maint ambush VD776510 NTR (.) 8 pl maint ambushes VD758603 and VD795553 NTR (.) 9 pl trg in base NTR (.) det 'A' Fd Bty RAA loc NO change ptl in VD9060 in VD9260 NTR (.)
- (d) D Coy (.) trg cadre and det HMS MOUNTS BAY loc NO change ptl in VD7135 NTR (.) remainder in base NTR (.)
- (e) Sp Coy (.) mor pl MG pl maj war trg NTR (.) aslt pnr pl in base NTR (.)
- (f) Adm Coy in base NTR

*R. J. Whalan*  
Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 24/1800 GH  
ORIGINATORS NO G 348

FROM CP 3 RAR SECURITY CLASSIFICATION SECRET

To CP 28 Bde

INFO A Coy Sp Coy 'A' Fd Bty RAA  
B Coy Adm Coy (2) OSPC KUALA KANGSAR  
C Coy (3) 3 RAR MAIN SO (Ops) SSN  
D Coy (3) CP 1 Fed Regt

SITREP 486 (.) period 231800 GH to 241800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl loc NO change ptl in VD6656 NTR (.) 2 pl loc VD646535 ptl in VD6453 in VD6553 in VD6253 NTR (.) 3 pl loc VD643536 ptl in VD6453 NTR (.)
- (b) B Coy (.) 4 pl trg in base NTR (.) 5 pl loc VD652501 ptl in VD6550 NTR (.) 6 pl loc VD630520 ptl in VD6251 in VD6352 NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl maint ambush VD776510 NTR (.) 8 pl maint ambushes VD758603 and VD795553 NTR (.) 9 pl trg in base NTR (.) det 'A' Fd Bty RAA loc NO change ptl in VD9160 in VD9158 in VD9258 received resup NTR (.)
- (d) D Coy (.) trg cadre and det HMS MOUNTS BAY loc NO change ptl in VD7034 in VD7035 NTR (.) remainder in base NTR (.)
- (e) Sp Coy (.) mor pl MG pl maj war trg NTR (.) aslt pnr pl in base NTR (.)
- (f) Adm Coy all in base NTR

*R. H. Whelan Lt.*  
IO 3 Capt  
RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 25/100GH  
ORIGINATORS NO G 354

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

\* \* \* \* \*

TO CP 28 Bde

INFO

A Coy

Sp Coy

CP 1 Fed Regt

B Coy

Adm Coy (2)

OSPC KUALA KANGSAR (2)

C Coy (3)

3 RAR MAIN

SO (OPS) SSN

D Coy (3)

A Fd Bty RAA

SITREP 487 (.) period 241800 GH to 251800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl 2 pl 3 pl returned to base NTR (.)
- (b) B Coy (.) 4 pl trg in base NTR (.) 5 pl loc NO change ptl in VD6650 in VD6549 NTR (.) 6 pl loc NO change ptl in VD6350 in VD6351 in VD6352 NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl returned to base NTR (.) 8 pl maint ambushes VD758603 and at VD795553 (.) investigated ARR 1230 at VD768604 and VD766600 (.) both natural clearings (.) 9 pl in base prep for ops NTR (.) det 'A' Fd Bty RAA loc VD939602 ptld in VD9360 in VD9260 NTR (.)
- (d) D Coy (.) trg cadre and det HMS MOUNTS BAY loc NO change ptl in VD7036 in VD6935 NTR (.) remainder in base NTR (.)
- (e) Sp Coy (.) mor pl MG pl maj was trg NTR (.) aslt pnr pl in base NTR (.)
- (f) Adm Coy all in base NTR

*R. S. Whelan, Sgt.*

Capt  
IO 3 RAR



TO 3. 1941  
1941

*Handwritten scribbles and marks at the top of the page.*

(1) you say it is very nice  
(2) you say it is very nice  
(3) you say it is very nice  
(4) you say it is very nice  
(5) you say it is very nice  
(6) you say it is very nice  
(7) you say it is very nice  
(8) you say it is very nice  
(9) you say it is very nice  
(10) you say it is very nice

05  
25

*Handwritten initials and a slash mark.*

INFO  
\* \* \* \* \*  
MEMO  
REFERENCE NUMBER  
SECURITY INFORMATION  
CLASSIFICATION  
DATE OF REVIEW



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 26/800GH  
ORIGINATORS NO G 356

FROM CP 3 RAR SECURITY CLASSIFICATION SECRET

TO CP 28 Bde

INFO A Coy Sp Coy CP 1 Fed Regt  
B Coy Adm Coy (2) OSPC KUALA KANGSAR (2)  
C Coy (3) 3 RAR MAIN SO (OPS) SSN  
D Coy (3) A Fd Bty

SITREP 488 (.) period 251800 GH to 261800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl 2 pl 3 pl in base NTR (.)
- (b) B Coy (.) 4 pl trg in base NTR (.) 5 pl loc NO change ptl in VD6750 in VD6649 NTR (.) 6 pl loc NO change ptl in VD6548 in VD6450 NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change NTR (.) 7 pl in base NTR (.) 8 pl returned to base NTR (.) 9 pl nothing heard due hvy interference (.) det 'A' Fd Bty RAA loc NO change ptl in VD9359 in VD9360 NTR (.)
- (d) D Coy (.) trg cadre and det HMS MOUNTS BAY returned to base (.) LATE REPORT (.) on 25 Mar at VD708342 loc rest place for three pers last used approx two days ago (.) believed abo NO tracks loc due hvy rain(.)
- (e) Sp Coy (.) mor pl MG pl maj war trg NTR (.) aslt pnr pl in base NTR (.)
- (f) Adm Coy all in base NTR (.)
- (g) Tracker Team (.) ptl to VD708342 to investigate rest place (.) confirm used by abo returned to base

*H. H. Whalan*  
Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP <sup>21900</sup> GH  
ORIGINATORS NO G 361

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bde

INFO

A Coy

Sp Coy

OSPC KUALA KANGSAR

B Coy

Adm Coy (2)

SO (ops) SSN

C Coy (3)

3 RAR MAIN

CP 1 Fed Regt

D Coy (3)

'A' Fd Bty RAA

SITREP 489 (.) period 261800GH to 271800GH Mar 59 (.)

1. (a) A Coy (.) 1 pl 2 pl 3 pl in base NTR (.)

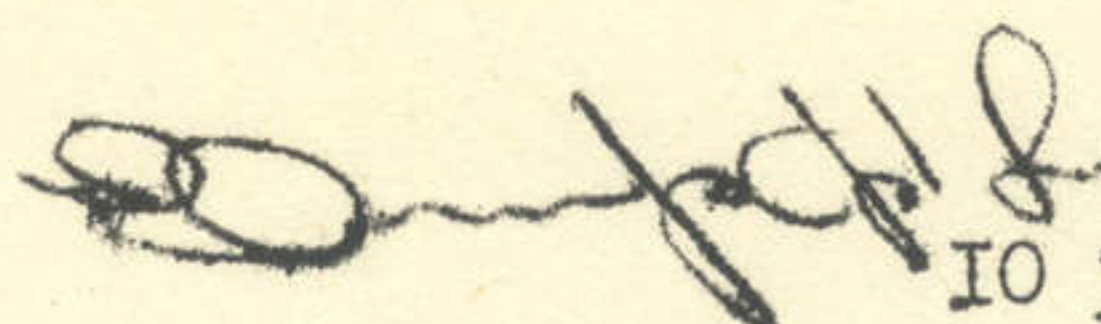
(b) B Coy (.) 4 pl trg in base NTR (.) 5 pl loc NO change ptld in  
VD 6648 in VD 6547 NTR (.) 6 pl loc NO change ptl in VD 6249  
in VD 6349 in VD 6449 NTR (.)

(c) C Coy with under comd det A Fd Bty RAA (.) /coy CP loc NO change NTR  
7 pl 8 pl in base  
NTR (.) 9 pl loc VD 707475 NTR (.) det A Fd Bty RAA loc NO  
change ptld in VD 9465 in VD 9565 (.) at VD 954656 loc resting  
place for four pers 6 months old (.) surrender pamphlets nos  
94 and 87 loc in resting place (.)

(d) Sp Coy (.) maj war trg completed (.) prep for CT ops (.) mor pl .  
MG pl in base NTR (.) aslt pnr pl trg in base NTR (.)

(e) D Coy Adm Coy all in base NTR (.)

(f) CP recce ptl recce to VD 765455 returned to base (.) at VD 768 452  
loc bare foot prints for one approx one day old (.) believed to  
be abo

 Capt  
IO 3 RAR



P

RECEIVED  
Hrs: 1830  
Date: 28/3/50  
File No: 120/27

*[Handwritten signature]*

D  
C  
E

*[Faint handwritten text]*

TO  
FROM  
SUBJECT  
PRIORITY  
REFERENCE ACTION  
RECOMMENDATION  
ORIGINATOR'S NO  
DATE

(a) A Coy (...) 1 pl 2 pl 3 pl in base NTR (...)  
(b) B Coy (...) 1 pl 2 pl 3 pl in base NTR (...)  
(c) C Coy (...) 1 pl 2 pl 3 pl in base NTR (...)



102/29

PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 281935 GH  
ORIGINATORS NO G 364

FROM CP 3 RAR

SECURITY CLASSIFICATION SECRET

TO CP 28 Bde

INFO

A Coy

Sp Coy

OSPC KUALA KANGSAR

B Coy

Adm Coy (2)

SO (ops) SSN

C Coy (3)

3 RAR MAIN

CP 1 Fed Regt

D Coy (3)

'A' Fd Bty RAA

SITREP 480 (.) period 271800 GH to 281800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl 2 pl 3 pl in base NTR (.)


(b) B Coy (.) 4 pl trg in base NTR (.) 5 pl loc NO change ptl in  
VD6450 in VD6449 in VD6548 NTR (.) 6 pl loc NO change ptl in  
VD6148 in VD6248 in VD6348 in VD6448 NTR (.)

(c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl 8 pl in base NTR (.) 9 plloc NO change (.) 27/28  
Mar ptl in VD7047 in VD7147 in VD7146 in VD7145 in VD7245 NTR (.)  
det 'A' Fd Bty RAA loc in VD8957 ptl in VD9460 NTR (.)

(d) Sp Coy mor pl MG pl in base NTR (.) aslt pnr pl carried out  
bridge repairs at VD849571 returned to base NTR (.)

(e) D Coy Adm Coy all in base NTR (.)

2. ADDENDUM (.) ref 3 RAR SITREP 489 of 271800 GH (.) para (c) line 3  
amend VD9465 - VD9565 - VD954656 to read VD9459 -  
VD9559 - VD954596

  
Capt  
IO 3 RAR



D Coy

*(Handwritten mark, possibly 'D')*

RECEIVED  
Hrs: 1850  
Date: 28/3/59  
File No: 102/28

*B D / 6*



102/29

PRECEDENCE ACTION  
PRIORITY


PRECEDENCE INFO  
ROUTINE

DATE TIME GP 291830 GH  
ORIGINATORS NO G 365

FROM	CP 3 RAR	SECURITY CLASSIFICATION	SECRET
TO	CP 28 Bde		
INFO	A Coy B Coy C Coy (3) D Coy (3)	Sp Coy Adm Coy (2) 3 RAR MA IN A Fd Bty RAA	CP 1 Fed Regt OSPC KUA LA KANGSA R SO (OPS) SSN

SITREP 451 (.) period 281800 GH to 291800 GH Mar 59 (.)

1. (a) A Coy loc LASAH (.) 1 pl 2 pl 3 pl in base NTR (.)
- (b) B Coy loc SG SIPUT (.) 4 pl trg in base NTR (.) 5 pl loc VD638529 NTR (.) 6 pl loc VD630520 Cont ptl in VD6148 in VD6248 in VD6348 in VD6448 NTR (.)
- (c) C Coy with under comd det 'A' Fd Bty RAA loc KUALA KANGSAR (.) coy CP loc VD848430 NTR (.) 7 pl 8pl in base NTR (.) 9 pl loc VD707475 ptl in VD6947 in VD6948 in VD6949 NTR (.) det 'A' Fd Bty RAA returned to base BUTTERWORTH NTR (.)
- (d) Sp Coy loc LINTANG (.) mor pl MG pl in base NTR (.) aslt pnr pl trg in base NTR (.)
- (e) D Coy Adm Coy loc KUALA KANGSAR all in base NTR (.)
- (f) Tracker Team loc VD848430 in base NTR (.)
2. (a) 'F' Tp 2 Fd Regt RA in Sp 3 RAR loc VD846571 NTR


 Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 30 *1800* GH  
ORIGINATORS NO G368

FROM CP 3 RAR

SECURITY

CLASSIFICATION

SECRET

TO CP 28 Bde

INFO

A Coy

B Coy

C Coy (3)

D Coy (3)

Sp Coy

Adm Coy (2)

3 RAR MAIN

'A' Fd Bty RAA

F Tp 2 Fd Regt RA

CP 1 Fed Regt

OSPC KUALA KANGSAR

SO (Ops) SSN

SITREP 492 (.) period 291800 GH to 301800 GH Mar 59 (.)

1. (a) A Coy (.) 1 pl 2 pl 3 pl in base maj war trg NTR (.)  
(b) B Coy (.) 4 pl trg in base NTR (.) 5 pl 6 pl returned to base NTR (.)  
(c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl trg in base NTR (.) 8 pl in base NTR (.) 9 pl loc NO  
change ptl in VD6847 in VD6848 in VD6949 NTR (.) det 'A' Fd Bty RAA  
trg in base NTR (.)  
(d) Sp Coy (.) mor pl MG pl in base NTR (.) aslt pnr pl trg in base NTR (.)  
(e) D Coy Adm Coy all in base NTR (.)
2. F Tp 2 Fd Regt RA loc VD850571 engaged fol tgts with HF VD748557 - VD738564  
VD741571 - VD735549 - VD782572 - VD797573 - VD774566 - VD777567 (.)  
expended 96 rds (.) ammo holdings 404 rds 5 pt 5 in HE

*R. S. Whalan*  
Capt  
IO 3 RAR



PRECEDENCE ACTION  
PRIORITY

PRECEDENCE INFO  
ROUTINE

DATE TIME GP 31 *Moogh*  
ORIGINATORS NO G 369

FROM CP 3 RAR

SECURITY CLASSIFICATION

SECRET

TO CP 28 Bde

INFO

A Coy  
B Coy  
C Coy (3)  
D Coy (3)

Sp Coy  
Adm Coy (2)  
3 RAR MAIN  
'A' Fd Bty RA

2 Fd Regt RA  
CP 1 Fed Regt  
OSPC KUALA KAMGSAR  
SO (Ops) SSN

SITREP 493 (.) period 301800 GH to 311800 GH Mar 59 (.)

1. (a) A Coy (.) all pls maj war trg NTR (.)  
(b) B Coy (.) 4 pl in base prep for ops NTR (.) 5 pl 6 pl in base NTR (.)  
(c) C Coy with under comd det 'A' Fd Bty RAA (.) coy CP loc NO change  
NTR (.) 7 pl trg in base NTR (.) 8 pl in base NTR (.) 9 pl returned to  
base NTR (.) det 'A' Fd Bty RAA trg in base NTR (.)  
(d) Sp Coy (.) mor pl MG pl in base NTR (.) aslt pnr pl trg in base NTR (.)  
(e) D Coy Adm Coy all in base NTR (.)  
(f) Tracker Team in base prep for ops NTR (.)
2. (a) 'A' Fd Bty RAA in Sp loc VD783431 (.) ammo holdings 500 rds 25 pdr HE  
and 400 rds 4 pt 2 in mor HE (.)  
(b) F Tp 2 Fd Regt RA in Sp loc NO change engaged fol tgts (.) VD742593 -  
VD777595 - VD739587 - VD782572 - VD757551 - VD773554 - VD795553 -  
VD787550 - VD729458 - VD768484 (.) expended 129 rds (.) ammo holdings  
275 rds 5 pt 5 in HE

*R. J. Whelan*  
Capt  
IO 3 RAR



3 RAR  
KUALA KANGSAR MALAYA

9 Mar 59

AMENDMENT NO 1 TO 3 RAR STANDING ORDERS FOR MAIA YA  
NO 18 COMPANY CRASH SECTIONS

1. The above Standing Order will be amended as follows:-

Para 2: Add

"When ordered to do so"

Para 10: Delete para 10 and insert new para 10

"10. Personal weapons of members of the crash section will be placed in a special rack in the arms kote. Unloaded magazines will be placed alongside the weapons.

Ammunition will be readily available for immediate issue. This will be kept in a separate locked compartment in the arms kote with the key available to the arms kote storeman or in the company magazine. "

*J. Lucas* Capt  
Adj.

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AUSTRALIAN MILITARY FORCES

3rd Battalion  
The Royal Australian Regiment  
KUALA KANGSAR MALAYA

10 Mar 59

3 RAR ADM INSTR 2/59

ROUTINE ACTION AND RETURNS

AMDT	DATE	HOW ISSUED	SUBJECT	ENTERED BY (INITIALS AND DATE)

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Bn TO  
RMO  
WO Caterer

---

RECEIPT TO BE ACKNOWLEDGED ON SLIP BELOW

3 RAR

Receipt is acknowledged of 3 RAR Adm Instr 2/59 ROUTINE ACTION AND RETURNS.

Date.....

Signature.....

Appointment.....



AUSTRALIAN MILITARY FORCES

3rd Battalion  
The Royal Australian Regiment  
KUALA KANGSAR MALAYA

10 Mar 59

3 RAR ADM INSTR 2/59

ROUTINE ACTION AND RETURNS

1. The attached calendar at Annex A to this instr is published to assist sub-units in the accurate and prompt rendition of returns. It will be taken into use with immediate effect. This instruction cancels 3 RAR Adm Instr 4/57.
2. In order to complete the calendar for use at sub-unit level, sub-units will now enter up details in column (d) (Coy file no) and column (l) (responsibility for origination or collation).
3. Once action has been carried out in accordance with para 2 above, each serial will be related to existing sub-unit brought forward systems. In connection with this requirement, sub-units will place their own brought forward action dates, for each return applicable, well in advance of the Bn HQ cut off dates. By the adoption of this preplanning measure it will ensure that the necessary information is collated in ample time, and that all returns are despatched punctually.
4. The following two requirements will be brought to the notice of all concerned in the compilation of returns:
  - (a) The originator is responsible for ensuring that a return is despatched to reach Bn HQ, or higher or other headquarters, by the date/time listed in columns (h) and (j) of Annex A.
  - (b) The member signing the return will be held responsible for its accuracy.
5. Bn HQ Orderly Room is responsible for maintaining the Bn HQ returns and late returns registers.

