

Series: AWM95
Australian Army commanders' diaries
Infantry units

Item number: 7/4/17

**Item: 4 Battalion Royal Australian
Regiment**

Narrative

Annexes

[1-31 Dec 1966]

COVERING LETTER

Reference No. 117-3-1

Cross out addresses which do not apply.

To: ~~Ministry of Defence (ARC)~~ Mil Hist Sect
~~Ministry of Defence (AMD)~~ AHQ
CANBERRA
OIC Records.

1. I enclose Commanders Report (AF C2118) as indicated at Part II.

2. Please return receipt below.

*Recd 1st post
26-1-67
RT.*

(Signature) *[Signature]* Capt
Appointment Adj 4 RAR
(OC Unit or Senior Staff Officer)

SECRET

ORIGINAL }
DUPLICATE } Strike out where not applicable

COMMANDERS DIARY

OF

Unit or Formation 4th Battalion The Royal Australian Regiment

From 1 DEC 66 To 31 DEC 66

INDEX

Narrative (AF C2118)

Enclosure Numbers

ANNEXES

- *A Duty Officer's Log to
- *B Messages connected with Log to
- C Operation orders and instructions issued to
- D Operation orders and instructions received to
- *E Sitreps issued to
- F Orders of battle and location reports issued to
- G Intelligence reports and summaries issued; Appreciations made to
- H Administrative orders and instructions issued 1 to 19
- J Administrative orders and instructions received to
- K Administrative reports and bulletins; ammunition returns; field strength returns to
- *L Standing orders issued to
- M Commander's policy and demiofficial letters to
- N Action reports (if required) to
- O Other papers, e.g., Maps and diagrams, air photos, reports from sub units to
- P Periodical summaries of operations to
- Z Top Secret Supplementary Diary

†NIL
†RETAINED
†Despatched to

*Only to be included during operations.
†Cross out whichever is not applicable.

on.....

PART III

COMMANDERS DIARIES
INSTRUCTIONS

AIM

1. The aim of a Commanders Diary is to provide data on which to base future improvements in Army training, equipment, organisation and administration, and to furnish historians with a record of the activities of units and formations in operational and non-operational periods in peace and in war.

GENERAL

2. *Entries will be made daily* on AF C2118, each entry being initialled by the officer detailed to keep it.
3. Commanders Diaries will conform with the rules for drafting orders given in "Staff Duties in the Field", Chapter 2, Section 7.

RESPONSIBILITY

During Non-operational Periods

4. A Commanders Diary will be made by commanders of all formations.

During Operational Periods (see note 1)

5. A Commanders Diary will be made in duplicate by:—
- (a) Commanders of all formations.
 - (b) Each branch of the staff at formation headquarters commanded by a Brigadier or above.
 - (c) Heads of services not below the rank of Lieutenant Colonel.
 - (d) Personal staffs and officers holding special appointments.
 - (e) Unit commanders.
 - (f) Commanders of a detachment of a unit when so ordered.

COMPILATION

6. Both original and duplicate copies will consist of:—
- (a) Cover (AF C2119).
 - (b) Index as printed on cover.
 - (c) Narrative (AF C2118).
 - (d) Annexes as shown in the Index.
7. All details of the unit or formation (if a detachment is concerned, the name of the parent unit), period covered and enclosure numbers of the annexes will be shown on the cover. If there has been a change of command since the last report, the date of assumption by the new commanding officer will be included.
8. The annexes will be assembled in the groups shown on the cover. If there are no enclosures for an Annex NIL will be entered on the cover. If additional annexes are convenient for a particular headquarters, the relevant papers should be grouped as annexes starting at B.
9. Documents concerned with future planning for operations will form Annex "Z", "TOP SECRET Supplementary Diary". The name of the document. It will be prepared and disposed of as
19. The duplicate supplementary diaries with originals has been acknowledged.

CONTENTS

giving place names as well as map references), establishment, date and orders given. Summary of the day's fighting, including company movements. Report of the commander with regard to equipment, tactics, organisation of potential importance. Casualties to officers, men and equipment. Equipment captured. Time it was employed in the time not accounted for. The type of business and to save work as much information as possible will be given. Receipts issued and received, routine returns, etc. All annexes will be given. Time of receipt or despatch will be given.

NOTES

1. *Definition of Operational Period.*—The term "operational period" shall mean:—
- (a) the period between a declaration of war and the end of hostilities;
 - (b) any period spent in a theatre of operations;
 - (c) any period when engaged in any form of operations of potential importance.
2. The Ministry of Defence or headquarters concerned shall state where the conditions of the unit's employment may be clearly stated. Notwithstanding the above, the time submitting these reports will start from the time of receipt or despatch in accordance with paragraphs 15 and 16.

(continued on back cover)

12. The narrative will supplement and connect the annexes but need not give a precis of them.

DISPOSAL

During Non-Operational Periods

13. *Formation Headquarters* will forward the original Commanders Diary annually as at 31st December to reach the Army Records Centre (through Headquarters Field Records where applicable) as soon as possible after 1st January of the following year. The duplicate will be retained in formation headquarters.

14. *Units* will NOT render a Commanders Diary.

During Operational Periods

15. ORIGINAL COMMANDERS DIARIES

- (a) *Formations and units in the UK* will forward diaries monthly by the seventh day of the succeeding month direct to the Ministry of Defence (ARC for reports other than medical, AMD 1 for medical reports).
- (b) *Formations and units overseas* will forward diaries monthly by the seventh day of the succeeding month to the OIC Field Records for onward transmission to the Ministry of Defence.

16. **DUPLICATE COMMANDERS DIARIES.** These will be clearly marked as duplicates and will NOT be sent with the originals. They will be forwarded within two months as follows:—

- (a) *Units in the UK*
To the OIC parent record office.
- (b) *Formation Headquarters in the UK*
To OIC Central Clearing Wing, Infantry Records, Exeter.
- (c) *Units Overseas*
To the OIC Field Records for onward transmission to parent record office.
- (d) *Formation Headquarters Overseas*
To the OIC Field Records for onward transmission to the OIC Central Clearing Wing, Infantry Records, Exeter.

SECURITY

17. Documents concerned with future operational planning will be listed on AF C2118 and placed in a separate AF C2119. All details will be filled in and the cover will be clearly marked in red:—ANNEX Z—OFFICERS ONLY. It may be convenient to group the papers by annexes.

18. Supplementary diaries will be forwarded in accordance with the normal rules for TOP SECRET correspondence to the Ministry of Defence (ARC). The inner envelope will be clearly marked:—

TOP SECRET
ANNEX Z to

Commanders Diary of.....(formation or unit)

From..... to.....(Dates)

19. The duplicate supplementary diaries will be despatched as in paragraph 16 as soon as receipt of the originals has been acknowledged.

NOTES

1. *Definition of Operational Period.*—The term “operational period” for the purpose of this instruction, means:—
 - (a) the period between a declaration of war and the official end of hostilities;
 - (b) any period spent in a theatre of operations;
 - (c) any period when engaged in any form of military operation.
2. The Ministry of Defence or headquarters concerned will be responsible for instructing units to submit Commanders' Diaries where the conditions of the unit's employment make this necessary. Wherever possible the beginning and end of the period will be clearly stated. Notwithstanding the above, on the outbreak of global war all units and formations which are not at the time submitting these reports will start compiling them with effect from M day and will thereafter render them in accordance with paragraphs 15 and 16.

This form will be enclosed with the annexes in AF C 2119. If this is not available the cover will be prepared in manuscript.

COMMANDERS DIARY NARRATIVE

UNIT/FORMATION 4 RAR

MONTH AND YEAR DEC 66

COMMANDING OFFICER Lt Col CHA EAST, MBE

Place and grid reference	Day of Month	Hour	Event or information	Annex letter and enclosure number
TERENDAK	1 DEC	0900	ISSUE - SECURITY OF KEYS	ANNEX H enclosure 1
		1000	" - AMENDMENT 3 TO 4 RAR STANDING ORDERS	" " " 2
		1400	" - COMMONWEALTH BEACH CLUB RESPONSIBILITIES OF 4 RAR GUARD AND ORDERLY OFFICER	" " " 3
	2 DEC	0830	" - AIR PORTABILITY PREPARATION	" " " 4
		0900	" - AMENDMENT NO 1 - SOP's	" " " 5
	5 DEC	0800	" - RO's Part 1 NUMBERS 397-405	" " " 6
	6 DEC	0930	" - ADMINISTRATION - 4 RAR	" " " 7
	6-7 DEC		EXERCISE 'DUCK SHOVE'	" " " 8
	7 DEC	1000	ISSUE - GAMES AND SPORTS	" " " 9
	8 DEC	1100	" - MINUTES OF 4 RAR REGIMENTAL FUNDS MEETING HELD ON 17 OCT 66	" " " 10
		1130	" - MESSING - ANNUAL LEAVE PERIOD	" " " 11
	9 DEC	1100	" - MINUTES OF CO CONFERENCE	" " " 12
		1130	" W MORALE COMMITTEE	" " " 13
	10 DEC	0900	" - AMENDMENT NO 2 - 4 RAR STANDING ORDERS	" " " 14
	14 DEC	1000	" - ADMIN ORDER 1/66	" " " 15
	20 DEC	0930	" - 4 RAR SOP - CHANGE OF WARDENS - AMDT	" " " 16
	22 DEC	1030	" - ANNEX 'C' to 4 RAR STANDING ORDERS	" " " 17
	28 DEC	0900	" - 4 RAR TRAINING DIRECTIVE 1967	" " " 18

Cond Diary

4 RAR
Terendak Garrison
MALACCA

List C Plus serials 45,46,53

1 Dec 66

Annex H enclosure 1

SECURITY OF KEYS

1. The attention of all ranks is drawn to paragraphs 268 and 269 of 4 RAR Standing Orders (as amended).
2. All persons in charge of any form of container holding classified documents are reminded of their personal responsibility for safeguarding the key, or keys in their possession. Such keys are not to be left in, or taken to, places even remotely accessible to civilian employees, subordinates, or the general public.
3. For this purpose, the term "containers" means cabinets, safes or steel boxes and includes offices, where maps and charts containing information of a classified nature are displayed, whether concealed to casual eyes or not.
4. All persons in charge of such containers vide paras 2 and 3 will submit a return to Battalion Headquarters of persons authorised to draw such primary keys (to include ID Card No).
5. All personnel holding cabinets fitted with combination locks will also submit a return of personnel holding combination settings.

K J McGhee
Maj
K J McGHEE
Unit Security Offr

31

Annex H enclosure 2

Quote in Reply
31-1-2

4 RAR
Terendak Garrison
MALACCA

1 Dec 66

4 RAR STANDING ORDERS

- ... 1. Attached as Annex 'A' is amendment No 3 to 4 RAR Standing Orders.
- 2. Holders of Standing Orders will acknowledge the insertion of this amendment on the receipt below.

	<u>Copy No</u>
A Coy	1 - 2
B Coy	3 - 4
C Coy	5 - 6
D Coy	7 - 8
Sp Coy	9 - 10
Admin Coy	11-12
HQ 28 COMWEL Inf Bde	13
HQ AAF FARELF	14
Bn HQ	15
CO	16
2IC	17
Adjt	18
Asst Adjt	19
Q1	20
IO	21
RMO	22
Tpt Offr	23
RSM	24
RQMS	25
Bandmaster	26
RP Sgt	27
Bn Orderly Offr	28
Bn Orderly Sgt	29
Bn Guard Room	30
Commanders Diary	31-32
Spare	33-37

[Handwritten Signature]
 Capt
 Adjt

4 RAR

This is to certify that Standing Orders 4 RAR, Copy No.....
has been amended in accordance with Amendment No 3.

.....
Date

.....
Signature

Quote in Reply
31-1-2

4 RAR
Terendak Garrison
MALACCA

Dec 66

AMENDMENT NO 3 TO 4 RAR SO's

1. The following amendments are issued for insertion in 4 RAR Standing Orders:-

- a. P 13, para 52.b. Line 2 - delete "Assistant Adjutant" insert "officer appointed by the Commanding Officer". Delete "Regimental Sergeant Major".

Para 54.a. - delete "Transport Officer" insert "Officer Commanding Administrative Company".

- b. P 14, para 56.a. - delete "holding the rank of Major" insert "appointed by the Commanding Officer".

- c. P 52, para 209 - after "time" add "unless properly secured and locked by the appointed sub unit day or night storeman".

Para 210.b. - after "periods" delete "two storemen".

Line 2 - after "night" delete "two men are to sleep" insert "a duty sub-unit night storeman will sleep".

- d. P53, para 214.f. - after "relieved" add "without personally ensuring the doors are securely locked and bolted".

- e. P55, para 222.c. - after "immediately" add "after advising the Orderly Officer and Adjutant"

Para 224 - delete all detail - insert new para 224:

"224. Unit Security

The Battalion Quarter Guard Roving Sentry Post No 4 will include all Arms Kotes in his beat as laid down in Battalion Guard Orders".

- f. P 63, para 268.b. line 2 - after "holdings" delete "or" insert "of".

- g. Para 268 - after sub para e. add new paras "f", "g", "h" and "j".

"f. A register of persons authorised to draw primary keys will be held by the Duty Officer. No person is to be issued with a primary key unless proof of identity has been established. This will particularly apply during silent hours.

g. A list of persons holding combination settings for containers will be held by the Battalion Duty Officer.

h. Duplicate keys of all containers for classified information will be deposited with 22 Intelligence Platoon by the IO (Asst USO).

j. All containers normally holding classified documents are to have a card securely affixed to the outside of the door or lid showing:

"DUPLICATE KEY.....(number)
lodged with 22 Intelligence Platoon
Date checked....." "

.../2

h. After para 269 add new para 269. a.

"269. a. Primary keys will be physically checked against their detailed description in the Key Register by the Asst USO (IO) at least once every three months. A record of the date of such checks will appear on the inside cover of the Key Register".

File No: 25-2-14

Comd Diary

4 RAR
Terendak Garrison
MALACCA

1 Dec 66

Army Enclosure 3

COMMONWEALTH BEACH CLUB
RESPONSIBILITIES OF 4 RAR GUARD
AND ORDERLY OFFICER

1. 4 RAR is assuming sponsorship of the Commonwealth Beach Club from 1 Dec 66 to 28 Feb 67 on behalf of 28 COMWEL Inf Bde.
2. In the event of any disturbance at the Commonwealth Club which cannot be brought under control by the Duty NCO; the Duty NCO will ring the Orderly Officer 4 RAR (ext 410) and request assistance.
3. The Orderly Officer is to take the following action:
 - a. Go direct to the Commonwealth Club and assume control from the Duty NCO.
 - b. Take all or part of the Battalion Quarter Guard, as he deems fit, to quell the disturbance.
 - c. Inform the Adjt of his action and what he has done to quell the disturbance.
 - d. Stand the Battalion Quarter Guard down once the disturbance has been quelled.
 - e. Report the incident to the Supervising Officer, Maj F K COLE the following morning, or in his absence, Sgt D COOK.
4. Subsequent action of a disciplinary nature will be the responsibility of the Supervising Officer. The Orderly Officer will **only** take disciplinary action where it is necessary to quell the disturbance to regain control of the situation.

[Signature]
Lt Col
CO 4 RAR
Capt for

DISTRIBUTION

List B less Serials 7, 8, 9, 25, 29, 33, 34, 35, 36, 37
plus Ord Offr (2)
Gd Room (2)
Maj COLE
Sgt COOK

AUSTRALIAN MILITARY FORCES

Quote in Reply
118-1-3

*Cond
Diary*

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

List C plus serial 45,46,53

7 Dec 66

AIR PORTABILITY PREPARATION

Annex A enclosure 4

Introduction

1. At short notice and on air portable scales 4 RAR may be required to move within SE Asia.
2. It therefore is vitally necessary that all ranks are completely familiar with their duties, tasks and responsibilities from TERENDAK GARRISON to the point of deplanement so that the Battalion can effectively perform its operational task when committed.

ORGANIZATION

3. Attention is drawn to 4 RAR SOP Chapter 6 Section 31 OPERATIONAL DRESS/PERSONAL LOAD LISTS.
4. Attention is drawn to 4 RAR SOP Chapter 7 Annex A UNIT MOBILIZATION.
5. Attention is drawn to 4 RAR SOP Section 32 PREPARATION AND PACKING FOR MOVEMENT.
6. Attention is drawn to 4 RAR SOP Section 33 ALLOCATION OF VEHICLES.
7. Attention is drawn to 4 RAR SOP Section 33 Annex A VEHICLE LOAD LISTS/FREIGHT.
8. Attention is drawn to 4 RAR SOP Section 33 Annex B AMMUNITION SCALES.
9. Attention is drawn to 4 RAR SOP Section 33 Annex C PREPARATION OF VEHICLES.
10. Attention is drawn to 4 RAR SOP Section 33 Annex D DANGEROUS CARGO.
11. Attention is drawn to 4 RAR SOP Section 33 Annex E CONCLUSION.
12. Two things are essential for a smooth efficient air move
 - a. Intimate knowledge of the detailed procedures listed in the above fully amended sections of 4 RAR SOPs.
 - b. Early preparation.
13. Exercise FAST MOVE II from 9 - 11 Jan 67 will test 4 RAR in both these aspects - all elements of the Battalion will be affected.

KJ Mcghee
MAJ
KJ McGHEE
Senior UEO 4 RAR

Amey Henderson 5

AMENDMENT NO 1 - SOP's

4 RAR
Terendak Garrison
MALACCA

2 Dec 66

1. The following amendments to 4 RAR SOP's are authorised:

Section 31, para 4:

Line 1, after UEO Party add - "(para 8 Section 33 refers)".

Line 2, after "Total" delete - "9" Insert "12".

Line 5, after UEO delete - "2 Admin Coy and D Coy"
insert - "3 as advised by Bn HQ".

Line 6, delete - "CSM" 1 Sp Coy".

Line 9, delete - "Batman 1 Bn HQ".
insert - "Batmen 3 as advised by Bn HQ".

Add new Line 11 - "Orderly Room Cpl 1 to be advised (to return to Rear Party on completion of fly out - para 12 line 5 refers).

Para 5:

Line 1, after "SINGAPORE" add - "(Para 16 Section 33 refers)".

Line 2, after "Total" delete - "13".
insert - "16".

Line 4 - 7 (incl), delete - all detail
insert - "NCO's 3 (loading and lashing team comds) as advised by Bn HQ.

Ptes Rfn 9 (loading and lashing teams) as advised by Bn HQ.

Dvrs 3 (loading and lashing team dvrs) as advised by Bn HQ.

Dvrs 1 Admin Coy (to return to Rear Party - para 12 line 12 refers).

The above personnel comprise 3 sub unit loading and lashing teams complete plus a Rear Party dvr."

[Signature]
Maj
2IC

DISTRIBUTION:

A Coy (2)	Mor Pl	HQ AAF FARELF	MTO
B Coy (2)	Sig Pl	CO	RSM
C Coy (2)	A Tk Pl	2IC	File
D Coy (2)	Aslt Pnr Pl	Adjt	Comds Diary (2)
Sp Coy (2)	11 Indep Fd Sqn	IO	Spare (5)
Admin Coy (2)	HQ 28 COMWEL Inf Bde (2)	QM	

To: 4 RAR

This is to certify that Amendment No 1 to 4 RAR SOP's has been received and action has been taken to amend copy held by

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

RESTRICTED

Carols Diary
Annex H enclosure b

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

LIEUTENANT COLONEL C.H.A. EAST MBE

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 43

5 DEC 66

NUMBERS 397 - 405

- =====
- 397 BATTALION ORDERLY DUTIES
 - 398 RATIONS
 - 399 OFFENCES
 - 400 GROUP SIX FIRST AID
 - 401 CIVIL LABOUR PASSES
 - 402 MISUSE OF PRECEDENCE IN SIGNAL MESSAGES
 - 403 ARA PROMOTION EXAMS
 - 404 5/66 NCO CADRE COURSE
 - 405 REDESIGNATION - HEADQUARTERS SINGAPORE AREA

NOTICE

1. FOR SALE.

RESTRICTED

RESTRICTED

2.

397. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>COMWEL BEACH CLUB</u>	<u>ORD SGT</u>
Fri 9 Dec 66	. 2Lt T.G. REIDY	Sgt C. CONSTABLE	Sgt DATE
Sat 10 Dec 66	. Lt E. QUARTERMAINE "	D. LAWRENCE	Sgt B EVANS
Sun 11 Dec 66	. 2Lt D.M. CHAMBERS	Cpl R. WOODBURY	Sgt R ROLFE
Mon 12 Dec 66	. 2Lt D.M. STEWART	Sgt J. WOODLEY	To be notified.
Tue 13 Dec 66	. 2Lt P.B. SHEEDY	Sgt B. BURNETT	
Wed 14 Dec 66	. 2Lt T.G. REIDY	Sgt T. MUIR	
Thu 15 Dec 66	. 2Lt R.J. EARL	Sgt D. JAMES	
Fri 16 Dec 66	. 2Lt D.M. CHAMBERS	Sgt G. HUISSH	
Sat 17 Dec 66	. Lt J.R. BRETT	Sgt M. BARRETT	
Sun 18 Dec 66	. 2Lt D.M. STEWART	Cpl J. WOODLEY	
Mon 19 Dec 66	. 2Lt P.B. SHEEDY	Sgt B. BURNETT	
Tue 20 Dec 66	. 2Lt M.J. MURPHY	Sgt T. MUIR	
Wed 21 Dec 66	. 2Lt R.J. EARL	Sgt D. JAMES	
Thu 22 Dec 66	. 2Lt D.M. CHAMBERS	Sgt G. HUISSH	
Fri 23 Dec 66	. Lt J.N. BRANDON	Sgt M. BARRETT	
Sat 24 Dec 66	. 2Lt D.M. STEWART	Cpl J. WOODLEY	
Sun 25 Dec 66	. 2Lt P.B. SHEEDY	Sgt B. BURNETT	
Mon 26 Dec 66	. 2Lt T.G. REIDY	Sgt T. MUIR	
Tue 27 Dec 66	. 2Lt R.J. EARL	Sgt D. JAMES	
Wed 28 Dec 66	. 2Lt D.M. CHAMBERS	Sgt G. HUISSH	
Thu 29 Dec 66	. Lt J.N. BRANDON	Sgt M. BARRETT	
Fri 30 Dec 66	. 2Lt D.M. STEWART	Cpl J. WOODLEY	
Sat 31 Dec 66	. 2Lt P.B. SHEEDY	Sgt T. MUIR	
Sun 1 Jan 67	. 2Lt T.G. REIDY	Sgt D. JAMES	
Mon 2 Jan 67	. 2Lt R.J. EARL	Sgt G. HUISSH.	

398. RATIONS

1. A Coy is warned in for rations on 8 Dec 66.
2. C Coy is warned in for rations 29 Nov and 2 Dec 66
3. All living out members of B Coy are warned in rations (evening meal) on 6 Dec 66.

399. OFFENCES

1. 54839 Pte R.H. TEMPLEMAN Gp 3 Mil Skill
 - a. Conduct to the prejudice.
 - b. Wilfully injuries ammunition

Fine: \$A6 and 7 days CB - on 2 Dec 66.

By Lt Col CHA EAST MBE.
2. 216111 Pte R.E. CLEGG Gp 3 Mil Skill
 - a. AWOL
 - b. Losing by neglect his Regt necessities.

Fine: \$A6 and 14 days CB - on 2 Dec 66

By Lt Col CHA EAST MBE.
3. 1731209 Pte G.L. PULLEN Gp 1 Mil Skill
 - a. Neglecting to obey Bn RO (OUT OF BOUNDS)

Award: 14 days CB - on 2 Dec 66

By Lt Col CHA EAST MBE.

RESTRICTED.

.3.

RESTRICTED

3.

4. 215664 Pte M.A. McCANN Gp 3 Mil Skill

a. Neglecting to obey Bn RO (OUT OF BOUNDS)

Award: 14 days CB - on 2 Dec 66

By Lt Col CHA EAST MBE

5. 2412105 Pte P.J. GRAY Gp 3 Mil Skill

a. Disobeying a lawful command given by his superior officer.

b. Neglecting to obey Bn RO (OUT OF BOUNDS)

c. Resisting an escort.

Award: 14 days detention - on 2 Dec 66

By Lt Col CHA EAST MBE.

6. 4410704 Pte R.P. BINNING Gp 3 Mil Skill

a. Disobeying a lawful command given by his superior officer.

b. Disobeying a lawful command given by his superior officer.

Fine: \$A6 and 14 days CB - on 2 Dec 66

By Lt Col CHA EAST MBE.

400. GROUP 6 - FIRST AID

The undermentioned personnel have qualified for Group 6 Mil Skills First Aid Test:

38065 Lep1 P.J. BONE
38077 Pte P. DAWSON
215610 Pte R.L. ROWLEY.

401. CIVIL LABOUR PASSES

1. All civil labour personnel for security reasons must have a pass authorising them to work within CANBERRA LINES.

2. The only authorised issuing officer for ALL civil labour passes is OC, Admin Coy, currently Capt W.J. REYNOLDS, Ext 424.

402. MISUSE OF PRECEDENCE IN SIGNAL MESSAGES

1. A number of complaints of apparent misuse of precedence have been received recently from FARELF (Signals).

2. The assignment of precedence is the responsibility of the originator and does not necessarily indicate the precedence that should be assigned to the reply; this is the responsibility of the originator of the reply. Before deciding upon a precedence, the originator should consider:-

a. The urgency of the subject matter, remembering that importance does not necessarily imply urgency.

b. The time difference involved, bearing in mind that all messages with a precedence higher than ROUTINE have to be referred to an officer irrespective of the time of receipt.

3. ALL personnel responsible for drafting and releasing signals

RESTRICTED.

.4.

RESTRICTED

4.

are to be ensure that the rules for allocating precedence to a message are observed. These rules are clearly set out in Annex B to ARO 19/66 and for convenience are repeated below:-

- a. FLASH. Message about vital emergency situations.
- b. IMMEDIATE.
 - (1) Messages of the greatest urgency affecting current operations, national security, or the safety of life.
 - (2) Special types of messages such as NOTICAS.
- c. PRIORITY. Message which require immediate attention including reference to a staff officer out of normal working hours, or action by a duty officer. Examples are:-
 - (1) Urgent messages with an immediate bearing on operations such as those concerning the immediate movement of ships, aircraft or ground forces.
 - (2) Administrative messages on compassionate cases involving the dangerous illness of a next-of-kin (only where the text of the message requires this precedence).
- d. ROUTINE. Messages which do not justify a higher precedence but justify transmission by rapid means and which must be delivered to the addressee without delay. When received out of hours, they must be on the desk of the action officer immediately following the start of work on the next working day.

4. Messages bearing a precedence of PRIORITY or above are only to be released by at least a Grade 2 Staff Officer.

403.

ARA PROMOTION EXAMS 1967 - STUDY REFERENCES

(HQ AAF S'pore RO 145/66)

1. AHQ advise that the Pentropic Division in Battle series is NOT to be used.
2. For all examinations up to 31 Jul 67 Pan I of the Division in Battle series is the only pamphlet of this series required. This pamphlet will be distributed to FARELF units and personnel within the next month.
3. Staff Duties Aust will be made available in the near future and it is to be used for examination purposes.
4. AHQ intend to issue early in 1967 an instruction which will detail:-
 - a. All available study references for corps examinations during 1967.
 - b. Study references for examinations to be conducted after 31 Jul 67.

RESTRICTED.

.5.

RESTRICTED

5.

404. 5/66 NCO CADRE COURSE

1. The results are as appended below:

No	Rank	Name	Sub A	Sub B	Sub C	AHQ School
<u>For Cpl</u>						
15279	Cpl	A.J. McLEAN	-	-	Q	-
16937	Pte	N. BRANDY	Q	F	Q	-
17613	Pte	B.R. SEELEY	Q	F	-	-
17744	Pte	L.J. RYDER	-	-	-	-
17807	Pte	R.L. CHADBURN	-	-	-	-
17823	Pte	N.A. SHACHE	-	F	-	-
17857	Pte	M.J. RASMUSSEN	-	-	Q	-
17871	Pte	M.J. HEFFERNAN	Q	Q	Q	Yes
17882	Pte	W.E. BRAY	Q	F	F	-
18283	Pte	R.T. ROBINSON	Q	Q	-	-
18328	Lcpl	W.T. JONES	Q	F	Q	-
18365	Pte	R.B. HORNE	-	-	-	-
18659	Cfn	R.J. KING	Q	-	-	-
1200179	Pte	R. McGREGOR	-	-	Q	-
1200481	Pte	D. COOPER	F	F	-	-
1200542	Pte	R.S. MACKAY	Q	Q	Q	Yes
1410836	Pte	S.L. WRIGHT	Q	Q	Q	Yes
17919	Pte	W.C. ALBRECHSTON	Q	Q	-	-
213667	Pte	E.R. RIDDLE	Q	F	-	-
214290	Pte	A.J. BULGIN	F	Q	-	-
214528	Pte	W.J. BULGIN	Q	Q	-	-
214529	Pte	J. BRYCE	F	Q	-	-
215149	Pte	A.D. ROBINSON	F	Q	-	-
215516	Lcpl	E.J. LUTE	Q	Q	-	-
215581	Pte	A.M. FRANCIS	Q	Q	Q	Yes
215659	Pte	J.A. CHISLET	Q	F	-	-
215708	Pte	A.D. CAMPBELL	Q	F	-	-
215748	Lcpl	R.V. BEASLEY	Q	Q	Q	-
215799	Pte	T.H. McCOMBE	F	F	-	-
216214	Pte	G.T. TAYLOR	Q	F	-	-
2782166	Pte	I.D. PEACHEY	F	Q	-	-
2782402	Pte	P.K. WILTON	Q	Q	-	-
29627	Pte	G.R. HODSON	-	Q	-	-
36421	Pte	K.J. ANDERSON	-	Q	-	-
36950	Pte	D.B. HAMILTON	Q	Q	Q	-
37024	Pte	W.N. WASHINGTON	-	-	Q	-
37221	Pte	F.A. ROBERTS	Q	Q	Q	-
37407	Lcpl	R.J. CORBOY	-	-	-	-
37532	Pte	G.P. GRAHAM	Q	-	-	-
37909	Pte	W. MELLORDS	-	-	Q	-
37920	Pte	P.G. HARDING	-	F	Q	-
37974	Pte	R.M. WEARNE	Q	-	-	-
38234	Pte	I.J. MORRISON	-	-	-	-
38245	Pte	G.J. SUTTON	-	F	-	-
38375	Pte	A.J. HUTCHINS	F	Q	Q	-
311505	Cpl	D.A. PEDEN	-	-	-	-
342822	Cfn	N.F. OSMAND	-	-	-	-
343210	Pte	H.B. KNITSCHKE	Q	-	-	-
42563	Lcpl	R.E. SOJAN	-	Q	-	-
42305	Lcpl	B.J. SEAMAN	Q	Q	Q	-
42528	Cpl	R.C. DUBSKY	Q	-	-	-
42664	Lcpl	M.J. WILLIAMS	Q	F	Q	-
42951	Pte	B.J. CARBONE	-	-	-	-
43058	Pte	L.G. NORLEY	Q	F	Q	-
43228	Pte	A.B. McCULLOCK	Q	-	-	-
43275	Pte	D. FAUST	Q	F	Q	-

RESTRICTED.

..6.

RESTRICTED

6.