*J Lucas* Capt  
Maj  
2IC 3 RAR

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RSO  
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RMO  
WO Caterer  
1 RAR



## ROUTINE ACTION AND RETURNS CALENDER

Serial No.	Title of Return	Bn HQ File No	Coy File No	By Whom required and No of copies	Date/Time as at	Method of Submission	Date/Time due Bn HQ	Date/Time due higher or other HQ	Person responsible for origination or collation in 3 RAR		Ref to Auth and Remarks
									Bn (k)	Coy (l)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)
1.	Str return	Str Returns folder	-	Bn HQ (1)	0630 hrs	<u>DAILY</u> Pro Forma	0900 hrs	-	ORs		Total figures to WO Caterer
2.	POL Issues	-	-	Bn TO (1) if own unit issue (4) if another unit	2400 hrs	AFG 825	1800 hrs	-	-		Forward direct Bn TO. MCRO 224/56
3.	POL Purchases	-	-	1&2 copies to contractor. 3 Copy to Bn TO. 4 Copy (Book counter Foil) to 2 Sup Depot.	2400 hrs 2400 hrs	AFG 827 AFG 827	1800 hrs	Day after issue on completion of BOD AFG 827	Bn TO Rep	Coy 2IC	
4.	Reserved										
5.	Reserved										
6.	Reserved										
7.	Standdown Tpt requirements (op area -PENANG)	-	-	Bn TO (1)	Fri	<u>WEEKLY</u> Sig	Preceding Mon	-	Bn TO		Fwd Direct Bn TO
8.	Civ Labour Parade State	-	-	Bn HQ (Civ Lab (1)	Fri	Pro Forma	SAT	-	Civ Lab Office		



(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)
9	Schedule of WF 22s	-	-	Respective Comd PMR Bn HQ	-	Pro Forma	-	-	QM	CQMS	Coys SOs Eqpt AMF
10	Shipping Space Bids	-	-	28 Bde Q Mov	Fol Fri	TELE	-	1400 Tue	QM & Bn TO	-	LCT Backloading Stores to S'FORE.
11	Reserved										
12	Reserved										
13	Reserved										
						<u>FORTNIGHTLY</u>					
14	Petty Cash reimbursement	-	-	AUST Army Force FARELF (1)	Fri fol Pay Day	TS 4	-	Mon fol Pay Day	A/Adjt		By arrangements with AUST Army Force FARELF.
15	Reserved										
16	Reserved										
						<u>MONTHLY</u>					
17	Safe Custody Return	Sig Pl (Secret)	-	28 Bde Crypt to Centre (1)	5th	Memo	-	7th	Sig Offr		
18	Destruction Certificate	" " "	-	"	5th	"	-	7th	" "		
19	Linex Return	" " "	-	"	5th	"	-	7th	" "		
20	Monthly Tech Report (Dogs)	-	-	FARELF Trg Centre WDTW (1)	20th	"	-	25th	OC Adm Coy		MAL/V&R/10 Aug of 7 May 56



(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)
21	War Diary	-	-	Mil Hist Sec AHQ (2)	31st	C 2118	-	7th fol Month	D Coy		SD in the FD Chap 2 para 56 MBI 3/55
22	Indent for Trg Stores & Targets	-	-	DCRE TAIPING (1)	31st	Memo	-	1 to 4th day fol month	OC D Coy		By arrangement
22a	Indents for trg ammo and stores			Bn HQ (1)	20th	Memo	23rd		RSM		
23	Changes in Staff List(Bde)	-	-	28 Bde (1)	1st	Memo or Sig	-	1st to 4th	Adjt		
	Nominal Roll of Offrs	-	-	17 GUR DIV 28 BDE	31st	Memo		1st	Adjt		
24	MONTHLY STR RETURN	-	-	AUSTARM (1) 17 GUR DIV(1) 28 BDE (1)	31st	Proforma A5	-	1 to 4th day fol month	ORS		AUST Army Force 36/1/4 of 30 MAY 56.
25	Capitation Return	-	-	AUSTARM (1)	31st	Proforma A7	-	"	ORs		
26	Forecast Replace- ment Demand	-	-	AUSTARM (1)	20th	" A6	-	31st	Mov Clerk		AUSTARM 36/5/1 of 11 Nov 55
27	Health Return	-	-	17 GUR DIV, 16 Fd AMB 28 BDE	31st	AFW 3181	-	10th of fol month	RMO		GD 91121 Med 5 of 1 Dec 58
28	Malayan Defence Agreement	-	-	17 GUR DIV	19th	Sig	-	19th	Adjt		
29	Teleaccounts return (Monies Ptecalls)	-	-	AUST COMD PMR (1) 28 BDE Sig Sqn (1)	31st	Memo & AFO/ 1680	-	5th fol month	Sig Offr		MCRO 331/55
30	Part 2 Orders Civ Lab	-	-	PCLU TAIPING (1)	30th	Pfoforma	-	6th fol month	Civ Lab		Rules & Regs for Civ Lab
31	Wages Check List Summary	-	-	AUST COMD PMR	31st	AF Civ/O 1693	-	6th fol month	" "		" " " "



(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)
32	EPF Schedule of Contributions	-	-	EMPLOYER PROVIDENT FUND GPO KUALA LUMPUR (1)	31st	Proforma	-	Last fol month	Civ Lab		Rules & Regs for Civ Lab.
33	Statement of Account	-	-	AUST COMD Pay Office	31st	Proforma	-	6th fol month	Civ Lab		" " " "
34	Wages Check List	-	-	" " "	31st	FARELF F348 (Cover) FARELF 200 (Inner) FARELF 199 (Cover) FARELF 350 (Inner)	-	6th fol month	Civ Lab		" " " "
35	Conservancy	-	-	QM	31st	WF 3188	1st fol Month	-	-	Coy 2IC	
36	"	-	-	OIC Bks North Malaya (1)	31st	WF 3188	-	3rd fol month	QM		
37	POL Account	-	-	Comd Secretary	31st	AFG 3512	-	10th fol month	BN TO		MCRO 224/56
38	Work Tickets	-	-	" "	31st	AFG 3518	-	10th fol month	" "		MALAYA Comd Q Adm Order No 1 Paras 10/11.
39	POL Issue Vouchers	-	-	" "	31st	AFG 825	-	" " "	" "		MCRO 224/56
40	POL Expenditure	-	-	2 Sup Depot (1)	31st	Proforma	2nd fol month	4th fol month	" "		2SD/POL/56 of 25 Apr 56
41	POL Capitation Return	-	-	" " " "	31st	"	" " "	" " "	" "		FD/421/ST of Feb 56
42	Controlled Stores Return	-	-	QM (1)	31st	Memo	" " "	-	Tech Sgt & Armourer		Monthly Check of Controlled Stores.



(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)
43	Coy Bk Store Exchange	-	-	All coys & Offrs & Sgts Messes	10th ea month	AFF 765	10th fol month	-	-	CQMS	
44	Exchange Bk Stores	-	-	Bks Stores Nth MALAYA. TAIPING (2)	12th	AFF 765		48 hrs before the 3rd fri of the month (Exchange day)	QM		Bk Inventory Accountancy 1953
45	Hyg Stores (Misc & Dis)	Bn HQ 208/1/2		Bk Stores Nth MALAYA TAIPING (1)	12th	AFG 982E & Memo		8th day of Preceding month	QM		
46	POL Deficiency W/O	-	-	Bn HQ	31st	AFG 998	2nd fol month	-	Bn TO		
47	Schedule of W/O	-	-	Comd Sec	31st	AFN 1500	-	3rd fol month	QM		SO's for Eqpt AMF.
48	Recovery Air Despatch Eqpt	-	-	QM(1) 55(AD) Coy RASC(1) by QM	31st	Memo	3rd fol month	7th fol month	QM	Coy 2IC	SMCRO 367/55
49	Stats Return on Prov Charges	-	2	28 BDE (1)	31st	Memo		7th fol month	RSM		
50	Hard Fuel Return	-	-	Bks Stores Nth MALAYA (1)	1st of fol month	Memo	-	18th of ea month for fol month	QM		Bk Memo
51	Batteries Demand	-	-	QM(1) 28 Bde (1)	last day of month	AFG 982E & Memo	7th day of Preceding month	10th of Preceding month	QM	Sig Sgt	
52	Paint Demand	-	-	28 Bde	" "	" "	-	7th day of Preceding month	QM		
53	Reserved										
54	Reserved										



(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)
					<u>TWO MONTHLY</u>						
55	Bk Inspection	-	-	QM	-	Memo	1st fol 2 months	-	Bks Sgt		
56	Reserved										
					<u>QUARTERLY</u>						
57	CO's leave Plan	-	-	28 Bde (1)	Next Qtr	-	-	23rd day of last month of Qtr	Adjnt	-	COMWEL/228/A of 9 Jul 56.
58	Civ Lab Stats	-	-	STATS CENTRE FE(1) PCLU TAIPING (1)	last day	Proforma	-	10th fol month	Civ Lab	-	Rules & Regs Civ Lab
59	Civ Staff Return	-	-	" " "	last day	Proforma	-	7th fol month	Civ Lab		MCRO 268/57
60	Stocktaking Cert Accn Stores	-	-	O.i/C Bks Stores TAIPING (1)	" "	"	7th fol month	14th fol month	QM		Bks Inventory Accoun- tancy 1953.
61	Stationery Demand	-	-	28 Bde (1)	1st day of last month of Qtr.	AB 222 AB 229	-	3rd day of last month of Qtr	ORs		GRO 100/56
62	Stationery Demand Aust	-	-	28 Bde (1)	"	AFG 982E	-	"	QM		DADOS
63	Excess Issue Non- Controlled Stores	-	-	28 Bde (1)	last day	Proforma	-	3rd fol month	QM		Eqpt Pam No 3 Para 66
64	Mileage Return	-	-	28 Bde (1)	last day	"	1st fol month	3rd fol month	Bn TO		MCRO 105/54
65	Regt Property	-	-	Regt Col (1) 4 RAR (1) Austarm (1)	" "	Memo		7th fol month	2IC		Regt Col memo D Inf A305/23/568(G3) of 27 Jul 56.
66	Married Families Return	-	-	Statscentre(1)	" "	Proforma	-	"	Mov Clerk		



(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)
67	Quarterly Stocktake Return	-	-	28 Bde (1)	Last day	Proforma	-	7th fol month	QM		
68	RASC Return	-	-	28 Bde (1)	" "	Proforma	-	"	QM		
69	Expense Stores & Supplies	-	-	" " "	" "	AFG 982E		4th day of last month of ea Qtr	QM		MBI 34/57
70	Veh Paint Demand	-	-	" " "	" "	" "	-	5th day of last month of preceding Qtr	TO QM		
71	Hardware Demand Bk Furniture	-	-	" " "	" "	" "	-	5th day of last month of preceding Qtr.	QM		
72	Trade Classification RAEME	235.7.6	-	28 Bde	" "	Memo	-	" "	ORs		Return set out showing No of Class I, II, III of all RAEME Personnel in Unit (Fitter SA, Veh mech and electricians).
73	Reserved										
74	Reserved										
75	Reserved										



(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)
					<u>HALF YEARLY</u>						
76	Mob Scheme			28 Bde (1)	25 May	Proforma	-	25 May	Adj		COMWEL/008/3/G (Ops)
77	Inoculation & Vaccination Return			28 Bde (1)	25 Nov 30 Jun 31 Dec	Proforma	-	25 Nov 7th fol month	RMO		MCRO 91/54
78	Tentage			28 Bde (1)	31 Jan 31 Dec	Proforma	-	3rd Feb 3rd Aug	QM		FD/2012/4/Q(OR) Appx A
79	Excess Issues Controlled Stores			28 Bde (1)	31 Jun 31 Dec	Proforma	-	3rd Feb 3 Aug	QM		SOs for Emergency Appx J
80	Sub C for WO Exams. Application to undergo			Bn HQ (1) for Aust Army Force FARELF (1)	10 Mar 10 Sep	memo	11 Mar 11 Sep	15 Mar 15 Sep	Adj		Requirements for promotion WO & NCO Pub. Individual written application required
81	Reserved										
					<u>ANNUAL</u>						
82	Census War Office Controlled Stores			Statcentre (FE) (3)	7 Nov	AFG 1000	10 Nov	12 Nov	QM		GRO 510/55
83	Census of Ammo & Explosives			Statcentre (FE) (3)	31 Mar	AFG 1000	1 Apr	7 Apr	QM & RSM		GRO 72/57
84	Offr promotion Exams. Applications to undergo			Bn HQ (1) for Aust Army Force FARELF (1)	24 Aug (to lt) 24 Feb to Capt/maj)	memo	25 Aug (to lt) 25 Feb (to capt/maj)	1 Sep 1 Mar	Adj & OC D Coy		Requirements for promotion Offrs Pub. Individual written applications required.
85	Reserved										



15 Mar 59

3 RAR ADM INSTR No 3/59  
Q ADMINISTRATION

1. This instruction cancels the following 3 RAR Adm Instructions:-

1/57 Part VIII - Q ADMINISTRATION.

6/57 - UNIT SUB ACCOUNTS

9/58 - SIGNAL STORES ACCOUNTING

It will be taken into use with immediate effect.

Amdt No	Date	How Issued	Subject	Entered by (Initials and Date)

Distr: Fixed list 1 to 12

Additional Copies

CP 3 RAR  
RSO  
MTO  
RMO  
RQMS  
TECH SGT  
1 RAR

-----  
RECEIPT TO BE ACK ON SLIP BELOW  
-----

3 RAR

Receipt is acknowledged of 3 RAR Adm Instr No 3/59 Q ADMINISTRATION  
Copy No:

Date.....

Signature.....

Appointment.....



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ANX

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- B. 3 RAR Q Clearance Certificate
- C. List of Check Points for Checking Officers
- D. Copy of MBI 26/56. Barrack Damages
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- J. Channels for Indenting & Routining of Demands.
- K. Standard Stocktake Procedure.



Feb 59

3 RAR ADM INSTR 3/59 - Q ADMINISTRATION:

STORES ACCOUNTANCY:

1. AUST Army Force FARELF Adm Instr No 4 is the basic authority for Stores Accountancy in FARELF.

In any instance NOT covered by this instruction Standing Orders for Equipment of the AMF and current MBIs will apply.

28 Bde Adm SOs 41, 45, 49, 50, 52 and 58 also refer.

SUPPLY OF ORDNANCE STORES.

2. System of supply of Ordnance Stores within 28 COMWEL Bde is quoted in COMWEL/28/ 5/ 1 ORD (94A) of 12 Nov 57 and (107 A) of 23 Dec 57. Also see SIGRO 2/57.

RETURN OF ORDNANCE STORES

3. Procedure for the return of Ordnance Stores is laid down in GRO 544/57.

COMMANDING OFFICERS FINANCIAL DELEGATION

4. CO's approved delegations for 3 RAR in MALAYA are as authorised by AUST Army Instr 206/3/1 of 11 Sep 56 and Annex 'A' to MBI 78/59.

UNIT SUB - ACCOUNTS

5. The following sub accounts will operate within the unit - in each case the sub unit commander is the sub-account holder and is fully responsible for the operation of that account and all stores and equipment, including barrack and accommodation stores, vouchered to it:-

A Coy sub - account  
B Coy sub - account  
C Coy sub account  
D Coy sub-account  
Sp Coy Sub-account  
Adm Coy sub - account  
Tpt Pl sub - account  
Sig Pl sub - account  
Offrs Mess sub - account  
Sgts Mess sub - account  
Band sub - account

Whenever there is a change of sub-account holder there will be a one hundred per cent stock take carried out prior to the departure of the previous sub-account holder. Handover certificates will be submitted to Bn HQ.

PERSONAL ISSUES

6. Attached as Annex 'A' to this Part is a list of personal issues to OR which must be maintained in MALAYA, and showing the official Army book or form in which they are permanently recorded. The items on Annex 'A' have been reduced to the minimum acceptable. All OR must be in possession of these items unless very strong reasons (concurred in by coy comds) exist for them not being held.

...../2.



All items listed in Annex 'A' will also be entered in a "Pl (Coy HQ) Kit Inspection Book". Operations permitting, each of these items will be inspected by an officer, not less frequently than once a fortnight, for wear, cleanliness and completeness. To obviate undue waste of time coys should org their inspections so that if possible a proportion of the items are inspected each day.

7. It will be noted that some current issues are not included in Annex 'A'.

The following will be observed:

(a) Items of winter clothing now on charge to OR will remain on charge in appropriate army book, but cannot, of course be inspected. This specifically refers to:

Blues  
Battle Dress  
Greatcoats

(b) KD (Shirt, trousers, shorts) will remain on soldiers charge but need not constantly be inspected except in relation to hygiene. If destroyed they may be struck out of AAB 83s and a debit raised on WF22. Aust Army Adm Instr Q/10 refers.

(c) '37 pattern equipment (gaiters web, haversacks and straps SS) will be withdrawn from soldiers and returned to the QM for storage or disposal.

(d) The following items, considered NOT essential in this theatre, may be allowed to remain deficient in soldiers kits and can be struck out of AAB 83, after payment for deficiencies, on WF 22:

Berets black (except for members of Tpt Pl)  
Belts waist, trouser  
Brushes clothes  
Brushes hairs  
Brushes hand

They will NOT, however, be withdrawn into coy or unit stores.

8. The withdrawal of any item of equipment or clothing referred to above will be supported by appropriate entry in AAB 83 etc. If soldiers are unable to produce the item, or if it is not in a fit state for later reissue, stoppage will be made on WF 22.

#### CLOTHING - OPERATIONAL

9. Authority and instructions pertaining to demanding clothing within 28 COMWEL Bde is contained in COMWEL/2806/39 ORD(290 A) of 12 Nov 57.

#### SYSTEM OF ACCOUNTING CLOTHING & PERSONAL EQUIPMENT - MALAYA

##### 10. GENERAL

The system at first used within 3 RAR for the control and accounting of clothing and personal equipment was designed to afford several advantages:-

- (a) Close control by a centralised agency
- (b) A degree of standardisation in the definition of unserviceability
- (c) Supervision of initial issues and subsequent maintenance issues, and control of issues to provide a suitable spares backing.
- (d) Detailed and accurate accounting for all items.

.... /3.



11. In using this system the benefits of operational accounting for clothing and equipment were not being utilised to the full. Consequently in agreement with the policy of Army Audit Brigade and Ordnance representatives, the following systems for operational clothing now apply.

12. ACCOUNTING BY BATTALION Q STORE

All clothing received from depots or other units will be brought to charge immediately on a separate clothing ledger as for normal procedure.

13. Coy allocations of the monthly bulk clothing receipt will be made up and segregated. AFG 1033s will be prepared in 3 copies vouchering this clothing to each coy. Each month the coy will collect its bulk issue, giving a temporary receipt on the watch copy of AFG 1033. to the clothing storeman. The remaining 1033s will be registered and posted to coy ledger by each coy and a registered signed receipt passed to QM.

14. QM will post these vouchers to battalion ledger, writing off charge all items handed to coys.

15. Coys will submit to QM by 5th each month estimated requirements for the following month. QM will collate and indent to scale.

16. ACTION BY COYS

As operational clothing is worn and rendered unserviceable, so exchange for new clothing will be made by the CQMS. A record of these exchanges will be kept on AF H 1179.

17. At the end of each month or more often if desired, the coy comd will hold a Board of Survey of all unserviceable operational clothing within the coy. If sentenced to destruction the clothing will be burnt, the burning supervised by an officer and witnessed.

18. The coy comd will raise an AFG 1033 for the items destroyed and will certify on the AFG 1033 that these items were found unserviceable and were destroyed by burning. A witness to destruction will also sign the voucher.

19. The same procedure will apply where an air drop to a patrol on operations is carried out and it is found impossible to carry back the unserviceable discarded clothing. It will be destroyed by the platoon or patrol commander and after operations an AFG 1033 will be raised. The platoon or patrol commander will sign a certificate certifying that this clothing/equipment was rendered unserviceable on operations and was destroyed by burning or other means. The Coy commander will sign to certify approval.

20. This AFG 1033 will then be used to support write off of this clothing/equipment from the coy ledger.

21. WOOLEN ARTICLES

Woolen articles (excluding socks) eg hose tops, pullovers, blankets OG etc will NOT be destroyed but will be returned to QM (for disposal after unit Board of Survey as Rags woolen) in the same manner as personal equipment

22. PERSONAL EQUIPMENT

Articles which are not subject to wear, or are easily repairable, or are convertible to scrap metal, or may be used in the worn condition for other purposes e.g. web equipment, goloks, mess tins, waterbottles etc. will not be subject to coy disposal but will be returned and exchanged on a one for one basis with QM, who will centrally board all items.