No	Rank	Name	Sub A	Sub B	Sub C	AHQ School
43282	Pte	C.R. BAGGS	Q	-	-	-
43315	Pte	R.L. AYRES	Q	Q	-	-
43356	Pte	W.D. ELLIOT	Q	F	Q	-
43362	Pte	E.L. DESPONTAINE	F	Q	-	-
43427	Pte	G.L. McLEAN	Q	Q	Q	-
43453	Pte	J.E. BURGESS	Q	F	Q	-
43465	Pte	J.J. CATTERMOLLE	Q	F	-	-
4410534	Lcpl	D.K. JENKIN	Q	-	F	-
4410548	Pte	R. NILSEN	Q	F	-	-
4410564	Pte	G.R. HORE	-	F	-	-
4410816	Cfn	J.H. SANDERY	-	-	-	-
4410716	Pte	A.H. WALKER	-	Q	-	-
4717686	Pte	M.E. HARVEY	Q	Q	Q	Yes
4717776	Pte	L.J. RASHLEIGH	-	F	-	-
53971	Pte	P.R. PASCOE	-	-	Q	-
54404	Pte	J.C. BUTCHART	-	-	F	-
54754	Pte	T.J. BROWN	-	-	Q	-
54839	Pte	R. TEMPLEMAN	-	-	-	-
54885	Pte	C.L. SMITH	F	-	-	-
5410993	Lcpl	A. GREGSON	Q	-	-	-
5410075	Pte	R.V. WHITE	-	Q	-	-
5410190	Pte	N. TILLBROOK	Q	-	-	-
5410962	Lcpl	J.J. BRANDEN	Q	-	-	-
5411393	Pte	A.K. PEARCE	F	F	-	-
3411468	Pte	R.J. FRAUENFELDER	-	Q	-	-
5713789	Pte	A.C. LEWINGTON	Q	Q	Q	Yes
54859	Pte	R.H. TEMPLEMAN	-	-	F	-
61547	Pte	T.E. WASS	Q	F	Q	-
6708299	Pte	H. COWLING	Q	F	-	-

For Sgt

15553	Sgt	R.J. DOBIE	-	F	-	-
16467	Cpl	B.K. PORTER	-	-	F	-
2411933	Cpl	G.T. LEA	Q	Q	F	-
36633	Cpl	T.W. GRAHAM	-	F	-	-
311324	Cpl	J.A. SCOTT	-	-	-	-
311389	Cpl	B.N. STEPHENS	-	-	F	-
311428	Cpl	D.N. ALLAN	Q	Q	-	-
311505	Cpl	D.A. PEDEN	-	-	Q	-
42093	Cpl	R.G. STANLEY	-	F	-	-
54252	Sgt	R.K. STEPHENS	-	-	Q	-

405. REDESIGNATION - HEADQUARTERS SINGAPORE AREA

- On 10 Dec 66 HQ Singapore Area will be re-designated HQ Singapore District.
- The short title/signal address, which is to be used in Signal messages, will be SINGADIST.

(BRO 273/66)

[Signature]
Capt
Adjt

Distribution
List A

NOTICE

FOR SALE 100% Perfect condition. Economical to run 35 MPG Mileage 39,000, 5 seater.

Lcpl PARSONS or Phone CC 28 Pro Unit Leave not in car
12 Pirbright Close or Tel No 228 to arrange meeting.
Zone 5. (Any time). and leave message.

An excellent Bargain at Malayan \$2,500. Welcome inspection any time. 50 MPH in 17 secs.
Top speed 100 MPH.

RESTRICTED.

Comd Diary

4 RAR
Terendak Garrison
MALACCA

File No: 22-1-4

Nov 66

6 Dec

Annex A enclosure 7

ADMINISTRATION - 4 RAR

GENERAL

1. To ensure that sub-units are continually, correctly administering their companies it is proposed to re-introduce the system of Battalion staff A and Q checks.

METHOD OF IMPLEMENTATION

2. The sub unit to be checked will be advised of the date on which it is to be checked at least twenty four hours in advance.

ORGANISATION

3. The checking team will comprise:
- a. Commanding Officer/Bn Second-in-Command.
 - b. A member of the Bn HQ 'A' staff.
 - c. A member of the Bn HQ 'Q' staff.

PROCEDURE

4. On arrival at the sub-unit concerned, at the time stipulated in the ~~working~~ order, the books containing the documents to be checked will be laid out on a table ready for work.
5. All books, as listed in Annex 'A', will be laid out in preparation for this check.
6. A member of the sub-unit 'A' staff and a member of the sub-unit 'Q' staff will be present to answer questions throughout the check.

DURATION

7. The complete A/Q check will be concluded in one half working day.

CONCLUSION

8. The detail to be checked within the listed books of account is contained in Annex 'B' to this memo.
9. These checks are designed to standardise A and Q procedures within the Battalion. (i.e. between sub-units). They are intended as an assistance to the thoroughness of sub-unit administrative action and all checks so carried out will be noted with the date by the checking team concerned.

K J McGhee
Maj
K J MCGHEE
Bn 2IC

DISTRIBUTION
List A

BOOKS / DOCUMENTS - A/Q CHECK

1. The following 'A' records are to be produced for the 'A & Q' checking team:-
 - a. Coy Roll Book (AAB 76).
 - b. Coy Confidential Report - Other Rank (AAF A26A) register.
 - c. Regimental Record of Service Book (AAB 83):
 - (1) Six (6) Bn HQ POR Cards to be selected for each company prior to checking.
 - d. Coy-Inward Register of Correspondence.
 - e. International Health Certificates.
 - f. Duty Roster.
 - g. CB Register.
 - h. Ammunition Record.
 - j. Company AF B122.
2. The following 'Q' records are to be produced for the 'A & Q' checking team:-
 - a. Unit 'Q' Accounting, Ordnance
 - (1) Registers
 - (a) Register of Indents.
 - (b) Register of Vouchers.
 - (c) Register of Folios.
 - (d) Record of Registered Numbers.
 - (e) Register of Boards of Survey.
 - (f) Register of Repair Requisitions, AFG 1045.
 - (g) Register of Sub-Unit Vouchers.
 - (h) Register of AAG F1A's.
 - (2) Unit 'Q' Accounting Ledgers.
 - (3) Voucher Files
 - (a) Vouchers for Checking File.
 - (b) Vouchers Completed File.
 - b. POL (where applicable)
 - (1) Unit Receipt Voucher Book AF825.
 - (2) Stock Sheets AF72.
 - (3) Unit Debit Voucher Record.

.../2

- (4) Monthly Work Tickets.
- (5) Register and Issue Vouchers.
- (6) Dip Register and Results.

c. Rationing (where applicable)

- (1) Indents AF 727.
- (2) Ration Scales.
- (3) Strength Returns.
- (4) Stock Sheets AF 72.
- (5) Over/Underdrawals Book.
- (6) Supplementary Rations Monthly Records (AAF F59 Contractors Invoices Stock Sheet).
- (7) Commutation Monthly Records (AAF F59s Contractors Invoices Stock Sheets).
- (8) Record of Pack Ration Holdings and Issues.

3. The following Sub-Account 'Q' documents are to be produced for the 'A' & 'Q' checking team:

a. Registers

- (1) Register of Vouchers.
- (2) Record of Registered Numbers.
- (3) Register of AAF F12s.
- (4) Register of AAF F1As.
- (5) Register of G1045S.
- (6) Register of Fortnightly Arms and Attractive Stores Check.
- (7) Register of Folios.

b. Sub-Unit Ledgers.

c. Voucher File.

d. Day Issue Book.

e. Spot Check Book.

4. Checking for sub units will be the same as for the unit , see Annex B.

'A & Q' CHECK
DETAILS TO BE CHECKED

1. COY ROLL BOOKS - (AAB 76)
 - a. Check that LO pers are marked in red symbols etc.
 - b. That daily signatures are entered.
 - c. That consolidation strengths are entered in rear of book.
2. COY CONFIDENTIAL REPORT - OTHER RANKS - (AAF A26A) REGISTER
 - a. Check whether AAFs A26A have been submitted when member has completed and qualifications for next promotion.
 - b. Any AAFs A26A NOT recommended on original submission are endorsed to be brought forward within five (5) calendar months.
3. REGIMENTAL RECORD OF SERVICE BOOK (AAB 83)

'A' Team to select at least six (6) AABs 83 and check the following from Bn HQ POR Cards:-

 - a. NOK.
 - b. Address of NOK.
 - c. Entries of dependants if applicable.
 - d. Entries of schools and courses.
 - e. Promotion qualifications.
 - f. Authorities for promotions (if applicable).
 - g. Trades and duties (if applicable).
 - h. Leave entries, including date of arrival in MALAYSIA.
4. COMPANY-INWARD REGISTER OF CORRESPONDENCE
 - a. Check that daily correspondence is entered.
 - b. Maintained on files in accordance with the simplified AAB 80 - 2.
5. INTERNATIONAL HEALTH CERTIFICATES
 - a. Check, No, Rank and Name endorsed on front cover.
 - b. AAF A129 Number endorsed on International Health Certificate.
 - c. Initials, name, signatures, DOB and sex endorsed on applicable page.
 - d. RAP 4 RAR to issue brief lists of current entries to appear in International Health Certificates.
6. DUTY ROSTER
 - a. To include both NCO's and Private soldiers.
 - b. All names appear.

c. All names rotated equably.

7. CB REGISTER

Ensure members listed:

- a. commence parades correctly.
- b. Carry out all laid down parades.
- c. Conclude parades correctly.

8. AMMUNITION REGISTER

To show:

- a. Progressive allocation/expenditure.
- b. Supporting file copy docs for expenditure C7s and F60Pa.

9. COMPANY AFB122

- a. Up to date.
- b. Punishments up to two years only are currently recorded.
- c. Correctly compiled as laid down in AMR&O 1252.
- d. One for each member of sub-unit.
- e. Regimental copy per member held by RSM.

10. REGISTER OF INDENTS

- a. Check the "completed" column against the voucher file to ensure that indents as they are satisfied are marked and dated.

11. REGISTER OF VOUCHERS

Check to ensure that all vouchers are registered by examining the register and checking against the vouchers for checking file.

12. REGISTER OF FOLIOS

Check against registered last number and remaining folios.

13. RECORD OF REGISTERED NUMBERS

- a. That weapons are registered by types and in numerical order.
- b. That compasses, binoculars, watches and other stores having registered numbers are recorded by types and in numerical sequence.
- c. That books and forms having registered numbers are recorded, e.g. WF253, AF25A, AAF F59, E2E2C.
- d. That the distribution of stores having registered numbers is recorded.

14. REGISTER OF BOARDS OF SURVEY

- a. That the register agrees with the current board of survey number available from CM.

.../3

15. REGISTER OF REPAIR REQUISITIONS AFG1045

That the register shows:

- a. Date received from company.
- b. Coy.
- c. Item.
- d. Date to workshops.
- e. Date received back from workshops.
- f. Date returned to company.

16. REGISTER OF SUB-UNIT VOUCHERS

That register is being kept up to date by checking against file of sub-unit vouchers by companies.

17. REGISTER OF AAF F1As

- a. That all F1As are being registered and date of commencement and completion of the loan is clearly recorded.
- b. Any AAF F1As of long standing need an explanation. F1As normally of 28 day duration.

18. LEDGERS - VOUCHERS FILES

Check ledgers against voucher files to ensure:

- a. Accuracy of entry.
- b. Correct additions/subtractions.
- c. Internal check up to date.

19. POL (where applicable)

- a. That receipts Voucher book is signed in all cases.
- b. Stock sheets are entered up to date.
- c. Debit Voucher record book is recording transactions on sales to "purchasing" units. RAF, RMAF, Royal Tank Regiment, etc.
- d. Monthly work tickets are up to date and job recordings are being made in detail not "blanket" entries.
- e. Register is being kept for issues made to unit and internal garrison vehicles AAF F28 issue vouchers are being used.
- f. That the dip register and record is being kept for bulk petrol holdings and compare with stock sheet against issues.

20. RATIONING (where applicable)

- a. That indents are being prepared ^{in accordance} with local time period requirements for fresh and dry. e.g. dry normally drawn on a monthly basis, fresh on a 3-5 day basis, perishables daily (perishables, Milk, Butter, depending on refrigeration available).

.../4

- b. Ration scales are held and are up to date.
- c. Drawings are in accordance with strengths as shown on daily strength return. (Caterer can quickly give figures of entitlement and receipts).
- d. Issues to kitchens are recorded on F78 and are up to entitlement.
- e. Receipts are recorded on stock sheets F72 and additions, subtractions are correct. (check at least 3).
- f. The over/underdrawals book is up to date. (Caterer will explain function of this book).
- g. Supplementary ration records are kept and finalised on a monthly basis. AAF F59s contractor invoices, register of claims passed, supplementary reconciliation forwarded to command HQ each month.
- h. Commutation records are completed and forwarded to command HQ each month. Same as for supplementary plus record of underdrawals and strength reconciliation for proof of 33 1/3% allowance for commutation.
- j. Record book of pack ration holdings, receipts and issues for each monthly period.

21. An 'AQ' check to cover the foregoing detail would need approximately 3-4 days, therefore, the commander will decide on the degree of check to be made. He will pick out those parts which he considers needs checking as the result of the monthly report of the unit 2IC on internal checking.

COMDS DIARY

Amey Henderson 8

AUSTRALIAN MILITARY FORCES

Quote in Reply
217-3-34

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

18 Nov 66

GENERAL INSTRUCTIONS EXERCISE "DUCK SHOVE" 6-7 DEC 66

Map: Malaya 1:63360 Sheet 113

General

1. Ex "DUCK SHOVE" is a CP ex of two days duration. The ex is to be conducted in the area of JUNGLE EAST.

Aim

2. To practice the CP in deployment and procedures when operating on;
 - a. Veh scales
 - b. Manpack scales.

Lessons

3.
 - a. All offrs on the CP must have a thorough knowledge of SOPs which can be applied quickly and correctly to various sits.
 - b. Good comms fwd and rear are essential for the CP to op effectively.
 - c. Good office procedure prevents confusion and saves time.
 - d. Speed in deployment is the result of good battle procedure.

Troops Taking Part

4.
 - a. CP org 4 RAR . Annex 'B'
 - b. Higher con representing HQ 28 COMWEL Inf Bde . Annex 'C'
 - c. Lower con representing rifle coy AQs and Sp Coy pl . Annex 'C'

Exercise Director

5. Ex Director . CO 4 RAR

Execution

6. The ex is to be conducted in five phases as follows:-
 - a. Phase 1. Practice deployment of the CP in CANBERRA lines as a drill.
 - b. Phase 2. Tac veh move to GR? and the estb of the CP. This phase is to be conducted using air ptble eqpt scales.
 - c. Phase 3. Ft move of CP on manpack eqpt scales to area of GR 029794 and estb of the CP.
 - d. Phase 4. Return to CANBERRA Lines.
 - e. Phase 5. Debrief.
7. The con org is to be estb at Bt FALVEY. .2.

Dates and Timings

8. a. 5 Dec 66
- (i) 0900 hrs. Briefing for all con staff (Annex 'C') in Bn Lecture Room.
 - (ii) 1015 hrs. Briefing for all CP pers (Annex 'B') in Bn Lecture Room.
- b. 6 Dec 66
- (1) 0830 hrs - 1100 hrs - Phase 1.
 - (2) 1000 hrs - Con org in posn.
 - (3) 1100 hrs - Phase 2 begins.
- c. 7 Dec 66
- (1) 0630 hrs - Phase 3 begins
 - (2) 1400 hrs - Phase 4 begins.
9. Date/time for debrief (Phase 5) will be promulgated subsequent to the ex.

Codes

10. The IO is to produce codes as follows:-
- a. 4 RAR
- (1) Slidex
 - (2) Griddle
 - (3) Password
 - (4) P hour.
- b. 28 COM/EL Inf Bde
- (1) Slidex
 - (2) Map code
 - (3) States code.

Communications

11. See Sig Instr Annex 'E'.

Dress and Eqpt

12. All tps listed in Annex 'B' are to carry full op eqpt less ech packs.

Rations

13. CQMS Sp Coy is to have 80 combat rat aval for collection on 5 Dec 66.
14. Tps listed in Annex 'B' will eat in their respective messes. Senior offr at Bt FALVEY is to arrange meals so that all radios are manned at all times.

Medical

15. Paludrine and paludrine roll for CP and con org administered and carried by Sig offr and senior offr Bt FALVEY respectively.

16. Anti mite will be applied to clo. Normal certificates are required.

Transport

17. Tpt rqn is at Annex 'D'.

Distribution

18. Distr is at Annex 'A'

Annexures

19.	a.	Distr	.	Annex 'A'
	b.	4 RAR CP	.	Annex 'B'
	c.	Con Org	.	Annex 'C'
	d.	Tpt rqn	.	Annex 'D'
	e.	Sig instr	.	Annex 'E'
	f.	Gen Idea	.	Annex 'F'
	g.	Spec idea	.	Annex 'G'
	h.	Instrs to Con Org.	.	Annex 'H'

Munnin

*Capt
for*

Lieutenant Colonel
Commanding Officer

Annex 'A' to 4 RAR Ex "DUCK SHOVE"
dated 18 Nov 66

Addressee	Gen Instr and							
	Anx 'A'	Anx 'B'	Anx 'C'	Anx 'D'	Anx 'E'	Anx 'F'	Anx 'G'	Anx 'H'
A Coy	2	-	2	-	2	2	2	2
B Coy	2	-	2	-	2	2	2	2
C Coy	2	-	2	-	2	2	2	2
D Coy	2	-	2	-	2	2	2	2
Sp Coy	2	2	2	2	2	2	2	1
Admin Coy	2	2	2	2	2	2	2	
Mor Pl	1	1	-	1	1	1	1	-
Sig Pl	1	1	-	1	1	1	1	-
CO	1	1	1	1	1	1	1	1
2IC	1	1	1	1	1	1	1	1
Adjt	1	1	1	1	1	1	1	1
IO	1	1	-	1	1	1	1	-
Tpt Offr	1	-	-	1	-	-	-	-
Comds Diary	3	3	3	3	3	3	3	3
HQ 28 COM/EL Inf Bde	2	2	2	-	2	2	2	-
HQ AAF FARELF	1	1	1	-	1	1	1	-
Spare	3	3	3	3	3	3	3	3
Float	1	1	1	1	1	1	1	1
File	1	1	1	1	1	1	1	1
TOTAL	30	21	26	19	29	29	29	20

COMPOSITION OF CP

1. CP Staff as follows:-

OC Sp Coy
Adjt
IO
Mor Pl Comd
Sigs Offr
Fwd Con Sig Det (6)
Rear Link Sig Det (6)
Int Sect
Sgt Clerk
Orderly
RP (2)
CO Sig
CO Dvr
CO Batman
Dvr (8)
Batmen (5)

2. AQ Staff as follows :-

OC Admin Coy
An AQ Offr nominated by OC Admin Coy
RMO
Sigs (3)
Clerk GD Admin Coy
Med Assts (2)
Dvr (3).

===

CONTROL ORGANISATION

Sub units are to provide staff as follows:-

Higher Control	Ser	Representing	Radio Linking	Staff Required	Responsible Sub Unit
	1	HQ 28 COMTEL Inf Bde	Comd Net Admin Net	OC C Coy 1 Srr NCO Sigs (4)	C Coy Sig Pl
Lower Controls	2	A Coy B Coy	Comd Net	1 Offr 1 NCO Sigs (2)	A Coy Sig Pl
	3	C Coy D Coy	Comd Net	1 Offr 1 NCO Sigs (2)	D Coy Sig Pl
	4	Mor Pl Aslt Pnr Pl	Comd Net	1 Offr 1 NCO Sigs (2)	B Coy Sig Pl

Annex 'D' to 4 RAR Ex "DUCK SHOVE"
dated 18 Nov 66

TRANSPORT REQUISITION

Serial	Date	Time	Report to	Veh	Task
1	5 Dec 66	0830 hrs	Sig Pl Mor Pl Admin Coy RP Sect RAP	SS1 ST1 ST2 H 1 SM4 AG1 AG2 H2 AM1	Prep and loading
2	6 Dec 66	0800 hrs	Parade ground	All vehs Serial 1	Ex "DUCK SHOVE"
3	6 Dec 66	1030 hrs	Bn HQ	1 x TCV	Up lift. Vehs rel by 1200 hrs
4	7 Dec 66	1400 hrs	GR 023793	1 x TCV	Up lift. Return to lines.

CONFIDENTIAL

Annex 'E' to 4 RAR Ex "DUCK SHOVE" dated 18 Nov 66

SIGNAL INSTRUCTION

Ai

1. To provide comms for Ex "DUCK SHOVE".

Radio Diagram

2. See Appendix 1 to Annex 'E'.

Frequencies

3. See Appendix 1 to Annex 'E'.

We Identification

4. NIS to be advised.

Nicknames

5. a. Radio freqs see Appendix 1 to Annex 'E'.
b. Close down -
 - (i) 4 RAR Comd net
 - 6 Dec 66 IRON BAR
 - 7 Dec 66 DIRT TRACK
 - (ii) 28 COMWEL Inf Bde Comd net
 - 6 Dec 66 SPONGE ROLL
 - 7 Dec 66 HAIRY MAGGOTS
 - (iii) 28 COMWEL Inf Bde Admin net
 - 6 Dec 66 SILVER SPOON
 - 7 Dec 66 BUFFALO GRASS

Address Groups

6. Address groups are to be advised.

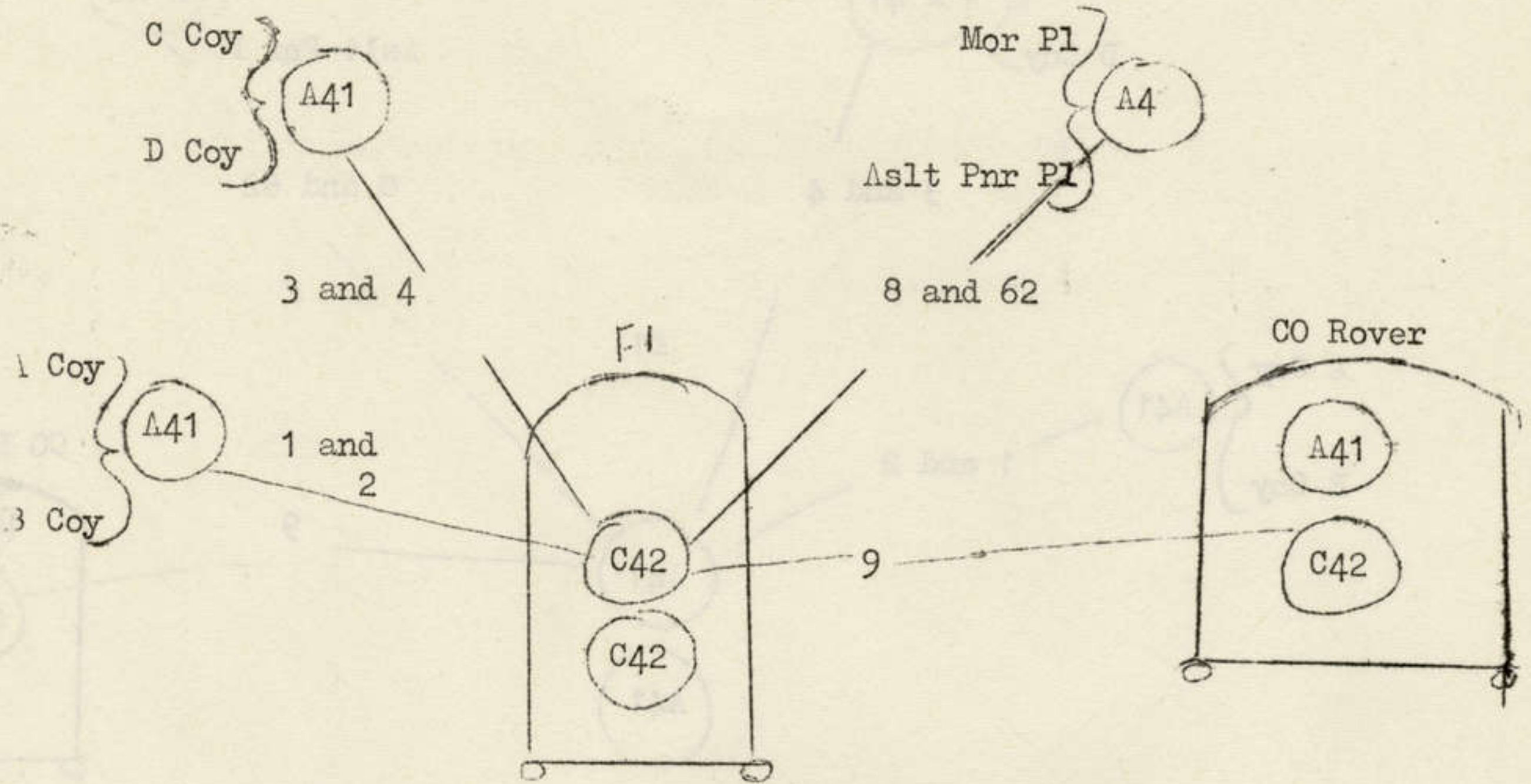
Timings

7. Estb comms all nets 1015 hrs 6 Dec 66

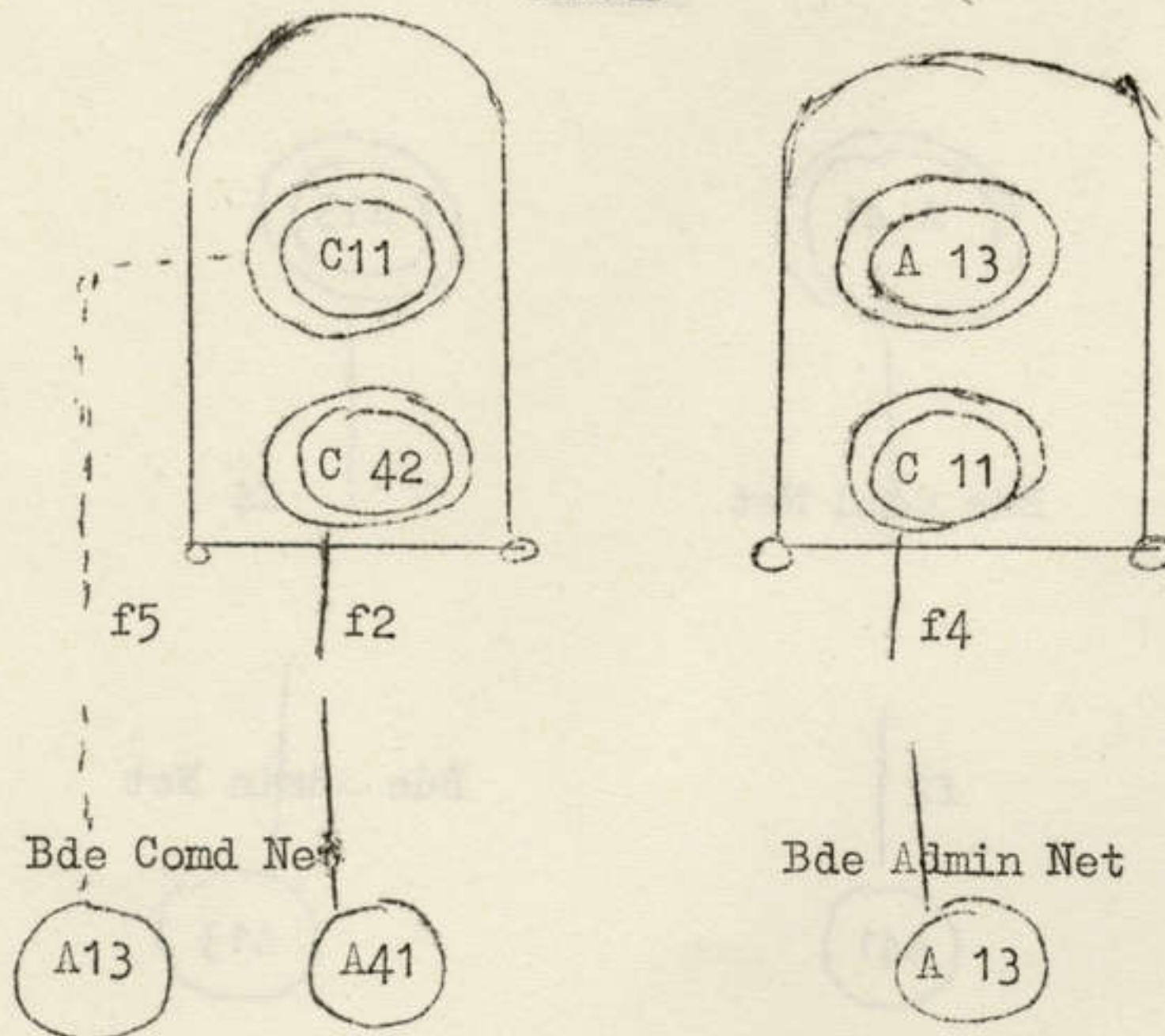
=====

CONFIDENTIAL

4 RAR RADIO DIAGRAM
EX "DUCK SHOVE" PHASES 1 AND 2



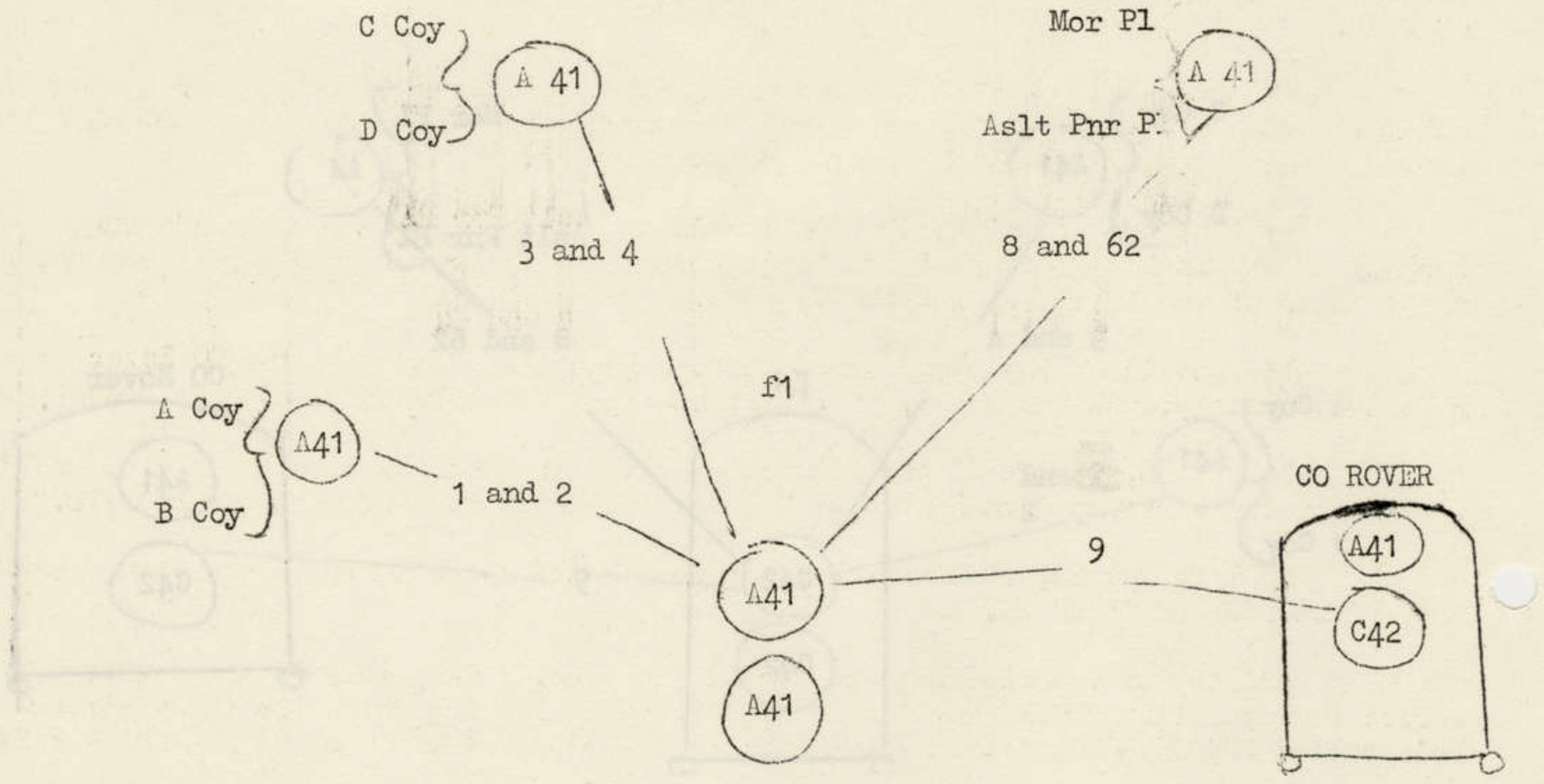
4 RAR



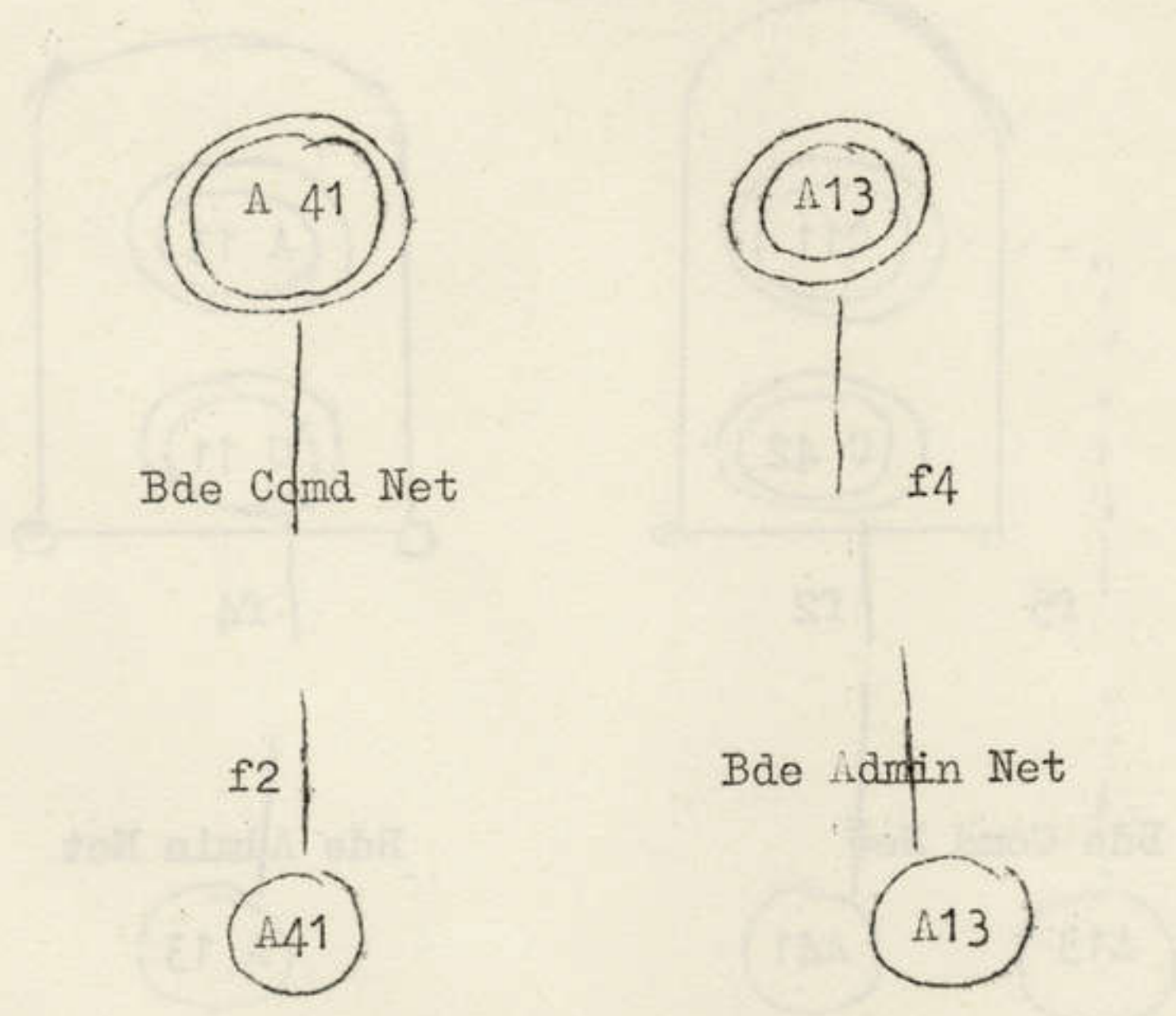
Higher Control

F	Mcs	Nickname
F1	39.7	COTTON SHIRT
F2	42.0	RUBBER BAND
F3	46.5	GLASS JAW
F4	5.3	WAX PAPER
F5	3.305	BOOT POLISH

4 RAR RADIO DIAGRAM
EX "DUCK SHOVE" PHASE 3



4 RAR



NAME	NO.	POS.
...
...
...
...
...
...