23. AUSTRALIAN ORIGIN NON OPERATIONAL CLOTHING

Certain items of Australian origin will not be regarded as operational clothing, e.g. Hats KFF, shirts Aust pattern OG etc, and these will not be exchanged on a one for one basis. List of items concerned will be published by Bn Q. They will be subject to change from time to time. They will be held on charge in main battalion clothing ledger and sub accounted to coys. An issue of these items will be made on AAF F201, WF 22 will be raised, the number quoted on F 201, and quantity sold either, replaced by battalion Q Store or (in the case of no stock available for this) vouchered back by AFG 1033 to main battalion ledger for unit write off action (WF 22 No quoted on AFG 1033).

24. MEMBERS MARCHING OUT OF UNIT

Members marching out of the battalion will have items of clothing and personal equipment withdrawn from them as follows:-

(a) Clothing - (i) All items of clothing will be withdrawn from the member except

3 prs OG Trousers  
2 prs OG shorts  
2 OG shirts  
1 OG bush jacket  
Hosetops  
Puttees  
Underwear  
Socks

which the man will be permitted to keep for use on the voyage to Australia if member is RHA.

NOTE: If member is moving to another unit in FARELF permanently he will keep the normal scale of issues and his AF H1157 will be sent to his new unit.

(ii) All items will be withdrawn from member's AF H 1157 and, trousers, shorts, shirts (Part worn) endorsed in member's AB 83.

(iii) The remaining items which have been withdrawn will be examined by the coy comds and if unserviceable or unwearable placed on next coy board of survey and destroyed. If serviceable or usable in any way they will be put back to stock in coy.

(b) Personal Equipment - Personal equipment (webbing, blanket, golok etc) will be withdrawn without exception from member, member's H 1157 endorsed and items brought back on coy charge.

25. Dead H 1157s will be extracted and filed and held for audit check.

KITTING OF REINFORCEMENTS

26. On arrival of rfts kitting will be carried out by CQMS Adm Coy if member is staying in K.K. area for a short time. If member must move direct to his company location he will be kitted by CQMS. H1157 will be used to record scale of issues to the man. H1179 will be used to write off the quantity of clothing supplied as initial free issue. Normal Scales of Issue will apply.

STOPPAGES

27. AUSTRALIAN CLOTHING AND EQUIPMENT ON AAB 83 AND AAF F12 ISSUE

All stoppages will be recorded on Maintenance AAF F201/AAF F201c.

28. ALL EQUIPMENT ON AF H1157 ISSUE

All stoppages will be recorded on Maintenance AF H1179.

29. Original and duplicate copies of WF22 duly checked and cross referenced are to reach QM by Monday of each week for forwarding to Comd Paymaster.



30. Adjustment of Sub-account ledgers will be effected by:-
- (a) Replacement of items by Bn Q on one for one basis of items available or,
  - (b) Write off by AF G1033.
31. To avoid unnecessary paper transactions the practice of raising AFG 1033 for each week's WF 22 maintenance stoppages of clothing and equipment may be varied as follows:-
32. Sub-unit stocks involved will then be adjusted in the following manner:-
- (a) At the end of each month, AAF F201 and AF H1179, will be handed in to Bn Clothing Store where all items of clothing and equipment sold during the past month will be replaced on a one for one basis.
  - (b) Only in the case of insufficient battalion stocks will a particular item be withdrawn from a sub-account.
  - (c) Should coy stocks need replenishment before the normal date, coy may draw equivalent of stock sold to that date, exchange on H1179 or AAF F201, and further issues for month recorded on same form or forms.

33. EXCESS SCALES OF ENTITLEMENT - CLOTHING  
Requests for excess entitlement to clothing of any type will be made to Bn 2IC.

AAF F12 PROCEDURE ON TRANSFER, ATTACHMENTS OR DETACHMENTS

34. Principles
- (a) All F12s for personnel transferred INTO 3 RAR (e.g. reinforcements) will be prepared by the CQMS Adm Coy who will make initial F12 issue as far as possible. Stores issued will then be transferred to owner-coy on G1033 or AAF F95, and F12 delivered to CQMS, who will complete the issues.
  - (b) No member will march into a coy for any reason involving overnight stay without the CQMS being informed.
  - (c) No member will move from one coy to another without his F12 being transferred.
  - (d) No new forms F12s will ever be made up by coys, unless an old one is at the same time cancelled, entries transferred, and signed by member.
  - (e) No issues will be made at coys unless the member produces an F12.
  - (f) F12s will always move in a sealed envelope, and will never be folded, twisted or soiled.



35. Inter-Coy moves - F12 issues to be moved

In normal circumstances, for inter-coy transfer or detachment.

- (a) Non-laundering textiles (i.e. blankets, mattresses and pillows but NOT mosquito nets) will always move with a soldier.
- (b) Laundering textiles (i.e. sheets, pillowslips and mosquito nets) will be cleared from F12 before marching out and will be reissued by new coy on production by the soldier of the F12.
- (c) Breakable and bulky furniture (chairs, wardrobes, tables bedside) will NOT be moved between coys. Bedsteads will not move unless a shortage/surplus is created when on specific approval of the QM, transfers will be made in bulk.

All items on F12 which are permitted to move between coys ( and all furniture etc) vide these instructions, will be transferred from one coy charge to another on AAF F95 with a copy to the QM. Items withdrawn will always be noted for damage and acknowledged by member otherwise subsequent charges must be borne by the CQMS.

36. Transfer out of 3 RAR - F12.

For inter unit (out of 3 RAR) or RTA moves ALL items of F12 issue will be withdrawn and F12 cancelled. Notation to that effect will be made on unit clearance certificate. Withdrawal will take place at coy level where circumstances permit, and cancellation of F12 will be carried out by the CQMS. Cancelled F12s will be forwarded to QM for filing. Condition of all items withdrawn will be noted, acknowledgement received for damage, and WF22 or AFP 1956 action taken. If latter impracticable at coys notation to that effect will be made on F12 and clearance certificate for action by the QM.

37. Emergency movement

Operations (e.g. follow up) disasters, etc will sometimes cause a member (e.g. dog handler, sig, medical orderly or driver) to move from one coy to another at such short notice that clearance of F12 may not be possible before departure. In this case the soldier's F12 may be despatched (so that he can draw requirements at new locality) without first withdrawing issues. If there is insufficient time even to send the F12 ( a most unusual and improbable event) the parent coy will signal the new coy that member is authorised to receive issues without F12. F12 will be forwarded by first post or vehicle, and within 12 hours.

Issues at new coy will at first be in daybook and then, on receipt of F12, transferred to F12. Men moving without F12 will be given very close attention by CSMs to ensure there is no subsequent march out without Q clearance, and that the parent coy in fact accepts responsibility for lack of F12 with soldier. Disciplinary action will be instituted immediately a soldier is found to have neglected his part of this instruction.

38. Hospitalization

- (a) Where time permits, hospitalized personnel will be treated as for transfer out of unit in respect of F12 issues, except that non-laundering textiles and hard furniture will be set aside in coy Q store for subsequent reissue, to the same man, and F12 will be retained by coy. Nevertheless, damage will be acknowledged at time of hand in to Q store to relieve CQMS for subsequent responsibility.



- (b) Other personal kit will be taken into custody in coy Q stores for safekeeping. 3 copies of an inventory will be prepared by Pl Sgt or delegated person. One will be given to member, one kept with kit and one kept by CQMS.
- (c) The supervision of moving of kit to Coy Q store is the responsibility of the individual commanding the pl and is NOT a CQMS responsibility. If the pl is out on ops, and no pl offr or NCO is in lines at time of evacuation, the responsibility for securing kit devolves on coy HQ- in the order, CSM, CQMS, Coy 2IC or Coy Comd. A private soldier will never be made responsible for securing another members kit.

39. No losses of kit of hospitalized members can be charged to the public in view of the above instructions. If losses are reported, the cost (and any disciplinary action considered necessary) will be borne by the member responsible (vide (c)) for ensuring these instructions are observed, unless it can clearly be established that the correct action was taken, in which case, the owner will be held responsible.

#### 40. ILLEGAL ABSENTEES

In cases of absence without leave or desertion or soldiers removal to hospital an inventory of members kit (AAF F54) left behind will be taken as soon as the absence is discovered, and in any event not later than 12 hrs after the discovery of members absence. The soldier's platoon comd will be held responsible for this being carried out. The kit will be removed to the sub-unit store, a copy of the inventory being kept with the kit, the other copy filed with the soldier's personal documents. At this time, articles of AAF12 origin will be withdrawn from the soldiers eqpt. On the return of the soldier or his apprehension or upon his posting as an illegal absentee, the unexpired value (if any) of missing articles of the initial free issue will be assessed for inclusion in the charge sheet where necessary together with the value of missing equipment etc. Should the soldier be posted as an illegal absentee the kit will be removed to the Bn Q Store where articles of clothing and equipment will be taken on charge and disposed of in accordance with SO Eqpt Pam 10 paras 100 et seq.

Ref CRO 212/54. 169/55, 388/55 458/55 197/56 352/56.

#### 41. UNIT Q CLEARANCE

Before any member irrespective of rank, marches out of or leaves the unit for any period in excess of 48 hrs or marches out to hospital, ARM, detached or detention, he will first obtain a Q clearance. This will take the form of a certificate (Anx 'B') which is sighted and signed by all pertinent stores holders to verify that member has no longer any unit stores remaining on charge to him. In some circumstances and as directed by the CO where such stores are irrecoverable before member leaves the unit, note will be made on the clearance certificate of this fact and further action taken to recover the stores or value thereof.

Where a member is unable to return stores or obtain the certificate personally e.g. where member sent to hospital, the soldier's platoon comd will be responsible to see members kit removed to store and where possible a unit Q clearance given. For issue of AAF F25A. (Receipt for clothing & Equipment returned) see SO's Eqpt Pam 4 Para 250.

#### TECH. GENERAL STORES AND REGIMENTAL PROPERTY

42. To clarify accounting procedure for movement of these stores within the unit, the following procedure will be followed:-

- (a) In the case of an issue from Coy to QM, three (3) copies of AFG 1033 will be raised.

No 3 Copy - Watch Copy registered and marked as such, is held by Coy until receipted copy is returned by QM.

Nos 1 and 2 Registered and signed by Coy, and forwarded to QM who receipts and registers both copies, retains No 2 copy and returns No 1 copy to Coy who then posts to ledger quoting receipt number.

- (b) In the case of an inter coy transfer five (5) copies will be raised.

.....8/



No 5 copy Watch Copy, registered and marked as such is held by issuing Coy until receipted copy is returned to issuing Coy.

No 4 Copy QM's watch copy - is registered and marked as such. Sent to QM by issuing Coy at the same time as other copies are sent to receiving Coy. This is designed to give immediate notice to QM of movement of stores inter coy. The copy will be held by QM until married up with receipted copy from receiver Coy, when inter coy distribution ledger will be posted.

Nos 1, 2 and 3 Copies Registered and signed by issuing Coy. Forwarded to receiver coy who signs and registers all copies, returns No 1 copy to issuing coy, retains No 2 copy and forwards No 3 copy to QM

#### SPOT CHECKS

43. ALL controlled stores held by sub-units will be checked once per month by the sub account holder. Inventories will be checked once per month. Spot checks of items will be initiated weekly by the QM

#### CHECKING OF LEDGERS

44. ALL Sub-unit ledgers will be checked weekly by an officer of the Coy/ sub unit. A battalion checking officer will be appointed and he will carry out such checks as required by the Commanding Officer.

A list of suitable checks is at Anx 'C'.

#### BARRACK STORES

##### 45. GENERAL

Barrack accommodation stores will always be made an individual responsibility where possible, although not necessarily entered on F12. This specifically refers to tables bedside and wardrobes OR single unit. Where individual responsibility can NOT be delegated, sec or pl responsibility will be detailed. In the latter case, responsibility for damage (and repayment) will be collective where individual responsibility cannot be assessed, and all soldiers concerned must be fully aware of this fact.

46. All hard furniture will be numbered by sub accounts to enable record of issue to the individual or group. Amendments in the Hard Furniture Damage Book (due to withdrawal and reissue) will always be signed by CQMS or pl comd, and barrack damage noted at time of withdrawal and reissue.
47. All soft accommodation stores (e.g. pillows, mattresses, blankets) will have owner's name tag stitched on.
48. Items exchanged regularly for dhoby purposes (sheets, pillow slips) will NOT be marked. It is sufficient if the soldier can produce the article on demand. One extra set per man will be held by coys for dhoby exchange purposes.
49. All soldiers, once issued with furniture etc will be made aware of their responsibility for payment for damage. In their own interests they should be instructed never to accept any item which is damaged, unless they receive a signed acknowledgment of damage at time of issue, and in the case of hard furniture have damages amended in the Hard Furniture Damages Book.
50. Accommodation stores (including those NOT on F12) will be inspected at least once monthly. Exchange will be made with the QM where damage is noted, a loss & damage Report raised and unless due to fair wear and tear, a bill will subsequently be given the coy for payment. For information, breakage, burn, tear, cut, scratch or stain is never "Fair". Fair wear and tear refers only to wearing away or shredding due to constant use, or to coming apart at joints or seams. Other damage, although not "fair" may be due to a "fair" reason, and if supported by evidence may be written off as a charge to the public.



MOVEMENT OF BARRACK STORES BETWEEN SUB-UNITS

51. This instruction supercedes previous Q Instructions issued on the movement of Barracks Stores. On the transfer of stores between sub-accounts, 5 copies of AAF F95 will be prepared and registered by the consignor and distributed as follows:-

- Copies No 1,2 and 3 forwarded to the consignee
- " No 4 forwarded to the Barrack Stores Sgt
- " No 5 retained by the consignor as a watch copy.

52. On receipt of the stores the consignee will check the stores received against the accompanying AAF F 95, receipt all copies of the AAF F95 and register as a receipt voucher. The consignee will return copy No 1 of AAF F95, retain copy No 2 and forward copy No 3 to the Barrack Stores Sgt.

53. On receipt of acquitted AAF F95 the Barrack Stores Sgt and consignor will adjust ledgers and destroy watch copies.

54. For transfer of Stores between the QM and Sub-account 3 copies of AAF F95 will be prepared (this includes a watch copy).

55. In the event of any discrepancies, responsibility for adjustment will lie with the consignee. On notification immediate adjusting action will be taken by the consignor and the Barrack Stores Sgt notified on method of adjustment.

56. Coys will submit a list of Barrack Stores required for exchange by 48 hours preceeding the third Friday of each month.

57. There will be a conference of ALL COYS, Secretary of Offrs Mess and Secretary of Sgts Mess at 1030 hrs on the last Thursday of each month. Coys should use the opportunity to submit indents and to adjust any discrepancy which may have arisen due to inter-coy transfer of stores.

58. Coys will use the last Thursday of each month as their exchange day.

59. All entries in the ledgers will be supported by an AAF F95 which will be registered in the register of vouchers at the rear of the ledgers. Entries will be checked and initialled by the coy ZICs and Mess Secretaries once a week.

60. Only AAF F95s will be used for transactions in Barrack Stores within the unit.

61. The QM will enumerate six items for spot checking each week. These items will be checked at 0830 hrs each Tuesday morning. Results of Spot Checks will be handed to QM by 0830 hrs each Friday in order that necessary adjustments can be made.

62. To aid recognition and to enable coys to allocate responsibility for damage on the individual responsible, furniture will be stencilled on the back. NON laundered items of bedding will also be tagged by a number. The following Nos have been allocated:-

Adm Coy	1	-	199
Sp Coy	200	-	399
A Coy	400	-	599
B Coy	600	-	799
C Coy	800	-	999

63. Numbers will NOT change when the furniture is transferred from one sub unit to another. Record of the number of the furniture and note of any damages, and reference to how and when that damage was paid for, will be made on the AAF F95. On receipt of AAF F95 by the receiver sub-unit, this damage will be then recorded in the coy Hard Furniture Record Book.

/10.....



BARRACK DAMAGES

64. The procedure outlined herewith will be followed by 3 RAR in respect of barrack damages. Ref MBI 26/56 Copy Att at Anx "D"

65. MAJOR AND MINOR DAMAGE -DEFINITIONS

(Reference GRO 423/56)

- (a) A major repair is one which involves complete or partial dismantling of an item so that the necessary repair can be effected, or replacement of any principle part of the item.
- (b) A minor repair is one which does not involve dismantling so that the repair may be effected. Replacement of small metal or wooden brackets, tightening joints, replacing stands of rattan etc.

66. MAJOR REPAIRS - ACTION TO RECOVER COST

Where damage has been caused by an individual, to stores (which have been issued to him, or are in his care) or are caused by another identifiable person, and such damage will require major repairs to be carried out, disciplinary action will be taken by the unit in accordance with the Army Act Sec 24 or 40. Where the member is found guilty and is required to reimburse the cost of the item, an extra copy of the completed charge sheet will be passed to the QM for financial adjustment of write-off.

67. MINOR REPAIRS - ACTION TO RECOVER COST

Where damage has been caused by an individual to Stores which have been issued to him or are in his care, or are caused by another identifiable person the following procedure will apply:-

- (a) If the CO/OC is of the opinion that the damage has been caused by wilful default or neglect, disciplinary action will be taken and procedure adopted as in para 4 above.
- (b) When the CO/OC considers that the neglect is a matter of mere carelessness or mischance and considers that disciplinary action is NOT warranted he will invite the member to make good the damage by payment of the amount decided on by the unit barracks NCO or QM during one of their periodic inspections, or amount decided by Barrack Stores RASC.

The maximum amount that the member can be invited to pay at any one time is ten dollars (\$10).

68. If the member refuses to pay, disciplinary action will be taken to recover the amount involved in accordance with para 4 above.

69. COLLECTION OF MONEY

When the member elects to pay under the provisions of para 4(b) above the following action will be taken.

- (a) The member will pay the amount in cash.
- (b) It will be paid to the coy comd or his representative who will issue an individual registered receipt to the member for the money. Reimbursement of purchase of receipt books may be obtained from the bn Petty Cash advance.
- (c) The coy will complete a schedule of all monies collected at one time giving details of the damage involved. The money and two copies of the schedule will be forwarded to the QM as soon as practicable, but in any event NOT later than 7 days after collection.
- (d) The QM will issue an official registered receipt to the coy in accordance with the schedule.
- (e) The total amount collected will, as soon as practicable be paid to the Area Cashier PENANG and an official receipt obtained. These will be registered and filed by QM.



70 RECORD OF DAMAGE

Where the damaged item is NOT returned to Officer in charge Barrack Stores RASC for repair or exchange, the coy or sub unit will ensure that an adequate record is maintained of damage for which payment has been made by any means, so that no member is required to pay again for damage which has already been paid for. To ensure a standardised system within coys or sub units the following procedure will be followed:-

- (a) Each coy or sub unit will keep a hard furniture Record Book. Separate space or page will be allocated to each item of hard furniture on charge to the sub unit. (note - all hard furniture will be numbered in accordance with blocks of numbers already issued).
- (b) When any item is damaged note will be made to appropriate item record.
- (c) After an exchange from Officer i/c Barrack Stores, the new item will be given the same numeral as the previous item and where the item issued is in new condition the record cleared. Where not in new condition the damages will be noted on the record.

Damages to items of soft furniture on individual charge such as burns to mattresses or pillows will also be noted where exchange is not possible.

71. PROCEDURE FOR COLLECTIVE DAMAGE

Collective deductions for damage NOT attributable to an individual will be made under the terms of MBI 26/56.

72. In amplification of this MBI the following points are noted.

- (a) To keep a sub unit record of payments, damages, and receipt of monies a Barrack Damages Book will be kept by each sub unit. When the member makes his payment, the member will ensure that the amount tendered is correctly endorsed in the column provided against his name, and that the coy comd or his representative initials on that same line as having received the money. The member will then, and only then, place his own initials in the space provided on that line.
- (b) The receipt from the QM of monies received from the coys will become the supporting documents to the endorsements of payment made in the Barrack Damages Book. These receipts will be filed & held for Audit check.