Annex 'F' to 4 RAR Op "DUCK SHOVE"
dated 18 Nov 66

GENERAL IDEA

In 1954, after years of war, an agreement was reached following the defeat of the then colonial power, whereby the country of COCHIN was divided into two independent countries viz the DEMOCRATIC PEOPLES REPUBLIC OF BARBARIA and the REPUBLIC OF MISA.

The President of BARBARIA was confident he could bring MISA under his control and unite MISA and BARBARIA, by using the technique of Revolutionary Warfare which had proved so successful against the former colonial power.

By 1966 the "revolution" in MISA had progressed to "early stage 3", due largely to the influx of complete units of the BARBARIAN Army into MISA, to augment the efforts of the local rebels, the Vee See.

The strain on the MISAN armed forces, resulting from this influx of BARBARIAN units proved too great, so assistance from friendly countries was sought.

In Oct 66, 28 COMWEL Inf Bde landed and estb a Fwd Op Base SW of Bt TERENDAK, centred on the airstrip Grid Square 9777 and on the Hard Landing Grid Square 9776.

By late Nov 66, 28 COMWEL Inf Bde were still establishing a con area around the fwd op base of TERENDAK.

As part of the clearing ops around the base, 4 RAR, in late Nov 66, were warned for operation "DUCK SHOVE" which was to be a clearing op in the enemy stronghold called JUNGLE EAST, within the following co-ordinates and incl rd MALACCA - MASJID TANAH

GR 027778
GR 025816
GR 040816
GR 040784
GR 041772.

=====

SPECIAL IDEA

CO 4 RAR gave orders for Op "DUCK SHOVE". Notes on these orders are below.

1. Sit

a. Fr forces

- (i) 517 Bn of the BARBARIAN Army is known to be based on MASJID TANAH and is in con of all en activity in the area between MASJID TANAH and MALACCA.
- (ii) 517 Bn are thought to be maintaining a rifle coy in the JUNGLE EAST area, which contains trg cadres for local guerillas and food dumps - facilities inherited from stages 1 and 2 of the revolution. In addition to the rifle coy, it is suspected an unknown numbers of "recruits" are currently undergoing trg in the JUNGLE EAST area.
- (iii) 517 Bn is known to be fully up to str in men, wpns and eqpt. (Detailed ORBAT see Appendix 1 to Annex 'G').
- (iv) Although 517 con conc as a bn in 24 prs, it is unlikely to do this unless a suitable tgt presents itself. Past experience shown that BARBARIAN units will stand and fight for their food dumps and other instls.
- (v) It is suspected that the company in the JUNGLE EAST area has 2 x 12.7 mm AA Guns.

b. Own forces

- (i) 1 RNZIR will be operating, excl the rd MALACCA - MASJID TANAH, in JUNGLE WEST, on a complementary op to "DUCK SHOVE".
- (ii) 1 SG are Bde reserve and are responsible for security TERENDAK.

c. Atts and Dets

- (i) Under ccmd for mov - two tps APCs
- (ii) In DS - V Bty 6 Lt Regt RA
- (iii) In sp - One flt of hel

2. MSN

4 RAR will loc and destroy all en in JUNGLE EAST.

3. EXEC

a. Gen Outline

Operation "DUCK SHOVE" is a search op, each coy being given an area of responsibility to op indep of order coys in the bn. The op is in 3 phases as fol:

(i) Phase 1 Mov of bn by hel and APC to JUNGLE EAST.

(ii) Phase 2 Search and destroy ops.

(iii) Phase 3 Return to lease.

b. Grouping Grouping for the op is as follows:

Each coy less B Coy as under comd one sect Aslt Pnr Pl and an MFC.

c. Phase 1

A Coy Fly in to L2 GR 035823

B Coy APC move to GR 031791

C Coy APC move to GR 027778

D Coy APC move to GR 026805

Bn HQ and Mor Pl APC move with B Coy.

d. Mov instr will be issued separately.

e. Phase 2

(i) A Coy Task Adv to and secure 389 feature Grid Square 0381 then conduct search and destroy ops in your area.

(ii) B Coy Task Res Coy. Remain with Bn HQ as security for the HQ. You will conduct search and destroy ops with the limitation that the coy can conc within one hr.

(iii) C Coy Task Adv to and secure in the area Bt BERTAM, Bt BENDERA in Grid Square 0377, then conduct search and destroy ops in your area.

(iv) D Coy Task Secure in the area GR 026805, then conduct search and destroy ops in your area.

(v) Mor Pl Task Base plate posn to be estb in area Bn HQ. One sect in direct op each A Coy C Coy D Coy ?

(vi) Aslt Pnr Pl Task Opportunity pnr tasks as required.

f. Phase 3 Orders to be issued.

g. Co-ord Instrs

(i) Timings

(a) H hr is 1100 hts 6 Dec 66.

(b) Phase 1 Start at H hr.

(c) Phase 2 On completion phase 1

(ii) B drys See Annex 'P'.

3.

Annex 'G' to 4 RAR..... Contd.

4. Admin and Log

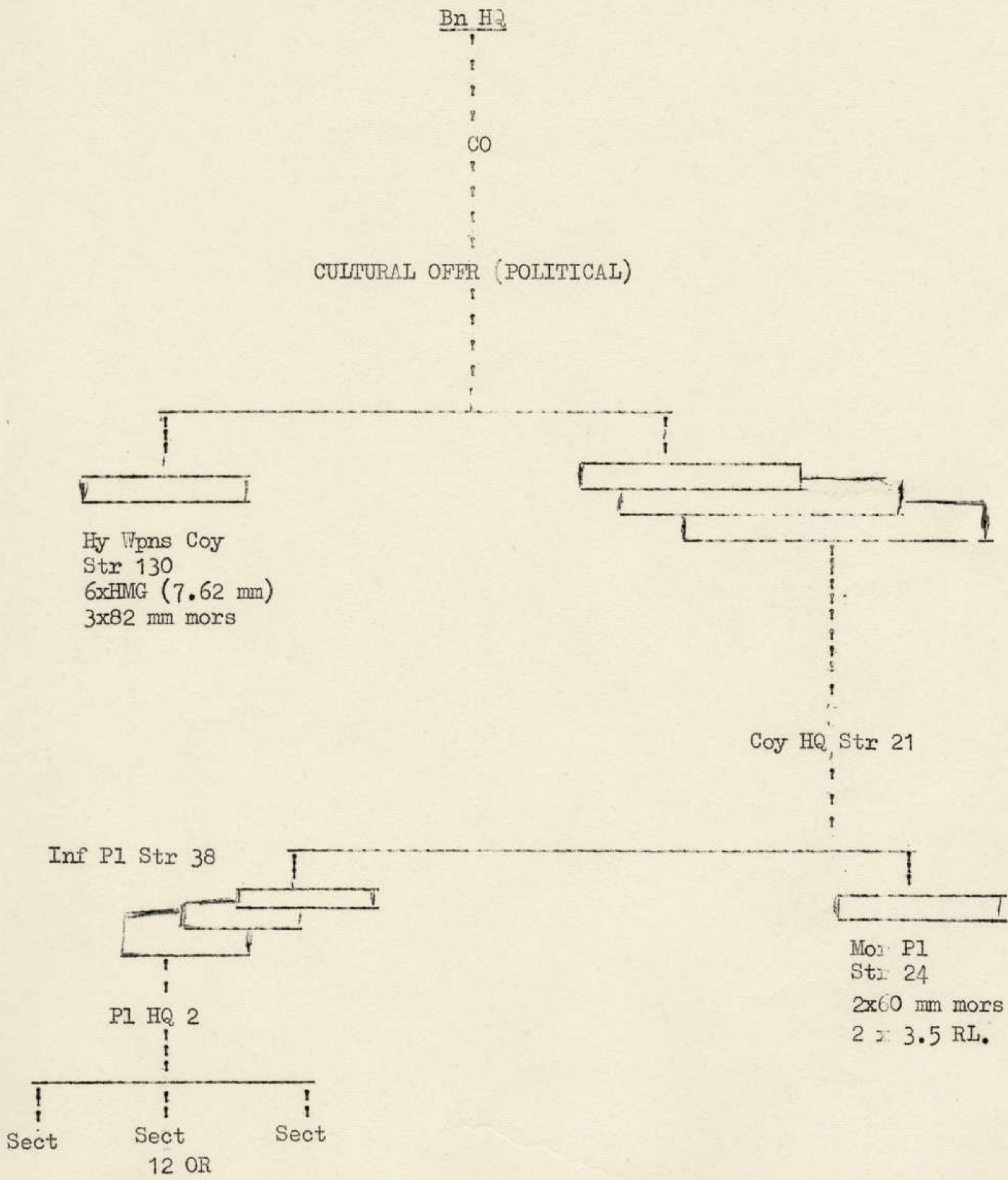
- a. Rat carry 5 days.
- b. Ammo Normal scales except for Aslt Pnr Pl who will carry in addition drilling and lifting charges.

5. Comd and Sig

- a. Loc of CP will be notified on completion Phase 1.
- b. Comms See sig instr Annex 'E'.

===

EXERCISE ORBAT - ENEMY FORCES



INSTRUCTIONS TO CONTROLS

1. Lower Con

Lower con are to:

- a. Rep rifle coy HQs and Sp Coy pls.
- b. Submit all reports and returns as required by 4 RAR SOP.
- c. Within the limits imposed by

(i) En - Annex 'G'

(ii) COs orders - Annex 'G'

conduct coy "search and destroy ops"
in their areas, building up a realistic
op picture.

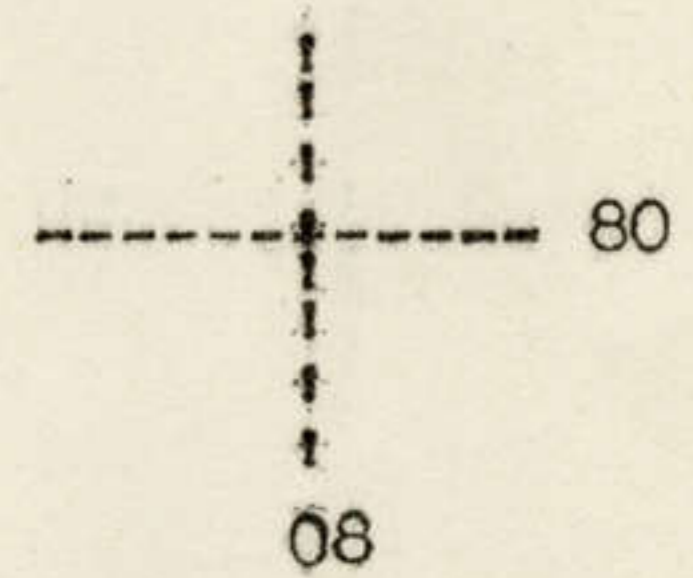
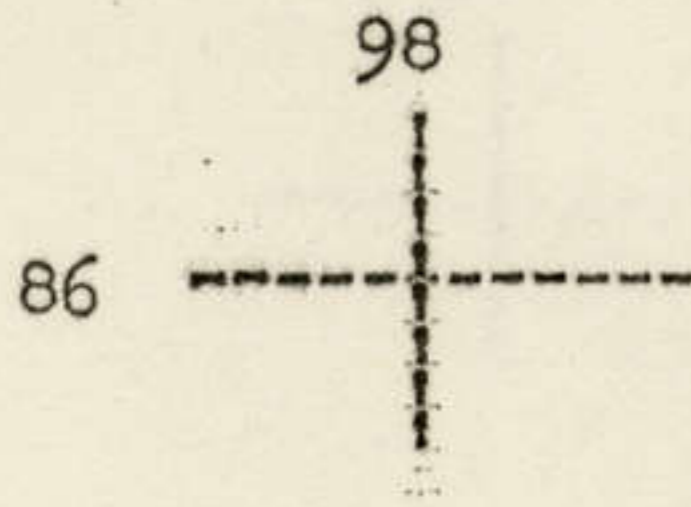
2. Higher Con

Higher con is to do the following:-

- a. Rep HQ 28 COMWEL Inf Bde, both G and AQ.
- b. Ensure all reports and returns, required from 4 RAR are received.
- c. Fwd info, which can affect rifle coy ops, into 4 RAR and note how quickly and accurately the info is received by coys.
- d. Supervise lower con with respect to para 1 c.

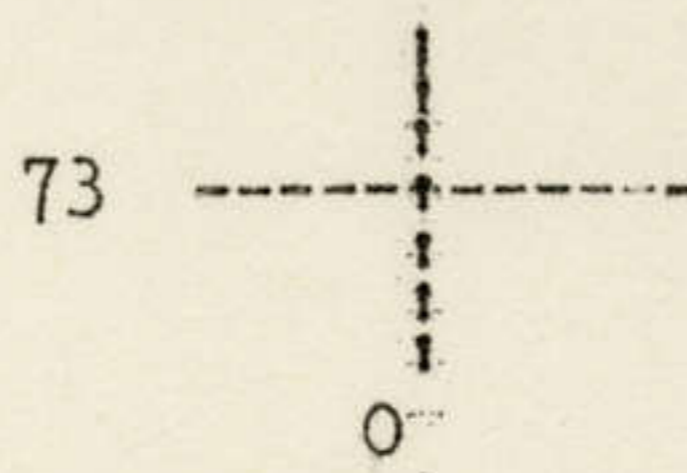
=====

Annex 'P' to 4 RAR Ex "DUCK SHOVE" dated
18 Nov 66



LEGEND

<u>Area</u>	<u>Coy</u>
1	A Coy
2	D Coy
3	B Coy
4	C Coy



Carl Dixon

4 RAR
Terendak Garrison
MALACCA

File No: 55-1-1

7 Dec 66

GAMES AND SPORTS

Annex H enclosure 9

- ... 1. Attached as Annex 'A' are the 17 Div/MALAYA District season dates for authorised sports.

COMPETITION

- ... 2. Within this framework sub-units will compete for trophies for specified sports. The draw is listed at Annex 'B'.

RESULTS

3. The basis of awarding the trophies referred to in paragraph 2 will be the weekly sports results signed by opposing team Captains and submitted to the Battalion 2IC.
- ... 4. Dates for submission are as per Annex 'B' attached.
5. Results for the 1966 part seasons will not be included in awarding these trophies.
6. Trophies when awarded will be retained by the winning sub-unit until subsequent competition in that particular sport re-awards them.

POINTS ALLOCATION

7. Trophy points will be awarded on the following basis for team type sports.
- | | |
|---------------------|------------------------------------|
| Win | - 5 points (incl win on a forfeit) |
| Draw | - 3 points each |
| Loss | - 1 point |
| Non playing Forfeit | - NIL points. |

OFFICIALS

8. Officials will be provided as mutually agreed between competing teams.

RULES

9. Normal rules will apply to all sports as per Games and Sports in the Army 1966 except cricket which will be on a twenty over per innings single innings per team basis. Overs will be eight ball overs.

PLAYING FIELDS

- ... 10. Attached as Annex 'C' are the official playing ovals/fields within CANBERRA Lines.
11. Maintenance/markings for these ovals will be co-ordinated by OC Admin Coy.
12. Booking/allocation of these ovals will be co-ordinated by OC Sp Coy.
13. Squash courts are to be booked by competing teams.

.../2

EQUIPMENT

- ... 14. Attached as Annex 'D' are the sub-unit holdings of DPRI sporting equipment and the DPRI store holdings of separate items of equipment.
- 15. Additional equipment may be drawn from the DPRI store by mutual arrangement with the DPRI Sgt.

[Handwritten Signature]
 Maj
 2IC 4 RAR

DISTRIBUTION

List B less Serials 7-9, 22-25 and 47-52.

Copy to:
 DPRI Sgt
 PT Sgt

OFFICIAL SEASONS - AUTHORISED SPORTS

<u>SPORT</u>	<u>COMMENCES</u>	<u>CONCLUDES</u>	<u>TROPHY</u>
RUGBY	1 OCT	28 FEB	THOMSON CUP
AUST RULES	1 OCT	28 FEB	A J EASTMAN HIGH COMMISSIONER'S CUP
ATHLETICS	1 MAR	31 AUG	WOODSIDE BUSINESSMAN'S SHIELD
CROSS COUNTRY	1 OCT	28 FEB	NOT YET DECIDED
BASKETBALL	1 SEP	31 MAR	" " "
CRICKET	1 MAR	30 SEP	OUTRIDGE SHIELD
SWIMMING	1 MAR	30 SEP	RAFIQ CUP
TENNIS	1 FEB	31 AUG	NOT YET DECIDED
SAILING	ALL YEAR ROUND		" " "
GOLF	ALL YEAR ROUND		AS DECIDED BY PRESIDENT/SUPERVISING OFFR
HOCKEY	1 OCT	28 FEB	NOT YET DECIDED
SQUASH	ALL YEAR ROUND		" " "
BOXING	1 OCT	30 APR	ANNUAL CHAMPION BOXER
SOCCER	1 MAR	30 SEP	NOT YET DECIDED
BADMINTON	1 OCT	30 APR	" " "
FENCING	1 OCT	28 FEB	NOT PROVIDED FOR AT THIS STAGE
PARACHUTING	ALL YEAR ROUND		" " " " " "
JUDO	ALL YEAR ROUND		" " " " " "
MOUNTAINEERING	ALL YEAR ROUND		" " " " " "

RUGBY/AUST RULES/HOCKEY DRAW
TENNIS/SQUASH/BASKETBALL

<u>DRAW</u>	<u>DATE BY WHICH TO BE PLAYED</u>	<u>DATE ON WHICH RESULTS TO BN 2IC</u>
A Vs B C Vs D Sp Vs Admin	1 FEB 67	3 FEB 67
C Vs A Admin Vs D B Vs Sp	8 FEB 67	10 FEB 67
D Vs A Admin Vs B Sp Vs C	15 FEB 67	17 FEB 67
A Vs Sp B Vs D C Vs Admin	22 FEB 67	24 FEB 67
A Vs Admin B Vs C D Vs Sp	1 MAR 67	3 MAR 67

RUGBY/AUST RULES/HOCKEY CONCLUDED
BASKETBALL

VOLLEYBALL/SOCCER/CRICKET DRAW - FIRST ROUND

TENNIS/SQUASH - SECOND ROUND

<u>DRAW</u>	<u>DATE BY WHICH TO BE PLAYED</u>	<u>DATE ON WHICH RESULTS TO BN 2IC</u>
B Vs A D Vs C Admin Vs Sp	8 MAR 67	10 MAR 67
A Vs C D Vs Admin Sp Vs B	26 APR 67	28 APR 67
A Vs D B Vs Admin C Vs Sp	3 MAY 67	5 MAY 67
Sp Vs A D Vs B Admin Vs C Admin Vs A	10 MAY 67	12 MAY 67
C Vs B Sp Vs D	17 MAY 67	19 MAY 67

.../2

VOLLEYBALL/SOCCER/CRICKET - SECOND ROUND
TENNIS/SQUASH - THIRD ROUND

<u>SECOND ROUND</u>	<u>DATE BY WHICH TO BE PLAYED</u>	<u>DATE ON WHICH RESULTS TO BN 2IC</u>
A Vs B C Vs D Sp Vs Admin)	24 MAY 67	26 MAY 67
C Vs A Admin Vs D B Vs Sp)	31 MAY 67	2 JUN 67
D Vs A Admin Vs B Sp Vs C)	7 JUN 67	9 JUN 67
A Vs Sp B Vs D C Vs Admin)	14 JUN 67	16 JUN 67
A Vs Admin B Vs C D Vs Sp)	21 JUN 67	23 JUN 67

Additional rounds may be possible dependent on unit commitments/preparation for RTA. An instruction will be issued if this is possible, otherwise trophies will be awarded for these sports on the basis of competition up to 23 Jun 67.

SPORTING EQUIPMENT ALLOCATED TO COYS

2	BALLS VOLLEY BALL
2	NETS VOLLEY BALL
6	RACQUETS BADMINTON
2	NETS BADMINTON
1	FOOTBALL AUST RULES (COMING FROM AUSTRALIA)
2	FOOTBALLS RUGBY
1	FOOTBALL SOCCER
1	BALLS BASKET BALL
8	RACQUETS TENNIS
4	RACQUETS SQUASH
1	PUMPS BASKETBALL OR FOOTBALL
20	JERSEYS FOOTBALL & SOCKS
20	SHORTS FOOTBALL

HELD IN SPORT STORE

3	SETS CRICKET GEAR
2	SETS SOFTBALL
2	SETS HOCKEY GEAR
4	BALLS WATER POLO
4	RACQUETS TENNIS
4	RACQUETS SQUASH
4	RACQUETS BADMINTON
3	NETS VOLLEYBALL
2	NETS BADMINTON
2	FOOTBALLS RUGBY
2	FOOTBALLS SOCCER
6	RODS FISHING WITH REELS
165	lbs WEIGHTS WEIGHT LIFTING
3	DISCUS
3	SHOT PUTT
3	JAVELIN

Quote in Reply
25-2-4

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA
8 Dec 66

MINUTES OF 4 RAR REGIMENTAL FUNDS MEETING
HELD ON 17 OCT 66

Present

Maj McGHEE	President
Capt HEARN	Secretary
Sgt CONSTABLE	Treasurer
Cpl AYLETT	A Coy
Lcpl BEAUCHAMP	B Coy
Cpl ALLAN	C Coy
Lcpl POWELL	D Coy
Lcpl JAMES	Admin Coy
Cpl WOOD	Sp Coy
Capt INNES	Rep for 4 RAR Sailing and Power Boat Club.

The President declared open the meeting at 1020 hours.

Previous Minutes

2. The minutes of the previous meeting of 4 Oct 66 having been read, it was moved by Cpl ALLAN, seconded by Cpl AYLETT, that the minutes as read were a true and accurate account of the last meeting.

Carried.

Business Arising from the Minutes

3. RMC Chapel Fund

The President explained that the donation was made from the unit to put towards the cost of a pew. The officers have already made their own individual contributions. As such he suggested that the complete donation be made from Regimental Funds with the Secretary writing a letter to the RMC Chapel Fund, explaining the money was presented by the unit, and a plaque should be put on the end of the pew to stating the donation was from the unit.

It was moved by Cpl AYLETT, seconded by Cpl WOODS that the additional \$50 be paid by Regimental Funds. The pew to have a plaque stating the pew is from the unit.

Carried.

Sitrep

4. The President stated SITREP was to be produced by the end of November. The covers were held by the IO. Coys are to submit their contributions and they will be printed.

Australian Newspapers

5. The President stated newspapers were coming from Australia, normally 2 or 3 days old. The AUSTRALIAN was not included but other main papers were arriving. These papers were being financed by the Red Cross and the Salvation Army.

The distribution was 85% to the Mens mess, 10% to the Sgts Mess and 5% to the Officers Mess. Soldiers are also permitted to take papers from the JRC.

A request was made for the AUSTRALIAN and the Secretary was directed to make investigations. Coy representatives were directed to determine the number of copies wanted. The cost of the AUSTRALIAN newspapers was to be completely self supporting.

Momento to C Coy Contract

6. The President directed the Armourer Sgt to have the Armalite Butt mounted, lined, plate finished, polished and on show in the JRC by 30 Nov 66.

7. The President stated letters have been written to the Armaments Officer, KUCHING, and the Brigade Major 99 Bde, and approval has been received to obtain the Kalashnikov weapons.

Films

8. The film showings are going well and are self supporting. By the time 4 RAR return to Australia, there should be sufficient funds to purchase another projector.

Presentation to 8 RAR

9. The President explained that so far \$250 had been spent. To complete the badge an additional \$280 was required, making a total of \$530.

It was moved by Cpl AYLETT seconded by Lcpl JAMES that an additional \$280 be spent. This was to be the final amount.

Carried.

Investment

10. The President stated he had written to Lt Col OUTRIDGE to invest \$4000 (Aust) on behalf of Regt Funds. So far, no reply has been received.

Cheque from Rugby Club

11. Sgt CONSTABLE stated he had received \$75.50 from the 4 RAR Rugby Club. This was the amount outstanding from a bus hired to take the Rugby players to Kuala Lumpur.

Money for Hockey Club

12. The President stated Regimental Funds had paid \$25 to allow 4 RAR to enter a Hockey Team in the 17 Div Competition.

Sailing Club

13. The subscriptions for Oct and Nov have been made by Regimental Funds to allow the Sailing and Power Boating Club to be a member of the Bukit Terendak Sailing Club. The 4 RAR Sailing and Power Boating Club had reimbursed Regt Funds for the month of Oct.

Bn Speed Boat

14. The President explained the boat, after a large amount of individual work, was now in good condition.

Capt INNES put forward the case for the purchase of a motor for the unit speed boat. He explained that in the long term, a larger motor would be more economical.

It was moved by Cpl WOODS, seconded by Lcpl BEAUCHAMP that expenditure of up to \$3,500 be approved to allow the 4 RAR boat to be fitted out for water ski-ing facilities. The capital items to include a 95 HP Mercury Motor, with a two year guarantee, Safety Jackets, ropes and fittings, and other necessary Incidentals. The maintenance and running costs to be entirely borne by the club.

Carried.

.3.

The President directed that the motor was to be available for outside inspection for a certificate of worthiness, at the discretion of the committee. The items were to be branded 4 RAR prior to being commissioned.

The President also stated that the official name of this club was now "The 4 RAR Sailing and Power Boat Club" and would become a registered sporting activity of 4 RAR.

Skis

15. The Water Skis were to be vouchered to the 4 RAR Sailing and Power Boat Club.

Parachute Club

16. The President explained that he had been approached by the Four Winds Parachute Club to be able to buy back the gear sold to Regt Funds, when the club became more financial.

Book with Names of Original Members

17. Two quotes had been obtained \$85 for a suitable book without printing, and \$115 for a 20 page book with the printing of members on 4 RAR's strength up to 1 Jun 64. The President suggested the names should be in alphabetical order irrespective of rank.

It was moved by Lcpl JAMES, seconded by Cpl ALLAN that a total cost of \$115 be spent on a book with the names of original members printed in gold. The cover to be crested.

Carried.

Washing Machines

18. On examining quotes, it was seen that approx \$1500 would be needed to put the cheapest type of washing machine into each company. It was agreed that the expense was not warranted in view of the Dhoby Contract, and the fact that washing machines are provided in Australia. The President stated he would approach HQ AAF FARELF.

Sporting Equipment

19. Sgt CONSTABLE explained the items previously approved were being purchased as they became available. The President directed that those items that were available were to be vouchered to companies.

Badminton

20. A request had been received from the Badminton Officer for Regt Funds to supply shuttlecocks. It was agreed that when companies were at sufficient strength to warrant the inclusion of Badminton in Inter Coy Sport, then thought would be given to this application.

Coy Uniforms

21. These were not discussed as no quotes were available.

Athletic Singlets Numbers

22. It was moved by Lcpl POWELL seconded by Cpl ALLAN that \$210 be spent on six sets of twenty numbers for athletics carnivals.

Carried.

The President directed these items to be withdrawn and packed away in noth balls for use at future athletic meetings.

Soccer Uniforms

23. It was moved by Cpl WOODS, seconded by Lcpl POWELL that \$150.00 be expended on the correct uniforms for a soccer team. Bn Colours were to be used, the design to be approved by the Bn 2IC prior to purchase.

Carried.

Medallions for Athletics Meeting

24. It was moved by Lcpl POWELL, seconded by Cpl ALLAN that \$208.00 be spent on the purchase of medallions for the winners and place getters at the Bn athletics Meeting.

Carried.

Engraving of Medallions

25. It was moved by Cpl ALLAN, seconded by Lcpl JAMES that the medallions be engraved with

Rank	Initials	Name
Placing		
4 RAR	66	

at the best available price.

Carried.

Stop Watches

26. The President explained four (4) stop watches were necessary to run the athletics meeting. Once purchased, the watches, if handled properly, would last for years and could also be used for other sports.

It was moved by Lcpl JAMES, seconded by Cpl WOOD that \$200.00 be expended on four (4) stop watches. The watches to be engraved 4 RAR.

Carried.

Games and Sports in the Army

27. The President explained that there was only a couple of non unit copies held in 4 RAR. The IO had made contact with a firm in England who could provide the latest editions. These items are considered necessary as they guide sporting activities, and the way sport is to be conducted.

It was moved by Cpl ALLAN, seconded by Cpl AYLETT that \$80.00 be spent on 8 copies. A copy was to be vouchered to each company.

Carried.

Typewriters

28. This topic was deferred to the next meeting.

Stewards Uniforms - Mens Mess

29. Capt REYNOLDS explained that it was considered necessary for the stewards in the mens mess to be fitted out with new shirts. It would help both appearance and hygiene,

It was moved by Sgt CONSTABLE, seconded by Lcpl JAMES that Regt Funds expend \$120.00 for Stewards uniforms for the ORs mess.

Carried.

Basket Ball Uniforms

30. These have been ordered, but were not yet ready for collection.

Boxing

31. Two pairs of gloves and 1 head guard has been ordered through NAAFI. So far, they have not yet been received. NO quotes were available for the other items requested by the Boxing Club.

Xmas Cards

32. These are now held in the DPRI store. Companies are to collect and pay for their orders.

New Business

33. Poker Machines in JRC - The President explained these machines were a good income for Regt Funds. The "Takings" vary from \$200 to \$300 per month. In the period of five months prior to May 66, the takings were about \$4000.00. The Government of Malaysia now required the registration of "Gaming Machines".

It was moved by Cpl WOODS, seconded by Lcpl POWELL that Regt Funds expend \$600 on the licensing of two machines, on the proviso that the machines be sold to the original owners for \$400.00 when the unit leaves Malaysia.

Carried.

Colour Board to 8 RAR

34. The President was authorised to proceed with quotes, but not the purchase, of a Colour Board similar to our own Colour Board. The plan if approved, is to present the Colour Board to 8 RAR on their arrival in Malaysia.

Carried.

Xmas Party

35. It was moved by Lcpl BEAUCHAMP, seconded by Lcpl JAMES that Regt Funds expend \$1,000.00 on the Childrens Xmas party, and that families be levied \$4.00 flat rate per child.

Carried.

Swimming Medallions

36. It was moved by Cpl AYLETT, seconded by Cpl ALLAN that Regt Funds purchase 35 medallions for presentation to place getters in swimming event at the unit swimming carnival on 25 Nov 66. The medallions to be comparable to those presented on the Bn athletics days.

Carried.

Farewell Gift to Comd 28 Bde

37. Moved by Cpl AYLETT, seconded by Cpl ALLAN that up to \$150.00 be spent on the purchase of a farewell gift to Brig T.D.H. McMEEKIN, Comd 28 Bde

Carried.

Public Address System

38. The purchase of a Public Address System was discussed. Any decision was deferred until the next meeting when quotes would be examined.

Statement of Affairs

39. The financial statement for the period ending 1 Nov 66 was discussed in detail. It was moved by Cpl AYLETT, seconded by Cpl WOODS that the statement as presented be accepted as a true and accurate financial statement of the affairs of 4 RAR Regimental Funds.

Carried.

40. The meeting was closed at 1330 hours.

K.P. *John Major*
Captain
Secretary.

K.P. *John*
Major
President

I do/~~do NOT~~ concur

ca
Lt Col
CO 4 RAR

Conrad Dunning

4 RAR
Terendak Garrison
MALACCA

FILE NO:
156-1-2
182-2-1

3 Dec 66

Annex A enclosure 11

MESSING - ANNUAL LEAVE PERIOD

Reference: 4 RAR 156-1-2 dated 14 Nov 66

GENERAL

1. A reorganisation of catering support will be effected during the leave period 12 Dec 66 until 3 Jan 67.

OFFICERS' MESS/SERGEANTS' MESS

2. Last meal in the Officers' Mess will be the evening meal 11 Dec 66.
3. First meal after the leave period will be breakfast 3 Jan 67.
4. Duty Officers and living in officers will continue to use current accommodation in this period and bathing/morning tea service will continue as normal. Mail will continue to be delivered to the Mess daily to Pte HINNRICHSEN.
5. The Bar, Kitchen and Ante Room will close with effect from 112400 Dec 66 and reopen 010800 Jan 67.
6. Living in officers, officers on duty, have been granted the use of the Sergeants' Mess bar, ante room and dining room facilities in this period, i.e. from 120001 Dec 66 until 022400 Jan 67.

MEN'S MESSSES

7. With the commencement of leave and dependent on numbers on duty/living in, some of the men's dining rooms will be closed for this period. This will be at the discretion of Lt BRETT working through the senior cook representing the WO Caterer and the Battalion Orderly Room and based on the daily Battalion parade state figures.

CHRISTMAS DINNER

- ... 8. Attached as Annex 'A' is the menu for Christmas Dinner in the Men's Messes.
9. Christmas Dinner will be served for all members of the rank of Corporal and below on the daily parade state on 22 Dec 66. It is estimated that one Mess Hall only will be required.
10. Officers and Senior NCO's within TERENDAK Garrison on 25 Dec 66 will perform their customary tasks on this day.
11. Christmas Dinner will commence being served at 1200hrs.
12. The JRC Bar will be opened AM 25 Dec 66 at the discretion of OIC Rear Details.
13. Cpl R D AYLETT, DFRI Rep A Coy, is responsible for the decoration of the Mess Hall nominated by the WO Caterer, and the authorised collection of DFRI provided items for this meal.

DISTRIBUTION: List A

K J McGhee
Maj
K J MCGHEE 2IC 4 RAR

Annex 'A' to 4 RAR 156-1-2
of Dec 66 182-2-1

CHRISTMAS DINNER 1966

4 RAR ORs MESS

CONSOMME JULIENNE

CURRIED PRAWNS

ROAST SEASONED TURKEY

CRANBERRY SAUCE

WALNUT STUFFING

YORK HAM

DAUPHINE POTATOES

MINTED GARDEN PEAS

STUFFED TOMATOES

PLUM PUDDING

BRANDY SAUCE

BREAD ROLLS

TEA OR COFFEE

BEER ----- MIXED NUTS ----- MIXED DRIED FRUITS ----- GLAZED FRUITS

XMAS CAKE

CORDIAL

Comd's Diary 3

4 RAR
Terendak Garrison
MALACCA

File No:
25-2-6

7 Dec 66

Annex A enclosure 12

MINUTES OF THE CO CONFERENCE HELD AT 091100GH (DEC)

Present

1. CO, 2IC, Coy Comd, Adjt, RMO, QM, Int Offr, ESM.

Coys

2. A Coy

- a. Refresher training and recruit training will be conducted during the leave period.
- b. No entrants for 17 Div championships yet for Boxing. (CO and OC A Coy to talk separately on unit Boxing).
- c. Warning for bn Boxing training by coys to commence.

3. B Coy

- a. Normal training, Bn duties over the leave period.

4. C Coy

- a. Duties and recruit training over the leave period.

5. D Coy

- a. Recruit training.
- b. Rugby results V 1 RNZIR; D Coy lost 29 - 3.

6. Sp Coy

- a. No specialist training.
- b. Coy Comds to conduct a check on records results for Cadre Course as there is disparity in the unit.
- c. 7 days notice is required for specialist training by coys for Sp Coy instructors.

7. Admin Coy

- a. Nil.

8. Bn HQ

QM

- a. 20 to 25 Bren Guns to remain in 4 RAR.
- b. Hitachi radio batteries are a problem due to quantity required by 4 RAR and lack of supply.
- c. Swords will be rechromed and returned to 4 RAR by 23 Dec and by 2 Jan at the latest.

.../2

9. 2IC

- a. DPRI meeting on 22 Jan 67.
- b. Officers Mess meeting 1500hrs Fri 9 Dec then followed by a Happy Hour in 1 RNZIR Officers Mess.

10. Int Offr

- a. Int Dutyman's Course finishes Fri 9 Dec.

11. Adjt

- a. HQ AAF FARELF signalled on the requirement for a further rfts required to bring the unit up to strength.
- b. Officers qualifying course: no details received yet.
- c. No draft RTA in Feb 67 as thought.
- d. Details of the Birthday Parade were discussed.
- e. Inter Unit transfers 4 RAR/ 8 RAR on relief outlined.
- f. Relief of Duties for sport were discussed.

12. RMO

- a. Facilities in the contractor's area to be discussed by RMO/CO.
- b. Dental services from 32 Dental Unit to be discussed and an endeavour is to be made to get 4 RAR dentally fit. (Feb is recommended)
- c. RAAMC personnel. The problem of loss of seniority and lack of courses available in the theatre is to be discussed with CO and RMO.

13. Commanding Officer

- a. Work Dress for officers is NOT to be worn in CANBERRA LINES.
- b. Birthday Parade; Parade duties for Coys are:

Escort for/to Colour	A Coy
No 2	B Coy
No 3	C Coy
No 4	D Coy
Holding Ground	Sp and Admin Coy.
- c. Visit of the Minister for Defence (UK) Mr G W REYNOLDS (MP) is on Tue 13 Dec , 1110 - 1130hrs. The Minister will be seeing the CO only.

d. Brigade Commanders Conference Points

- (1) Ex "GRANZUK I" to take the place of "SWIFT BOOMERANG" commencing 13 Mar 66. (Tps taking part: HQ 28 COMWEL Inf Bde, 4 RAR, 1 RNZIR, 6 Lt Regt, 11 Fd Sqn. Enemy to be 2/7 GR. Comd and control staff 1 KSLI).
- (2) Ex "HARD LOOK" (3/5 May) based on SEATO role by HQ 28 BDE.
- (3) Ex "SOUTHER CROSS" (1-14 Jun), the exercise will NOT be held in EAST MALAYSIA. Venue is to be advised.
- (4) Ex "CRY HAVOC" (2-3 Jan 67) - CO to participate.

.../3

- (5) The Golf Course is off limits to formed bodies of soldiers (4 RAR RO Part 1 340/66).
- (6) Civic Action. Preparations are going ahead to sponsor a village on the verges of Terendak Garrison. The selected village is Kampong Tana Mara. Planned assistance is to include:
 - (a) Health Assistance.
 - (b) Education and Sport.
 - (c) Economic and Rural help.
- (7) The Bde LO is to be replaced on HQ 28 COMWEL Inf Bde by a GS03 (SD). The tour of duty will be six months for each nominated major unit.
- (8) Discipline
 - (a) Red Light Areas are to be revamped by OC 28 Bde Provost Unit and advised to Bde units.
 - (b) The curfew in Malacca has been lifted.
 - (c) Greater care is required by army drivers in traffic offences; OC Admin Coy to action.
 - (d) Dangerous Drugs are to be carefully watched.
 - (e) Saluting in the Bde to be published in RO Part 1.
 - (f) Happy Hours at Bde Offrs Mess will be commencing early in the New Year.
- (9) Bde Helipad. There may be a restriction on unit air troops using the Bde Helipad due to the increased establishment anticipated in the Bde Flight.
- (10) 4 RAR SOP is to be rewritten and will be distributed in hard back book form capable of being carried in a trouser pocket.
- (11) When the CO visits training in CANBERRA LINES the senior soldiers present is to pay the normal courtesies in "calling up" the soldiers he is instructing.

Yannin

DISTRIBUTION
List 'A' less

Serials 22 - 25, 32 - 35, 37, 40-41, 47-52.

Cpl W
Lt Col
CO 4 RAR

Comd's Diary (3)

AUSTRALIAN MILITARY FORCES

Quote in Reply
25 - 2 - 29

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

9 Dec 66

List A (less Serials 23, 24, 51, 54, 55)

Annex H enclosure 13

MORALE COMMITTEE

Reference: 4 RAR 25-2-29 dated 25 Nov 66 (NOT to all addressees).

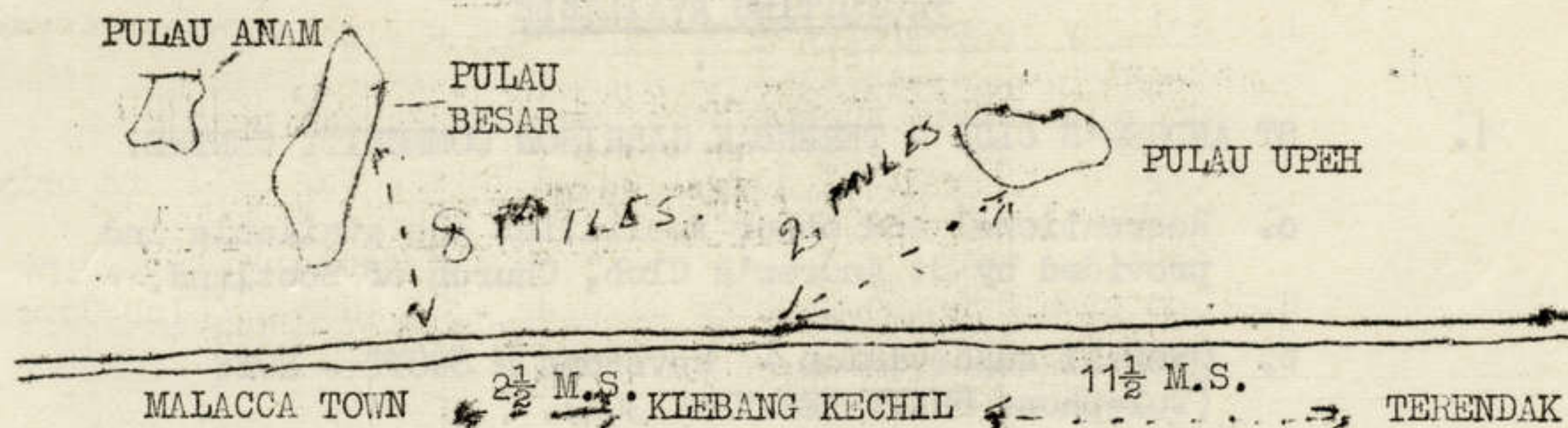
1. Part I - facilities available outside Terendak ~~has~~ already been issued on List A plus copies for each section of the Battalion and less serials 23-25 (incl) 51, 54 and 55.
2. Attached as Part II -(facilities available from within the Garrison) is the available information for occupation of off duty hours without regimentation.
3. Without any suggestion of compulsion it is suggested that attendance at any one of the facilities listed, time permitting, may reveal a healthy outlet for surplus energy during off duty hours.

K.J. McGhee
Maj
Bn 2IC
(K.J. McGHEE)

FACILITIES AVAILABLE

1. ST ANDREW'S CLUB - TERENDAK GARRISON COMMUNITY CENTRE.
 - a. Recreational and other facilities are available and provided by St Andrew's Club, Church of Scotland.
 - b. Overall supervision - Reverend M SCOTT - ROSS (Telephone BUKIT TERENDAK 304).
 - c. Hours of operation:
 - (i) Club open daily 0900 to 2200 hrs.
Sundays 1230 to 2200 hrs.
 - (ii) Bookshop Open daily (excl Sundays) as follows:

Monday	}	0900 to 1230 hrs
Tuesday		
Thursday	}	1730 to 2000 hrs.
Friday		
Wednesday	}	0900 to 1230 hrs
Saturday		
 - (iii) Canteen - serves over 200 European and Chinese dishes.
 - (iv) Malaysian Milk Bar - Ice creams, Milk shakes, Pastries, Hot drinks - souvenirs of Malaysia on display.
 - (v) Games, TV Rooms, Quiet Room - for soldiers only, after 1800 hrs.
 - d. Scottish Country Dancing Classes - St Andrews Club Games Room every Monday at 2015 hrs.
 - e. Garrison Bible and Study Groups - St Andrews Club, Quiet Room every Wednesday at 2000 hrs.
 - f. Monthly Social Hour - St Andrews Club Milk Bar (approx 1100 to 1200 hrs) last Sunday of each month after Morning Service for all Church worshippers and denominations combined.
 - g. Free Lending Library - St Andrews Club, New Zealand Room.
 - h. Holiday Travel arrangements Advice - Sime Darby Travel Agent visits the St Andrews Club fortnightly - dates and times on the Club Notice Board at the entrance.

j. Recreational

As illustrated above there are a number of small islands nearby. Conditions of organising visits are listed below:

- (i) Groups with money and application some days ahead to Coy 2IC/Admin Offr.
- (ii) Coordination through Bn 2IC to Church of Scotland or direct to Rev SCOTT ROSS Church of Scotland.
- (iii) Mixed parties are acceptable.
- (iv) Boat with boatman and petrol supplied for costs indicated.

PULAU BESAR (\$2 (M) per head)

Good swimming and ideal for a Barbecue or picnic. Under no circumstances must pork be carried onto the island. The island has a certain religious importance to the local people and therefore it is courteous to refrain from excesses in behaviour.

PULAU ANAM (\$2 (M) per head)

A small but pleasant island ideal for fishing and picnics.

PULAU UPEH (\$2 (M) per head)

A small island suitable for fishing and picnics.

k. Guided Tours

The same method of organisation can be used as for para (j) above except that a fluently spoken local guide is provided for the stipulated cost.

Educational - There are many interesting historical sites in MALACCA. The Part I brochure already issued lists these.

Small parties (not less than 2 or more than 4) may hire one of the St Andrews Club's cars with guide for an afternoon tour of MALACCA. Cost (depending on the number of people) between \$1.50 (M) and \$2.50 (M). Bookings must be made at least 72 hours in advance.

l. Fishing

Line fishing by sampan with a Malay crew can be arranged for small groups (two is ideal). The cost is \$10 all up and would provide a good evening's fishing. The crew provides the lines.

n. Literature

Packs of paper back novels are available free of charge for exercise/leisure on application signed by Coy 2IC/Admin Offr to the St Andrews Club.

n. Assistance in all matters

Supervisor of the club - Rev M SCOTT-ROSS is always available in his office in St Andrews Club to offer his assistance in any matter if needed.

2. 4 RAR SAILING AND POWER BOAT CLUB

Attached at Appendix 1 are the Constitutional Rules of the above club.

This club provides sailing and power boating (incl water skiing) facilities within Terendak for the members of 4 RAR and their dependants at any time.

Current Committee organisation is as follows:-

Supervising Officer - Capt J.H. INNES - Pl Cond Sig Pl Sp Coy
 Executive Officer - Lt R.J. WICKHAM - Asst Adjt Bn HQ.
 Secretary - Cpl C.A. FLETCHER - Aslt Pnr Pl Sp Coy.
 Treasurer - WO2 R. RICHARDSON - CSM B Coy.

3. RED SHIELD FACILITIES

- a. Two billiard tables in separate rooms maintained continuously 0800 to 2400 hrs daily within the JRC.
- b. One table tennis table maintained continuously 0800 to 2400 hrs daily within the JRC.
- c. One lounge in the JRC equipped with Television and a short wave stereogram radio and supplied periodically with reading materials (Australian newspapers, magazines, papers, books etc) and provided with writing tables and free writing paper and envelopes. Stamps and writing pens etc must be provided by the individual soldier. This lounge is open for use daily between 0800 to 2400 hrs.
- d. Film screening nightly Sunday through to Fridays inclusive in the Main Lounge of the JRC commencing 1910 hrs (Sundays 1900 hrs). Payment 50 cents (M) per film.
- e. A library of seven hundred bound and paper back books and novels covering a wide variety of topics. Open 0900 hrs to 1900 hrs most days. Books can be borrowed free on an honour return basis from the Red Shield Rep in the JRC.
- f. Film screening every Tuesday night at 1930 hrs at the Families Club, Bukit Bahru on payment of one dollar (M).
- g. Advice and assistance on most matters from Mr A. GILHAM Salvation Army in his room at the JRC.

4. EDUCATION CORPS FACILITIES

The following facilities are available at the times and locations shown. All activities are free for service personnel and civilians under eighteen years of age. Other personnel \$6.45 (M) per term.

Class/Club	Day	Time	Class Room
Ladies Keep Fit	Mon	2000 - 2100	Seaview School
Photography	Mon	1900 - 2100	19 AEC
Art	Mon	1900 - 2100	Slin
Cookery	Mon	1900 - 2100	Slin
Dressmaking	Mon	1900 - 2100	Slin
English Literature	Mon	1900 - 2000	19 AEC

Class/Club	Day	Time	Class Room
Typing(Advanced)	Tue	1900 - 2100	19 AEC
Ladies Keep Fit	Tue	2000 - 2100	Slin
Accounts	Tue	1900 - 2000	19 AEC
Malay	Wed	1900 - 2000	19 AEC
Typing (Beginners)	Thu	1900 - 2100	19 AEC
Maths	Thu	1900 - 2000	19 AEC
Map/Reading	Fri	1900 - 2000	19 AEC
Library (Free)	Mon-Fri	1000 - 1230 1400 - 1600 1900 - 2030	19 AEC
	Sat	1000 - 1145	
	(Excl Holidays)		

5. INDULGENCE FLIGHTS

- a. Attached as Appendix 2 is a copy of RAAF policy on Indulgence passages to Australia.

General information on passages

- b. There are two media of indulgence travel and two issuing and approving authorities, namely:-

- (i) Services Air Booking Centre (SABC) CHANGI.
- (ii) RAAF Butterworth.

RAF fly aircraft to no set timetable between Singapore and Edinburgh, SA.

The RAAF fly from Butterworth to Williamstown/Anberley.

Procedure

- c. NO application is to be submitted other than through unit channels. The required documentation is:

- (i) F 2768 (a yellow British Form)
- (ii) One copy of Annex B and B1 to Sect 140 Part IV FESO.

Coys may indent for these documents from the Asst Adjt on an as required basis.

- d. The following documents are also required:

- (i) AAF F88
- (ii) Application to take leave abroad (3 copies)

- e. The completed forms in para 3 are then sent to SABC, copies to HQ AAF FARELF.

SABC will then acknowledge receipt of the application to the individual's unit. In addition HQ AAF FARELF signal RAAF Butterworth requesting a seat on an RAAF aircraft so there are two chances of obtaining a seat.

- f. Normally that is the last heard of the application until approx 24 hrs prior to take-off, when the individual is notified. It is then his responsibility to get himself to that aircraft on time.

- g. If his application is successful, the member has a seat on the aircraft from which he may be off-loaded at any stop and the RAAF/RAF accept no responsibility for him at all!! Normally only happens if priority cargo/passengers are unexpectedly on loaded. At this time HQ AAF normally signal ahead to Australia and request a return seat on or about the date that the member wishes to return.
- h. Don't
- (i) Make your own arrangements.
 - (ii) Continually telephone SABC or RAAF or Asst Adjt for information as the date on which you wish to travel draws near. If they knew you would be told.
 - (iii) Make the mistake of being ill - prepared for an unexpected off-loading.
 - (iv) Submit your application more than six (6) weeks prior to the desired date.
 - (v) Expect to obtain a seat just because you have applied.

6. JUNIOR RANKS CLUB

- a. The NAAFI Junior Ranks Club operate to the following hours:
- | | | | | |
|------|-----------|-----------------|---|-------------|
| (i) | Mon - Fri | 1000 - 1020 hrs | } | Dry |
| | | 1200 - 1300 hrs | | |
| | | 1615 - 1730 hrs | } | Dry and Wet |
| | | 1830 - 2400 hrs | | |
| (ii) | Sat - Sun | 1000 - 1200 hrs | } | Dry and Wet |
| | Public | 1500 - 1700 hrs | | |
| | Holidays | 1830 - 2400 hrs | | |
- b. Soldiers may remain within the JRC after closing time of the various facilities subject to periodic checks by the Battalion Orderly Sergeant.

7. MOTOR CYCLE/SCRAMBLE RACING

- a. A Garrison Club exists within TERENDAK whose facilities are available to 4 RAR personnel.
- b. This Garrison Club has as its President 2Lt P.B. SHEEDY Pl Cond B Coy 4 RAR.
- c. The club is affiliated with the YAMAHA and SUSIKI clubs in MALACCA.

Fees

- (i) Non motor cycle owners . . . \$3 (entrance)
- (ii) Motor cycle owners . . . \$6 (entrance)
- (iii) Monthly Subscriptions of \$2 for all members.

Activities

- d. The club has obtained a permanent track near the Garrison rubbish tip. There has already been a great deal of work

done by club members and further improvement is planned.
On this track the club plans to hold:

- (i) Scramble racing
- (ii) Trick riding
- (iii) Gynkhanas
- (iv) Instruction for non bike riding members if so desired.

f. Next General Meeting

It is proposed to hold a general meeting on the night of Monday 12th December at 1900 hrs. Place to be notified.

- (i) Interested members are invited to attend and may join after the conclusion of the general business.
- (ii) It is intended to arrange a race meeting for the Christmas/New Year period.

8. PARACHUTING

- a. The FOUR WINDS PARACHUTE CLUB currently provides facilities for sport parachuting.
- b. President of this club is

Capt D.D. MCKENZIE 182 Reccé Flt while Sgt D.F. HEENAN
Aslt Pnr Pl Sp Coy is the Treasurer.
- c. Attached as Appendix 3 are the Charter of Constitution and rules governing membership of this club.

9. SPORTING PERSONNEL UNITED/SOCIAL CLUBS

- a. A social club exists within 4 RAR Junior Ranks.
- b. Conditions of membership are strict - the requirements and details are attached as Appendix 4.
- c. This club has the largest single membership of any club within 4 RAR.

10. SWIMMING FACILITIES AVAILABLE

a. Pools

Olympic Pool

Commonwealth Club/Senior Ranks Beach Club
Officers Beach Club

b. Water Polo

Arrangements can be made for individuals to play water - polo competition by application to the Swimming Officer, Lt R.J. WICKHAM, Asst Adjt, 4 RAR.

c. Competitions.

Annually

- (i) 4 RAR Inter Coy Championship for the Rafiq Cup.
- (ii) 28 COM.EL Bde Inter Unit championship.
- (iii) 17 Div/Malaya Dist Inter Unit Individual Championships.

11.

BADMINTON

- a. Facilities There is only one badminton court in the Garrison Area. It is situated in the Gymnasium building at the Garrison Swimming Pool. Bookings for this court must be made at the swimming pool.
- b. Equipment Each coy has six (6) badminton racquets and two (2) badminton nets. Shuttlecocks must be supplied by players.
- c. Planning is under way to provide a good court and uprights for each coy.
- d. Competitions At this stage on a social basis. In Feb 1967 a unit championship will be organised and will include mixed and ladies events. Subsequently social games will be arranged.
- e. Major N.R. SMETHURST OC, B Coy and 2Lt R. EARL Pl Cond 12 Pl D Coy provide further information if required.

12.

SQUASH

- a. Facilities Within the Garrison area there are available for use, three courts. There are two at the Junior Ranks Commonwealth Club and one at the Officers Beach Club.
- b. Bookings
 - (i) To book the court at the Commonwealth Club, a member must enter his name in the squash court book at the club or by phone.
 - (ii) Booking at the Officers Beach Club may be made by phone.
- c. Equipment Each company has its own number of squash racquets (4). Balls must be supplied by players.
- d. Competitions
 - (i) An inter company competition will be run as per SPORT AND GAMES issued 7 Dec 66.
 - (ii) During the year, competitions are held for all comers to decide the 28 Bde Champion and 17 Div/MALAYA Champion. These competitions are over for 1966 and will not now be held again till the period Sep - Nov 67.
 - (iii) A squash ladder will be established in the Battalion. Nominations are to be submitted by coys to the squash officer by the 9th January 1967. This ladder will be displayed on the B Coy Notice Board. Summaries will be sent to coys at 2 weeks intervals.
 - (iv) Social games are to be arranged between units from time to time and notice of these will be passed to all coys.
 - (v) It is hoped to arrange a trip to BUTTERNORTH to play the RAAF and 111 IMA Bty in late Jan.
- e. General Squash is a fast, vigorous game which is very enjoyable and satisfying. It is a sport which also helps the soldier to maintain the high standard of physical fitness that service in the forces require.
- f. Further information if required can be obtained from Major SMETHURST OC B Coy and 2Lt R EARL Pl Cond 12 Pl D Coy.

13.

HORSE RIDING

- a. A garrison saddle club exists within TERENDAK. Both ponies hacks are available.
- b. This is run under Brigade sponsorship.
- c. Interested personnel may obtain more details from their Coy second-in-command/Administrative Officer.

14.

CANOE CLUB

- a. General 4 RAR has four canoes. They may be used at any time by current financial members of the Canoe Club provided the members have informed Captain UNDERWOOD or 2Lt SHEPPARD of their intention to use them.
- b. Subscriptions No joining fee is charged. Members are required to pay \$1 per month for subscriptions to cover minor repair to canoes or equipment.
- c. Qualifications No member is allowed to use a canoe unless he can swim 50 yards in salt water wearing long trousers and long-sleeved shirt without physical or mental stress.
- d. Instruction At present there is no army qualified canoeist to act as a club instructor but efforts are being made to obtain a suitably qualified canoeist to instruct beginners.
- e. Canoe husbands Normally 2-3 club members will be allocated to each canoe to act as canoe husbands. Their primary job is the maintenance and improvement of their canoe. These members have prior claim over the use of their canoe should more than 8 members desire canoes at the same time.
- f. For further information either Capt UNDERWOOD 2IC D Coy or 2Lt SHEPPARD Pl Cond A Coy can be contacted.

15.

FISHING

- a. There is no fishing club.
- b. There are six fishing rods and associated equipment held in the DPRI Store. Any soldier may secure this equipment by signing for it at the DPRI Store in the same manner he would for other items of sporting equipment.
- c. For further information either Capt UNDERWOOD 2IC D Coy or 2Lt SHEPPARD Pl Cond A Coy can be contacted.

16.

CHURCH ACTIVITIES

- ====
- a. Holy Trinity - Church of England
(.) Church Services - Every Sunday.
 - 0800 hrs - Holy Communion.
 - 1000 hrs - Morning Prayer.
 - 1900 hrs - Evening Prayer. This Service is considered by the Senior Chaplain to be a "Soldiers Service" and is followed by a Social Hour in the Church Hall.

- (2) The Sunday Morning Choir practices on Thursday Evenings at 2000 hrs in the Church Hall under the direction of Mr Harry Brown. More male voices are needed and applicants should see Mr. Brown
- (3) Sunday School Teaching. Teaching the Christian Faith to someone else helps to strengthen our own beliefs and ideals. Sunday School is held every Sunday Morning at 1000 hrs in the Church Hall and is followed by Training Classes for Teachers. More teachers are needed.
- (4) Adult Baptism and Confirmation Instruction - can be obtained by arrangement with Chaplain DOUST. Both these steps of further commitment in the Christian Life pre-suppose regular church worship.

b. St John's Church - Protestant Denominations

- (1) Church Services - Evey Sunday
 - 1000 hrs - Morning Service
 - 1900 hrs - Evening Service
- (2) The Sunday Morning Choir - practices on Thursday Evenings at 2000 hrs in the Church under the direction of Cpl L FRANCE of 1 RNZIR. Applicants should see Cpl FRANCE at practice.
- (3) Adult Baptism and Confirmation Instruction - can be obtained by arrangement with Chaplain MILLS. Those desiring instruction should be willing to worship regularly.

c. Other CE and PD Church Activities

- (1) Church House Courses - These courses, held at Singapore, are designed to impart the Christian Faith and to strengthen our Christian experience and character. Those interested should see their platoon commander.
- (2) A Bible Study is held on The St Andrew's Club Chapel on Wednesday evenings at 2000 hrs and is conducted in a relaxed atmosphere of informal discussion.
- (3) Those interested in any of the CE and PD Church Activities and desiring more information should see Chaplains DOUST or MILLS.

d. Corpus Christi Church

- (1) Sunday Masses - 0800 hrs, 1000 hrs and 1830 hrs.
- (2) Confessions - 1030-1100 hrs, 1130-1200 hrs Saturday and 1800 - 1830 hrs Sunday.
- (3) Christmas Programme
 - Masses - Midnight - 0800 hrs and 1000 hrs
 - Confessions - Christmas Eve; 1030-1200 hrs, 2000 - 2100 hrs.
- (4) Chaplains: - Rev W.J. McKEOWN, Australian Regular Army
Rev J.H. McNEILL, 1 R.N.Z.I.R.

=====

4 RAR SAILING AND POWER BOAT CLUB

CONSTITUTIONAL RULES

NAME

The name of the club shall be the 4 RAR SAILING AND POWER BOAT CLUB, hereafter called the club.

OBJECTS

The objects for which the club has been established are:-

- a. To foster and promote the sports of sailing, power boating and skiing amongst members of 4 RAR.
- b. To maintain unit membership of 4 RAR in the BUKIT TERENDAK SAILING AND POWER BOAT CLUB.
- c. To fully co-operate with the BUKIT TERENDAK SAILING AND POWER BOAT CLUB and when under sailing conditions to abide by the rules of the IYRU and RYA.
- d. To qualify members as helmsmen and coxwain.