BARRACK ROOMS BUILDINGS & FITTINGS

73. At least once per fortnight an inspection will be made of all barrack rooms, fittings and fixtures. This will also include showers, latrines and all other out-buildings.
74. Particular attention will be paid to scratches or marks on walls and ceilings. All damage will be noted and if possible, the cause ascertained immediately. The damage will be pointed out to the occupants concerned.
75. In future an inspection of this type will always be made before occupation of any buildings. All damage, major and minor will be noted, the inspection, being extremely thorough to prevent damage caused by the previous unit being attributed to the incoming unit. As from that date the normal fortnightly inspections will be made, noting all further successive damage. An inspection of this type will always be made just prior to march out and handover of the area.
76. A Barrack Inspections Book will be maintained by each Coy In this book will be placed a record of all inspections carried out and a list of any damages found. Against each inspection will be noted the progress of action taken, until all action is finalised on that particular inspection.



77. On discovery of any wilful damage, an investigation will be made by the Coy Comd or his representative. A Loss and Damage Report will be made out, in the same manner as for loss of stores, and the documents forwarded to the QM Office. Cost of damage will be assessed and COs decision will be obtained. Loss and Damage Report and any further result of investigation will then be returned to company concerned.
78. Recovery cost of building damage will be as for the recovery of cost of Barrack Store damage.
79. Where responsibility is found to be with a group, section, pl or Coy but cannot be attributed to one man, each man present in that group, sec, pl or coy on that day as determined by the Coy roll-book or other evidence will pay an equivalent amount so that the whole makes up the total cost of repair of the damage. On publication of RO the money will be collected from these members by coy comd or his representative.

#### INVENTORIES

80. These will be made out for all rooms containing furniture/stores which are not in the possession of or the personal responsibility of any one person. They will be checked by sub units at no more infrequent intervals than once per calendar month. I&Ds will be raised immediately for items lost.

#### LOSS AND DAMAGE REPORTS

81. It is most important that coys forward completed Loss and Damage Reports (forms are available from the QM) to the QM within 48 hours of the loss or damage being discovered, or 24 hours if the item is a controlled store. The L&D report will be completed in 3 copies, and registered by the CCMS or account holder. An L&D register book will be compiled. After investigation and recommendation by coy comd 2 copies will be forwarded to 2IC for decision. These will then be forwarded to QM for action required. Annex 'E' details all action required.

#### IDENTIFICATION OF ISSUES

82. As many as is practicable of the items on Appx A will be marked with the owner's number, rank and name, and this will be checked on every kit inspection. Erasure or blocking out of other names will be treated with suspicion. Thieving is a heinous offence in military circles, where a soldiers kit is always vulnerable.

#### AMMUNITION

83. (a) Op - demands will be made through RSM, to QM as required. As much notice as practicable will be given.
- (b) Trg - demands will be forwarded to Adjt for assessing against the Bn allotment; he in turn will fwd the requirement to QM for processing. Demands will be fwd monthly by coys to reach Bn HQ by the 23rd of each month.

#### AMMUNITION SALVAGE

84. In all cases where ammo produce and empty containers are returned to the QM for disposal, the fol action will be taken before release:-
- (a) Produce will be segregated by type, ie. .303, 9mm, 7.62 etc and will not be mixed, such produce will be returned in separate ammo containers or sandbags securely tied.
- (b) A cert will accompany all produce to the effect that no live ammo is contained therein, and that the produce returned is by type. This cert will be signed by an officer. Certs will not be pasted onto containers, as the final certs will be affixed by the QM's rep.
- (c) All produce containers returned will be clearly marked showing type and coy.



(d) Empty ammo containers will also be certified that they contain no ammo; this cert will also be signed by an officer. Certs will not be pasted onto containers, as the final certs will be affixed by QM's rep.

(e) QM/RSM will be notified prior to the return of any produce or containers.

#### TRAINING FILMS

85. Requests will be made to OC D Coy direct.

#### TRAINING STORES

86. Requirements will be forwarded monthly by coys to reach Bn HQ by the 23rd of each month. Demands will be raised by QM and allocation arranged by OC D Coy.

#### ENGINEER WORKS

87. Engineer works are categorised as follows:

(a) Urgent minor repairs, eg, refrigerator break downs, broken taps etc.

(b) Minor repairs, eg. broken concrete floor in kitchen, white anting of timber structures, etc.

(c) New works, e.g. construction of latrine block.

(d) Maintenance works, e.g. painting and reconstruction of camp.

88. Company/sub unit responsibilities for the above are as follows:

(a) For (a) above contact QM who will submit 3 copies of AF K1306 to the area DCRE or Garrison Engineer.

(b) For (b) above as for (a) above except form submitted is AF K1308.

(c) For (c) above a written application is submitted to Bn 2IC, through QM who will process an "Anx "K" to 28 Bde Adm SOs if the work is considered warranted.

(d) For (d) above as for (c) above. Requests may however be made direct to engineer representatives during their periodical inspections.

(e) Requests for tasks to be carried out by Carp Sec will be submitted through 2IC to QM.

#### EXPENSE STORES & SUPPLIES

89. See list of returns. AFG 982E will be used <sup>by QM</sup> for demand ~~direct~~ on DADOS 28 Bde each three month to obtain supplies as in MBI 34/57.

#### STORAGE OF OPTICAL INSTRUMENTS

90. The following instructions will apply to storage of optical instruments, 28 Bde RO 226/58 refers.

(a) Optical instruments are subject to fungoid growths when exposed to tropical climates, unless stored in de-humidified packs or air conditioned storage. These growths can take place within a few weeks even in desiccated and sealed instruments.



(b) Storage arrangements are a unit responsibility and the method to be adopted is as follows:-

- (A) Instruments will be kept in air sealed containers which also contain active desiccant.
- (B) Containers should be provided from unit resources or obtained from RASC Supply Depots. Bn Ration store will provide (where available) to coys.
- (C) Silica Gel is provided by Ordnance in various sized bags, and will be demanded as required, by QM quoting above order as authority.
- (c) The Silica Gel desiccant MUST BE FREQUENTLY RE-ACTIVATED under unit arrangements. (Coys will forward desiccant to Bn Tech Store for this process at least once per month.
- (d) Optical instruments must be stored in de-humidified containers AT ALL TIMES WHEN THE EQUIPMENT IS NOT IN USE.

WEAPON SECURITY - TECH WEAPONS STORE AND ARMOURERS SHOP

- 91. NO weapons will be held in the Bn Tech Store (building under Q Office).
- 92. All weapons held by Bn Q will be held either in the Armourers Shop (whilst being repaired) or in the Bn Tech Weapons Store.
- 93. Whilst weapons are in the Armourer's Shop under going repair there will be at all times during daylight hours at least one storeman or armourer present. If weapons must be held overnight in the Armourers shop, a minimum of two storemen/armourers will sleep in the building and the doors will be padlocked from the inside. The Sgt Armourer will ensure this is carried out.
- 94. If storemen or armourers cannot be present at any time, all weapons will be removed to the Tech weapons store.
- 95. During the hours after 1700 and until 0800 hrs two storemen will sleep in the Tech weapons store. Personnel detailed to sleep in the Tech weapons store permanently will ensure, when they are absent on leave, hospital, standdown or for any other purpose, that a relief storeman performs their duty. Tech Sgt will be responsible to arrange, organise relief personnel and ensure that all personnel are acquainted with their duties.
- 96. No other person will enter either Tech Store, Tech Weapons Store, or Armourers shop unless permission is given by the person in charge of the store, and storeman/armourer is in attendance at all times during the persons presence. MCRO 94/96 refers.

ACCOUNTING - SIGNALS STORES ACCOUNTING

- 97. The following procedure will be carried out for Signal Stores within 3 RAR.
  - (a) Once per month the coy 2IC accompanied by the IC/Sig Det will both personally conduct a 100% stocktake of all signal equipment on issue to the coy sig det.
  - (b) Short notice will be given by the RSO as to the date when coys will simultaneously carry out this stocktake. Stock sheets showing all items on charge to the coy sig det will be submitted just prior to the stocktake, to the coy 2IC by the sig pl sgt.



- (c) The result of this stocktake will be submitted to the RSO together with L and D reports covering any deficiencies resulting from the stocktake within 24 hours.

98. The procedure to be adopted with L and D reports as regards signals equipment only is laid down as follows:

- (a) A special L and D form will be used for loss and damage to signal equipment. See proforma Appendix 'F' attached.
- (b) L and D reports will be submitted in quadruplicate within 24 hrs of the discovery of loss or damage
- (c) The report will be investigated by an officer within the coy.
- (d) Three of the L and D <sup>Reports</sup> will be forwarded by the coy 2IC to the RSO at the CP who will make necessary recommendations. One copy is retained by the coy 2IC. The RSO will forward one copy to the Battalion 2IC and the other two will be sent to the sig store KUALA KANGSAR. One will be held by the sig store as a watch copy and one sent back to the coy 2IC showing whether a replacement is made immediately on a packing note or whether the item is written off the coy sig dets charge. This copy will NOT indicate the recommendations of the Commanding Officer. The sig store will retain the watch copy.
- (e) For "write off" or "member to pay" the chain will be shown in diagram Appendix 'G' attached. In the case of "member to pay" the L and D is returned to the coy 2IC for WF 22 action.

99. IC/Sig Dets are to note that packing note books will replace 108 books in present use. The procedure for use of packing note books will be as follows:

- (a) Where stores are required to be sent from one coy direct to another, on orders of the RSO, Three copies will be made out. Two copies are sent with the stores for signature and one returned as soon as possible to the issuing coy. The third is to be sent direct to the sig pl sgt at the signal store KUALA KANGSAR. The packing note book will never be sent but always retained by the coy.
- (b) Where stores are issued to pl sigs two copies will be made out by the IC sig det and both signed by the recipient. One copy is retained by the IC sig detachment. This will apply every time stores are taken out on operations and on their return they will be checked back into the coy sig det store and any L and D reports made out on the spot.

100. IC sig det will NOT under any circumstances go out on operations without the personal permission of the RSO. Before proceeding on standdown they will nominate a replacement as IC sig detachment.

#### ACCOUNTING FOR SPORTS EQUIPMENT

101. The following Instructions are issued to detail the procedure to be followed by the Unit Sports Storeman for accounting and control of 3 RAR Regimental Property Sports Equipment.

- (a) All items of sports equipment purchased by the unit will be brought on charge and accounted for on <sup>unit</sup> ledger under the heading of Regimental Property.  
On delivery of the equipment to the unit it will be checked by the QM and vouchered to the Sports Store.
- (b) On receipt of the equipment at the Sports Store the storeman will check all items against the issue voucher and if satisfied he will receipt the QM's issue voucher.



The original copy of the receipt voucher AAF F14 will become the accounting voucher to support entry in the Sports Store ledger to bring the equipment to ledger charge (See Annex 'H' ENTRY (1))

- (c) On receiving distribution instructions for sports equipment from the Unit DPRI/Sports Officer the items will be issued and signed for on AAF F14. This voucher then becomes an issue voucher to support distribution in the sports store ledger. (See Anx 'H' ENTRIES 2-3-4-5)

The original copy of the AAF 114 will be forwarded to the Sub-Account with the equipment issued, and the duplicate copy forwarded to the QM to support G1033 issue voucher.

- (d) Sports equipment being returned to the Sports Store by Sub-Account will be recorded in the Sports Store Receipt Book (AAF 14) and signed for by the Sports storeman.

This voucher will then become a receipt voucher to support distribution in the sports store ledger (See Anx 'H' ENTRY (6))

The Original Copy of the receipt voucher will be handed to the Sub-Account to support their G1033 return voucher to the QM, the duplicate copy being forwarded to the QM for information.

- (e) Items of equipment that become unserviceable and have been destroyed or disposed of as recommended by the Unit Board of Survey will be vouchered to QM on Issue Voucher F14 and adjustment made to ledger.
- (f) Issues on a one for one basis may be made subject to the approval of the DPRI/UNIT Sports Officer if sufficient stocks are available.
- (g) The use of Day Book Issues will be restricted to members of D and Adm Coy unless otherwise authorised. Issues made on the day Book must be returned cleared within 24 hrs of time of issue. Any member who fails to return item on day Book signature within the time specified will be reported to the Coy immediately. This report will be handed to the QM for further action.
- (h) Equipment returned to the Sports store as unserviceable will be inspected by the Sports Officer to ensure that the damage was not caused by misuse or neglect. If it is considered that the damage was caused through neglect the items will be forwarded to the QM for a decision on action to be taken against the offender.
- (j) If any losses of day book issues are reported, the person concerned will be directed to submit an L & D through his Coy. A notation will be made against the members signature to the effect that the loss has occurred and action as for Part II completed.
- (k) On the last day of each month/<sup>a</sup>list of equipment unserviceable will be submitted to the QM for inspection and submission for Board of Survey
- (l) The Sports Storeman will visit all coys and outlying sub units at least once per fortnight. Whilst there he will advise on and carry out any repairs or maintenance and inspect all stores for damage and usage. The Sports Storeman will be responsible at all times for the security of Regimental Property under his care and will maintain his equipment in a clean and serviceable condition.



STORES/EQUIPMENT/FITTINGS/WORKS - ROUTING OF DEMANDS

102. Attached at Anx 'J' is a summary of all types of stores and equipment, the authorities for issue of these stores, and places/authorities to whom indents are submitted.

UNIT STANDARD STOCKTAKING PROCEDURE

103. Attached at Anx 'K' is listed the standard procedure for unit stocktakes. This procedure will be adopted at all unit stocktakes.

*W B [Signature]*  
Major  
2IC 3 RAR.

DISTRIBUTION:

- |        |               |
|--------|---------------|
| CO     |               |
| 2IC    |               |
| Adjt   | A Coy         |
|        | B Coy         |
| QM (2) | C Coy         |
| TO     | D Coy         |
| IO     | Sp Coy        |
| Sig O  | Adm Coy .     |
|        | 1 RAR (2)     |
| RMO    | File          |
| RSM    | War Diary (2) |



PERSONAL ISSUES TO BE MAINTAINED IN MALAYA

AAB 83

H 1157

F 12

HATS KH FUR (complete)  
 GAITERS Canvas  
 DISCS Identity  
 BOOTS AB  
 LACES Leather  
 SHOES Black  
 BAGS Kit Univ  
 BRUSHES BLACKING  
 " Polish  
 " Shaving  
 " Tooth  
 COMBS Hair  
 DRESSINGS Field  
 HOLDALIS  
 HOUSEWIVES  
 KNIVES Clasp  
 LANYARDS  
 MIRROR  
 RAZORS (Safety)  
 TOWELS Hand  
 WALLETS W/proof  
 TINS Mess Rect  
 SHEETS Ground  
 KNIFE Lightweight  
 FORK "  
 SPOON "  
 MUGS Enamel  
 TRUNKS Steel  
 Ribbons Medal

BELTS Waist 44 patt  
 BOTTLES WATER  
 BRACES 44 patt  
 CARRIERS Water Bottle  
 FROGS Bayonet  
 HAVERSACKS 44 patt  
 POUCHES BASIC L  
 " " R  
 SLINGS Rifle  
 STRAPS HAV L  
 STRAPS HAV R  
 MACHETTE  
 SHEATHS MACHETTE  
 STONES sharpening  
 ROPES Toggle  
 PONCHOS  
 BAGS Pack w/proof  
 BAGS Food  
 BOOTS JUNGLE  
 BOOTS HOCKEY  
 DRAWERS Cellular  
 " Muslin  
 CONTAINERS Soap  
 HOSETOPS Khaki  
 JACKETS Bush  
 JERSEYS Jungle  
 HATS JUNGLE  
 PUTTEES  
 SHORTS OG  
 SOCKS Worsted  
 SIGNS AMF  
 SIGNS Formation  
 Commonwealth  
 TITLES EMB RAR  
 TROUSERS OG  
 RAGS Sweat  
 GARTER FLASHES  
 SHORTS PT  
 VEST PT  
 VEST Cotton Green  
 BLANKETS OG.

Kits cleaning rifles.  
 PRESIDENTIAL Citation  
 BLANKETS US  
 NETS MOSQUITO  
 PILLOWS Fea Med  
 PILLOW SLIPS  
 SHEETS Cotton Single  
 COAT HANGERS  
 PLATES Dinner  
 PLATES Soup  
 Plates Tart  
 Plates Tea  
 BEDSTEADS Non fold  
 MATTRESSES Coir  
 MATTRESSES FORM R.  
 WEAPONS

Special for Cooks

JACKETS COOK  
 TROUSERS COOK  
 APRONS COOK  
 HATS COOK  
 SHIRTS COOK

Special for Tpt Pl

BERETS



3 RAR "Q" CLEARANCE

No.....	Rank.....	Name.....
Coy Q.....	Army Kote.....	
Coy HQ Ord Room.....	Sgts Mess.....	
Library Rep.....	Offrs Mess.....	
Sports Store.....	Pay Sgt.....	
Postal Cpl.....	Signal Store.....	
RSM.....	I Section.....	
RMO.....	QM.....	
D Coy Text Book Library.....	Bn HQ Ord Room.....	

(a) One copy of BHQ (b) One copy of Coy.



CO's LIST OF CHECK POINTS FOR CHECKING OFFICER

1 LEDGERS

- Postings up to date - .....
- Nomenclature used current - .....
- Catalogue Number quoted on head of AAF.F7 - .....
- Entitlement endorsed on head of AAF.F7 .....
- Unit entitlement not exceeded - .....
- Registered numbers checked to AAF.F7b- .....
- Have all completed folios AAF F7 been .....
- added up, balanced and B/F correctly? .....
- 100% Internal check of postings and additions .....
- up to date - .....
- What errors were noted and how adjusted? .....

2. VOUCHERS

- Preparation of vouchers - .....
- Have all vouchers received and issued .....
- been correctly registered. ....
- Check voucher Register AAF.F7a- .....
- Follow-up action re missing and incomplete .....
- vouchers - .....
- Discrepancy Reports - are all adjusting .....
- vouchers? .....
- Internal check 100% .....

3. CLOTHING

ARA

- Check 100% entries to AB. 83 from F201, F25a .....
- and WF.22- .....
- Check 100% WF. 22 pricing and additions - .....
- WF.22 - are acknowledgements held from CPM? .....
- Scales of Issue - .....

CMF

- Check AAF.F35 to AB.58 and vouchers 0 ) .....
- Scales of Issue - are these adhered to? ) .....
- Boot Repair Register G1045 and entry to AB 58) if .....
- AAF.F25a withdrawals to AAF.F35 & AB.58 ) requi- .....
- Entry of AAF.F50 to AB.58 ) red. ....
- Entry of R.O. Part 11 to AB.58 - ) .....
- Internal check 100% - ) .....

4. SUB-ACCOUNTS.

Headquarters -

- Reconciliation of Distribution Slips - .....
- Maintenance of Control Pad of vouchers - .....
- Maintenance of Register of Folios AAF .F7c .....
- Check of Inventories AAF.F54 - .....

Sub Account Ledger -

- Check arrangement - .....
- 100% check of postings by Officers of Coy .....
- Check Register of vouchers with control copy .....
- Reconciliation with master ledgers - .....
- Check Registered numbers - .....
- Security .....

5. BARRACK EQUIPMENT

- Check AAF.F12 for issue and return procedure .....
- Check Laundry Book and Register - .....