MEMBERS

Membership is open to any member of 4 RAR and his family, subject to these constitutional rules.

Membership entitles members to:

- a. The right to attend and vote at general meetings of the club.
- b. The use of club equipment subject to the rules of the club.
- c. The use of the BTS & PBC subject to the rules of that body.

To qualify for membership a member of 4 RAR must:-

- a. Pay a monthly subscription, of an amount which will be laid down by a general meeting of the club.
- b. Purchase a members badge from the BTS & PBC.

RESIGNATION AND EXPULSION OF MEMBERS

Any member may resign by giving one weeks notice to the Secretary of the club.

The club committee may at any time order by letter any member to retire from membership of the club for breach of these rules or misconduct.

The expulsion of any member for gross misconduct will be decided by the club committee. Any member under consideration for expulsion shall be deemed suspended from the activities and privileges of the club until the club committee confirm or deny the expulsion.

ALTERATION TO RULES

These rules may be altered, rescinded or added to at any general meeting of the club provided that such a resolution is passed by a two thirds majority.

MANAGEMENT OF THE CLUB

- 10 The committee shall consist of:-
- | | | |
|--------------|---|--|
| a. PRESIDENT | - | appointed by the CO 4 RAR. |
| b. EXECUTIVE | - | appointed by the CO 4 RAR. |
| c. SECRETARY | } | - elected by 2/3 majority at a general meeting. |
| d. TREASURER | | |
| e. BOATSWAIN | - | a member of the club with the necessary knowledge of boats and elected by a 2/3 majority at a general meeting. |

SU COMMITTEES

- 11 Sub committees may be appointed from time to time to undertake special tasks.

GENERAL MEETINGS

- 12 General meetings shall be held throughout the year at such time as decided by the previous meeting or at the request of two thirds of the members of the club or at such times desired by the Supervising officer/President.

NOTICE OF MEETINGS

- 13 The Secretary shall cause to be published in unit Routine Orders, a notice of all general meetings of the club at least one week prior to the date of the said meeting.

ORDER OF BUSINESS

- 14 The President shall have one vote plus a casting vote in the event of equality of votes.

- 15 Voting at all meetings shall be by show of hands unless a secret ballot is requested by two voters.

- 16 Voting for Election of Officers shall be by show of hand however in the case of there being more than one nomination the nominees shall leave the room until count is completed.

BANK ACCOUNT

- 17 A bank account will be operated by the club, signatories will be, President, Secretary and Treasurer. Any two to be signatories at any time.

BOOKS

- 18 The following books will be maintained by the committee:-

MINUTE BOOK
ACCOUNT BOOK
CASH BOOK
VOUCHER BOOK
RECEIPT BOOK

SAFETY ORDERS

- 19 Garrison S.Os will be adhered to at all times.

====

INDULGENCE PASSAGES ON RAAF AIRCRAFT BETWEEN
MALAYSIA AND AUSTRALIA

1. The Department of Air has directed that RAAF Hercules aircraft are to be operated in the "freighter" role, and that passengers are to be considered as a secondary requirement unless specifically tasked otherwise. In accord with this policy the Officer Commanding RAAF Base BUTTERWORTH is personally vested with the responsibility of approving every indulgence passage from BUTTERWORTH to AUSTRALIA.
2. Where Australian personnel are concerned approval is only given for travel is never permitted as a pure indulgence. This principle is not compatible with the term "indulgence" as interpreted by the British Services. The Officer Commanding RAAF Base BUTTERWORTH is not permitted to approve travel for passengers who merely wish to take the opportunity of visiting AUSTRALIA.
3. In recent weeks numerous applications for air passages to AUSTRALIA have been received from British Service member forwarded direct to this Headquarters. To obviate any unfair allocations of passages between Australian personnel and members of other Commonwealth Services it is requested that any future applications for an air passage to AUSTRALIA must be accompanied with the detailed reasons for travel, and are only to be submitted by a member's Commanding Officer to Headquarters RAAF Base BUTTERWORTH if compassionate circumstances exist and the unit commander makes a personal favourable recommendation.
4. The Department of Air alone is the approving authority for flights from AUSTRALIA to MALAYSIA and has advised that even though previously such applications have been favourably considered, the emphasis has changed now because of the extreme shortages of passengers accommodation in northbound Hercules aircraft. Therefore, any service personnel who receive approval to travel from MALAYSIA to AUSTRALIA must realise that it will usually be necessary to have sufficient funds to return by civil aircraft.

====

4 RAR FOUR WINDS SPORT PARACHUTE CLUB

CONSTITUTIONAL RULES

Name

1. The name of the club is the 4 RAR FOUR WINDS SPORT PARACHUTE CLUB hereinafter called "the club".

Objects

2. The objects for which the club is established are:
- a. To foster and promote the sport of parachuting amongst all ranks of 4 RAR.
 - b. To foster interest amongst members through competition and any other means.
 - c. To maintain a club that will provide the best possible facilities for parachuting.
 - d. To promote correct methods and techniques in sport parachuting with a view to maintaining the highest standard of safety.
 - e. To fully co-operate with the governing bodies of sport parachuting and abide by the rulings of
 - (i) Constitutional Rules of the Australian Parachute Federation.
 - (ii) Operational Regulations of the Australian Parachute Federation.
 - (iii) Department of Civil Aviation Air Navigation Orders Section 29 (i).

Members

3. The club shall be comprised of:-
- a. Any member of 4 RAR wishing to undertake Sport Parachuting.
 - b. Serving members of the ARA whose unit is so located that the club is the nearest service club to where they are stationed. Such members to be admitted only if the committee is satisfied that they can be admitted without interfering with the training and progress of 4 RAR members.
4. Membership of the club entitles the members to the following privileges.
- a. The right to attend and vote at general meetings of the club.
 - b. The right to nominate members of the management committee at a meeting called for that purpose.

2.

5. Members shall be divided into three classes:

a. Provisional member. A member undertaking his first and second jump. Such member is required to fulfil the following conditions:-

- (i) Complete the club application for membership form, obtaining parental consent where necessary.
- (ii) Complete the club training syllabus. This training to be under the club instructor and in no circumstances to be less than the minimum training requirement as laid down in Operational Regulations of the APF. QUALIFIED army parachutists will be checked out by the club instructor before being granted permission to modify training from that laid down for beginners.
- (iii) Obtain a medical clearance from the RMO as being fit to jump.
- (iv) Pay a training fee to the club. A provisional member may jump in work dress and will not be entitled to wear a club badge until he becomes a club member. He may decide to forego further jumping and if so will not be required to pay further club fees.

b. Club member. A provisional member who continues his training syllabus beyond the initial two jumps must become a club member. To do this entails:

- (i) Purchase of an APF approved Log Book.
- (ii) Payment of an annual club subscription.
- (iii) Purchase of a white jump suit .

A club member will be permitted to wear the club badge.

c. Full member. A club member on qualifying as a free fall parachutist and having completed ten jumps will be eligible to become a full member which entails:

- (i) Payment of membership fees to the Australian Parachute Federation.
- (ii) Payment of fees for an "A" class licence to the Australian Parachute Federation.
- (iii) Payment of fees for an APF badge.

A full member is entitled to wear the APF badge, and may jump with any club as a visitor provided the club allows him to jump.

d. A beginners, on joining the club, may choose to become a full or club member immediately. If he so desires this can be arranged, and the requirement for an "A" class licence may be waived if a beginner wishes to join the APF before he gains his "A" class licence. If this is done a beginner may jump with any club, with their approval before he gains his "A" class licence.

Resignation or Expulsion of a Member

6. Any member of the club may resign membership by giving notice in writing to the committee. Any such notices shall take effect at the expiration of one calendar month from the giving of such notice but shall not release the member from paying any outstanding fees.
7. The club committee may at any time order by letter any member to retire from membership of the club for breach of these rules or for misconduct.
8. The expulsion of any individual member who has been found guilty of serious breaches of the Operational Regulations or gross misconduct will be decided by the club committee. Any member under consideration for expulsion shall be deemed expelled until the club committee confirm or deny the expulsion.

Annual Subscriptions

9. Annual subscriptions fall due on the 1st April each year and will consist of :
- a. Club annual subscription.
 - b. APF membership fee and revalidation of licences.

Alterations to Rules

10. These rules may be added to or recinded or otherwise varied or amended by a resolution passed by a two thirds majority at a general meeting of the club.
11. Notice of the proposed alteration recision or amendment must be circularised to all members at least seven days before the general meeting falls due.
12. Copies of all alterations, recisions or amendments shall be sent to all members, the Australian Parachute Federation and State Council.

Management of the Club

13. PATRON. A prominent person may be requested to be patron of the club.
14. SUPERVISING OFFICER. A supervising officer will be appointed by 4 RAR. He will supervise the management of the club, and when possible will act as President at club meetings.
15. PRESIDENT. Should the supervising officer so decide, a President will be elected to preside over all the meetings of the club and report club activities and decisions to the supervising officer.
If the supervising officer is an active member of the club no President will be elected.
16. CHAIRMAN. Should the Supervising Officer or in his stead the President be absent from any club meeting then those present shall appoint a chairman for that meeting. The chairman shall report club activities and decisions to the supervising officer.
17. SECRETARY. A secretary will be elected to control the day to day administration of the club. He will keep accurate minutes and records of club activities and will receive and answer correspondence. He will ensure the decisions of the club committee or general meeting are carried out.

18. **TREASURER.** A treasurer will be elected to control the finances of the club. He will maintain the club accounts and supervise the club bank account. He will prepare the books for audit by 1st April each year or when so ordered to do so. He will collect all outstanding fees and inform the supervising officer should any member refuse to pay arrears due.
19. **INSTRUCTOR.** Shall hold an APF "C" class licence with Instructor rating and shall be responsible for training instruction and jump execution.
20. **ASSISTANT INSTRUCTOR.**
- a. Shall hold an APF "B" class licence with Jumpmaster Rating and shall assist the instructor in his work.
 - b. Should a qualified army parachutist not hold a "B" class licence he may be allowed to instruct for subjects in which he is fully competent eg. landing rolls and malfunction drills.
21. **SAFETY OFFICER.** An experienced parachutist who by virtue of his personal integrity and sense of responsibility is entrusted with the surveillance of parachuting activities within the club and the policing of all regulations as laid down by APF Operational Regulations.
22. **EQUIPMENT OFFICER.** A qualified parachutist who is fully conversant with the requirements for inspection care and storage of all equipment shall be appointed to ensure club equipment is kept in first class condition. Should he have any doubt as to the safety of any equipment he will withdraw it from use until it is repaired to his satisfaction.
23. **COMMITTEE MEMBERS.** Three members who may be called upon to ease the weight of work from other club officials or to undertake special tasks.
24. **CLUB MANAGEMENT COMMITTEE** shall consist of:
- a. The Supervising Officer or President
 - b. The Secretary
 - c. The Treasurer
 - d. The Instructor
 - e. The Assistant Instructor
 - f. The Safety Officer
 - g. The Equipment Officer
 - h. Three Committee Members.
- At any committee meeting five members will form a quorum. The chairman of any committee shall have a casting vote if the voting on any resolution is equal.
25. **SUB COMMITTEES.** May be appointed by the management committee from time to time to undertake special tasks.
26. **ANNUAL GENERAL MEETINGS.** The annual general meeting will be held in the last week of March each year, or as soon afterwards as possible should training commitments intervene. Its aim will be to discuss the following:
- a. To confirm the minutes of the previous meeting.

- b. To receive correspondence.
 - c. To elect management committee officers for the ensuing year.
 - d. To appoint an auditor of accounts for the previous year.
 - e. To receive reports from:
 - (i) The Supervising Officer or President
 - (ii) The Treasurer
 - (iii) The Instructor
 - (iv) The Safety Officeron the previous years progress.
 - f. To conduct the general business of the club.
27. GENERAL MEETINGS. Shall be held throughout the year at such times and places decided at the previous meeting or set by the supervising officer or president.
28. EXTRAORDINARY GENERAL MEETINGS. Shall be called at any time by the Committee notifying the supervising officer or president in writing stating the business to be dealt with at the meeting. Notice of seven days will given to all members.
29. The right shall exist for members of the club to petition for an extraordinary general meeting should two thirds of club members be signatories. At least ten days notice of such a petition is required.
30. Notice of Meetings. The Secretary shall send notice of meeting and an agenda to all members not less than eight days before holding the meeting.
31. Procedure at meetings. At all meetings the supervising officer, president or chairman shall be entitled to one vote, and in the case of an equality of votes, a casting vote.
32. Voting at all meetings shall be by show of hands unless a secret ballot is requested by two voters.
33. Voting on all questions of election shall be by secret ballot for which purpose a returning officer and two scrutineers shall be appointed by the Chairman, excepting when all members present agree to vote by show of hands.

=====

THE SPORTING PERSONNEL UNITED (SPU) CLUB

Founding of SPU Club

The SPU Club was formed shortly after the arrival of the Battalion in Malaysia.

The original members were mainly drawn from the elder or more mature members of 4 RAR who had been used to the convivial drinking and social activities in the Kibby Club at Woodside.

There are at present 85 members. 33 others have left on RTA.

Aim of SPU Club

The SPU Club has no definite aim apart from providing its members with social activities compatible (Collins English Dictionary - compatible: a. consistent, agreeing with; capable of harmonious union) with their desires.

Club Activities

At first Club's activities centred round games of social cricket on Sundays against teams drawn from other units in Terendak. However, evening billiards and darts matches have also been played.

Organisation

There is no SPU Club Committee as all decisions are taken on a majority basis: all members have an equal say

Membership is by selective invitation. Prospective members are nominated by a member or members, then elected (or otherwise) into the Club. An entrance fee of M\$5 is charged. This is used to defray the cost of social commitments. Additional monies are raised by raffles.

Interested members desiring more information of this club may approach -

A Coy - Cpl R.D. AYLETT	B Coy - Cpl G.T. LEA
C Coy - Cpl D.M. ALLAN	Sp Coy - Cpl C.A. FLETCHER
D Coy - Cpl G.A. ORFORD	Admin Coy - Lcpl J.A. MCKENDIE.

=====

Annex A enclosure 14

AMENDMENT NO 2
4 RAR STANDING ORDERS

1. Page 26, insert new para 79:-

79. Internal Checking Officers

Attached as Annex 'A' to Section IV are the duties of internal checking officers in relation to:

- a. POL and Tpt sub account.
- b. Main 'Q' account - Parts 1 and 2 (War and Barrack Stores).
- c. Unit Rations account.

AMENDMENTS TO 4 RAR SO's

1. Attached as Annex 'A' to Section IV is amendment No 2 to 4 RAR Standing Orders.

2. When amendment has been completed please return the action slip below.

* Addl copies to:

- A Coy (3)
- B Coy (3)
- C Coy (3)
- D Coy (3)
- QM (6)

[Handwritten Signature]
 Maj
 K J McGHEE
 2IC 4 RAR
[Handwritten Initials]

4 RAR

Amendment No 2 has been received and correctly inserted into Copy No..... of 4 RAR SO's.

.....Signature

.....Date

* DISTRIBUTION

- | | |
|----------------------|----------------------|
| A Coy (2) | RMO |
| B Coy (2) | Tpt Offr |
| C Coy (2) | RSM |
| D Coy (2) | RQM |
| Sp Coy (2) | Bandmaster |
| Admin Coy (2) | RP Sgt |
| HQ 28 COMWEL Inf Bde | Bn Orderly Offr |
| HQ AAF FARELF | Bn Orderly Sgt |
| Bn HQ | Bn Guard Room |
| CO | Commanders Diary (2) |
| 2IC | Spare (5) |
| Adjt | |
| Asst Adjt | |
| QM | |
| IO | |

INTERNAL CHECKING DETAIL
UNIT STORES ACCOUNTS

1. Internal checking of unit "Q" accounts will be the responsibility of the seconds-in-command of rifle companies. Company commanders must take this into account when preparing the weekly training programme. Orderly Officers are available on request to the Adjutant to assist in this - provided they are briefed by the officer responsible for the relevant check.
2. Allocation to accounts:
 - a. A Coy. POL and Transport sub account, including the attached LAD.
 - b. B Coy. Unit Main "Q" account Part 1 only. (War stores).
 - c. C Coy. Unit ration accounts.
 - d. D Coy. Unit Main "Q" account Part 2 only. (Barrack Stores).
3. Internal checkers are the commanding officer's "watchdogs" on the state of "Q" accountancy throughout the unit. They will bring to the notice of the Unit Quartermaster any major errors or breaches of "Q" procedures. These are to be corrected immediately on notification. Any errors of a minor nature which can be corrected quickly are to be notified to the RQMS who will effect the correction.
4. On Friday of each week by 1500hrs the internal checkers will furnish a certificate to the unit second-in-command on the state of completeness of the internal check and any comments they consider necessary.
5. On the 28th day of each month the internal checkers will furnish a report to the Commanding Officer on the months work. The following points will be covered:
 - a. Number and type of vouchers checked.
 - b. Name of each register checked.
 - c. Number of WF 253 entries checked.
 - d. Any major errors or breaches of procedure, and corrective action taken.
 - e. Number of minor errors found and adjusted.
 - f. Any other points which it is considered the Commanding Officer should know, or any suggestions which may improve the "Q" Accounting within the unit.
6. To assist checkers, it is suggested that two members attend, to carry out the check as in many cases there are two or more books/vouchers of account to each transaction, this tends to confuse and slow down checker if they are alone.

POL and Transport Sub Account MBI 244-1 refers

7. The following Transport/POL records are to be checked weekly:
 - a. POL
Receipt Vouchers (AB55A - F59 or 827)
Stock sheets (F72)

.../2

Issue Vouchers (F78) or (825 in MALAYA)
Record of Debit Voucher (AB554) (in MALAYA only)
DIP Book
Work Tickets (G2) (British work tickets in MALAYA
AFG3518)
Miscellaneous Vouchers F44a
Register of Receipt Vouchers
Register of Issue Vouchers.
Accountable Containers Record.

Transport Sub-Account

b. Register of Vouchers F7A
Record of Registered Numbers F7B
Register of Folios F7D
Sub-Account Ledger E2, E2C, F7
Receipt/Issue Vouchers F95A
Temporary Issue Sheet or Inventory Sheet F12, F54
CES Log Book

c. Sequence of the check in sub para a.:

- (1) Check brought forward details on the work ticket (Monthly tickets in MALAYSIA).
- (2) Check work tickets for correct mileage and petrol calculation as applicable.
- (3) Check F78 issue voucher against work tickets.
- (4) Check F78 and summary.
- (5) Check RV (receipt voucher) and IV (issue voucher) against the stock sheet F72.
- (6) Check dip book and compare with issue/receipts for the period.
- (7) Check RVs and IVs against the register to ensure that none are missing or not registered.
- (8) Check debit voucher book and see that entries are registered by:
 - (a) date
 - (b) unit
 - (c) address
 - (d) quantity
 - (e) voucher raised
 - (f) voucher finalised

NOTE. MALAYSIA ONLY

- (9) Check miscellaneous vouchers, e.g. F44a, F59, accountable containers account.

d. Sequence of checks in sub para b.:

- (1) E2C Folios, used and spare, registered on record of registered numbers and brought to charge in the ledger.
- (2) AAF 95As are registered in the register of Vouchers and complete; any missing must be replaced with certified true copies from Main "Q" account and an explanation given as to the circumstances of the loss.

.../3

- (3) AAF 95As checked to the ledger ensuring that:
 - (a) Each item is checked against that item in the ledger.
 - (b) Quantity transcribed is correct.
 - (c) Progressive total is correct to ledger and F95A.
 - (d) All squares at the bottom of the voucher are signed.
- (4) Ledger folios (E2, E2C) are checked against RVs/IVs and are registered on F7D.
 - (a) Type of voucher is correctly transcribed. e.g. RV or IV.
 - (b) Date of transaction is clearly marked in either "I" or "R" bracket of the column.
 - (c) Quantity is correct.
 - (d) Item is correct.
 - (e) Progress total is correct.
 - (f) Number registered on the voucher is same as number entered in ledger folio.
- (5) CES LOG BOOK. - As for ledger folios except:
 - (a) Issues recorded in red.
 - (b) Receipts recorded in Black/Blue.
 - (c) Nil balances in red.
 - (d) Plus balances in black/blue.
- (6) AAF F12 Temporary Issue Sheet or Inventory Sheet F54:
 - (a) Members No, Rank and Name are recorded.
 - (b) Sheets are up to date with present issues. (Check summary against holdings).

Unit Main "Q" Account

8. The Main "Q" Account is the most involved and complex of the unit's Q functions. There are at times some hundreds of transactions per week. These include issues, withdrawals, repairs to sub-account stock holdings. In view of this, members engaged in internal checking must ensure that speed does not take precedence over accuracy. At times it can be very tedious and wearying, particularly if there is a backlog due to exercises etc. Therefore, company seconds-in-command must ensure that the account is regularly brought up to date and must be complete by the 28th day of each month.

9. Documents associated to the account are:

- a. Ledgers, consisting of Folios E2, E2C, F7, AAF F202 Expense.
- b. Vouchers, consisting of Write Off F2
Conversion F5
B of Survey F27
CRVs F22
Transfer G1033
Receipt Vouchers G982E

MALAYSIA only (Ammo Receipt Vouchers 8275
(Vehicle Receipt Vouchers 3627

c. Registers as follows:

- (1) Register of folios F7D
- (2) Register of vouchers F7A unit and sub unit

.../4

- (3) Register of Indent F36
 - (4) Record of registered numbers F7B
 - (5) Register of G1045 repair requisitions
 - (6) Register of claims (normal AB72 or 4)
 - (7) Register of Boards of Survey
 - (8) Register of COs monthly schedule
 - (9) Register of F1As.
- d. Loan Issues
- (1) AAF F1A Temporary issues (camps, bivouacs etc).
 - (2) G1033 (Long term loan).
- e. CLO Issues/Withdrawals
- (1) AB 83
 - (2) WF 253 sales sheet
 - (3) Issue/withdrawal sheets 201 - 201C (British equivalent in MALAYSIA).
 - (4) Members paybook
 - (5) AAF F25A Receipt for withdrawal items
 - (6) AAF F12B Temporary issues sheet.
- f. Accountable forms - These consist of:
AAF F25A Receipt for items
AAF F55A (Not in MALAYSIA) kept and accounted for by MTO in MALAYSIA
WF 253 Sale sheet
AAF F59 Order for supplies
AAF E2C Record of items on charge to unit
AAF T2 (Not in MALAYSIA) Railway Consignment book in MALAYSIA with registered sheet numbers.
All accountable forms - books will be checked monthly.
- g. Repair
- (1) G1043 Condition certificate
 - (2) G1043 A " "
 - (3) G1045 Repair requisition.
- h. Regimental Property
- (1) CRV AAF F22 Certificate Receipt Voucher
 - (2) Ledger as per para 9 (a).
- j. CES
- (1) Log Book comprising:
 - (a) Cover
 - (b) AAF F55a Inventory of technical equipment.
- k. There will be a log book raised for each equipment having a CES, in the main these are:
- (1) Vehicles all types
 - (2) Weapons all types
 - (3) Radio equipments all types
 - (4) Cooking equipments all types (Aust)

.../5

- (5) Tool kits
 - (a) Armourers
 - (b) Carpenters
 - (c) Butchers
 - (d) Vehicle mechanics.

- (6) Items of Pioneer store:
 - (a) Power saws
 - (b) Drill and breaker equipments.

1. Sequence of checking Main "Q" Account

- (1) Register of Vouchers to "Vouchers Waiting" file
- (2) Register of folios. (To check any new ones raised)
- (3) Register of indents, that indents completed have been marked to date - (From vouchers waiting file)
- (4) Record of registered numbers, from last check for new equipments received or old equipments issued, against vouchers waiting file.
- (5) Vouchers to ledger :
 - (a) Arrange all vouchers where possible into groups according to:
 - (1) Section or class designation
 - (2) More than one section or class are on a voucher
 - (3) Statements of issue or withdrawal.
 - (b) Check vouchers to ledger as follows, place a small red tick against each if correct:
 - (1) Item to item.
 - (2) Voucher number, to voucher number
 - (3) Quantity to quantity
 - (4) That date of entry is on either issue or receipt line in the case of F7, that it is on the date column
 - (5) That progressive addition is correct
 - (6) That the folio and line number of entry is entered on the voucher.
 - (7) Where it is a CES item that the CES number is entered on the voucher
 - (8) Expense items AAF 202 ledger/IV AAF 78 are raised that these are up to date.

- (6) Ledgers:
 - (a) Ledgers must be clearly marked showing contents by class or section designation
 - (b) The item is entered showing complete identification and full or modified designation. Where space allows it will always be in full.

(7) Clo Equipment issues - withdrawals

- (a) Issues - withdrawals are to be checked:
 - (1) AB83 to statement by items
 - (2) Statement totals - (additions) .../6

- (3) Statement totals to ledger as for para 9 k. (6)(b).
- (4) Where a summary is supplied check statement to summary
- (5) AAF 25A to AB 83 that all items on the 25A correspond to items marked in red in AB 83 for withdrawal.

(b) WF 253 purchases

- (1) Check each WF253 entry against paybook
- (2) Ensure that each item and its total are correct
- (3) That each sales total is correct
- (4) Check items on WF 253 and the statement are correctly recorded
- (5) That WF253 number is recorded on signature column of the statement
- (6) That total of each page is correct.

(8) Repair

(a) Register of repair requisitions is kept and is up to date, recording:

1. Date
2. Item
3. Quantity
4. Date to wksp
5. Sub-unit from
6. Date returned from wksp
7. Date returned to sub-unit
8. Where registered numbers are involved that these are recorded out and in.

Internal Checking Barrack Store

10. The following documents are to be checked:

- a. 4 RAR Unit Inventory Book once per month.
- b. Barrack Stores distribution book.
- c. Register of Vouchers internal. No external vouchers are held at 4 RAR.
- d. Vouchers G1033.
- e. Voucher G998 and register.
- f. JRC. Inventory Book A/C No M1394.
- g. 19 AEC. Inventory Book A/C No M1218.
- h. OR Mess. Inventory Book A/C No M1454.
- j. Officers' Mess. Inventory Book A/C No M1396.
- k. Sergeants' Mess. Inventory Book A/C No M1395.

11. The accounts, f to k, are all separate and have no relation other than they carry items of store. Keeping of the account is the responsibility of Barracks Stores, Terendak with 4 RAR being a sub-account for each of the above inventories.

12. Barrack Stores accounting is completely British and is controlled by a pamphlet called Barrack Inventory Accounting available from the unit Barrack Stores increment.

.../7

13. All inventory books are to be checked against the master book held by BIA Terendak Garrison, once per month, to ensure a reconciliation.
14. Barrack Stores distribution book will be checked against the unit inventory book to ensure reconciliation of holdings.
15. The register of vouchers is checked to ensure that all vouchers are present and correctly registered. e.g. serial number and first item on voucher are the same as the register reading.
16. Vouchers G1033 are checked to the distribution book as follows:
 - a. Number of voucher.
 - b. Item designation.
 - c. Quantity concerned.
 - d. Total extended correctly.
17. Voucher G998 and register to ensure that all vouchers are present.

Unit Ration Account

18. As the ration account deals directly with expenditure of allowed allowances this needs very careful and thorough checking. There are two aspects on expenditure in Malaya which need extremely careful and accurate checking, these are:

- a. Supplementary rations.
- b. Commutation of rations.

19. The unit caterer keeps all books and documents of account and is responsible to the QM for their correctness at all times. He presents once monthly all accounts for supplementary rations to the QM for checking and signature prior to forwarding to the formation cash office for payment.

20. Sequence of checking :

- a. That daily ration returns agree with the weekly reconciliation WF3810.
- b. That indents/requisitions, F757 in Malaya, are in accordance with the forecasts given.
- c. That overdrawals and underdrawals are recorded correctly each day and totals are carried forward weekly.
- d. That underdrawals are not carried forward from ration period to ration period. (A ration period is a 28 day trading/consumption cycle). (Does not apply 100% to commutation).
- e. Check RVs, IVs to stock sheets F72, ensure a 100% check of additions/subtractions.
- f. Check register to ensure that all vouchers are present.

Supplementary Ration Account

21. This will be checked to ensure that:-

- a. Receipts and issues are recorded in the stock sheets F72.
- b. Check all AAF F59s to contractors invoices/Accounts to ensure 100% accuracy of transcriptions and additions.

.../8

- c. That all accounts/claims have been forwarded with a summary of transcriptions to formation HQ for payment.

Commutation

- 22. Commutation allows for 33 1/3% of strength/rations to be converted to cash value in order to purchase those items in more popular demand than the ration scale allows. e.g. meats, sugar, butter, tea/coffee etc.
- 23. Commutation operates on the same system for purchase and accounting as supplementary rations. Therefore the checking is similar.

Checking

- 24.
 - a. Check AAF F59s to contractor accounts to ensure correct charges.
 - b. Check accounts/invoices to stocksheets (F72).
 - c. Check that all accounts are finalised monthly.
 - d. Check that 33 1/3% of ration entitlement is being commuted - no more, no less.
 - e. That underdrawals are carried forward and become credits each month or ration period except the March period where 7% only can be carried forward.

Comd 4RAR

CONFIDENTIAL

4 th Battalion
The Royal Australian Regiment
Terendak Garrison
Malacca
MALAYSIA

14 Dec 66

ADM ORDER 1/66

SITUATION

1. 4 RAR Battalion Group may be required to move anywhere within SE ASIA at short notice using tpt ac.
2. Attachments to comprise the Battalion Group will normally be 4 RAR (incl 589 Sig tp, 182 Reec Flt)
 - V Bty 6 Lt Regt
 - Tp 11 Indep Fd Sqn
 - 3 Sec 16 COMWEL Fd Amb

MISSION

3. 4 RAR Battalion Group is to exercise it's "air portability" capability on Ex FAST MOVE 11 between 9 - 11 Jan 67.

EXERCUTION

4. General Outline.
 - a. Upon receipt of instrs from HQ 28 COMWEL Inf Bde the Battalion Group will move to SINGAPORE (approx 9 Jan 67), stage at NEE SOON (ni 9 Jan 67 10 and 11 Jan 67, and fly out from SELETAR air fd for RMAF base KUALA LUMPUR (10/11 Jan 67)
 - b. Mobilisation - this will be conducted as per 4 RAR SOP section 32. The Adjutant will ensure V Bty, Tp 11 Indep Fd Sqn and Sec 16 COMWEL Fd Amb are advised ASP after bn recall.

Groups - for composition see Annex 'A'

Movement Instrs. - all serials will move initially as per 28 COMWEL Inf Bde Mov Table by either road or rail to NEE SOON. Air Movement to destination air fd will be as a result of the Air Movement table produced by the 4 RAR SCEO in accordance with 4 RAR Air Staff Table attached as Annex 'B'.

Coord. Instrs

- a. Movement as per Annex 'A' will be as directed by HQ 28 COMWEL Inf Bde.
- b. Movement from SELETAR will be at earliest on day after arrival at NEE SOON ie first lt 10 Jan 67. Full fly out is not anticipated to conclude prior to PM 11 Jan 67.
- c. Reception - guides at JOHORE BAHRU for all parties will be as directed by HQ SINGAPORE DISTRICT. Guides at NEE SOON will be as directed by HQ TRANSIT CAMP and 4 RAR group parties vide Annex 'A'.

ADMIN AND LOG

5. Rations/Ammunition/Dress and Equipment. as per HQ 28 COMWEL Inf Bde SOP's incl collection of rats SINGAPORE.

Documentation. all personnel will carry Paybook, IHC, Record of Service book and Identity card, Excl identity card they will be handed in to the deplaning officer on arrival at destination.