CO's LIST OF CHECK POINTS FOR CHECKING OFFICER

CHECKING OFFICERS  
REPORT FOR MONTH OF

6. SECURITY

- Storage arrangements -
- Accounting records -
- Ammunition -
- POL -
- Arms -
- Rifle Bolts and Breech blocks -
- Safe keys -
- Key Register maintained up to date -

7. SPOT CHECKS

- Recording of items checked -
- Financial adjustment of Discrepancies
- Endorsement of items checked in ledgers -

8. CAMP STORES

- Check AAF.FI for correct procedure

9. G.O's SCHEDULES

- Monthly submission -

10. STOCKTAKING

- Cut off date established -
- Is register of Vouchers ruled off at out off date?
- Stock sheets prepared -
- Rough stock sheets prepared and retained -
- Ledger rulings -
- Entry of stock figure and Stocktaking Officer's initials and date in ledger -
- Does ledger balance agree with AAF.F19
- Postings of P.A.V. -
- Financial adjustment of Discrepancies -

11. STORES

- Layout and segregation
- Condition - is Board of Survey required?
- Receipt and Despatch -
- Security -...

12. V.O.L.

- Check Summary of tools allocated to Vehicles
- Reconcile with ledgers -
- Check tools on issue to Drivers -

13. AMENDMENTS

- Check LET Basic Schedules and Price Lists, SOE Pam 1 to 10 -
- QM's index of Standing Orders and Instructions
- Is this maintained up to date?

14. PUBLIC MONEYS ACCOUNT

- Check all transactions to cash book -
- Check cancelled receipts
- Check official receipts and cheque books
- Check all vouchers for authority -
- Check quarterly reconciliation of cash book with Bank Statement -
- Check frequency of banking remittance to CPM
- Security of Accounts and money held



CO's LIST OF CHECK POINTS FOR CHECKING OFFICER

CHECKING OFFICER'S  
REPORT

15. WELFARE AND BETTERMENT FUND

Check to see if moneys granted has been expended during the financial year -

Check minute book for authority of expenditure.-

16. PETTY CASH

Check all transactions and authority for Expenditure -

17. POSTAGE BOOK

Monthly balance and 100% check -

18. P.O.L.

100% check of all records -

19. LEAVE RECORDS

100% check of all records -

20. REGIMENTAL PROPERTY

Check to see if non-expendable items purchased have been brought to charge -

Check Minute Book for authority to incur expenditure -

Check half-yearly reconciliation of cash book with Bank Statement -

Check by Regimental Audit Board -

21. ACCOUNTABLE FORMS

100% check of all forms held -

CERTIFICATE

I certify that the above action has been completed in full detail and report as above, submitted.

.....  
Checking Officer

.....  
Date

COMMENTS BY C.O.

Date .....

.....CO



MBI 26/56 BARRACK DAMAGES

AIM.

1. The aim of this instruction is to give guidance on the question of imposing collective deductions for barrack damages made under the provisions of AMR & O 486 and to lay down the method of collection and accounting for the amounts levied.

GENERAL

2. It should be realised by all that the imposition of a collective levy on account of barrack damages is not a means of compelling a unit to pay for normal wear and tear on buildings etc. It is a disciplinary measure aimed at punishing all those who may be held responsible for unwarranted damage or loss when individual responsibility cannot be fixed.
3. The necessity to impose a collective levy in a unit should be rare as it normally reflects upon the discipline of that unit by indicating slackness among junior officers and NCOs in carrying out their administrative duties.
4. With good unit administration, it should normally be possible to fix the responsibility for any wilful damage or loss upon the individuals concerned and to take suitable disciplinary action against them, vide AMR & O 345 (1)(viii) and 418 (2) (f).

CONDITIONS UNDER WHICH A COLLECTIVE DEDUCTION MAY BE IMPOSED

5. For the purpose of the next two paragraphs of this instruction only, a unit is intended to include a company, platoon or equivalent and the occupants or common users of a room as may be applicable.
6. Before any collective charge is assessed for barrack damages, the following must be established by an investigation:-
  - (a) The damage or loss is in respect of premises, or the contents or appurtenances of premises, where soldiers are quartered (This is intended to cover mess-rooms, kitchens, recreation rooms, ablution blocks and other premises directly associated with soldiers' living quarters. It does not cover accommodation in the nature of storehouses, garages, etc, which are not directly connected with the living quarters).
  - (b) Regular inspections not less than once every four weeks have been carried out by the officer who is responsible for the administration of the premises concerned.
  - (c) The damage has been occasioned by the wilful act or negligence of a person or persons who cannot be identified.
  - (d) The person or persons who occasioned the damage appear to belong to the unit upon the members of which it is proposed to levy the collective deduction.
  - (e) The particular damage appears to have been caused during a period when that unit was in occupation of the premises.
  - (f) The description of the unit occupying or using the premises.
  - (g) The replacement value of the damage or loss.
7. The foregoing facts will be determined by an investigating officer appointed by the commanding officer and will be made the subject of a written report.
8. In assessing the replacement value of the damage or loss, the investigating officer will ascertain the current vocabulary rates for stores (where applicable) and seek the assistance of representatives of the RAE and other army servicing corps wherever technical assistance is required. The cost of Army labour used for repairs will not be included in the assessment.



- 9. Subject to the limitation that an individual share will in no case exceed ten shillings, the share of each soldier will be assessed mathematically to the nearest penny by dividing the full amount of the damage or loss by the number of soldiers concerned.

METHOD OF RECOVERY OF INDIVIDUAL CHARGES.

- 10. The title of the sub-unit (s) upon which barrack damages are to be imposed, or where this is not applicable, the name of each officer or soldier concerned, and the amount of the share to be paid by each individual will be published in unit orders in sufficient time to permit the recovery to be effected on the pay day next after the investigation. Where a number of units are accommodated within a limited area and an Area Command is administering units within that area, the publication of amounts due from soldiers and other relevant details will be effected in Area Command Orders rather than those of the individual units. The number of soldiers involved and the assessed value of the damage or loss will also be published in unit or Area command orders as the case may be.

- 11. The amounts will be recovered in cash and will not be entered in the soldiers pay book.

METHOD OF ACCOUNTING.

- 12. An official receipt will be issued by the unit or Area Command for the total amount recovered from the soldiers in accordance with the unit or Area Command order. The official receipt will give a reference to the order under authority of which the collection has been made.
- 13. The total amount collected will, as soon as practicable, be paid into the Paymaster serving the unit or Area Command and an official receipt obtained. Details of the order constituting the authority for collection, names of soldiers from whom amounts have been received and the particulars of soldiers from whom collection could not be made, will be furnished to the Paymaster at the time of payment.
- 14. Amounts received by Paymasters will be brought to account in the next succeeding Field Return, and will be credited to Defence Revenue in the accounts of controlling Command Pay Offices. Expenditure arising from the need to repair damage or loss will be charged to normal Army vote.
- 15. Where total collections fall short of the estimated cost of making good the damage, an application for writing off the difference as a charge to public funds must be prepared by the unit and submitted through normal channels to the appropriate authority for approval.
- 16. This instruction replaces MBI 86/1953.

(AG. A247/1/112)



Q Administration

Coy Ref No. \_\_\_\_\_

3 RAR

LOSS AND DAMAGE REPORT

I, No.....Rank.....Name.....

report the damage of the following articles:-  
loss

Date.....

Signature.....

The circumstances were as follows:-

Signature.....



REPORT OF INVESTIGATING OFFICER

I, No.....Rank.....Name.....

have investigated this loss or damage and report as follows:-

Date..... Signature.....

COMMENTS AND RECOMMENDATION OF COY COMD/SUB ACCOUNT HOLDER

Date..... Signature.....

DIRECTION BY COMMANDING OFFICER

X Items to be written off charge at public expense, Regt Funds

X Items to be written off by stoppage against soldiers pay

X File to be returned to Coy concerned and soldier charged with

WF 22 No.....

AAF F2 No.....

Receipt No.....

AAF G1033 No.....

N1500 CO Schedule No.....

Lt Col  
CO 3 RAR

ACTION OF ADJUSTMENT TO SUB A/C BY BN STORE

Replaced by Bn Store Packing Note AAF F14 No.....refers.

AAF G1033 No.....refers.

Action completed.....(initials)

.....Date.







PROCESSING LOSS AND DAMAGE REPORTS

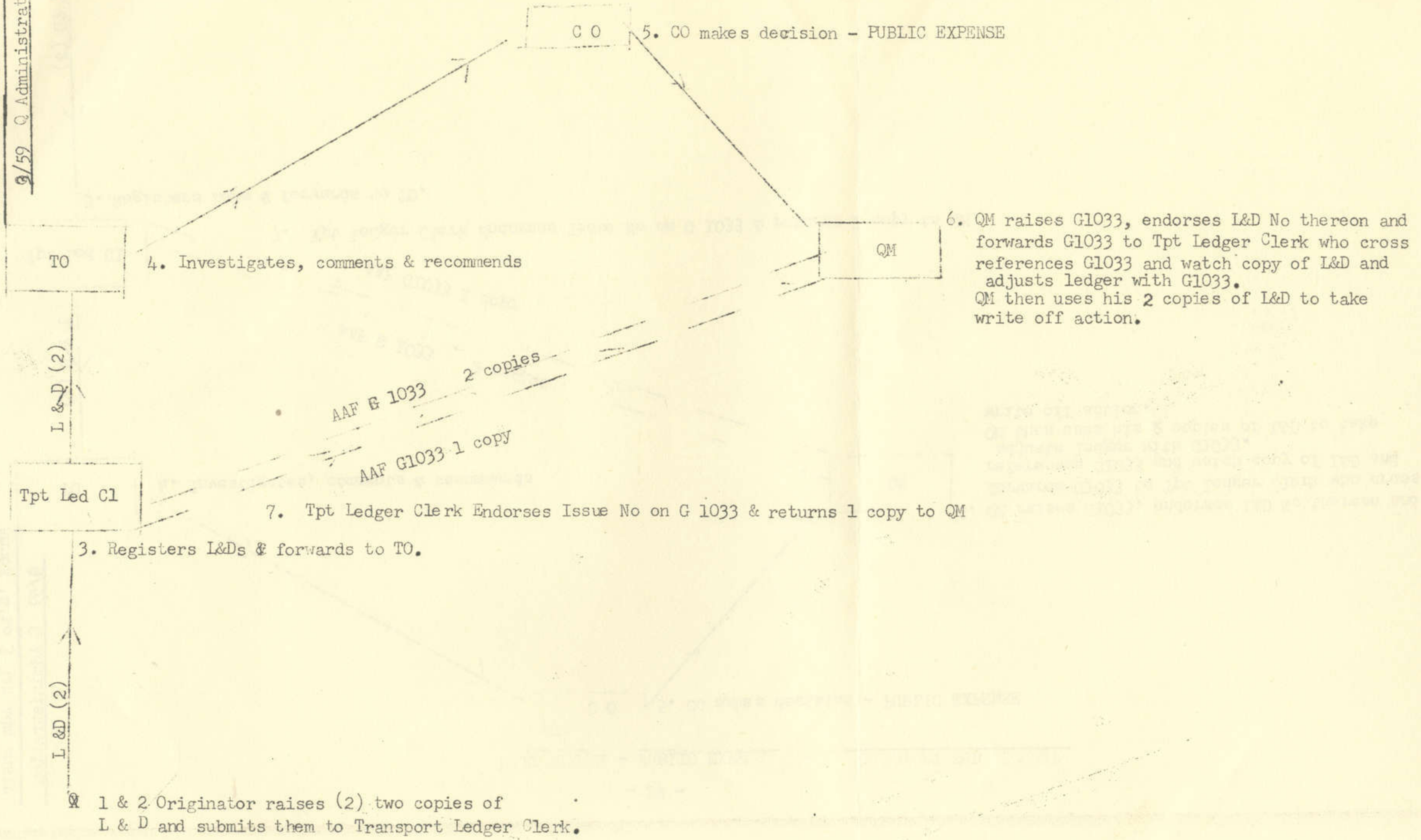
GUIDE FOR TRANSPORT LEDGER CLERK

1. Origin of Stores on charge. Stores on charge to transport fall into two distinct categories i.e.:-
  - (i) Stores issued to Transport Pl direct from outside unit sources which are referred to in the accompanying L & D instructions as TRANSPORT STORES, and which are held on charge by MTO:
  - (ii) Stores issued to Transport Pl by the Quartermaster and which are on QMs' ledger charge which are known in the accompanying instructions as UNIT STORES.
2. Action on receiving L & D from member. Immediately you receive two copies of L & D Report from member you will take the following action.-
  - (i) Ascertain into which category the lost or damaged stores fall and clearly endorse both copies either as TRANSPORT STORES or as UNIT STORES;
  - (ii) Register L & D in register provided.
  - (iii) Forward both copies of L&D to Transport Officer for Investigation, comments and recommendation.
  - (iv) In the case of transport stores section & Cat No to be shown against item.
3. Should you receive L&D Reports involving stores on issue to members from Adm Coy or other sub-units, you will take no action beyond instructing member to submit L&D to the QMS of Adm coy or other sub-unit having the stores on charge.
4. Types of Vouchers Mentioned on Instruction
  - (a) AF G1033. This voucher is used to adjust Tpt ledger in respect of TRANSPORT STORES. i.e. stores received by Transport direct from outside sources as in 1. (i) above.
  - (b) AAF G1033 (Aust). This voucher is used for internal accounting and is used to adjust ledger in respect of stores issued to Transport by the QM.
  - (c) AFG 998. Used by QM to obtain price of item.
  - (d) N 1500 Monthly Schedule of write offs by CO.



UNIT STORES - PUBLIC EXPENSE - TRANSPORT SUB ACCOUNT

Annex 'E' to 3 RAR Adm Instr  
3/59 Q Administration

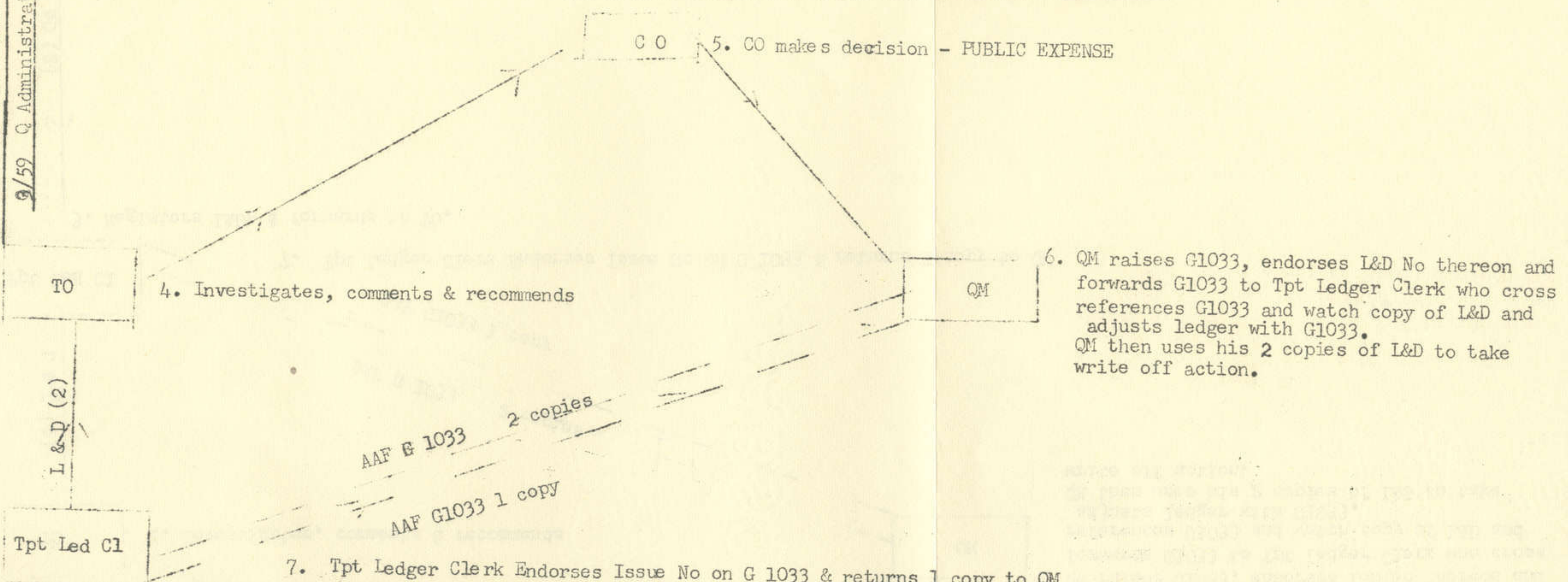


1 & 2 Originator raises (2) two copies of L & D and submits them to Transport Ledger Clerk.



UNIT STORES - PUBLIC EXPENSE - TRANSPORT SUB ACCOUNT

Annex 'E' to 3 RAR Adm Instr  
9/59 Q Administration



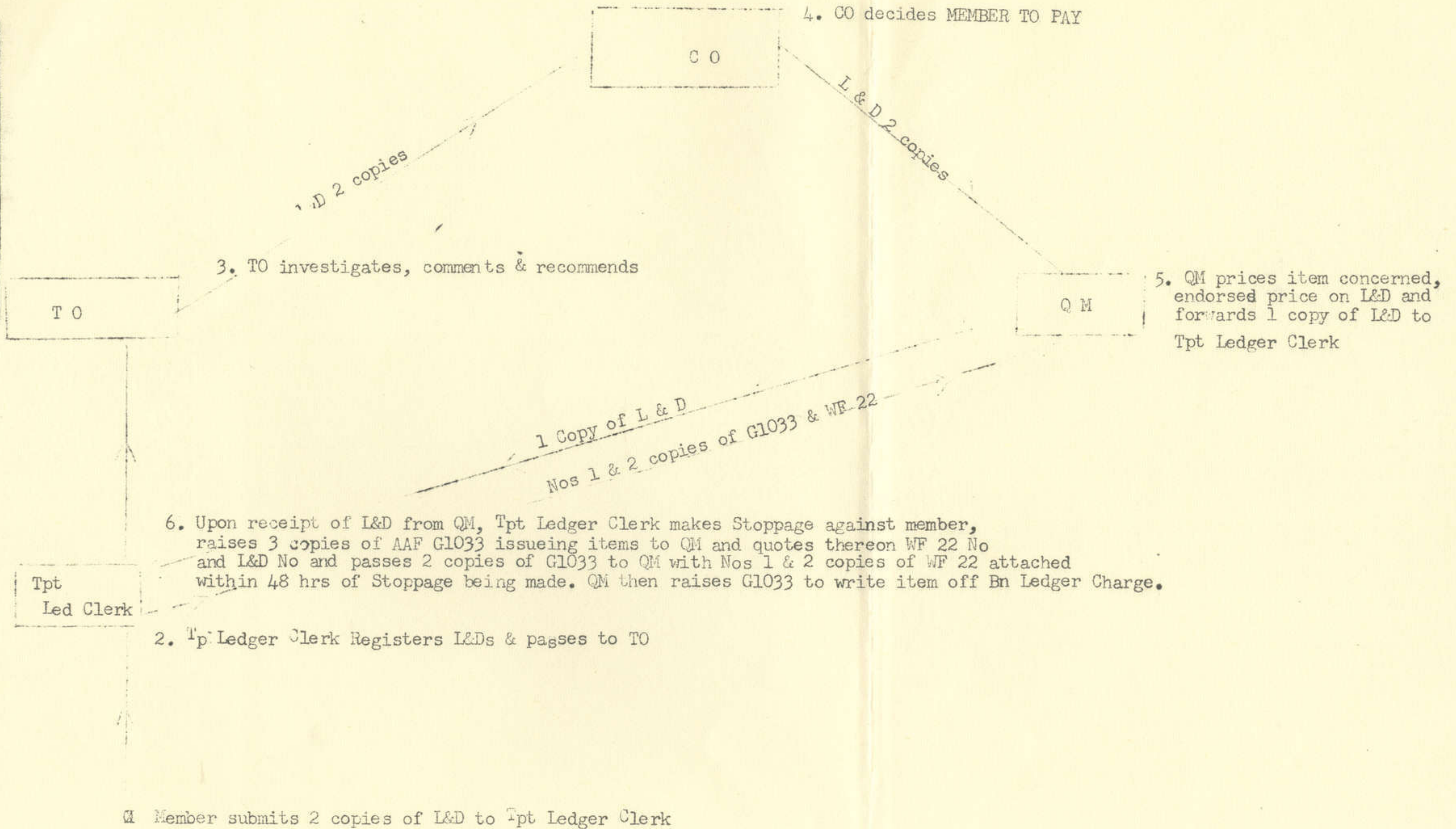
1 & 2- Originator raises (2) two copies of L & D and submits them to



UNIT STORES - MEMBER TO PAY

TRANSPORT SUB ACCOUNT

Annex 'E' to Adm Instr 3/59  
Q Administration



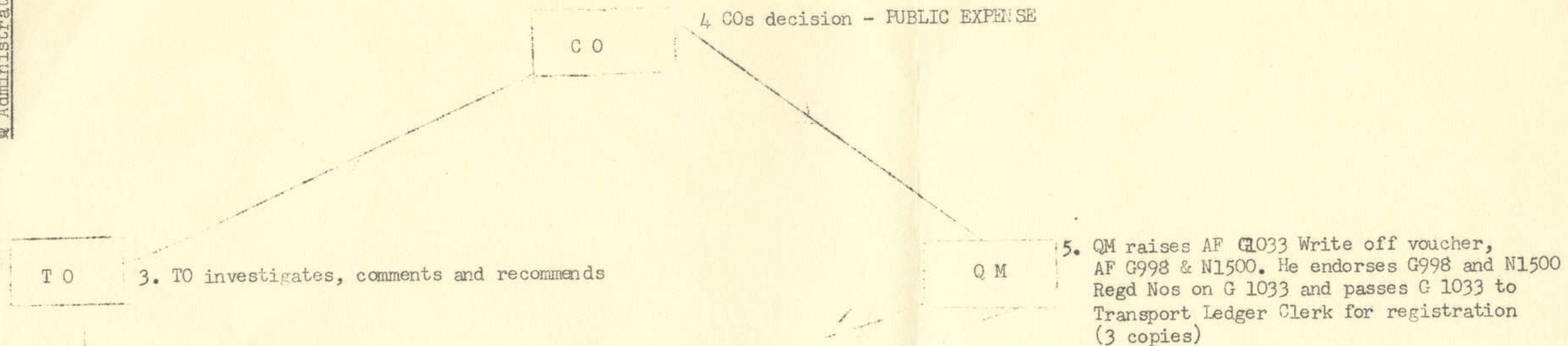






TRANSPORT STORES - PUBLIC EXPENSE

Anex 'E' to 3 RAR Adm Instr  
Q Administration



T O

3. TO investigates, comments and recommends

C O

4 COs decision - PUBLIC EXPENSE

Q M

5. QM raises AF G1033 Write off voucher, AF G998 & N1500. He endorses G998 and N1500 Regd Nos on G 1033 and passes G 1033 to Transport Ledger Clerk for registration (3 copies)

3 Copies G 1033  
2 Copies G 1033

Tpt  
L C

2. Tpt Ledger Clerk registers, enters Section and Cat. No. and forwards both copies to T.O.

6. Tpt Ledger Clerk registers 3 copies of AF G1033, retains 1 copy to adjust ledger and returns remaining 2 copies to QM 1 copy forwarded with N 1500 and 2nd copy attached to "Q" file copy of write offs.

Q 1. Member submits 2 copies of L&D to Tpt Ledger Clerk



Date.....

LOSS AND DAMAGE REPORT SIGNAL EQUIPMENT

Coy Ref No.....  
(To be made out in quadruplicate)

I, No.....Rank.....Name.....

report the damage of the following signal equipment:  
loss

The circumstances were as follows:-

Signature.....

REPORT OF COY INVESTIGATING OFFICER

I, No.....Rank.....Name.....

Have investigated this loss or damage and report as follows:-

Date.....

Signature.....



COMMENTS AND RECOMMENDATION OF RSO

Date.....

Signature.....

DIRECTION BY COMMANDING OFFICER

- X Items to be written off charge at public expense, Regt Bunds
- X Items to be written off by stoppage against soldier's pay.
- X File to be returned to Coy concerned and soldier charged with
  - WF 22 No.....
  - AAF F2 No.....
  - Receipt No.....

Lt Col  
CO 3 RAR

ACTION FOR ADJUSTMENT TO SUB/AC BY UNIT SIGNAL STORE

- A. Replaced by Sig Store on Packing Note No.....
  - B Written off Coy Sig detachments charge. Sig Store AAF F78
- Adjusted by.....

.....  
(Sig Pl Sgt)

Date.....



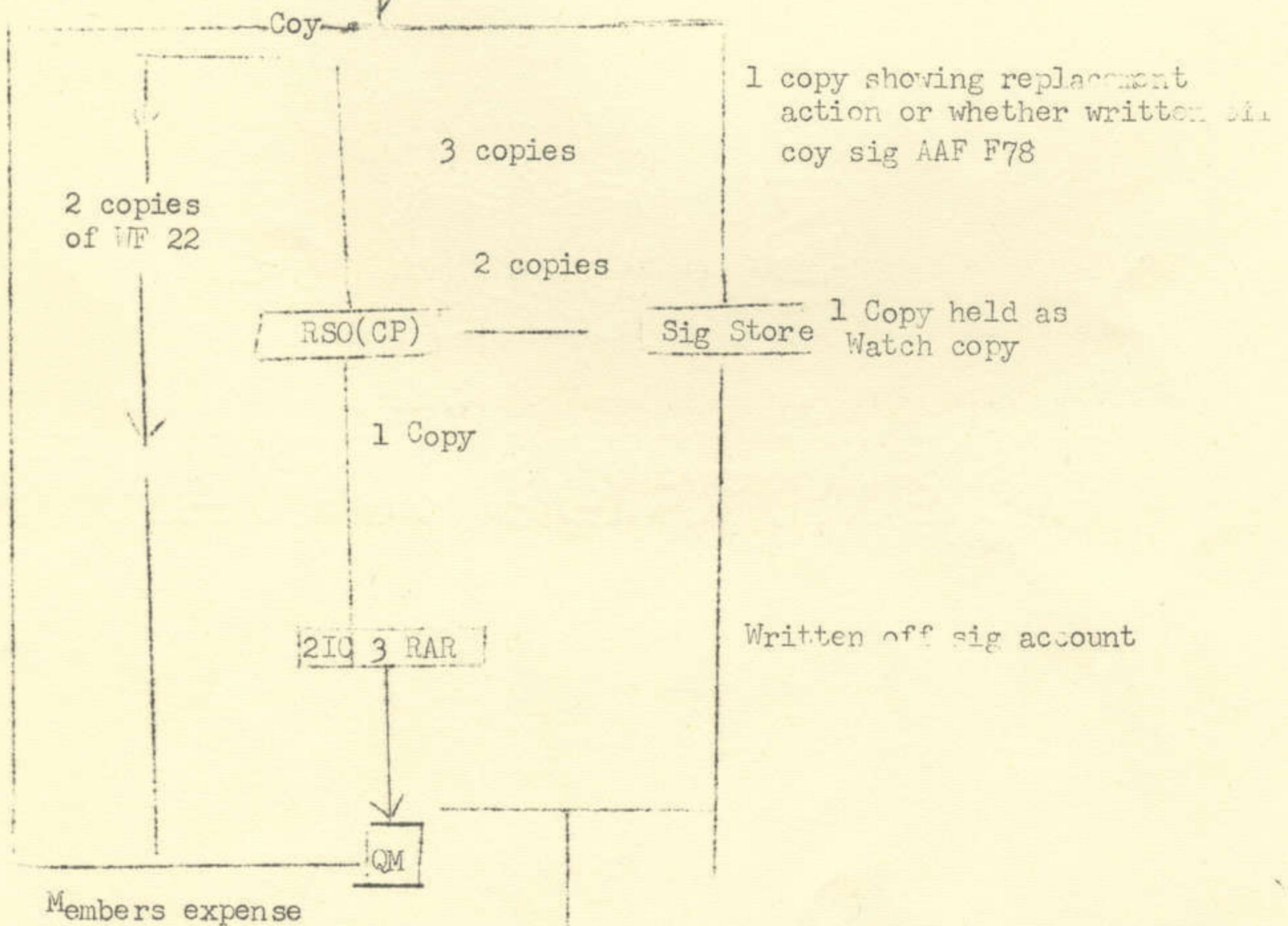
CHANNEL FOR SUBMISSION OF LOSS AND DAMAGE REPORTS - SIGNAL STORES

Loss or damage of signal equipment

↓  
4 Copies of signal L and D made within 24 hrs

↓  
Investigated by coy officer

↓  
Coy 2IC (retains one copy for file)



Written off at public expense

Written off bn Ledger Charge



No	Name	UNIT EQUIPMENT				ARMS		Signature of person	
		A Coy	B Coy	C Coy	D Coy	Sp Coy	Adm Coy		STORE
AF 114 No	Date	Voucher							Checking entry
C104271	1.4.58	Q/RV					32	32	
C106271	4.4.58	A/IV 6					26	32	
C106272	4.4.58	B/IV 6					20	32	
C106273	4.4.58	C/IV 6					14	32	
C106274	4.4.58	SP/IV 6					8	32	
C107216	14.4.58	B/RV 4					10	32	

POINTS TO NOTE ON LEDGER KEEPING:-

1. The prefix letter of the consignor is shown in front of the RV.
2. The prefix letter of the consignee is shown in front of the IV.
3. When a sub- a/c ISSUE or receipt entry is made in the Ledger the distribution figure alters to agree with the amount on issue to the sub A/C
4. On receipt of issues from or to the QM, both the store and Ledger balance alters.



INDENTING

<u>ITEM</u>	<u>AUTHORITY FOR ISSUE</u>	<u>SUBMITTED TO</u>
(a) (i) OPERATIONAL <u>AMMUNITION</u>  (ii) TRAINING	(i) G1098 Scale (ii) MCRO 478/55 (iii) Special Authority 'G' Branch  (i) Scale of Drill Ammo AC1 309/55 (ii) Demo Explosives and Mechanisms for Training MCRO 125/56 (iii) Scales of Common User Ammo	CRAOC 17 GURKHA Div/OCLF  Through DADOS 28 Bde
(b) (i) Theatre Controlled <u>BATTERIES DRY</u> MCRO 2/57 Appx 'C' refers  (ii) All others	MCRO 2/57	DADOS 28 Bde Passed to (i) CRAAOC HQ 17 GUR DIV for approval. Issued by (ii) Ordnance Field Park TAIPING.
(c) <u>CLO. EQPT &amp; NECESSARIES</u> (i) Frequently demanded Items (Bulk Demand)  (ii) Infrequently Demanded Items.	(a) Initial issues (b) Maint Issue FARELF Clo scales 1 & 4. Appx 'D' of MCRO 2/57 Aust Scale 284/1 MCRO 2/57	(i) DADOS HQ 28 BDE  (ii) Issued in monthly bulk by ICT & rail from 3 BOD Singapore.
(d) <u>TECH STORES</u> (i) Controlled  (ii) Non-controlled (☒)  (☒) except as in "E"	(i) WO of ADOS Controlled ) G 1098 Scale (ii) Staff Theatre Controlled ) or (iii) DADOS controlled ) Special Authority	By authority (i) } CRAOC 17 GUR DIV /OCLF (ii) } through DADOS HQ 28 BDE (iii) DADOS HQ 28 BDE



ITEM	AUTHORITY FOR ISSUE	SUBMITTED TO
(e) <u>MATERIAL FOR REPAIR OF ARMS AND WIRELESS EQUIPMENT</u>	G 1098 Scale	Ordnance Field Park TAIPING Indents through DADOS HQ 28 Bde.
(f) <u>STATIONERY</u> (i) UK AF, AB & Pubs (Indent on AB 222) and Controlled stationery Paper, Envelopes & Office requisities (Indent on AAB 229)  (ii) All remaining Aust stationery (Indent on G 982E)	(i) GRO 100/56 Appx "A"  (ii) Special Authority	DADOS HQ 28 BDE
(g) <u>ENGR STORES &amp; WORKS</u> <u>INDENT ON</u>  (i) AFK 1306 (ii) AFK 1308 (iii) Annex 'K' to 28 Bde Adm SOs	(i) 28 Bde Adm SOs	DCRE N MALAYA TAIPING
(h) <u>TENTAGE</u>	GRO 606/55	Initial Issue - CRAOC 17 GURKHA Div/OCLF Maint Issue - DADOS HQ 28 Bde.
(i) <u>CONSUMABLE AND EXPENSE STORES</u>	(i) MBI 55/54 (ii) Eqpt Regs Pam 2, Para 3	DADOS HQ 28 Bde

NOTES: All indents for special projects and Issues in Excess must be authorised by Formation Staff Vide MCRO 2/57 Appx 'B'



UNIT STANDARD STOCKTAKING PROCEDURE

GENERAL

1. (a) A stocktake of stores and equipment in possession of 3 RAR will be carried out during dates to be notified.
- (b) The counting of stores will be completed by date to be notified.
- (c) Items under Stock take will be promulgated successively before each stocktake.

STAFF

2. (a) Stocktaking Officer - To be nominated
- (b) Stocktaking Supervisor - QM
- (c) Stocktaking Teams - To be nominated.
- (d) Stocktaking Reconciliation Accountant - To be nominated.

MOVEMENT OF STORES

3. No movement of stores between sub-accounts or Bn Q store will take place after stocktaking has commenced until clearance given by QM.

BRIEFING OF STOCKTAKING TEAMS AND SUB-ACCOUNTANTS

4. (a) This briefing will be conducted prior to each stocktake at times to be nominated.
- (b) All members of stocktaking Team will attend and Coy 2ICs & CQMS. All other sub-accountants or representatives will be present.

DUTIES OF SUB-ACCOUNTANTS

5. Responsibilities

- (a) (i) As accounting officers, it is a sub-accountant's responsibility to produce to the Stocktaking Team all stores in his possession. It is not the Stocktaking Team's duty to find them.
- (ii) The question of "not on ledger" does not arise as surplus stores held by one sub-accountant and NOT declared could be a deficiency for another sub-accountant or for the Bn Q Store.
- (b) All stores will be readily assessable.
- (c) (i) CQMS or sub-accountant will be present and work with the Stocktaking Teams during the complete stock count.
- (ii) If he is unable to recognise all stores himself he will ensure that a member who can, is present or that unrecognisable items are identified before stocktake commences.



6. Action prior to Stocktake

(a) Vouchers

Ensure that all vouchers have been posted to ledger and that issue and receipts columns have been added to last posting (in pencil) and the balance checked and reconciled.

(b) Inventories

All inventories will be checked.

(c) Private property

The list of registered private property will be checked.

(d) AAF F12 Issues

The summary of F12 issues will be checked for currency and accuracy. F12s to be ruled off and totals brought down.

(e) Working Stock Sheets

Sub accounts will prepare typed working stock sheets in duplicate ensuring that:

(i) nomenclature is shown in ledger folios

(ii) all registered numbers are checked against the ledger and are listed in numerical order.

(iii) Bn Q will produce rough stock sheets listing all reg nos of controlled items within the Bn.

(f) Keys to locked containers

Ensure that these will be available.

(g) Loan Stores

Stores held on loan from other sub-accounts will be returned. The day book will be cleared. This last is most important.

(h) All ammo will be returned to Coy or Bn Ammo Stores as applicable.

7. Action during count of stock

(a) The stock count and the location of stores will be recorded on sub accounts own copy of the working stocksheets.

(b) The certificate at the foot of both Working Stocksheets will be completed.

8. Action after count of stock

Discrepancies revealed by AAFs F46 (statement of Discrepancies) will be investigated and report forwarded to the QM by 7 days after submission of stock sheets.

9. Action for count of Controlled Stores & F12 Items.  
As per Annex "X"

10. DUTIES OF STOCKTAKING TEAMS

Action prior to Stocktake.

Each Stocktaking Team will liaise with the appropriate sub-accountant to ensure that mutual agreement can be reached for the time of stocktake of items other than registered or controlled items, which of necessity must be in use during normal working hours.



11. Action during count of stock

The Stocktaking Team will ensure that:-

- (a) Private Property of DD origin  
not included in a registered list is included in the stock count.
- (b) Locked containers  
are opened and any DD stores therein are included in the stock count.
- (c) Inventories  
are checked to ensure that all stores belonging to a particular location have been produced.
- (d) AAF F12 issues  
each summary of AAF F12 issues is checked in detail against each individual AAF F12 which in turn will be checked against the roll book to ensure that the member in receipt of issues is on strength. NB. Items on AAF F12 check will not include barrack stores for this stocktake.
- (e) Identification  
of stores is in accordance with correct nomenclature.
- (f) Marking of stores  
As stores are counted they are marked with one colour chalk with a sub account identification mark. Chalk colours will be notified.
- (g) Stock count
  - (i) is accurate and any difference with the sub-accountant is the subject of an immediate recount and correct agreement reached.
  - (ii) is recorded by locations on the Working Stocksheets.
- (h) Entries in Working Stocksheet
  - (i) all entries in "In store", "Total in Store", "Ledger Balance", "Excess" and "Deficiencies" are recorded in ink.
  - (ii) Certificates at the foot of the sheet are completed.
- (j) Complete Equipment Schedules  
All stores which are covered by a CES are checked in detail with the CES and any deficiencies or surpluses are recorded on the reverse of the Working Stocksheets by vocabulary nomenclature and subsequently transcribed to AAFs F46. Where applicable registered numbers of stores will be noted against a discrepancy. A copy of ALL CESs will be placed behind Stocksheets of Item under Stocktake and quantities of each item Sec to be recorded on CESs.

12. Action after count of Stock

Stocktake Teams will:-

- (a) (i) Complete Working Stock Sheets for columns "On Issue" "On Hand", "Total on Hand and on Issue", "Ledger Balance" "Excesses" and "Deficiencies".
  - (ii) Reconcile the Ledger Balance with the sub-accountant.
  - (iii) Leaving two lines after the last entry in the sub account ledger, rule off the ledger.
  - (iv) Transcribe the Working Stock Sheet balance to the ledger below the line and at the same time tick both entries in red ink and initial the entry and mark it STOCKTAKE.



NOTE It is imperative that new folios be opened for all stores for which a folio showing correct nomenclature is not in the ledger. Under NO circumstances will unaccounted items be entered on those of near nomenclature.

Sub accountants will:

(b) prepare AAFs F46 (4 copies) from AAF F19 and distribute as follows:-

No 1 - To QM with AAF F19 attached

No 2 - Sub - accountant

Nos 3 & 4 - Attach to provisional adjusting AAF G1033

(c) Prepare AAF G1033 (4 copies) for adjustment of excess and deficiencies, attach No 3 and 4 copies of AAF F46 and forward to QM.

(d) Rule off Register of Vouchers and endorse last entry - STOCKTAKING, date, and initial.

(e) Prepare "Notes on Stocktaking and forward to QM.

13. Clearance

Members of Stocktaking Teams will not complete their duties until given a clearance by the Stocktaking Officer.

14. Stocktake Ipt & FAMTO

See Annex "Y"

15. Timings

These will be notified.

Appx.

'X' - Action for Count of Controlled Stores & F12 Items  
'Y' - Stocktake MT a/c and FAMTO Items.

DISTRIBUTION

EACH MEMBER OF STOCKTAKING TEAM	(1)
EACH SUB A/C	(2)
STOCKTAKING OFFICER	(1)
2IC	(1)
QM	(1)
TECH SGT	(1)
FILE	(1)



ACTION FOR COUNT OF CONTROLLED STORES AND F12 ITEMS

AIM

To provide an accurate count and record of all controlled stores simultaneously throughout the Bn.