CONFIDENTIAL

.... /2

CONFIDENTIAL

-2-

COMD AND SIGS

6. CO 4 RAR and his O Gp as per serials 1, 1a, 1b of Annex 'B' will be included in the Main Body fly out from SINGAPORE. Excl this **particular** **mov** all other **mov** ie TERENDAK to SINGAPORE will be as per Bde SOP's

K. J. Ghee
..... Lt Col
CHA EAST
By direction

Distribution:-

- List 'B'
- plus HQ 224 Group SELETAR (4)
- HQ SINGAPORE DISTRICT (4)
- TRANSIT CAMP NEE SOON (4)
- 2 ic C Coy
- 2 ic D Coy

CONFIDENTIAL

CONFIDENTIAL

4 RAR Bn GROUP COMPOSITION - Ex FAST MOVE II

Annex A to 4 RAR Adm Order/66
dated /4 Dec 66

Serial	Group/Party	Unit/Sub unit	Composn	Vehs	Timings	Route	Returning to Terendak	Remarks
1	Tac Adv Party	4 RAR	SOP Sec 31 para 8 9 offr 13 OR	1x Staff car H1 & H2 with tlrs tac loaded 1x3ton TCV (BdeHQ)	As per Bde Mov Table	Road-MUAR Ferry- Johore Bahru	1x Staff Car 1xdvr 1x3ton TCV (Bde HQ) 1xdvr (Bde HQ)	Guides at JOHORE BAHRU to NEE SOON from HQ SINGAPORE area/district Assy area 4 RAR parade ground SP entrance CANBERRA lines
		V Bty	1 offr 4 OR	1x 1/2 ton GS FFR 1x 1/2 ton cargo tlr				
		Tp 11 Fd Sqn	1 offr 2 OR	1x 1/2 ton GS FFR 1x 1/2 ton cargo tlr				
2	Admin Adv Party	4 RAR	SOP Sec 31 para 2 1 offr 2 WO/ Sgt 10 OR	1x 1/2 ton GS 1x 1/2 ton tlr 1x3ton GS	As per Bde Mov Table	Road-MUAR Ferry Johore Bahru	1x 1/2 ton GS 1x 1/2 ton tlr 1x3ton GS 2xdvrs 3x3ton GS 3xdvrs	This group comd by A QM 4 RAR Moves with serial 4 - LOADING & LASHING Team Guides at JOHORE BAHRU as per serial 1 3x3ton GS (6x105mm Guns) move as separate pkt independently to RV with HQ SINGAPORE area/district Assy area 4 RAR parade ground
		V Bty	4 WO/Sgt 3Gnrs 1 Cook(Pte) 3dvrs(Gnrs)	3x3ton GS (6x105mm porteed)				
		Tp 11 Indep Fd Sqn	1 Sgt 2 OR	1x 1/2 ton GS 1x 1/2 ton water tlr				
		3 Sec 16 COMWEL Fd Amb	1 Cpl	Travels in 4 RAR vehs				
3	SUBO Party	4 RAR	SOP Sec 31 para 4 3 offr 1 Sgt 7 OR	2x 1/2 ton GS 2x 1/2 ton tlr	As per Bde Mov Table	Road-MUAR Ferry Johore Bahru	2x 1/2 ton GS 2x 1/2 ton tlr 2xdvrs 1x 3/4 ton GS 1xdvr	This serial UEO in lieu of deplaning offr -SOP refers Guides at JOHORE BAHRU as per serial 1 Assy area 4 RAR parade ground Takes nominal roll, before departure, all Serials Annex B from Adj 4 RAR. Nominal roll to show reg No, Rank, Name.
		V Bty	1 offr 1 Clerk 1 dvr	1x 1/2 ton GS				
		Tp 11 Indep Fd Sqn	Nil					
		3 Sec 16 COMWEL Fd Amb	Nil					
4	LOADING and LASHING TEAMS	4 RAR	SOP Sec 31 para 6 16 OR	1x3ton GS	As per Bde Mov Table	Road-MUAR Ferry Johore Bahru	1x3ton GS 1xdvr 1x 3/4 ton GS 1xdvr 1x 1/2 ton GS 1xdvr	This group moves with Adm Adv Party under comd AQM 4 RAR direct to NEE SOON Guides at JOHORE BAHRU as per serial 1 4 RAR loading and lashing teams from A Coy, C Coy, D Coy, Assy area 4 RAR parade ground
		V Bty	6 OR	1x 3/4 ton GS				
		Tp 11 Indep Fd Sqn	7 OR	1x 1/2 ton GS MK8 1x 1/2 ton cargo tlr				
		3 Sec 16 COMWEL Fd Amb	6 OR	1x 1/2 ton GS				

....Page 2

CONFIDENTIAL

CONFIDENTIAL

Annex A to 4 RAR Adm Order/66
dated Dec 66

-2-

Serial	Group/Party	Unit/Sub unit	Composn	Vehs	Timings	Route	Returning to Terendak	Remarks	
1	Main Body (Road)	4 RAR	1 offr 1 Sgt 28 OR	7x $\frac{1}{2}$ ton GS 6x $\frac{1}{2}$ ton GS FFR 2x3ton 4x100 gal water tlr 11x $\frac{1}{2}$ ton cargo tlr	As per Bde Mov Table	Road-MUAR Ferry		Guides at JOHORE BAHRU as per Serial 1 Gp Comd - to be nominated (normally Tpt offr 4 RAR) Separate pkts as per Bde Mov Table	
		V Bty	5 offr 6 WO/Sgt 48 OR	1x $\frac{1}{2}$ ton GS FFR 8x $\frac{1}{2}$ ton GS 2x $\frac{1}{2}$ ton cargo GS 1x100 gal water tlr 1x3ton GS				4 RAR (2) V Bty 11 Pd Sqn/3 Sec 16 COMWEL Pd Amb Assy area 4 RAR parade ground	
		Tp 11 Indep Pd Sqn	1 WO/Sgt 25 OR	3xTrucks $\frac{1}{2}$ ton GS 3x $\frac{1}{2}$ ton Cargo tlr 1x3ton GS 1xtlr 1 ton air compressor					
		3 Sec 16 COMWEL Pd Amb	1 Sgt 8 OR 3 dvrs	3x $\frac{1}{2}$ ton GS Mk 8				Nil	
6	Main Body (Rail)	4 RAR	19 offr 49 Sgt 466 OR	Nil	As per Bde Mov Table	Road to TAMPIN under Bde con		OC Train - as nominated by 4 RAR - an offr other than Adj 4 RAR	
		V Bty	1 offr 20 OR	Nil		Rail to JOHORE BAHRU under Bde con		Assy area 4 RAR parade ground	
		Tp 11 Indep Pd Sqn	6 OR	Nil		Rd to NEE SOON under con HQ SINGAPORE AREA			
		3 Sec 16 COMWEL Pd Amb	3 OR	Nil					
7	Main Body (Air)	182 Recce Flt	1 offr 1 OR	1xSioux 47G3B1	As per Bde Mov Table	Flight plan normal		Direct to NEE SOON via KLUANG - for Ex FAST MOVE II fly direct to RMAF base KL	

CONFIDENTIAL

4 RAR AIR STAFF TABLE EX FAST MOVE 11

Serial	Vehicles (laden) and guns Type	Weight ea	No	Total Weight	Cargo not in vehs Type	Total Weight	Sub Unit	Passengers (PAX) No	Weight each	Total Weight	Total Weight colms f+h+l	Vehicles Tac No's	Remarks
a	b	c	d	e	f	g	h	i	k	l	m	n	o
1	Truck 1/4 ton GS Mk8 Trucks 1/4 ton GS Mk 8 FFR Trls 1/2 ton cargo GS	4368 4368 1950	1 1 2	4368 4368 3900			Bn Adv Party	22	260	5720	18356	H1 H2	H1-NIL aval payload H2-650 lbs aval payload Trls GS- 1150 lbs aval payload each
1 A	Trucks 1/4 ton GS Mk8 FFR Trls 1/2 ton cargo GS	4368 1950	1 1	4368 1950			Bty Adv Party	5 3	260	1300	7618		
1 B	Trucks 1/4 ton GS Mk8 FFR Trls 1/2 ton cargo GS	4368 1950	1 1	4368 1950			Fd Tp Adv Par	3	260	780	7098		
2							Bn HQ	22	260	5720	5720		
3							Sp Coy HQ	8	260	2080	2080		
4	Trucks 1/4 ton GS Mk8 Trls 1/2 ton cargo GS Trl 100 gals water	4368 1950 2204	4 3 1	17472 5850 2204	Mor Stores (contents of SM4 trl)	1150	Mor Pl	41	260	10660	37336	SM 1 SM 2 SM 3 SM 4	SM1-4- 650 lbs aval payload in each Trls GS - 1150 lbs aval payload in each
5	Trucks 1/4 ton GS Mk8 Trucks 1/4 ton GS Mk8 FFR Trls 1/2 ton GS cargo Trls 100 gals water	4368 4368 1950 2204	1 3 3 1	4368 13104 5850 2204	Sig Stores (Contents of SS 2 trl)	1150	Sig Pl + Sig Tp	32	260	8320	34996	SS 1 SS 2 ST 1 ST 2	SS1, ST1/2 - nil aval payload SS2 - 650lbs aval payload Trls GS-1150 lbs aval payload
6					Kennels + 4 dogs each 150 lbs	600	A/Tk Pl	24	260	6240	6840		
7	Trucks 1/4 ton GS Mk8 Trl 1/2 ton cargo GS	4368 1950	1 1	4368 1950			Aslt Pnr Pl	31	260	8060	14378	SP 1	SP1- 650 lbs aval payload Trl GS-1150 lb aval payload Bn explosives this serial
8	SIoux 47 G3 B1 (Ac)	2040	1	2040	Ac spares (Contents SR1 veh and trl)	1800	182 Recce Flt	5	260	1300	5140		Second SIOUX flies direct to RMAF Kuala Lumpur
9	Trucks 1/4 ton GS Mk8 FFR Trls 1/2 ton cargo GS	4368 1950	1 1	4368 1950			B Coy	110	260	28600	34918	B1	B1-NIL aval payload Trl GS- 1150lbs aval payload
10	AS FOR SERIAL 9		AS FOR SERIAL 9	AS FOR SERIAL 9			C Coy	AS FOR SERIAL 9			34918	C1	AS FOR SERIAL 9
11	AS FOR SERIAL 9		AS FOR SERIAL 9	AS FOR SERIAL 9			D Coy	AS FOR SERIAL 9			34918	D1	AS FOR SERIAL 9
12	Trucks 1/4 ton GS Mk8 Trucks 3xton GS Trls 1/2 ton cargo GS Trls 100 gals water	4368 15514 1950 2204	1 2 1 2	4368 31028 1950 2204	Med stores Contents AM1 veh + trl QM stores Ammo/Def str	1800 10000 12900	Admin Coy	45	260	11700	53050	AQ 1 AQ 3 AQ 4	AQ1-650 lbs aval payload AQ3/4-5300 lb aval payload each Trl GS-1150 aval payload

CONFIDENTIAL

Annex B to 4 RAR Adm Order
dated 14 Dec 66

-2-

a	b	c	d	e	f	g	h	i	k	l	m	n	o
13	Trucks $\frac{3}{4}$ ton GS Mk9 Trucks $\frac{1}{4}$ ton GS Mk8 Trls $\frac{1}{2}$ ton cargo GS	5320 4368 1950	1 1 1	5320 4368 1950			MAOT/Flt Ops	4	260	1040	12678		Mk9 veh 5320 lb AUW incl radios Mk8 veh- 4368 lbs AUW incl radios Trl GS- 1150 lb avail payload
14	Trucks $\frac{1}{4}$ ton GS Mk8 FFR Trucks $\frac{3}{4}$ ton GS Mk9 Trucks 3 ton GS Trls $\frac{1}{2}$ ton GS cargo Trls 100 gals water Guns 105mm Pack/How	4368 5320 15514 1950 2204 2695	1 8 1 2 1 6	4368 42560 15514 3900 2204 16080	Ammo/Gun Stores	18000	V Bty	96	260	24960	127586		
15	Trucks $\frac{1}{4}$ ton GS Mk8 Trls $\frac{1}{2}$ ton cargo GS	4368 1950	3 2	13104 3900			3 Tp 16 COMWEL Fd Amb	21	260	5460	22464		
16	Trucks $\frac{1}{4}$ ton GS Mk8 Trls $\frac{1}{2}$ ton cargo GS Trls 100 gals water Trls 1 ton air compressor Trucks 3 ton GS	4368 1950 2204 3220 15514	5 4 1 1 1	21840 7800 2204 3220 15514			Tp 11 Indep Fd Sqn	44	260	11440	29696		

CONFIDENTIAL

Amey H enclosure 16

AUSTRALIAN MILITARY FORCES

Quote in Reply
31-1-2

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

Distribution Below.

20 Dec 66

4 RAR SOP - CHANGE OF WARDENS - AMDT

1. Appended below is an amendment No 4 to 4 RAR Standing Orders.
2. Holders of Standing Orders will acknowledge the insertion of this amendment on the receipt below.

DELETE	INSERT	SECTOR	ADDRESS
Sgt OAKES	Cpl McLEAN	ALPHA	24 INVERCAGILL Rd, TERENDAK
Cpl JAUCHIN	Ssgt GRILLS	CHARLIE	13 BOYD AVE, TERENDAK
Pte SELLKE	Lcpl CUNCLIFF	INDIA	5168 BUKIT RAMBAI, MALACCA
Lcpl CHELL	Cpl FIELD	KILO	4912 SOMERSET GREEN, MALACCA.

<u>Distribution</u>	<u>Copy No</u>
A Coy	1 - 2
B Coy	3 - 4
C Coy	5 - 6
D Coy	7 - 8
Sp Coy	9 - 10
Admin Coy	11 - 12
HQ 28 COMMEL Inf Bde	13
HQ AAF FARELF	14
Bn HQ	15
CO	16
2IC	17
Adjt	18
Asst Adjt	19
QM	20
IO	21
RMO	22
Tpt Offr	23
RSM	24
RQMS	25
Bandmaster	26
RP Sgt	27
Bn Orderly Offr	28
Bn Orderly Sgt	29
Bn Guard Room	30
Comd's Diary	31 - 32
Spare	33 - 37

Mal Chamberlain
Lieutenant Colonel
Commanding Officer

To 4 RAR

This is to certify that Standing Orders 4 RAR, copy No..... has been amended in accordance with Amendment No 4.

Date:.....

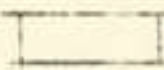
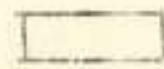
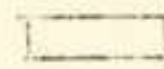
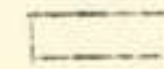
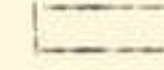
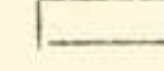


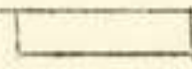

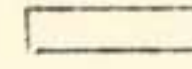


Signature:.....

1) number of units

CANBERRA LINES

LEGEND

Cont Diary 32

-  A Coy
-  B Coy
-  C Coy
-  D Coy
-  Sp Coy
-  Admin Coy
-  Edn
-  Tpt
-  RMO
-  Bks (Issue Store)
-  Sgts
-  Off
-  FH (Fire Hydrant)



Comd's Diary

Annex Enclosure 18

CONFIDENTIAL

AUSTRALIAN MILITARY FORCES

Quote in Reply

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

Distribution Below.

Dec 66

4 RAR TRAINING DIRECTIVE 1967

Introduction

1. The end of military confrontation with Indonesia means of course that the battalion will not be returning to SARAWAK in 1967. However, the current situation in SE ASIA gives no cause for complacency and 4 RAR must be prepared to take part in operations with the minimum of warning any where in the theatre.
2. Training will therefore be directed towards this purpose and will be as realistic and practical as possible. The bible on which our training will be based will be Pan 11 - Counter Revolutionary Warfare, within the series of The Division in Battle.
3. The purpose of this directive is to give my training aim, outline formation commitments and highlight certain aspects of training which I consider need special attention.

Aim of Training

4. To prepare 4 RAR as quickly as possible to wage Counter Revolutionary Warfare any where in SE ASIA.

Concept of Revolutionary Warfare

5. Attached at Annex 'A' is an extract from 28 COMBEL Bde Training Directive 1966/67 which gives the Commanders concept of operations. All our training in 1967 will be based on this concept and I want all officers to be familiar with it.
6. We must also take advantage of the experience being gained in VIETNAM and I intend to ask Army Headquarters CANBERRA for the operational reports received from there to supplement our knowledge of this form of warfare.

Formation Training

7. A number of exercises will be held to progressively arrive at divisional level in June 1967. Formation training will include the following:-
 - a. A mobilisation and air movement exercise for the battalion group. This will entail a road and rail move to SINGAPORE followed by air movement to KUALA LUMPUR (Ex FAST MOVE II).
 - b. A Counter Revolutionary Warfare exercise involving the majority of units of the brigade for approximately 12 days in the BATU PAHAT area (Ex GRANZUK 1).
 - c. A brigade study period to examine current contingency plans. Officers down to company commander level will probably be required to attend. The duration of the exercise is to be 3 to 4 days (Ex HARD LOOK).
 - d. A brigade CPX to include headquarters of companies and to be held in Central MALAYA, lasting approximately 4 days (Ex NERVE CENTRE IV).

CONFIDENTIAL

.2.

CONFIDENTIAL

2.

- e. An exercise set and controlled by HQ 17 Div for the brigade for approximately 14 days (Ex SOUTHERN CROSS).
 - f. A brigade Skill-at-Arms meeting (Ex DEAD EYE).
 - g. A Commonwealth Week run by HQ 28 COM/EL Bde (Ex CONCORD).
8. A schedule of formation exercises are included at Annex 'B'.

Unit Training

9. This includes individual and sub unit training, and will be designed to tie in with the various exercises set by higher formation as described at para 7.
10. With the advent of a considerable number of national servicemen as well as regular army replacements, it is essential that company and platoon commanders are given the opportunity to conduct their own training. To that end I propose to allocate the following timings to sub units:-
- a. Feb 67 - individual, section and platoon level (prior to Ex GRANZUK 1).
 - b. Apr/May 67 - company level of training (prior to Ex SOUTHERN CROSS).

It will be appreciated that the above is in general terms and other shorter periods will also be available to sub unit commanders.

11. In 10 a. the training is designed to culminate in platoon level exercises within the framework of a company setting, set and controlled by the company commander. In the case of para 10 b. company exercises will be set and conducted by Bn HQ.
12. I intend that the Command Post will be exercised per media of a CPX in late Feb 67 and again in May 67, preferably before Ex NERVE CENTRE IV).
13. The battalion will take part in an operations in depth exercise under Battalion control in the BATU ARANG area, immediately following Ex FAST MOVE in Jan 67, for a period of approximately 10 days. This will be an ideal and very necessary way of leading up to Ex GRANZUK 1.
14. I hope that the battalion will be able to operate in the deep jungle of the THAI/MALAYA border for approximately 6 weeks prior to our return to AUSTRALIA.

Special Aspects

15. Before mentioning specific subjects on which I wish attention to be focussed, I would like to reproduce in this directive para 24 of the Directive by GOC 17 Div which speaks for itself and which I commend to you.

"Infantry is the dominant arm in war in South East Asia. Military success in the Counter Revolutionary Warfare campaign will depend on the determination, skill and physical efficiency of the individual infantrymen; on the battle worthiness of platoons, companies and battalions; and on the expertise with which they use the support given to them by air forces and supporting arms."

Shooting

16. The standard of shooting throughout the Australian Army is poor. It is imperative that we hit the fleeting target with the first round and do this under operational conditions. Companies must devote considerable attention and time to this facet of training. Within this context nightfiring is to be conducted while in camp once per week. A distance of 20 to 25 metres is the maximum at which accuracy should be achieved by night.

CONFIDENTIAL

.3.

CONFIDENTIAL

3.

Movement

17. The battalion must be prepared to shed its vehicle and heavy equipment and move off and away from roads and tracks on a purely man pack basis. Only in this way can we keep our own movements a secret and retain the ability to appear suddenly and surprise and destroy the enemy. We must master the techniques and drills of air mobile operations, but must never forget that more often than ~~not~~ the infantrymen will be moving on foot. To be able to move by air on light scales, on foot with man pack scales, or on the ground in areas where vehicles may be used, requires a high standard of flexibility which we must obtain.

Physical Fitness

18. An efficient battalion must be fit. This can be achieved in a variety of ways. I propose that the following three categories (there are others) should provide the basis:-

- a. Marching. I expect company commanders to include in their company training programme route marches by day and night - on and off roads and cross country. To mitigate against the boredom of a straight forward march, it is suggested that on each occasion a small enemy provide a number of incidents en route.
- b. PT Sgt RYAN has been instructed to train sub unit PTIs, who will be subsequently responsible for regular PT in companies. This will also be included in company commanders training programmes.
- c. Sport. It is essential that there is a balance between training/operations and sport. I want to see everybody playing at least one sport.

A combination of a.b. and c. should get us well on the way to achieving physical fitness.

Navigation

19. This is very important - by day and by night. I want every man to have the ability to navigate and I intend to incorporate in training exercises the movement by sub units and the battalion by night using navigating capabilities.

Voice Procedure

20. I will not labour this except to say that it is essential that all officers and senior NCOs are skilled and proficient in the use of voice procedure. Officer Training Programmes will certainly include this subject within the syllabus.

Battle Procedure

21. The art in practising a smooth flowing battle procedure is obtained primarily from adherence to SOP. Battle procedure is designed to save time, with all components of the battalion machine turning over simultaneously. Our battle procedure must be practised constantly so that troops are launched into an operation at the required time and place and with the required support.

Conclusion

22. 1967 could be an uneventful year in many fields and areas. It behoves us to be ready to take our place with 28 COMWEL Bde in the Army Strategic Reserve and to answer any call with the minimum degree of notice. For that we must become fit and well trained as soon as possible.

CONFIDENTIAL

.4.

23. When I took command of 4 RAR on 11 Nov 66 I ~~concluded~~ **my opening** address to the battalion on the parade ground by giving you an unofficial motto "Have guns - are prepared to travel". It is not worth a jot however, if we cannot handle our guns efficiently or cannot travel or move as required.

24. This is a challenge which we shall be able to meet.



Lieutenant Colonel
Commanding Officer

DISTR:

- A Coy (2)
- B Coy (2)
- C Coy (2)
- D Coy (2)
- Sp Coy (3)
- Admin Coy (3)
- Mor Pl
- Sig Pl
- Aslt Pnr Pl
- ATk Pl
- Air Pl
- 6 Lt Regt RA
- 11 Indep Fd Sqn
- 16 COMWEL Fd Amb
- HQ 28 COMWEL Inf Bde (2)
- HQ AAF FARELF (2)
- CO
- 2IC
- Adjt
- IO
- QM
- TO
- RMO
- RSM
- File
- Comd's Diary (3)
- Spare (15)

CONFIDENTIAL

Annex 'A' to 4 RARof Dec 66

CONCEPT OF OPERATIONS

GENERAL

1. Our potential enemy is hard, cunning and utterly ruthless. If we lower our guard for a single moment we shall pay for it; and perhaps deserve to do so. We must never forget this.

2. First priority in our trg therefore must be directed towards producing units which are sufficiently fit and skilled in battle procedure - and in the handling of their weapons - as to ensure that the maximum number of these enemy can be located, fixed and killed in the shortest possible time.

3. Implicit in this will be the ability for every officer and man to think and act at least one rank up; to accept changes in plan during battle as normal and to react flexibly to these changes without loss of momentum and finally to be imbued throughout with the maximum drive and offensive spirit.

3. Counter Revolutionary War is not new. The weapons and equipment now coming to our hand however - and the increased flexibility which these give us - should enable us to develop new techniques for conducting it. We must first extract the maximum benefits both from our lightweight weapons and equipment, and from our increased scale of helicopters. If we can then correctly apply these, in conjunction with our basic skills, it should be possible for the Bde to exercise an influence out of all proportion to its numerical strength; and over an area many times larger than was previously thought possible.

4. Before outlining the concept of operations it will be as well to be clear on two points, which seem to me to be fundamental:-

a. FIRST of all it is the enemy who start Revolutionary War and we who counter it. Thus, at the outset, the enemy will have both the strategic and the tactical initiative. Our operations must begin, therefore, with a defensive phase sufficient to enable us to build up and secure our main force in the operations area.

b. SECONDLY, we can only succeed in the end if we gain the confidence and active support of the local population; assist them in the establishment of stable local government; and build up the morale and fighting potential of their armed forces. This can only be achieved if we remove, by offensive action, the enemy armed threat which is threatening all three.

It follows, therefore, that we must aim to go over to the offensive as soon as possible; on a scale and to a depth which matches our resources.

5. Any concept of operations in this context must of course, include both military and civic action - much of it joint.

The part which we, in the Army, can and must play in the latter is covered fully in Part 1 of the Australian Army Pamphlet No 11. It will be complementary to - but not to the detriment of - our purely military role, which remains that of destroying the enemy. This is clearly a subject which we need to study more closely and I therefore propose to include it amongst those to be given a "hard look" during our Bde Study Period in May 67.

For simplicity therefore I shall, in this Directive, confine myself simply to those aspects which demand primarily military execution; and therefore military training.

.... /2

CONFIDENTIAL

CONFIDENTIAL

-2-

6. In brief the tactical concept, for which we must now train, calls for the following:-

a. First the setting up of a Forward Operational Base. This must be wholly cleared of the enemy and properly organised for defence. It will therefore contain all those elements necessary to enable us to mount subsequent offensive operations. This type of operation I have called "SEIZE AND HOLD", since this is exactly what we aim to do.

b. Second the establishment of a Controlled Area. This is usually immediately adjacent to the forward operational base; from which by ambush, patrolling and the mounting of carefully selected offensive operations, we can weaken and eventually remove all significant enemy influence in the area concerned. In its place must be substituted the rule of law and sound local government; backed, so far as their availability and operational efficiency will allow, by local armed forces. This type of operation is, I think, correctly termed "CLEAR AND SECURE" since we plan to clear the area of enemy and to keep it secure, if necessary, by physically remaining there.

It will be the aim, continually and steadily, to expand this Controlled Area dependent upon the resources available.

c. Third the mounting, in strength, of Operations in Depth. These are designed to seek out and eliminate the main enemy force; by attacking, not only its fighting units and formations, but also its base camps and its logistic support. This type of operation I prefer to term "SEARCH AND DESTROY" since this implies a properly planned task with specific but limited mission. There would normally be no intention of our remaining in the area once this mission was accomplished.

The Forward Operational Base

7. The chief factors involved in the selection, occupation and defence of the forward operational base are adequately covered in Section 40 and 41 of Chapter 8 in para 11. They should be taken as a guide as to how any forward operations base established by this Bde will be set up. The system of deep patrolling by Inf Bns; all round close in protection by units of other Arms and Services; and the maint of a central mobile reserve - all backed by a properly co-ordinated DF plan, is, I believe entirely sound. It will therefore be regarded as standard practice within this Bde unless and until we ourselves work out a better system.

8. Two points, however, appear to me to require additional study now - both concern helicopters:-

a. The first is the use we should make of our AAC and ULA helicopters, certainly during daylight hours, to assist in the security of the forward operations bases. In particular for low level reconnaissance, and in the strike role if the base itself is attacked.

b. The second is the correct positioning of our TAC T (SR) force at night; when it could be highly vulnerable to destruction by small parties of enemy infiltrators.

..... /3

CONFIDENTIAL

9. With regards to the **first** - and assuming that we are able to obtain the **armament** kits we need - I believe that, used imaginatively, these helicopters could play a significant part not only in deterring attack but also in defining and striking it should it occur. With regard to the second I want to inject the thought that, whatever the system we evolve, it must be flexible and **a** at keeping the enemy guessing as to exactly where our TAC T (SR) force is located.

One thing is certain; helicopters are vital to the proper development of our concept of operations. The enemy must realise this and is therefore likely to make a sustained and determined **effort** to eliminate them. He must not succeed.

Controlled Area

10. Again Sections 42 - 45 of Chapter 8 of Pamphlet 11 offer, certainly at present the best available guide as to how we should establish, defend, control and expand our Controlled Area. They should be read carefully.

Of paramount importance during this phase will be the build up of intelligence; since upon this much, if not all, **else** will depend.

11. Particular skills which I consider need to be developed for this phase of operations will include:-

- a. The swift briefing and mounting of operations at different levels and scales of equipment. These will vary widely according to the strength, equipment, weapons and whereabouts of the enemy.
- b. The ability to co-ordinate these operations in both time and space.

This will be particularly important, as is likely, we are using every available means of moving troops simultaneously into the area ie. on foot, by helicopter and by ground vehicles - in particular APC's - if circumstances and the ground permit.
- c. The planning and provisions of fire support.

Not only to cover our approach routes and our LZ's prior to and during the vulnerable assault stage; but also for any subsequent follow up operations which are also likely to be highly mobile.

12. In addition there will be certain techniques, some of which may be new to us, which we shall need to master as these operations develop. These will include:-

- a. The selection, reconnaissance and seizure of LZ's. In particular those of sufficient size to handle multiple lifts.
- b. The attack on an enemy fortified village.
- c. The organisation and layout for defence of a friendly village.

The object here is to enable its inhabitants, in conjunction with local forces both regular and regional, to look after themselves; and thus free our forces for mobile offensive operations elsewhere. In this task all arms must be trained to play their part, although much of the detailed work may fall initially upon our Assault Pioneers and the Fd. Engr Sqn.

13. In study these problems Chapter 10 of Pamphlet 11 is a useful guide; and I expect CO's to give these skills and new techniques some thought and emphasis during their Bn/Regt training. We can then pool our ideas and our experience when we come to look at them during the Bde Study Period. In this connection I intend having our own "fortified" village renovated and repaired. It may also be useful to construct a model "defended" village and I shall look into this.

OPERATIONS IN DEPTH

14. These operations are designed to seek out the enemy main force and destroy it.

At the lower end of the scale - and assuming few if any enemy regular troops are involved - operations in depth will follow a similar pattern to those in the "clear and secure" phase with two important exceptions:-

- a. First these operations are normally mounted at some considerable distance from our forward operational base; and in an area which we must expect to be under partial, if not complete, enemy control. In moving our forces into the area therefore, speed, security and surprise will be even more important than ever. Movement on foot may have to be largely by night; any vehicle movement carefully planned properly escorted and swiftly executed; and finally the maximum possible use made of our available helicopters. The whole as part of one co-ordinated operation.
- b. Secondly, since the area is one which is still largely under enemy control, we shall only remain there long enough to eliminate the maximum number of enemy and capture, or destroy, his weapons and logistic support. To remain longer will be to invite encirclement and possible destruction. We must in any case expect counter attack during the latter stages of any operation of this type and should therefore plan, from the outset and in detail, the swift extraction of the force when its task is completed.

15. At the upper end of the scale (ie when enemy regular units and formations are committed in strength) operations will clearly be on a much larger scale; with the Bde playing its part in a Div or higher plan designed to eliminate a strong enemy force.

In a recent action in South Vietnam, for example, 3rd US Marine Div controlling a force consisting of 7 US Marine Bns, 3 US Airborne Bns and 4 ARVN Inf Bns, in an area approximately 20 miles square, attacked - and finally destroyed in ten days of hard fighting - the greater part of a North Vietnamese regular Div. This Div had moved through, and was established in rugged and difficult country some miles South of, the supposed de-militarized zone, with the object of taking over control of the most northerly province of South Vietnam. The enemy were, in part at least, well dug in; and had to be taken out by the normal well tried combination of concentrated firepower and infantry close combat. In this the ability of the Infantry to call for and direct arty and close sp air strikes proved time and again to be decisive in small as well as in large actions.

It seems quite clear, however, that above all it was the ability to watch the development of operations from the air; to anticipate enemy movement; and then to re-deploy reserves swiftly by helicopter to cut off and destroy him which produced the final dividend.

16. There is one very important difference which distinguishes these "operations in depth" from similar operations in so called conventional limited war, and we should take particular note of it.

In limited war, possession of ground - whether it be for political, strategic or tactical reasons - is often of real, and sometimes over-riding, importance. In counter revolutionary war the aim is to destroy the enemy and his logistic back up by offensive action. Ground as such - except in

so far as its possession enables us to mount our attacks - is of little significance; and we must not allow ourselves to be trapped into holding it after it has served its immediate tactical purpose.

17. Our success or otherwise in this type of operation, therefore, will depend, amongst other things, upon our ability:

- a. To give, receive and react to orders quickly at all levels whilst on the move.

Although clearly we shall need helicopters and APC's to practice this fully I believe that in trg for it considerable value can be obtained by using a number of FFR Landrovers and Trailers to represent either or both.

- b. To mount efficient aerial Command Posts at both Bn and Bde level.

Although not ideal for the task we shall, for the present at least, have to base these upon our current range of Army helicopters.