METHOD

1. All members of Bn excl those on ARL or hospital will be present.
2. Members will parade by Coys at a specified time. They will carry ALL unit equipment except barrack stores and arms on AAF F12 issued to them.
3. They will move through the Coy Arms Kote and draw all weapons, magazines cleaning kit, spare barrels, wallets and associated stores etc normally on issue to them against AAF F12 or associated with the weapon. They will move out again on parade under supervision, grouped in separate squads carrying FN rifles, OWEN M/cs No 5 rifles, Brens, shotguns etc. Where possible the squad will be grouped in numerical order by registered number and types of weapons.
4. Whilst this is proceeding a stocktake team will move through the Coy lines checking and counting any F12 stores found in the lines. Note; this will NOT include Coy Q Store.
5. When the Coy lines check is complete and all members have drawn arms etc from the Arms Kote, the teams will check and count all F12 stores and weapons in the Arms Kote. Weapons and other controlled stores will be checked off against the rough stock sheets listing all registered Nos of these items in the Bn. Note; registered numbers of spare barrels will be carefully checked and recorded.  

NB Arms Kote registers will be checked and note will be taken of any weapon registered out of the Coy. Reconciliation of these weapons will be made by Stocktaking Officer at conclusion of check.
6. Immediately on completion of Arms Kote check each member's weapon, controlled stores and AAF F12 will be checked as follows:  

Four checking points will be set up for different weapons. One point for FNs, one for IMGs, one for OMCs No 5 rifles shotguns and pistols, the other for miscellaneous stores, e.g. binoculars, compasses, protractors, watches, pistol cases ammunition & compass pouches etc and all other F12 stores. Each man will have his weapon checked and will proceed to the F12 checking point before the check is completed.

As each member comes forward the registered numbers will be checked and ticked off against space provided in Registered Number list, and associated stores ticked off against rough AAF F19 Stock Sheets and also against members AAF F12.
7. On the completion of the check, member will place his weapon etc into the Arms Kote and break off. After this time and until the count in the Coy Q Store NO controlled stores or F12 items will be returned to the Coy Q- Stores.
8. After this check, the stocktake team will check all F12 items in the Coy Q Store before continuing with the normal stocktake.
9. Simultaneously with the Coy checks a count of all controlled stores will be done in Bn Q Store.
10. At completion of stocktake a conference with stocktaking officers will be held date and time to be notified by QM for reconciliation of this F12 check.



STOCKTAKE MT A/C AND FAMTO

Aim  
1. To outline additional procedures required to complete stocktake of all vehs, associated stores and equipment, and FAMTO items.

Method

2. General  
Veh tools and equipment will be stocktaken by Coys & Bn Tpt simultaneously.

3. Staff as notified.

4. Movement of Stores and Vehs

No movement will occur as from a date & time to be notified until clearance by MTO.

5. Briefing  
As timings for Bn Stocktake.

DUTIES OF SUB UNITS

6. Responsibilities

(a) Coys will be responsible to ensure that drivers and storemen have all DD vehicle tools and equipment laid out in order as per stock sheets by the time notified, ready for stocktaking teams.

(b) Drivers and storemen will be responsible to ensure that all tools and eqpt pertaining to a particular vehicle are located with vehicle. No items will be accepted in absentia.

(c) Drivers will ensure that they are able to identify all items of tools and eqpt as against nomenclature of stocksheets.

7. Action prior to Stocktake

(a) MTO will distribute to sub units, copies of stocksheets, (quantities blank) endorsed with all items of Complete Equipment Schedules and Tables of Tools and Equipment for all vehicles contained within the sub unit.

(b) MTO will ensure that all vouchers are pasted to ledger and that issue and receipt columns have been added to last posting (in pencil) and the balance checked and reconciled.

8. Action after Count of Stock

Stock sheets will be submitted to MTO. MTO will pass to sub units lists of discrepancies against each vehicle. Loss and Damage Reports will be prepared by each driver where necessary and these will be investigated by Coys before forwarding to MTO.

DUTIES OF STOCKTAKING TEAMS

9. As per Bn Stocktake. In addition, Teams will note; items will be exact as to ledger nomenclature. Similar items will not be accepted in lieu e.g.

A Spanner O.J.D.E. 5/8" x 7/16" is not the same as

" " O.J.D.E. 5/8" x 15/32".

Where such discrepancies occur the deficiency will be noted and the item in excess endorsed at the bottom of the Sheets.

10. Vehs will be checked to their registered numbers.

11. Reconciliation will be carried out by Stocktaking teams and MTO and adjustment of ledgers will be made as per Bn Stocktake Instr where applicable.

12. FAMTO

FAMTO will be stocktaken in a similar manner to normal Bn Stocktake, with stock sheets prepared by MTO and reconciliation carried out by MTO.



*Mar 59*

3 RAR  
KUALA KANGSAR MALAYA

*22* Mar 59

3 RAR ADM INSTR No 4/59  
TRANSPORT

This instruction replaces Part VII of 3 RAR Adm Instr 1/57.

Amdt No	Date	How Issued	Subject	Entered by (Initials & Date)
------------	------	------------	---------	---------------------------------

-----  
 RECEIPT TO BE ACKNOWLEDGED ON SLIP BELOW  
 -----

3 RAR

Receipt is acknowledged of 3 RAR Adm Instr 4/59 - TRANSPORT

Copy No.....

Signature.....

Date.....

Appointment.....



29 Mar 59

3 RAR ADM INSTR NO 4/59  
TRANSPORT

ALLOTMENT

1. Transport is allotted to sub-units as follows:-

A Coy	1 x $\frac{1}{4}$ ton with trailer 2 x 3 ton
B Coy	1 x $\frac{1}{4}$ ton with trailer 1 x 3 ton
C Coy	1 x $\frac{1}{4}$ ton with trailer 1 x 3 ton
Sp Coy	1 x $\frac{1}{4}$ ton with trailer 2 x 3 ton
Bn HQ	2 x $\frac{1}{4}$ ton with trailers (CO & 2IC)
DAD Hirings (MINDEN)	2 x $\frac{1}{4}$ ton with trailers.

The remainder of the battalion transport will be held in a pool in KUALA KANGSAR under the direct control of the transport officer.

2. This allotment is subject to change as required.

REQUESTS FOR TRANSPORT

3. Companies requiring additional transport will deal directly with the transport officer, giving him the maximum possible notice.

4. RASC transport is available (through the transport officer) on 48 hours notice. It cannot be used for stand-down purposes.

ECONOMY

5. It must be remembered that the unit has a low scale of transport for the large area in which it is deployed. Consequently, the utmost economy must be exercised. Points to watch are:-

- (a) Unnecessary journeys
- (b) Duplication of jobs - e.g. vehicles going to a common destination within a few minutes of each other.
- (c) Size of vehicle to suit the job
- (d) Loads for return journeys.

RESPONSIBILITIES

6. MTO - (a) General operation and control of transport.  
(b) Co-ordination of sub-unit requirements for transport  
(c) Training of drivers  
(d) Inspection and repair of vehicles

...../2.



7.

Company Officers -

- (a) Cleanliness of their vehicles, tool kits and equipment
- (b) Supervision of servicing
- (c) Smartness and dress of drivers.

8.

Drivers -

- (a) Maintenance of the vehicle, tools and equipment on charge.
- (b) Maintenance of vehicle records (through the Vehicle maintenance NCO)
- (c) Signing for POL issues
- (d) Correct compilation of Work Ticket (G 3518)

SPEED LIMITS

9. Higher authority expects the accident rate in this theatre to be negligible or non-existent. This can only be achieved by all drivers exercising extreme caution and being thoroughly conversant with local orders and traffic regulations.

10.

The following speed limits will apply to 3 RAR vehicles:-

(a) Unrestricted areas

- (i) Cars 40 mph
- (ii) Land Rovers 35 mph
- (iii) Armd 3 ton 20 mph
- (iv) All other vehicles 30 mph

(b) Restricted and built up areas

- (i) Cars 30 mph
- (ii) Armd 3 ton 15 mph
- (iii) All other vehicles 20 mph

(c) Road KUALA KANGSAR - GRIK

No vehicle in excess of 25 mph.

11.

The following routes will be regarded as restricted areas:-

- (a) MINDEN BKS - GEORGETOWN
- (b) BUTTERWORTH - MITCHELL PIER
- (c) TAIPING - BMH KAMUNTING

TRAFFIC ACCIDENTS

12.

All accidents involving 3 RAR vehicles, however trivial, will be reported immediately to the Adjutant, who will notify the Claims Office, Brigade Headquarters and Statscentre GHQ SINGAPORE.

13.

Sub-units will ensure that drivers involved in accidents submit an Accident Report (FMT 3) within 24 hours. Detailed instructions are contained in 3 RAR Adm Instr 7/57 - Traffic Accident Procedure.



SMOKING

14. Smoking in vehicles is forbidden.

LOADS

15. (a) Personnel

(i) Regardless of vehicle type, only one passenger will be carried in the front compartment.

(ii) Rear compartment -

Jeep	- two
Land Rover	- four
GMC	- eighteen
Bedford RL	- twelve
Staff car	- three

(b) Stores

(i) Vehicles will not be loaded beyond the capacity listed in the vehicle hand-book.

(ii) When explosives are carried, a sign will be attached to both front and rear of the vehicle.

SECURITY OF VEHICLES

16. Unless they are parked in secure areas, vehicles will not be left unattended. Thefts from vehicles are common in this country and Military Police will invariably check an unattended vehicle.

17. In an emergency, a driver may have to leave his vehicle. Should this occur, the rotor arm will be removed from the distributor..

18. Drivers proceeding on leave, stand-down, etc will have their vehicles taken off charge. This is the driver's responsibility and failure to comply leaves the onus for security of vehicle, tools and equipment on the driver.

TOOL DEFICIENCIES

19. Loss of tools must be reported immediately and a Loss and Damage Report submitted within 24 hours.

20. If a L&D report is not submitted and loss of tools detected at an inspection, the driver concerned will be charged.

CLEANLINESS

21. Because of their tasks, vehicles are constantly in the public eye and should thus reflect credit on the unit. 3 RAR vehicles will be kept clean at all times. The only exception to this will be during operations in dusty areas where washing facilities are non-existent.

22. Adequate supplies of dieseline are available for cleaning vehicles and washing facilities exist at all base camps.

23. Cleanliness of vehicles must be constantly in the minds of drivers, company officers and transport administrative staff.

DRESS

24. When servicing vehicles, drivers may wear clothing suitable for the task; this may be only shorts, beret and PT shoes.



25. Whilst on driving duties, drivers will be correctly dressed at all times.

Dress by day is:-

- Beret
- Jacket OG with embellishments
- Shorts OG
- Long stockings ) or Hose tops
- Shoes ) Puttees
- ) Boots without studs

Dress by night is:-

- Beret
- Jacket OG with embellishments
- Trousers OG
- Shoes

Jackets OG will be worn inside shorts and trousers.

REPLACEMENT OF DRIVERS

26. Relief drivers are required to allow regular drivers to proceed on leave, stand-down, etc. Relief for drivers on leave will be provided from the pool. Relief for drivers on stand-down will be provided by companies from selected personnel issued with driving licences by the transport officer for this purpose.

27. Requests for relief drivers from the pool must be made at least 24 hours in advance of requirements.

POL ACCOUNTING

28. See Annex 'A' to this instruction.

WORK TICKET (AF G3518)

29. See Annex 'B' to this instruction.

*J. Duggan*  
 for Maj  
 2IC 3 RAR

DISTRIBUTION:

- |        |               |
|--------|---------------|
| CO     | A Coy         |
| 2IC    | B Coy         |
| Adjt   | C Coy         |
| QM     | D Coy         |
| TO (2) | Sp Coy        |
| IO     | Adm Coy       |
| Sig O  | 1 RAR (2)     |
| RMO    | File          |
| RSM    | War Diary (2) |



POL ACCOUNTING: 3 RAR1. General

To assist sub-units to keep their POL accounts correctly, the following procedures are laid down and must be adhered to. Sub-unit 2ICs are responsible for POL accounting.

2. Documentation

The following documents are used:

- (a) AF G825 - Pol Issue Vouchers
- (b) AF G827 - WD Liquid Fuel Voucher
- (c) AF G3512 - POL Account (Unit)
- (d) AF G3518 - Transport Work Ticket

## 3. The uses and procedures of the above forms are:-

(a) AF G825

- (i) This is a daily record of all POL issues made from any centre, substantiated by the driver's signature against all transactions.
- (ii) Each out centre issuing POL, either from a PVRE tank or civilian dealer, must raise an AF G825 daily on which to obtain the necessary signatures in receipt.
- (iii) The AF G825 must be raised in duplicate where 3 RAR vehicles are drawing POL and in triplicate where vehicles of other units are being issued.
- (iv) Under NO circumstances will 3 RAR and other unit vehicles be recorded on the same form. The rule is a separate set for each outside unit in triplicate, and a set in duplicate for 3 RAR.
- (v) Completed AFs G825 for each day will be forwarded to the Bn MT Office by mid day the following day.

(b) AF G827

- (i) This is a daily record of receipts of pet from civilian dealers (ie SHELL) in each area as follows:-

Sg SIPUT/LASAH                      KONG SENG LEONG AID KEE  
110 Main Rd, Sg SIPUT

KUALA KANGSAR                      MOHD ZAIN AZIZ, TAIPING Rd

- (ii) The AF G827 is an accountable document, completed in quadruplicate, for distribution as follows:-

Original and duplicate - to the POL dealer

Triplicate - returned to Bn MT Office by midday the day after use, accompanied by the AFs G825 with drivers signatures.

Quadruplicate - remains in the book to be fwd to Bn on completion of the whole book.



- (iii) The face of the form is self-explanatory and shows the total amount of petrol drawn for the day from the dealer, is signed by an officer and countersigned by the civil POL dealer.
- (iv) The back of the form (on Nos 3 and 4 copies only) has recorded on it the vehicle numbers, the amount of petrol drawn is the figure which appears on the front of the form in the appropriate place and for which the officer signs.
- (v) The total of petrol drawn, as shown in detail on the back and total on the front of the AF G827 must also agree with the figures shown on the AFsG825 for the same day.
- (vi) As these AFs G827 are accountable, every copy of every serial number must be accounted for and distributed as described in para 3(b) (ii). No alterations are permitted unless clearly initialled by the officer. All copies must be legible and they may only be signed by an officer, preferably the 2IC.
- (vii) The RV (Receipt Voucher) No to be recorded at the bottom of the form is the same number as printed on the head of the form.

(c) AF G3512

This is the Unit Monthly Account which is maintained by the Bn MT Office and compiled from the documents raised by sub-units (ie AF G825, AF G827, AF G3518). Consequently, for the Unit account to even approach a balance, all sub unit documentation must be correct and forwarded without delay each day showing the previous days transactions.

(d) AF G3518

- (i) The purpose of this form is to record all activities of the vehicle for which it is used, and the quantities of POL used in the running of it.
- (ii) Details of trip are entered in BLACK, and POL issues in RED at the same time as the driver signs for the issue on the AF G825. These details in RED must agree with the relevant AF G825 for that day and the detail recorded on the back of the AF G827.
- (iii) Work Tickets must be signed by an Officer to authorise tasks, except at Bn HQ where the desk clerk may authorise the trips.
- (iv) All POL entries in RED must be signed by the Officer-NCO who is responsible for the actual POL issue each day.

4. Under NO circumstances will oil or lubricant be drawn from civilian dealers. These are issued through Army channels;

5. Register of AFs G827

Supplementary by the Army Forms used, a register of AFs G827 is maintained by each company. This will show:

- (a) Serial No of AF G827
- (b) Date of Issue
- (c) To whom issued incl veh No.
- (d) Quantity drawn by each veh
- (e) Date on which the issue was recorded on vehicle Work Ticket (should be same as (b) above)



- (f) Signature of officer or NCO checking the entry on the Work Ticket.
- (g) Date on which the triplicate copy of AF G827 is forwarded to the Bn MT Office.

Separate registers will be maintained for each area issued with a book of AFs G827. Bn MT Office will maintain a bulk register of AFs G827.

- 6. In addition to the drawing of POL from authorised civilian dealers in an operational camp area, the same procedure may be used by convoys to draw MT 70 from authorised dealers en route.
- 7. This form must be signed by an officer using either ink or indelible pencil.
- 8. Issues to Other Units:

Use of AF G1033 (Issue & Receipt Voucher)

Where POL is issued by 3 RAR to other units, either Aust, UK or Federation, and AF G1033 will be raised by the Bn MT Office, in triplicate from the relevant AF G825 (para 3 (a) ), regardless of whether the POL was from RASC or civilian sources controlled by the unit. Two copies of the G1033 are forwarded to the unit concerned, one of which is receipted by them and returned.

9. POL Returns

The following returns are submitted within three days of the end of each month, by the Unit MT Office to the Supply Depot concerned, or HQ MALAYA Command, as applicable.

(a) Capitation

To be submitted on proforma "Appx B" to FD/421/ST of Feb 56.

(b) Expenditure Return

To be submitted according to proforma with 2 Sup Depot, 2SD/POL/56 of 23 Apr 56.

(c) Fuel Economy Return

To be submitted according to 1 Fed Div Q1 of 29 Nov 56.

10. Conclusion

The responsibility for POL accounting rests with the Bn Tpt Officer and sub unit 2ICs. Without efficient and accurate documentation it becomes impossible to balance receipts against issues, therefore, it is in the interests of those held responsible for deficiencies to ensure that the above procedures are followed.



TRANSPORT WORK TICKETS1. GENERAL

(a) Instructions on the custody, use, compilation and disposal of transport work tickets (A.F. G3518 (Revised 1952)) are given below. These instructions are also printed in an abridged form on the cover of the books of tickets.

(b) Custody

(i) Books of transport work tickets will be kept under lock and key.

(ii) Transport work tickets already issued will be withdrawn at the end of each day for safe custody.

(c) Use

(i) Transport work tickets are not required for "A" and "C" vehicles.

(ii) A transport work ticket will be carried by every "B" vehicle performing a journey, except when in course of delivery to a depot, port or until when A.F. G3652 will be used.

(iii) In the case of hired civilian transport, the transport work ticket used is A.F. F778.

(iv) Each journey requires a separate authority, except where no reasonable public transport facilities exist, journeys beyond 40 miles by road requires District Headquarters approval; in the former circumstances, the work ticket will be signed personally by the O.C. unit and a brief statement of the circumstances necessitating the journey will be attached thereto.

(v) The officer to whom books of transport work tickets are issued will be responsible that the forms are not used improperly.

(vi) Transport work tickets will not be used under normal operational conditions, when section 1 of the vehicle Log Book (AB 416) will be used in lieu.

(d) Compilation(i) Entries

All entries will be made in blue or black ink with the exception of those in respect of recreational and other repayment journeys, which will be entered in columns 1 to 5 in red ink.

(ii) Headings

The vehicle registration number of the vehicle for which each transport work ticket is issued against the relevant number on the front book of transport tickets.

The headings on the front of the transport work ticket will be completed before issue (together with columns 1 to 5 of line "A"). The issue of transport work tickets in blank is forbidden.

(iii) Authority for journeys

Only officers, Warrant Officer, and, in exceptional circumstances, NCOs authorised by the O.C., are permitted to authorise journeys by W.D. transport. It is their responsibility, when signing column 5 of the transport work ticket, to check that the records for the previous journey appear reasonable.



(d) (iv) An entry will be made in columns 1 and 2 for each day of the week and for each journey. As soon as a journey is authorized columns 1 to 5 will be completed, a separate line being allotted for each journey.

(A) Column 1 - The date only will be entered; the month and year are shown in the heading.

(B) Column 2 - Details will state precisely the task the vehicle performs, e.g. "Training - convoy drive", "Road test", "Static running", "Drawing Rations", "Recreational transport", (in red ink) "Draft from station". Vague terms such as "Personnel", "Stores", "As ordered", will be avoided.

When a vehicle is not on normal detail the entry will indicate that it is "in Workshops", undergoing "Period Check", or "Unit (or other) Inspection", has "No Driver", or "No detail" etc. Special authorities for journeys over 40 miles will be quoted in this column.

Where journeys are performed under detail from a Transport Officer R.A.S.C., the serial number allotted by the Transport Officer for each journey will be shown in this column. This will enable the War Department to recover any sums due to them.

(C) Columns 3 and 4 - Detailed particulars will be shown only where the direct route is NOT taken. Whether the journey is single (S) or return (R) will be shown in column 4: where a return journey is shown, it indicates that the outward route is to be retraced. The start point and destination will always be shown.

(D) Column 5 - The signature, with rank, of the person authorising each journey must appear in this column. For journeys to destinations over 40 miles by road the transport work ticket will be signed by the O.C. Entries in connection with recreational journeys must be signed by an officer.

(E) Columns 6 to 9. - Whenever POL is drawn the issuer will complete columns 6, 7 and/or 8 and sign in column 9. When issuing to a vehicle of another unit, the issuer will also record his own unit in column 9. A separate line may be used to record issues.

(F) Column 10 - This will be completed before leaving unit lines.

(G) Columns 11 to 13 - These columns will be completed by the driver IMMEDIATELY on return.

(e) Period of Issue

For vehicles on charge to Regular Army units, transport work tickets will be taken into use on the first day of each calendar month.

All work tickets in use at the end of each calendar month will be closed.

(f) Completion

When a transport work ticket is finally withdrawn from the driver he will enter the following details in the appropriate spaces:-

- (i) Total POL drawn during the relevant period.
  - (ii) Fuel in tank at the end of period.
  - (iii) Total miles run during the period.
  - (iv) Average m.p.g. for the period calculated to the nearest decimal place.
  - (v) Breakdowns and defects (to be entered at time of occurrence)
  - (vi) Certificate by the driver that all his entries are correct.
- This must also be given when the vehicle is handed over.



(g) Disposal

- (i) Completed transport work tickets will be forwarded monthly to the Command Secretary, Financial Adviser, or to the War Office (F7) in the case of certain stations overseas. They will be placed in serial number order with relevant requisitions attached, and will be forwarded with the FOL Account if one is maintained.
- (ii) When all transport tickets in a book have been used, the cover will be enclosed with the next FOL Account, or batch of transport work tickets sent for audit.



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.

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

BY

LT COL J.F. WHITE OBE

COMMANDING OFFICER

THIRD BATTALION THE ROYAL AUSTRALIAN REGIMENT

Serial No 13

27 Mar 59

Numbers 73 - 75

73. BATTALION DUTIES KUALA KANGSAR

To mount duties at 1700 hrs daily.

CAMP ORDERLY OFFICER

Fri 27 Mar 59	-	Lt D. RANKINE
Sat 28 Mar 59	-	WO1 A.V. SMITH
Sun 29 Mar 59	-	Lt A.P. CASSIDY
Mon 30 Mar 59	-	WO1 W. TREGONING
Tue 31 Mar 59	-	WO1 G.A. GRAY
Wed 1 Apr 59	-	WO1 W. O'LOUGHLAN
Thu 2 Apr 59	-	WO1 K. GUY
Fri 3 Apr 59	-	Lt D. RANKINE

CAMP ORDERLY SERGEANT

Fri 27 Mar 59	-	Sgt J.J. KERSHAW
Sat 28 Mar 59	-	Sgt V.D. HOLLEY
Sun 29 Mar 59	-	Sgt R.S. BAXTER
Mon 30 Mar 59	-	Sgt S. WEBSTER
Tue 31 Mar 59	-	Sgt R. WITTEN
Wed 1 Apr 59	-	Sgt E. TROTTER
Thu 2 Apr 59	-	Sgt W.J. GRAY
Fri 3 Apr 59	-	Sgt N.J. HINCHEY

BATTALION DUTY RUNNER

Pte R.V. HOLDING

LUMUT DUTY SERGEANT

Tour of duty 10 Apr to 24 Apr 59	-	B Coy
Next for duty 24 Apr 59	-	D Coy

74. FIRE OFFICER - SUPERVISING OFFICER SERGEANTS MESS

During the absence of Capt P.R. PHILLIPS on ARL from 26 Mar to 31 Apr 59, Lt A.P. CASSIDY is appointed 3 RAR Fire Officer and Supervising Officer 3 RAR Sergeants Mess.

...../2



75. OFFICER CADET SCHOOL - JULY ENTRY

1. The next OCS intake commences on 12 Jul 59.
2. All applications must be made on the current form AAF A140 revised Dec 56, copies of which are available at Bn HQ.
3. Sub-units will ensure that this order is given the widest publicity and will inform Bn HQ as applications are received.
4. All applications must be at Bn HQ by 29 Apr 59.

*C. W. Walker* for Capt  
Adj. Lt

NOTICE

POSTINGS VACANT - Bn HQ AND ADM COY

1. The following postings are vacant in Bn HQ and Adm Coy :-
  - (a) Int Section - vacancy exists for Pte Int duties.  
Member with typing experience preferred.
  - (b) CM 11 - vacancy exists for Pte Clerk GD in CMs office.  
Member with typing and some clerical experience is required.
2. Nominations for the above are required to be at Bn HQ as soon as possible.
3. All members nominated should have had at least six months service in Sp Coy or a rifle coy.

EASTER SERVICES - PD

GOOD FRIDAY - KK Chapel. 1900 Service and Holy Communion.

EASTER SUNDAY - A Coy - Late afternoon service by arrangement with OC A Coy.

MONDAY 30th - KK Chapel. 1930 hrs Evening Service

All Methodist, Presbyterian, Baptist, Lutheran and others of the PD groups are reminded that these are their services.

CRICKET RESULTS

3 RAR v 2 Inf Bkshps on 22 Mar 59

3 RAR : 169. Pte ROSS 98 (Run out)

2 Inf Bkshps. 93. Pte GENTRY 4 for 12

..... Pte LIVINGSTONE 3 for 18

3 RAR won by 76 runs.



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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LT COL J.F. WHITE OBE

COMMANDING OFFICER

THIRD BATTALION THE ROYAL AUSTRALIAN REGIMENT

Serial No 12

Numbers 69 - 72

20 MAR 59

69. BATTALION DUTIES KUALA KANGSAR

To mount duty at 1700 hrs daily.

CAMP ORDERLY OFFICER

Fri	20	Mar 59	-	WOII	A.V. SMITH
Sat	21	Mar 59	-	Lt	D.J. MEALEY
Sun	22	Mar 59	-	Lt	A.P. CASSIDY
Mon	23	Mar 59	-	WOII	W. TREGONING
Tue	24	Mar 59	-	WOII	F.J. GLYNN-ARMSTRONG
Wed	25	Mar 59	-	WOI	W. O'LOUGHLIN
Thu	26	Mar 59	-	WOII	G.A. GRAY
Fri	27	Mar 59	-	Lt	D. HANKINE

CAMP ORDERLY SERGEANT

Fri	20	Mar 59	-	Sgt	R. WITTEN
Sat	21	Mar 59	-	Sgt	L.R. HOLT
Sun	22	Mar 59	-	Sgt	R.S. BAXTER
Mon	23	Mar 59	-	Sgt	S. WEBSTER
Tue	24	Mar 59	-	Sgt	W.J. GRAY
Wed	25	Mar 59	-	Sgt	T. WILKS
Thu	26	Mar 59	-	Sgt	L.J. PHENNA
Fri	27	Mar 59	-	Sgt	J.J. KERSHAW

BATTALION DUTY RUNNER

To provide the Battalion duty runner from 1200 hrs 21 Mar 59 till 1200 hrs  
28 MAR 59 'A' Coy.  
Next for duty 'B' Coy.

LUMUT DUTY SERGEANT

Tour of duty 30 Mar 59 to 10 Apr 59 'SP' Coy  
Next for duty 10 Apr 59 'B' Coy



70. AMENDMENT TO STANDING ORDERS

Standing Orders for 3 RAR Guard Commander is amended as follows:-

After Para 2(v) add new sub para:-

(vi) You will NOT allow members of your guard to attend places of entertainment.

71. REGIMENTAL AUDIT BOARD

3 RAR ROs 2/59 is amended as follows:-

Delete Lt N.C. KENNEDY  
Insert Lt D. RANKINE

72. IDENTITY CARDS - RTA PERSONNEL

1. Four cases have occurred in the last week of members reporting to Bn HQ for RTA either without an identity card, or with a damaged one. In only one instance had the card been lost within the preceding month.
2. Members are NOT permitted to leave SINGAPORE without an identity card. This means that either their movement is delayed or a great deal of inconvenience is caused whilst AUST Army secure a new card complete with photograph.
3. On receipt of this order sub-units will immediately check all personnel due for RTA within the next month and take action in the event of a missing or damaged identity card.
4. All members due for RTA prior to the Bn, will be checked one month before RTA date and action will be taken as in para 3.
5. If an identity card is lost within one week of RTA, the member will obtain three passport photographs and a negative, and retain them until he arrives in SINGAPORE.

*Edward A. P.* Capt  
Adjt.



- 3 -  
NOTICE

POSTINGS VACANT IN BN HQ AND ADM COY

1. The following postings are vacant in Bn HQ and Adm Coy:-
- (a) Intelligence Section - Vacancy exists for Pte, Intelligence duties. Member with typing experience preferred.
  - (b) Quartermaster Platoon - Vacancy exists for Pte Clerk GD in QMs Office. Member with typing and some clerical experience is required.
  - (c) Regimental Police Section - Vacancy exist for 2 Regimental Police.
2. Nominations for the above posting are requested to be at Bn HQ as soon as possible.

All members nominated should have had at least 6 months service in Support Coy or a rifle Coy.

GARRISON CLUB

Sgt JAMES L.T., DAD Hirings Staff, MINDEN Barracks has been appointed secretary of the Garrison Club Welfare Committee. Members of 3 RAR who have constructive suggestions in respect of the Garrison Club are asked to contact Sgt JAMES.

CHURCH SERVICES C of E&P.D.

Sunday Mar 22nd

0800 Morning Service K.K. Parish Church

Transport will leave Bn HQ at 0745 hrs and return after service.

Good Friday March 27th

0800 Morning Service K.K. Parish Church

0930 Morning Service LINTANG.

LOST

A Parker fountain pen has been lost by the unit electrician in the area Adm Coy HQ to Bn HQ. It is engraved with his son's name.  
Would the person finding the pen please return to Bn HQ.

FOR SALE

PHILLIPS TABLE RADIO-GRAM  
1958 Model H5X68A

8 Valves HI-FI Twin-Cone Speaker  
Polished Rose-wood Cabinet

Dimensions: Length 25"  
Height 18"  
Depth 15"

4 Months Old in Excellent Condition

Enquiries: Pte A B LAWSON  
Sig Pl (K.K.)



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D

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

by

LT COL J.F. WHITE OBE

COMMANDING OFFICER

THIRD BATTALION THE ROYAL AUSTRALIAN REGIMENT

Serial No 11

Numbers 59 - 68

13 MAR 59

59. BATTALION DUTIES KUALA KANGSAR

To mount duty at 1700 hrs daily.

CAMP ORDERLY OFFICER

Fri	13 Mar 59	-	WOII	E.G.	CROOKS
Sat	14 Mar 59	-	WOII	W.	TREGONNING
Sun	15 Mar 59	-	WOII	F.J.	GLYNN-ARMSTRONG
Mon	16 Mar 59	-	WOI	W.	O'LOUGHLIN
Tue	17 Mar 59	-	Lt	M.B.	McQUALTER
Wed	18 Mar 59	-	Lt	L.J.	LEWIS
Thu	19 Mar 59	-	Lt	D.	HANKINE
Fri	20 Mar 59	-	WOII	A.V.	SMITH

CAMP ORDERLY SERGEANT

Fri	13 Mar 59	-	Sgt	W.J.	GRAY
Sat	14 Mar 59	-	Sgt	T.	WILKS
Sun	15 Mar 59	-	Sgt	J.J.	KERSHAW
Mon	16 Mar 59	-	Sgt	V.D.	HOLLEY
Tue	17 Mar 59	-	Sgt	L.J.	PHENNA
Wed	18 Mar 59	-	Sgt	L.S.	JACKSON
Thu	19 Mar 59	-	Sgt	A.E.	TROTTER
Fri	20 Mar 59	-	Sgt	R.	WITTEN

BATTALION DUTY RUNNER

To provide the Battalion Duty Runner from 1300 hrs 14 Mar 59 till 1200 hrs 21 Mar 59. 'C' Coy.  
Next for duty 'A' Coy.

LUMUT DUTY SERGEANT

Tour of duty 30 Mar 59 - 10 Apr 59. 'Sp' Coy

Next for duty 10 Apr 59. 'B' Coy.

...../2.



60. SECURITY OF ARMS AND AMMUNITION

Ammunition and Arms will NEVER be stored in the same store. They can however be stored in the same building provided each store is a separate and secure compartment with a separate key.

61. CARRIAGE OF IDENTITY CARDS

Identity cards will NOT be carried by troops embarking on jungle operations. They will be collected by the sub unit commander just prior to the move and locked in a safe or steel cupboard. They will be reissued immediately on return from jungle operations.

62. 3 RAR PHOTOGRAPHY CLUB

The 3 RAR PHOTOGRAPHY CLUB is disbanded wef 0600 hrs 12 Mar due to lack of sufficient interest.

63. DRESS - WEARING OF TIES WITH PLAIN CLOTHES

All ranks when in plain clothes will wear ties after dark,

64. SECRETARY - OFFICERS MESS

2/6351 Lt L.J. LEWIS will assume the duties of secretary Officers Mess with effect from 0600 hrs 21 Mar 59 vice 1/7558 Capt H.V. DOBINSON.

65. LAND ROVERS - CARRIAGE OF PASSENGERS

1. Although Land Rovers supplied to the Army are constructed for the carriage of three people in the front seat, it is considered that the driver cannot have sufficient control of the vehicle when a person is occupying the centre seat.
2. The maximum number of persons, including the driver, permitted to occupy the front seat of land Rovers in 28 COMWEL INDEP INF BDE GP/NORTH MALAYA SUB DISTRICT is TWO.

66. FIXED MILITARY HOLIDAYS

Good Friday, 27 Mar, Easter Saturday, 28 Mar and Easter Monday 30 Mar, are fixed Military holidays.

Unit policy is that the holidays will be taken in addition to normal stand down providing each stand down period does not exceed 3 days.

67. DRESS - MILITARY VEHICLES

1. All unit members proceeding on leave and/or standdown in military vehicles will wear uniform.
2. Disciplinary action will be taken against any driver allowing a member of the unit proceeding on leave and/or standdown, to travel in his vehicle wearing plain clothes.
3. This RO cancels 3 RAR RO Part I 161/58.

68. DISCIPLINE - RESPONSIBILITY OF VEHICLE COMMANDER

Attention of all ranks is drawn to 3 RAR RO Part I 187/58.

*D. W. Arthur* for Capt Adjt.



NOTICE

CATHAY PACIFIC AIRWAYS FARES

Cathay Pacific Airways Ltd have announced that they have a Special Forces fare of \$500 for personnel travelling from KUALA LUMPUR to HONG KONG and return within 30 days. For those who travel one way by RAF transport or troopship and one way by Cathay Pacific Airways, the fare is only \$300.

Applications for these cheap fares must be made on appropriate forms obtainable from Cathay Pacific Airways Ltd.

CHURCH SERVICES C of E & P.D. SUNDAY 15th Mar

KUALA KANGSAR

0700	Holy Communion	3Bn Chapel.
0800	Holy Communion	K.K. Parish Church
0830	Morning Service	K.K. Parish Church

Note: Transport will leave Bn HQ at 0820 hrs and return after service.

LASAH: 1015 Morning Service.

FOR SALE

CHRYSLER WINDSOR DELUXE SEDAN  
COLOUR - BALCK - HP 28.5  
FLUID DRIVE - AUTOMATIC  
MECHANICALLY PERFECT  
APPEARANCE VERY GOOD INTERNALLY & EXTERNALLY  
REG 30 APR 59.  
PRICE \$2200

S/SGT STEWART J.C.  
C COY 3 RAR.



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.

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

MAJOR M.B. SIMKIN

ADMINISTRATIVE COMMAND

THIRD BATTALION THE ROYAL AUSTRALIAN REGIMENT

Serial No 10

Numbers 57 - 58

6 MAR 59

57. BATTALION DUTIES KUALA KANGSAR

To mount duty at 1700 hrs daily

CAMP ORDERLY OFFICER

Fri	6 Mar 59	-	WOII	K.A. GUY
Sat	7 Mar 59	-	Lt	D. BURNETT
Sun	8 Mar 59	-	WOI	W. O'LOUGHLIN
Mon	9 Mar 59	-	WOII	G.A. GRAY
Tue	10 Mar 59	-	WOII	A.V. SMITH
Wed	11 Mar 59	-	Lt	D. RANKINE
Thu	12 Mar 59	-	Lt	A.R. TREVARTHEN
Fri	13 Mar 59	-	WOII	K.A. GUY

CAMP ORDERLY SERGEANT

Fri	6 Mar 59	-	Sgt	B.J. SULLIVAN
Sat	7 Mar 59	-	Sgt	R. WHALAN
Sun	8 Mar 59	-	Sgt	E.S. WATERWORTH
Mon	9 Mar 59	-	Sgt	S. WEBSTER
Tue	10 Mar 59	-	Sgt	J. CATTON
Wed	11 Mar 59	-	Sgt	L.S. JACKSON
Thu	12 Mar 59	-	Sgt	L.R. HOLT
Fri	13 Mar 59	-	Sgt	W.J. GRAY

BATTALION DUTY RUNNER

To provide the Battalion Duty Runner from 2200 hrs 7 Mar 59 till 1200 hrs 14 Mar 59 - 'B' Coy.

Next for duty 'C' Coy

LUMUT DUTY SERGEANT

Tour of Duty 13/27 Mar 59  
Next for duty 27 Mar 59

Adm Coy  
B Coy

.... / 2.



58. ENTITLEMENT TO WEAR CIVILIAN DRESS- SARAWAK RANGERS

The under-mentioned ORs, having completed on year's service and being of good character, are hereby authorised to wear Civilian Dress when outside unit lines NOT on duty.

Approved Civilian Dress for ORs SARAWAK RANGERS is as follows:-

Plain White Shirt with long sleeves,  
Regimental Tie  
Dark Grey or dark Brown Trousers,  
Black Shoes or Black Boots.

M.R. 66 will be carried on the person.

<u>Regtl No.</u>	<u>Rank</u>	<u>Name</u>
900803	Pte	JETI anak BEK
900804	Pte	SIPANG anak SAWENG
900806	Pte	MILENG anak KILONG
900807	Pte	DEMANG anak ALEN
900808	Pte	NYANGGAU anak SUMPENG
900811	Pte	LANGIT anak USAN
900813	Pte	MERINGAI anak MANGAI
900816	Pte	BRAUH anak LAT
900817	Pte	SUNBANG anak TENGGONG
900821	Pte	ASON anak NADONG
900822	Pte	JANTING anak KASAW
900829	Pte	MEMBUAS anak BAJAI
900831	Pte	EKEH anak TABOR
900842	Pte	EMPERA anak ENSALI
900847	Pte	KABAR anak AMPI
900848	Pte	TALING anak SINTAN

*J. Lucas* Capt  
Adjt

NOTICE

BATMAN One vacancy exists for a batman in Bn HQ. Applicants may contact Asst/Adjt.

REGIMENTAL POLICEMAN

- Two vacancies exist in the R.P. section Bn HQ.
- Applications from members to be forwarded to RSM by 20 Mar 59.