- c. To deploy our full complement and range of support weapons, together with appropriate scales of first line ammunition, entirely by helicopter - and to use their fire concentrated whenever possible.

The drills for this movement must be thoroughly understood and practiced by all concerned; and I wish CO's to devote a proportion of their available support helicopter hours specifically towards perfecting this technique.

- d. To direct both Artillery and Close Support Aircraft on to tactical targets with speed and efficiency.

To achieve this we must first of all step up considerably the number of officers in Bns capable of acting as ACO's and further instructions will be issued later. I have in mind that all Pl Comds should be trained to do this. Secondly, in order to ensure that those officers who need this technique are fully capable of handling close support artillery fire. I wish CO 6 Lt Regt now to liaise with Bn Comds and arrange for both the necessary "dry" and live training to be given.

Armour

18. Despite the reduction, or even sometimes the denial, of road movement to be expected in Counter Revolutionary Warfare; Armour continues, in my view, to have an important role. Certainly current operations in Vietnam would support this.

The future requirement, in this theatre, may well be for a lighter tracked vehicle with a good cross country performance, for both the recce and fire support roles. Nevertheless our current operational order of battle provides us with the Ferret, the Saladin and the Centurion Tank. We must therefore learn to use these, despite their limitations to the best advantage.

19. Armourered Cars are likely to be extremely useful, both in the protection of the forward operational base and, within limits, within such Controlled Areas as we may establish. We must, therefore, have a clear understanding of their minor tactics and their communications.

I am therefore arranging with the CO LG, not only for Armourered Cars to be included in all our major exercises, but also to run a series of training periods for Inf Bns on the lines carried out last year by CO 4 RTR. Further instructions on this will be issued later.

20. Equally I believe it important that we keep alive the technique of working with tanks. I have therefore asked, once again, for the activation of the Armoured stockpile in SINGAPORE and subsequently for a period of Inf/Tank training. Further instructions on this point will also be issued later.

21. Finally I am convinced that, in order to develop this mobile concept properly, we need an effective ground vehicle which is not tied to roads; and which, if possible should also have some armoured protection. The APC, provided it can be shown to have this cross country mobility, could be the answer and I am pursuing this line of thought.

We should not, however, neglect the potential of the Hovercraft; both in the tactical role and in that of logistic support. A small Hovercraft Unit is now being formed for extended trials in this theatre during next year. I intend asking for this unit to be allocated to the Bde, for a period, so that we can assess its possible future role in Counter Revolutionary Warfare.

Artillery

22. Section 60 in Chapter 1 of Pamphlet 11 deals comprehensively with the employment of Artillery in this type of warfare, and it lays particular emphasis on the subjects of deployment and mobility.

The importance of the latter in our concept of operations should be obvious. The ability to cover our own movement and in particular our LZ's in the assault phase; to produce quick and accurate DF in our own defence and that of isolated friendly villages; and generally to harass and inhibit the enemy's movement will often mean the difference between success and failure.

23. To do any, or all, of this effectively, our Artillery must be able to keep itself always within proper fighting range of its likely targets; and this, with our current equipment, represents a considerable challenge.

We must therefore be masters of any and every means of mobility - on foot, by boat, raft, APC, Hovercraft or Helicopter; or indeed any combination of these.

24. Deployment drills from single gun upwards must be thought out and practiced; and Bty's must be capable of mounting additional Command Post and OP parties at short notice, on the Borneo pattern, in support of particular operations.

Engineers

25. Perhaps the biggest single challenge in Counter Revolutionary Warfare is to the flexibility, ingenuity and ability to improvise of the field Engineer. Whilst the limitation of air tpt will, initially at least, tend to reduce the size, power, and relative efficiency of the Engineer Plant and other equipment available to him; the number, variety and scope of tasks which he will have will be very considerable.

26. On the one hand will be the combat engineer tasks in support of the Bde which are likely to be numerous and urgent. On the other will lie the many military/civic action projects which are so much an integral part of successful Counter Revolutionary Warfare - the majority of which will be certain to require Engineer planning, advice and supervision to some degree.

Although priorities will be given, it seems to me highly likely that the Field Sqn will find itself spread over a wide area and covering a number of tasks simultaneously.

27. In these circumstances the ability of young Officers, NCOs and even individual Sappers to assume much wider responsibilities than would perhaps be normal - and to be prepared to take a far higher degree of independent action - seems to me to be of particular importance.

28. I wish OC 11 Sqn to look into how training for this can be fostered,

and then to implement it.

Logistics

30. Our ability to sustain the type of operations required under this concept will depend very much upon the efficiency of our logistic system. Two well known principles of war have particular application - Economy and Flexibility. In this context they imply the ability of forward troops to live hard and on light scales; to husband their ammunition; and finally to demand only when they really need. It also implies a carefully co-ordinated logistic plan from Bde level downwards, so that the available helicopters and SRT lift - which will always be in high demand for tactical tasks - is used flexibly and to the best advantage.

=====

CONFIDENTIAL

Annex 'B' to 4 RAR

dated 31 Dec 66

4 RAR - SCHEDULE OF EXERCISE 1967

Serial	Date	NAME	Area	REMARKS
1.	9 - 11 Jan	FAST MOVE II	SINGAPORE - KUALA LUMPUR	4 RAR Bn Gp plus one coy 2/7 GR Rd and rail mov TERENDAK-SINGAPORE
2.	10 - 19 Jan	JUNGLE JANUS	BATU ARANG	Deploy from Serial 1 less Eng tp Sect Fd Amb and coy 2/7 GR
3.	12 - 23 Mar	GRANZUK I	BATU PAHAT	Bde Ex
4.	3 - 5 May	HARD LOOK	TERENDAK	Dates to be confirmed incl coy comd level.
5.	1 - 14 Jun	SOUTHERN CROSS	NOT KNOWN	Div Ex
6.	3 - 5 Jul	DEAD EYE	TERENDAK/ASAHAN	-
7.	7 - 14 Jul	CONCORD	COM/EL WEEK	-
8.	Jul/Aug	NIL	THAI BORDER AREA WITHIN MALAYA	To be confirmed.

CONFIDENTIAL

Comd's Diary Copy 34

AUSTRALIAN MILITARY FORCES

Ames Henderson 19

Quote in Reply

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

Distribution Attached

Dec 66

4 RAR SOP

1. Att are the new SOP which apply from time of receipt.
2. Chapter 6 of the Nov 65 edition is current till amended and reproduced separately as SOP for MOB.
3. 4 RAR SOP are to be finally reviewed in Feb 67. This revision it is hoped, will then be printed in a hard covered pocket sized edition. By 10 Feb 4 RAR sub units are to fwd suggestions to OC Sp Coy. NIL returns are required.
4. Please complete and return the receipt below.

W. J. Williams Maj
for Lieutenant Colonel
Commanding Officer

4 RAR

4 RAR SOP

Received copy No

of 4 RAR SOP

RESTRICTED

(i)

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.

4 RAR SOP

DEC 66

RESTRICTED

RESTRICTED

(ii)

4 RAR SOP

INDEX

<u>Sect</u>		<u>Para</u>	<u>Page</u>
SECT 1	THE CP		
	Gen	1	1
	Pers	2 - 3	1
	Def	4 - 5	1
	Lay out	6	1
SECT 2	REPORTS AND RETURNS		
	Coy to Bn	1	2
	Bn to Bde	2	2
SECT 3	CODES		
	Codes used	1	3
	System of issue/change	2	3
SECT 4	BN COMD NET		
	Net diagram	1	4
	Charlie Charlie Call	2	4
SECT 5	BATTLE GROUPINGS		
	R Gp	1	5
	O Gp	2	5
	Har/Rear Recce Party	3	5
SECT 6	FIRE SP		
	Recording System	1 - 3	6
	Calls for DF	4 - 5	6
	Plan Victor	6 - 8	6
SECT 7	AIR SP		
	Timings for pre-planned Sp	1	8
	Request/Accept Proformae	2	8
	Misc Info	3	8
SECT 8	OP VEH SCALE		
	Allocation Op Vehs	1	9
	Allocation Tlrs	2	9
SECT 9	ADMIN		
	Deployment Admin Coy	1	11
	Op Dress	2	11
	Commodity Code	3	11

RESTRICTED

(iii)

DISTRIBUTION

	Copy No
A Coy	1 - 2
B Coy	3 - 4
C Coy	5 - 6
D Coy	7 - 8
Sp Coy	9 - 10
Admin Coy	11 - 12
Mor Pl	13
Sig Pl	14
ATk Pl	15
Aslt Pnr	16
Air Pl	17
6 Lt Regt	18
11 Indep Fd Sqn	19
16 COMWEL Fd Amb	20
HQ 28 COMWEL Inf Bde	21-22
HQ AAF Singapore	23
CO	24
2IC	25
Adjt	26
IO	27
QM	28
Tpt Offr	29
RMO	30
RSM	31
File	32
Comds Diary	33-35
Spare	36-40.

RESTRICTED.

SECT 1 - THE CPGen

1. The CP will consist only of those offrs and soldiers nec for its efficient functioning.

Pers

2. Composition as under:-

a. G Cps

OC Sp Coy (Ops Offr)
Adjt
IO
OC Mor Pl
Sigs Offr
Sgt Clerk plus 2 clerks
Int Sect minus those att rifle coys.

b. AQ Ops

OC Admin Coy
One AQ Offr
2 clerks incl CQMS Admin Coy.

c. Fire Sp

BC and party
2 Mor pl Cpls

d. Sigs

Radio sgt plus Fwd Con det
Sig Tp minus bty charging elm

e. RAP

RMO
Med Asst Ssgt
Med Asst Cpl
Hyg dutyman

f. GD

RSM
Batmen for all offrs in CP
Dvrs of H1, H2, SS 1, ST1, ST2, AQ1, SM4
2 RPs.

2. All other members of Bn HQ, Sp Coy and Admin Coy NOT deployed fwd on ops are part of the ech which is commanded by the QM and loc in BMA.

Def

4. RSM is responsible for local def. Wpn pits for all off duty pers are to be sited on occupation and completed within 12 hrs.

5. Sentries are to be mounted

- a. By day contact imminent - one at each 12 O'clock, 3 O'clock, 6 O'clock and 9 O'clock.
b. By day contact unlikely one at each 12 O'clock and 6 O'clock.
c. By night one at each 6 O'clock and the CP.

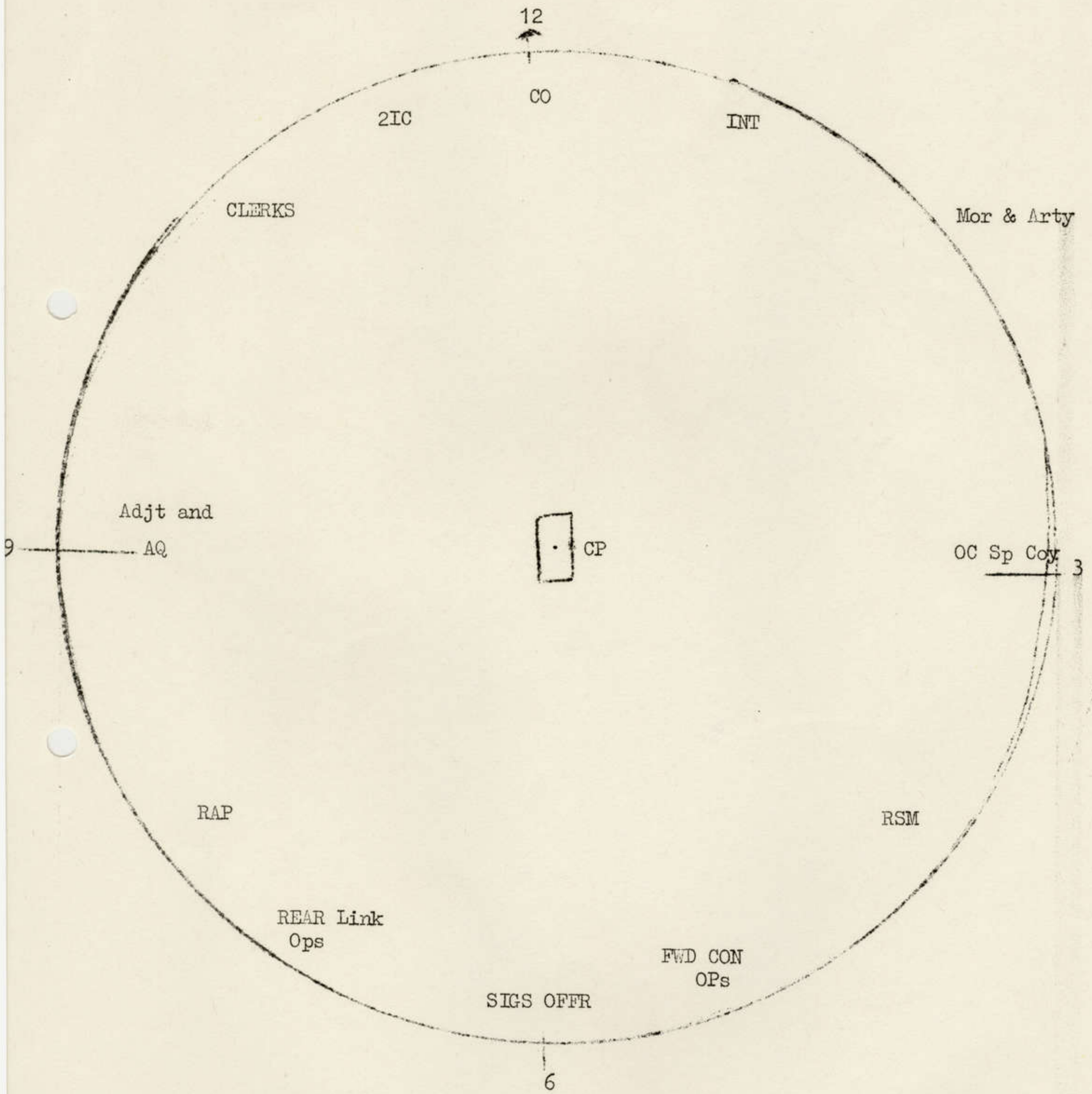
Lay out

6. Diagram at Annex 'A'.

Annex 'A' to Sect 1 4 RAR SOP

DIAGRAMATIC LAYOUT OF CP

Whenever possible elms of the CP will be sited as shown in the diagram below.



26

SECT 2 - REPORTS AND RETURNS

1. Coys/Ech/Indep Pls to Bn

a.	<u>Return</u>	<u>State at (hrs)</u>	<u>To reach CP by (hrs)</u>	<u>REMARKS</u>
(1)	Sitrep	0600 1800	0630 1830	
(2)	Ptl Report		ASP	See Annex A
(3)	SHELL REP		ASP	See Annex B
(4)	PW Capture Report		ASP	See Annex C
(5)	Casevac request		ASP	See Annex D
(6)	Str state	0800	0900	See Annex E
(7)	Resup request		0900	List what is required using commodity code
(8)	Ammo Expenditure	midni	0900	List ammo by type and qty
(9)	OPDEM		As required	See Annex F
(10)	Pri 2 & 3 cas awaiting evac	end of days flying	1900	State total no each category.

2. Bn to Bde

a.	<u>Return</u>	<u>State at (hrs)</u>	<u>To reach Bde by (hrs)</u>	<u>REMARKS</u>
(1)	Sitrep	0600 1800	0700 1900	
(2)	SHELL REP		ASP	See Annex B
(3)	PW Capture report		ASP	See Annex C
(4)	Casevac request		ASP	Use either lt ac request or TRANSUP request depending on nos
(5)	Pers Daily Summary	0800	1030	See Bde SOP 7 Form 4
(6)	Daily maint demand		1000	See Bde SOP 7 Form 1
(7)	Ammo Expenditure	midni	1000	
(8)	Pri 2 & 3 Cas Awaiting Evac	end of day's flying	2000	See Bde SOP 7 Form 5
(9)	Eqpt cas return		1000	See Bde SOP 7 Form 2
(10)	Veh Cas report		ASP	See Bde SOP 7 Form 3
(11)	OPDEM		As required	See Annex F.

PTL REPORT

The fol report will be submitted by ptl comd on the completion of
all ptls:

SECRET
PATROL REPORT

.....
Designation of ptl

.....
Date

To:.....

Maps:.....

- A. Size and composition of ptl, provided by.
- B. Task.
- C. Time of departure.
- D. Time of return.
- E. Routes out and back.
- F. Terrain - description of topography of ground covered.
To incl obst both natural and artificial. Conditions
of bridges, rivers, etc.
- G. En - all known info of the en to incl if any activity
was observed, where it occurred and what may be happening.
- H. Any map corrections.
- J. Misc.
- K. Results of any action with en - PWs, documents, cas, ident.
- L. Condition of ptl including disposition of dead and wounded.
- M. Conclusions and recommendations. Whether the mission
accomplished and recommendations on ptl tactics and eqpt

Comments by debriefing offr.

.....
Ptl Cond

SECRET

MORTREP, SHELREP AND BOMBREP

1. The fol letter index will be used:
 - A. From (unit)
 - B. GR of observer
 - C. Grid bearing of flash, sound or groove of projectile (say which).
 - D. Time from
 - E. Time to
 - F. GR of area shelled or bombed
 - G. No and nature of guns, mors or ac (if known)
 - H. Nature of fire (for mors and guns only-registration, bombardment, harassing)
 - I. No and type of projectile (if known)
 - J. Time period flash to bang.

2. If any serial is unknown or not applicable the letter is omitted.

Example:

"SHELREP ALPHA C/S 2IC BRAVO 016743 CHARLIE 230 degrees to
sound DELTA 1400 ECHO 1415 FOXTROT Summar GOLF Single rounds
med gun HOTEL harassing INDIA 7 HE"

====

PW CAPTURE REPORT

1. As soon as possible after a PW is captured a report will be sent by radio as follows:-

ALPHA Number of prisoners captured

BRAVO Place of capture. GRID REFERENCE.

CHARLIE Time of capture.

DELTA Time and method of evacuation.

ECHO Brief details of initial interrogation.
eg unit, identification.

2. Two PW tags will be prepared as under. One copy will be tied to the prisoner and one copy is to accompany the prisoner's effects.

FRONT
IDENT DATA

NAME.....

NATIONALITY.....

RANK:.....

NUMBER:.....

BRANCH OF
SERVICE:.....

COMMENTS:.....

BACK
CAPTURE DATA

DATE/TIME

GRID REF OF CAPTURE

.....

CAPTURING UNIT

.....

COMMENTS: To include
details of capture or
reason for arrest

CASEVAC REQUEST

ALPHA (.) CASEVAC/MEDEVAC X
O BRAVO (.) (NO OF MIL CAS)
O CHARLIE (.) (NO OF CIV CAS)
DELTA (.) (SEVERITY)
VERY SEVERE/SEVERE X
ECHO (.) NATURE OF INJURY
GSW/BURN/CRUSH/OTHERS X
FOXTROT (.) HEAD/CHEST/ABDOMEN/ARM/LEG
GOLF (.) BLOOD GROUP (FROM ID DISC)
O HOTEL (.) LOCATION OF CAS
INDIA (.) IS SECURE/LOCATION OF EN X
JULIET (.) LAND/WINCH/HOVER X
KILO (.) (MEDICAL ORDERLY REQUIRED) YES/NO X
LIMA (.) (STRETCHER REQUIRED) YES/NO X
MIKE (.) (4 RAR OPERATION NO) X EG N349

LEGEND X Delete where applicable
O Encoded

===

STR STATE

1. The return will be in the fol form:
ONE (.) NO OF OFERS
TWO (.) NO OF WOS, SSGTS AND SGTS
THREE(.) NO OF RANK AND FILE

2. The strs are to incorporate everyone under comd of the sub unit rendering.

3. When sent by radio unit SLIDEX will be used to encode strs.

4. An example:
HELLO 2 FOR 95A (.) SLX STR STATE (.) ONE AG (.) TWO MS (.)
THREE UC OVER

===

OPDEM

1. The fol letter index is to be used:

ALPHA (.) SERIAL NO OF OPDEM

BRAVO (.) IDENT OF UNIT REQUIRING

CHARLIE(.) ITEMS AND QTY (COMMODITY CODE)

DELTA (.) IDENT OF LP/DZ OR LOC REQUIRED

ECHO (.) LATEST TIME BY WHICH STORES REQUIRED

FOXTROT (.) ANY FURTHER INFO ON LZ/DZ

2. An example:

HELLO 3 FOR 95A OPDEM ALPHA 2 BRAVO C/S 3 CHARLIE 3BGE DELTA

GREEN 151 ECHO P. 7 FOXTROT CAN SECURE GREEN 151 FROM P' 2

ADVISE ETA OVER

===

SECT 3 - CODES

1. The fol codes are used:

- | | |
|-----------------------|---------------------|
| a. Slidex (Unit code) | Coy to bn |
| b. Griddle | Coy to bn |
| c. Lettercode | Pl to coy |
| d. Commodity Code | Coy to bn/pl to coy |
| e. Op Nos | Coy to Bn/pl to Coy |
| f. P Hr | Coy to bn/Pl to coy |

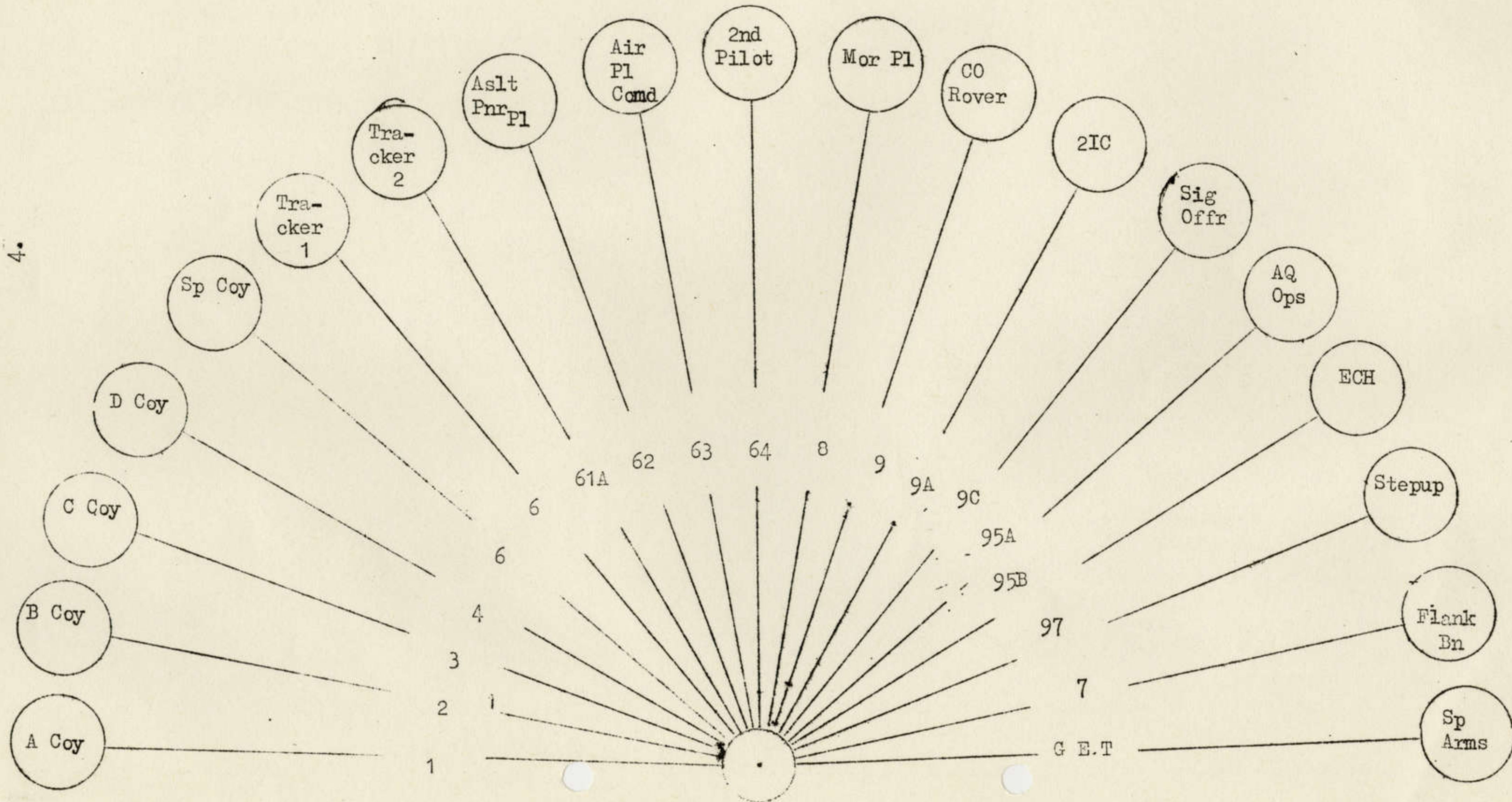
2. The system of issue and changing is

- a. Three sets of codes containing serials will be issued in envelopes marked WHITE, PINK and GREEN.
- (1) WHITE codes will be used first.
- (2) PINK and GREEN codes will only be used when ordered.
- b. Codes will change at 0730 hrs daily. Prior to this time the next serial to be used will be notified by the CP.
- c. All daily changing codes will be the same serial.

==

SECT 4 - BN COMD NET

The Net diagram is:



The stas to answer a CHARLIE CHARLIE 10 call are: 1, 2, 3, 4, 8 and 9.

==

SECT 5- BATTLE GROUPINGS

1. R Gp
 - CO
 - IO
 - BC
 - Sigs and def elms required.

2. O Gp
 - R Gp plus
 - 2IC
 - OC Sp Coy
 - Adjt
 - Rifle Coy Comds
 - OC Admin Coy
 - Sig Offr
 - Sp Coy pl Comds
 - RMO
 - RSM
 - Sp Arms Comds.

3. Har and Rear Recce Parties
 - a. Comd. 2IC (with sig)

 - b. CP party. Sig offr (with sig)
 - RSM
 - Orderly
 - RP

 - c. Rifle Coys. Coy 2IC
 - One guide per pl

 - d. Aslt Pnr Pl Pl Sgt

 - e. Tracker Pl Pl Sgt

 - f. Mor Pl Pl 2IC/Sgt, Pl Cpl guide from each sec.

=====

SECT 6 FIRE SP

DF Recording System

1. Sub units request DFs using griddle for tgts.
 - a. Tgts requested in order of pri
 - b. Tgts numbered serially clockwise
 - c. Allocation of letter prefixes is

A Coy	-	A1, A2, A3 (A1 being DF (SOS))
B Coy	-	B
C Coy	-	C
D Coy	-	D
Aslt Pnr Pl		P
Tracker Pl		T
CP	-	H
Ptls	-	F
Arty	-	G
2. CP co-ord and allocates resources to tasks.
3. Sub units advised of accept/refusal and resources allocated
 - a. Tasks to be fired by arty only suffixed by G. ie. A2G
 - b. Tasks to be fired by Mor only suffixed by M ie. B3 M
 - c. Tasks to be fired by both Arty and Mor - No suffix ie A1

Calls for DF

4. Ammo allocation to DF tasks is
 - a. Automatic on request: 5 RGF and/or 5RMF.
 - b. Subsequent requests on approved from CP.
5. Ammo allocation to DF (SOS) tasks is
 - a. Automatic on first and second requests: 5 RRMF and/or 5 RGF at the intense rate.
 - b. Subsequent requests on approval from the CP.

Plan VICTOR

6. Plan VICTOR is a safety procedure used to freeze arty and mor fire when ac are in the area.
7. The system is
 - a. Those sub units with arty/mor fire units under comd are told that plan VICTOR is in effect from a certain time at a certain grid ref.

7.

- b. NO fire units are to engage tgts within 3000 yds radius of the given grid ref while plan VICTOR is imposed.
- c. This restriction is removed by the cancellation of plan VICTOR.

8. An example is:

"HELLO 2 3 AND 4 PLAN VICTOR PLAN VICTOR PLAN VICTOR SQUARE
2943 EFFECTIVE AT 1500 HRS OVER." AND "HELLO 2 3 AND 4
PLAN VICTOR SQUARE 2943 CANCELLED OVER"

===

SECT 7 - AIR SP

1. Requests for all types of pre planned EP are due at bn by 1500 hrs and bde by 1600 hrs.
2. Proformae used for both pre-planned and immediate sp are:
 - a. Offensive Air Sp
 - (1) Air Request Message - Annex A
 - (2) Accept/Refuse Message - Annex B
 - (3) Time over Target Message - Annex C
 - (4) Mission Report (MISREP) - Annex D
 - b. Tpt Air Sp
 - (1) Air Transport Request Message (TRANSUP) Annex E
 - (2) Air Transport Accept/Refuse Message(TRANSAR) Annex F
 - c. Lt Ac Sp All Msns - Annex G
3. Misc useful info is att
 - a. Hel emplaning and deplaning - Annex H
 - b. LP Marking - Annex J
 - c. Panel Code - Annex K
 - d. LP Specifications - Annex L.

====

AIR REQUEST MESSAGE

FORMAT

EXAMPLE

AIR REQUEST: will be the first word of the message

AIR REQUEST (.)

REQUEST No

501 (.)

A. Details of Task Destroy or neutralise or search; target(s) to attack/look for equipment, (numbers, direction of movement if any); grid reference(s) of target or location(s) to search. If required, state priority.

B. Time over Target Specific time or ASP (as soon as possible); AND a "NOT after" time/latest time information of value. Use full date/time group if required for clarity.

B (.) 1609Z (.)

C. Position of Forward Troops Grid reference(s) if within 1,000 yards; if grid reference NOT necessary, state NIL

C (.) NIL (.)

D. Control Arrangements Contact or Control Point Indicator Smoke; Panels; Landmarks. Any other information; eg. hazards enemy flack

D (.) Spotter 1 on TAD 3 at
Contact pt ALPHA (.)
Red smoke (.)

F. In-flight Report Give call sign and frequency (if necessary) to whom in-flight report is to be made.

E (.) Spotter 1 on TAD 3

NOTES

1. Request no NOT nec from coys. CP allocate from block issued by Bde.
2. If TOT is within 2 hrs entire msg to be sent in clear. If TOT is greater then appropriate parts must be encoded.
3. If a para NOT required omit, with the exception of C which must be either a Grid Ref or NIL.

===

ACCEPT/REFUSE (A/R) MESSAGE

<u>FORMAT</u>	<u>EXAMPLE</u>
A/R (must be sent)	A/R
REQUEST No	501
A. Accepted or refused Reason for refusal and TOT if known to be sent.	A (.) Accepted
B. No and type of ac with armament	B (.) Four Hunter RP
C. Con arrangements any nec amdts to those specified in Air Request Msg	C (.) Contact Pt ECHO

NOTES

Omit para prefix letters if NOT required.

TIME OVER TARGET (TOT) MSG

FORMAT

EXAMPLE

TOT (. Must be sent)
MSN No

TOT
MSN No 501

A (.) Time over target

A (.) 1610Z

B (.) Number and type ac and
armament - if NOT give
in. A/R Msg

C (.) Con arrangements. Any
nec andts to these
specified in Air Request
Msg

NOTES

1. Only sent if TOT NOT given in A/R Msg or there are changes in B and C to A/R Msg.
2. Para prefixes may be omitted as nec.

MISSION REPORT (MISREP)

FORMAT

EXAMPLE

MISREP (must be sent)
MSN No

MISREP
501

A (.) Loc Identifier cfms
task given

A (.) 3 tks at 256464

B (.) TIME ON TARGET

B (.) 1610Z

C (.) RESULTS

C (.) 2 DESTROYED
1 DAMAGED

D (.) PHOTO CONFIRMATION

D (.) NO

E (.) OTHER INFO

E (.) INF MOV WEST OUT
OF WOODS

= ==

AIR TRANSPORT REQUEST MESSAGE (TRANSUP)FORMATEXAMPLE

TRANSUP (must be sent)
REQUEST No

TRANSUP
REQUEST No 403

FIRST CARRIAGE OF TPS

FIRST

- A (.) No of tps and total wt
B (.) Pick up pt. Grid Ref/Ident/Nickname
C (.) Delivery pt. as for B
D (.) Method of delivery with reasons
E (.) IF delivery pt is an airstrip any restrictions
F (.) If delivery pt is a DZ, direction of approach, dimensions and Ident letter required
G (.) If delivery is by hel number of LPs within LS
H (.) Remarks

- A (.) 30 tps 7500 lbs
B (.) GREEN 151
C (.) GREEN 154
D (.) Hel (.) No Strip
aval
G (.) 2

SECOND CARRIAGE OF CARGO

SECOND

- A (.) Total wt to be lifted
B (.) Outline of stores
C (.) Wt and dimensions of largest single items and vehs
D (.) Pick up pt
E (.) Delivery pt
F (.) Method of delivery
G (.) If an airstrip, any restrictions
H (.) If DZ, direction of approach, dimensions and code ident letter of impact pt
J (.) If del by hel, no of LPs within LS
K (.) Remarks, special Instrs

- A (.) 8000 lbs
B (.) Coy stores and water
C (.) tent 4 ft by 4 ft by 2 ft
D (.) GREEN 151
E (.) GREEN 154
F (.) Hel (.) NO Strip aval

THIRD AEROMEDEVAC

THIRD

- A (.) No of stretcher cases
B (.) No of sitting cases
C (.) Pick up pt
D (.) Remarks

- A (.) 8
B (.) 5
C (.) GREEN 154
D (.) 2 cases urgent

FORMAT

EXAMPLE

FOURTH TIMINGS

- A (.) EARLIEST PICK UP
- B (.) EARLIEST DEL
- C (.) LATEST DEL (DATE/TIME AFTER WHICH LIFT UNACCEPTABLE OR NOT REQUIRED)

FOURTH

- A (.) ASP
- B (.) ASP

FIFTH COMMS

- A (.) FREQUENCY
- B (.) CALL SIGN LS/DZ
- C (.) REMARKS/SPECIAL INSTRS

FIFTH NIL

SIXTH SPEC INSTRS

SIXTH NIL

ANY INSTRS NOT COVERED IN FIRST TO FIFTH

NOTES

1. All paras must be completed even if nothing is applicable, eg FIFTH NIL.
2. Sub paras may be omitted if inapplicable (see FOURTH C, THIRD J etc).

===

AIR TPT ACCEPT/REFUSE MSG (TRANSAR)

<u>FORMAT</u>	<u>EXAMPLE</u>
TRANSAR (must be sent)	TRANSAR
REQUEST No (should be that of TRANSUP)	403
ACCEPTED OR REFUSED Refusal with reasons and suggested alternatives	ACCEPTED
A (.) ETA	A (.) GREEN 151 1500GH
B (.) MSN ALLOCATED TO AC	B (.) 181
C (.) METHOD OF DEL	C (.) 1 BELVEDERE
D (.) AC CALL SIGNS	
E (.) SPEC INSTRS (ANY CHANGES TO REQUEST DETAILS INCL)	

===

REQUEST FOR LIGHT AIRCRAFT SUPPORT

MISSION

Observation of fire	-	ALPHA
Close recce support	-	BRAVO
Detailed reconnaissance	-	CHARLIE
Supply dropping	-	DELTA
Passenger carrying	-	ECHO
Target indication	-	FOXTROT
Casualty evacuation	-	GOLF
Photographic	-	HOTEL

A

EXECUTION

Observation of fire

- a. Artillery allotted
-
- b. Locations.....
- c. Pre-arranged shoot
 - (1) Target Nos...
 - (2) Description..
 - (3) Indication (GR)
 -
 - (4) Ammo
 - (5) FFE Scale.....
 - (6) Rng.....
- d. Impromptu Shoot
 - (1) Target Nos.....
 - (2) Type requiring M
U etc.....
 - (3) Fly Line/Area...

B

Close recce support

- a. Nature of task.....
- b. Duration.....
- c. Time.....
- d. Area.....
- e. Report to.....
At GR.....

C

Detailed reconnaissance

- a. Nature of task.....
- b. Time.....
- c. Special instrs.....

D

Supply dropping

- a. No and Wt of items
-
- b. Para or free drop
-
- c. Loc pick-up strip
-
- d. Loc of DZ.....
- e. How marked.....
- f. TOT
- g. Time of pick up..
- h. Special instrs...
(incl bearing of
Axes of DZ).....

E

Passenger carrying

- a. No of PAX.....
- b. Pick-up strip.....
- c. Time.....
- d. Destination.....
- e. Return at.....
- f. Route.....
- g. Special instrs....

F

Target indication

- a. Type.....
- b. No Ac.....
- c. Method.....
- d. TOT.....
- e. Direction of atk
from.....
- f. No of strikes.....
- g. Target Nos
- h. Ac frequency.....

G.

Casualty evacuation

- a. Pick up strip.....
- b. Nature of cas.....
- c. Destination.....
- d. Time required....
- e. Special instrs...
(include any special
med arrangements
required in flight
and on arrival and any
other detail).

H

Photographic

- a. Vertical or pin point
- b. Tgt.....
- c. FFE Scale.....
- d. Low/High oblique
from.....

NOTES

1. Sub units should use this request only if they have a specific task for lt ac. Normally the task should be given to the CP where the allocation of resources will be made.

2. An example request is:

HELLO 4 MISSION FOR HAWKEYE (.) MISSION BRAVO (.) EXECUTION (.)
ALPHA (.) AREA RECCE (.) BR VO (.) 45 MINS (.) CHARLIE (.) P I (.)
DELTA (.) C/S 4 AREA (.) ECHO (.) GREEN 153

====

.....

HELICOPTER EMPLANING AND DEPLANING DRILLS

Emplaning

1. Soldiers will be briefed on the following:
 - a. Emplaning will occur normally while rotor is turning so that all must be warned of danger of main rotor, tail rotor, exhaust engines and "Blade Sailing".
 - b. Troops will only emplane from a direction immediately RIGHT front of the pilot when the helicopter has landed.
 - c. Troops will never approach the helicopter from the rear and will never approach closer than 30 ft without a signal (thumbs up) from the pilot.
 - d. Hats utility will be removed prior to emplaning.
 - e. Helicopter is to be treated with respect and weapons and equipment handled in such a way as to not damage the helicopter.
 - f. Radio aerials of man pack sets are to be dismantled before approaching the helicopter.
 - g. Bipod legs of GPMGs will be folded.
 - h. Objects carried on back of tps must not protrude above the top of the shoulders.
 - j. Bayonets are not fixed and weapons on "Safe".
 - k. All wpns when emplaning are held upright between the knees.
 - l. NO smoking within 50 feet of the helicopter.
2. The emplaning drill is:
 - a. Stick adopts the ready position. This is about 50 ft from the helicopter and at 2 O'clock from the pilots position.
 - b. Wpns placed at the short trail posn in the left hand.
 - c. The pilot gives the "thumbs up" signal to emplane.
 - d. The stick leader leads his stick in single file to the door, opens the door and stations himself to the rear of the door, assists his stick to emplane and directs them to their correct posn in the cabin.
 - e. The stick leader emplanes last, closes the door, and dons the headset located above his seat.
 - f. When all his stick are ready with seat belts secure he taps the pilot on the leg. In the case of the Belvedere the crewman will inform the pilot.

Deplaning Drill

3. The deplaning drill is:
 - a. On approaching the landing point all troops are to get ready to deplane and the stick leader removes his headset and stows it.
 - b. Pilot gives deplaning signal by switching on the green light, or sounding horn.

- c. The stick undoes safety harnesses and deplane with stick leader leading. Wpns and loads will be carried in the LEFT hand.
- d. On deplaning the Stick leader remains forward of the door to assist his stick out. The stick deplanes in the reverse order to emplaning and moves out to the 2 O'clock position from the pilot, directly to cover and fire positions unless otherwise ordered.
- e. After all the stick deplanes the stick leader closes the door, gives the "thumbs up" sign to the pilot (or 2 flashes of a torch at night) and moves to where his stick is waiting and leads them away quickly from the LZ.

Deplaning at the Hover

- 4. As para 3 above.

Deplaning by Rope or Ropes

- 5.
 - a. If the landing point is obstructed by trees or other obstacles the pilot may be forced to hover well clear of the ground.
 - b. In this case the troops are to use the deplaning rope or ropes. The procedure is the same up to the deplaning signal and then:
 - (1) Stick leader in the absence of a crewman streams the rope or ropes. This must never be done before the deplaning signal as premature streaming may cause the rope to catch in any trees and make the helicopter crash.
 - (2) Troops descend, not more than two men on each rope at a time.
 - (3) Heavy stores are lowered by the light line provided. Two men remain in the aircraft for this task and then deplane last after recovering the light line.
 - (4) The stick leader is to make a positive check that the end of the rope is clear of obstructions before giving the "thumbs up" signal for "All Clear".
 - c. The rope must not be knotted.

Impending Crash

- 6. The following action should be taken:
 - a. If time permits, jettison loose gear and web equipment as directed by pilot or crewman.
 - b. Tighten safety belts and sit erect as possible with arms folded.
 - c. After crashing remain in the copter until the rotors have stopped turning.
 - d. If in water, remain in the cabin until rotors have stopped turning and do not inflate life jackets until clear of helicopter.

Crewman

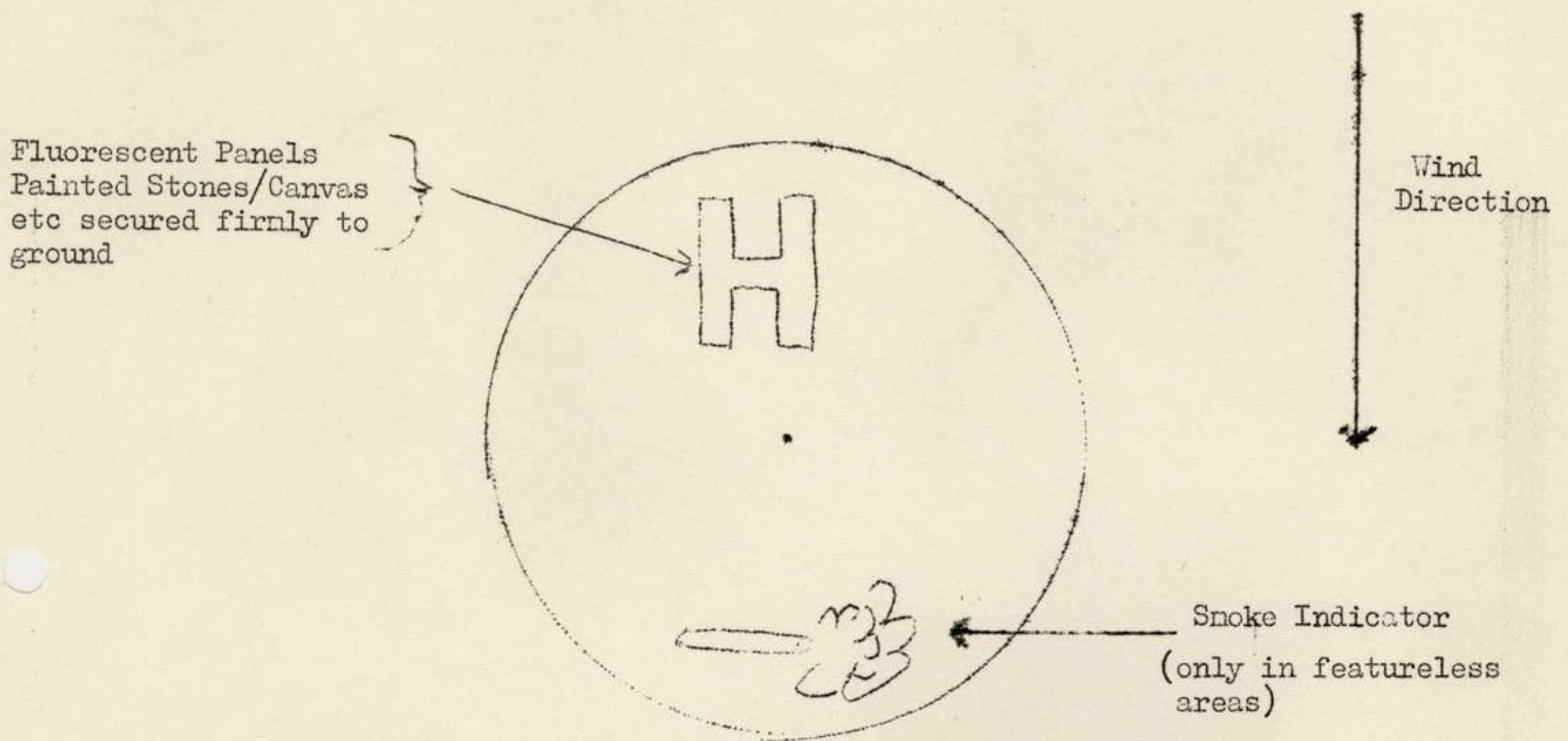
- 7. Belvedere helicopters always carry crewmen. When a crewman is carried he assumes the in flight duties normally carried out by the stick leader.

Summary

- 8. The five golden rules for helicopter operations are:
 - (1) WAIT for a signal before emplaning. (2) GIVE pilot signal for take off.
 - (3) WAIT for a signal before deplaning. (4) GIVE pilot signal to fly away.
 - (5) AVOID tail rotor at all times.

=====

MARKING OF A LANDING POINT



NOTES

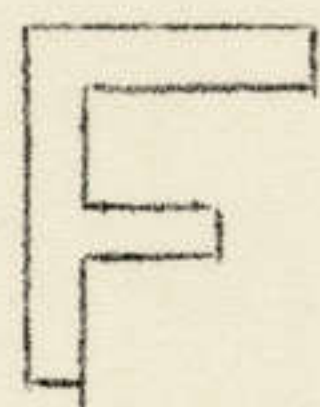
1. Carbide inflated yellow marker balloons are ideal for marking jungle Landing Sites. The balloon should be lowered once the helicopter has indicated recognition of the site by orbiting.
2. Individual Landing Points within a Landing Site will be indicated by one of the following methods:
 - a. A marshaller.
 - b. Fluorescent panels.
 - c. Any other forms of obvious markers such as a small flag or painted container.

===

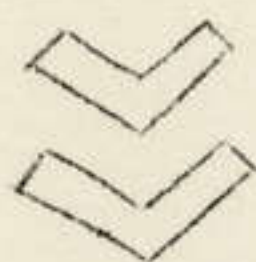
PANEL CODE

Air Panel Code

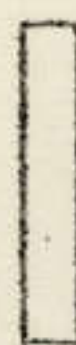
1. The following international code applies:



(1) Require food and water



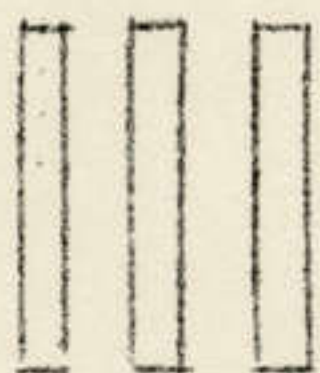
(2) Require firearms and ammo



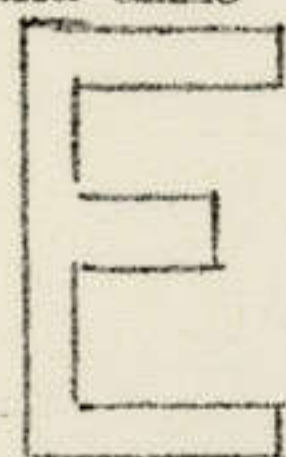
(3) Require doctor serious injury



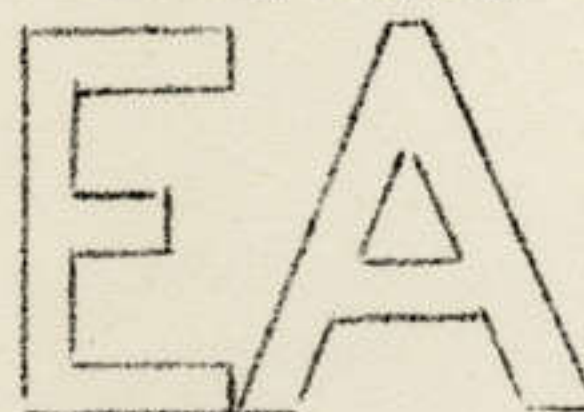
(4) Require medical supplies



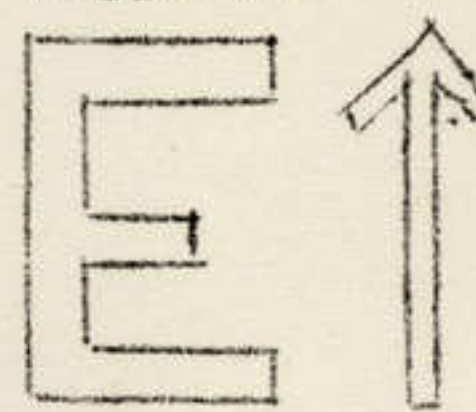
(5) Casualty requiring immediate evacuation



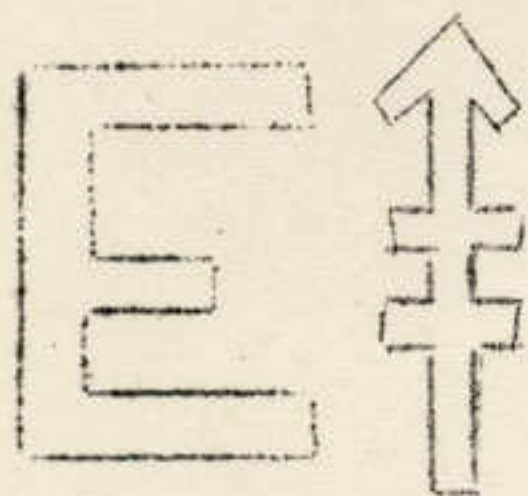
(6) Ground party in action with enemy



(7) Enemy attacking or preparing to attack (from direction of Appx of A)



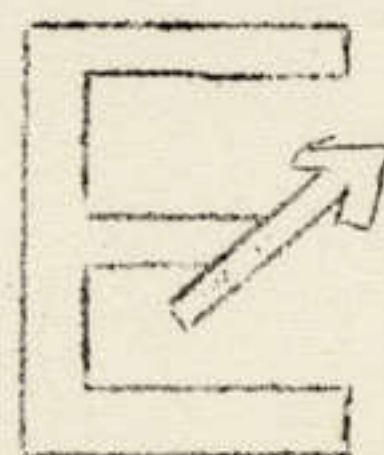
(8) Target of opportunity in direction shown



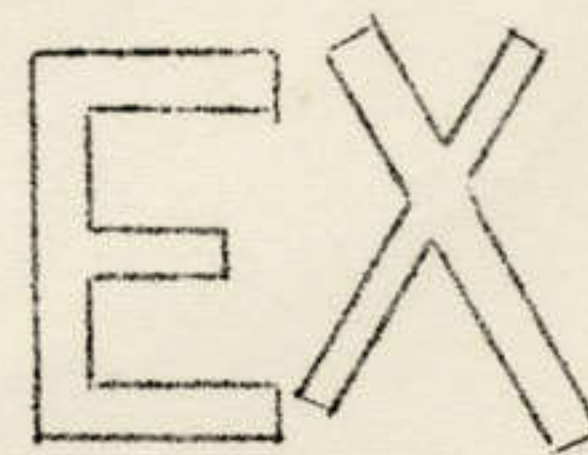
(9) Request air support in direction of arrow. Each bar = 20 yds



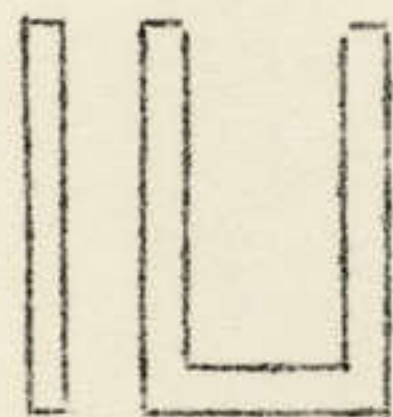
(10) Enemy in possession landing ground



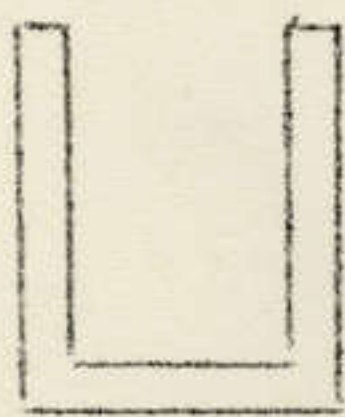
(11) Enemy concentration in direction indicated. Not in contact



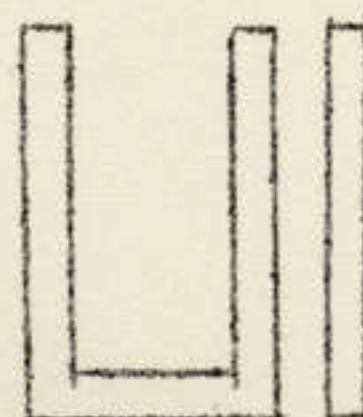
(12) Enemy withdrawal



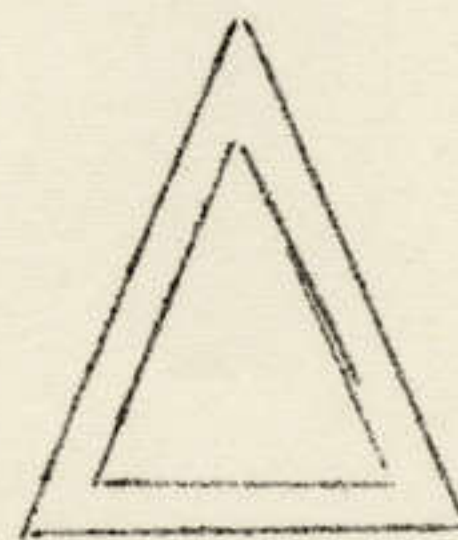
(13) I have a message for you



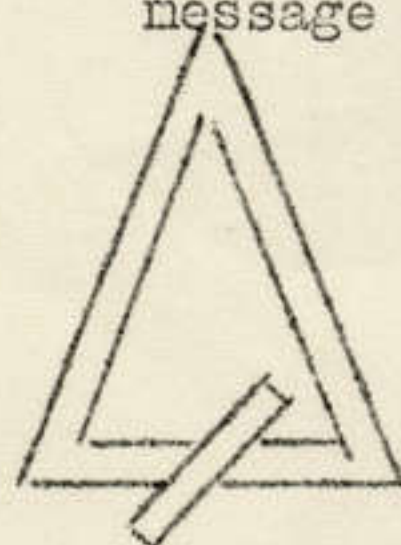
(14) Message received



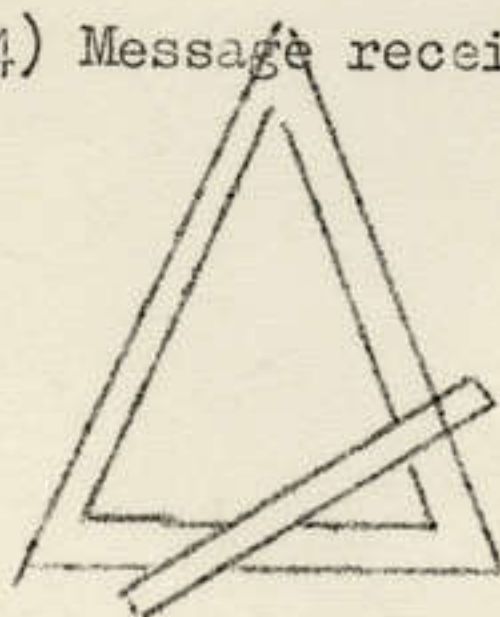
(15) Are you receiving signals?



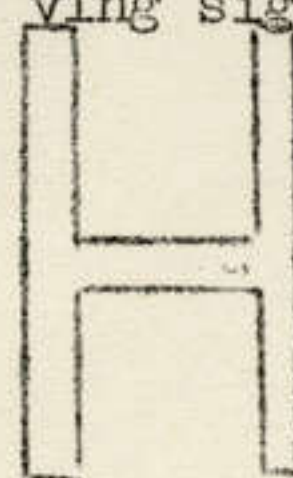
(16) Probably safe to land here



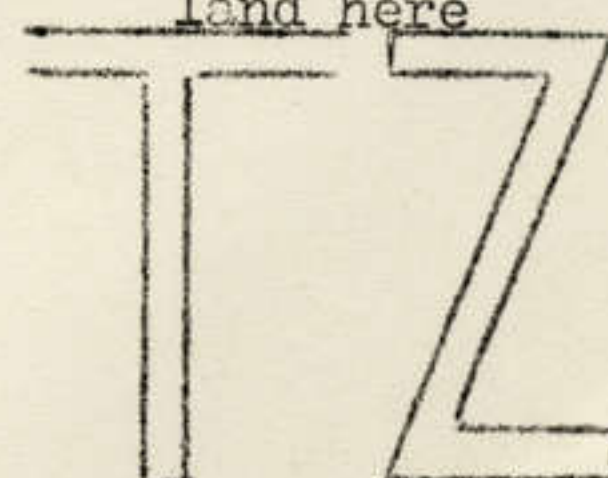
(17) Temporary Landing Delay



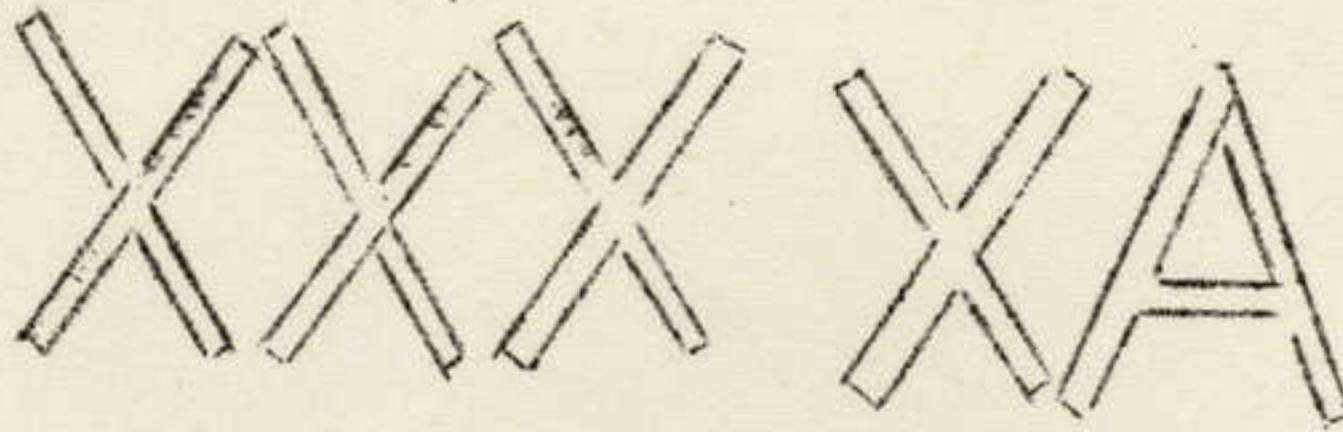
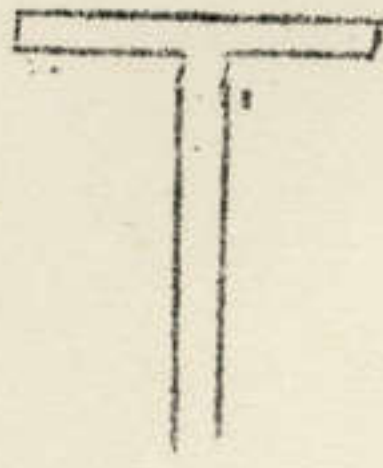
(18) Do not land here



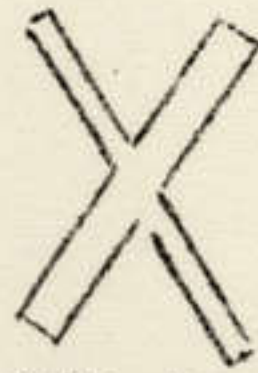
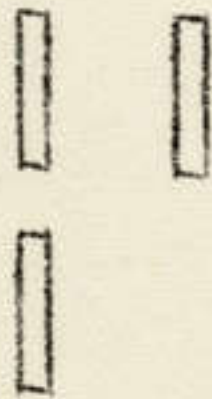
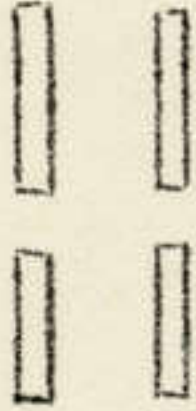
(19) Helicopter Touch Down



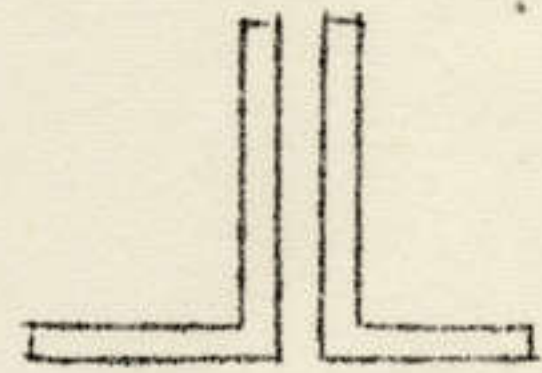
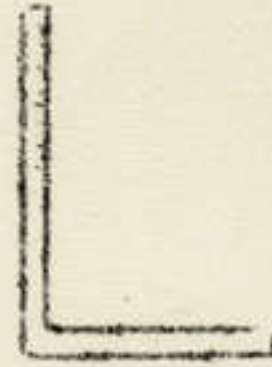
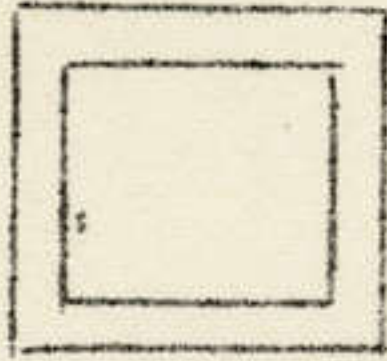
(2) Drop Here.



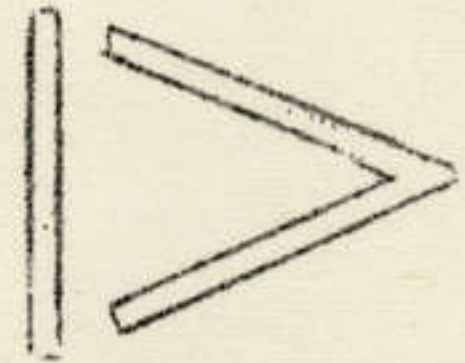
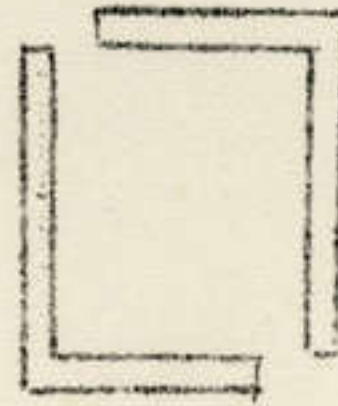
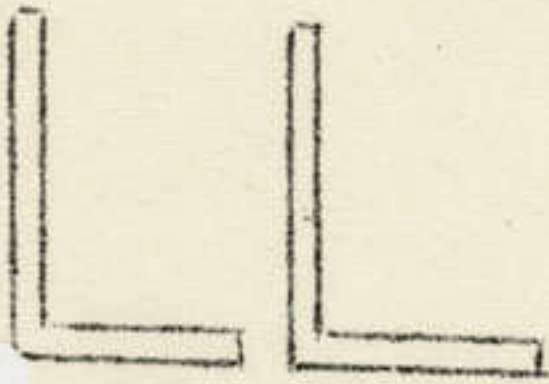
- (21) Land in this direction (Direction from base to head of "T") (22) Cancel supply drop (23) Cancel Air Strike (24) Require signal lamp with bty and radio



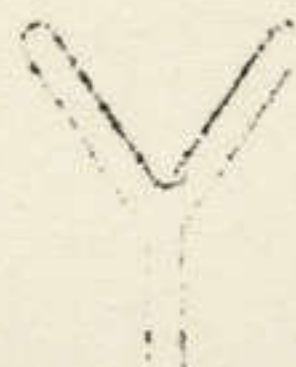
- (25) Require radio with batteries (26) Require radio batteries (27) Unable to proceed (28) Going in this direction



- (29) No (30) Require map and compass (31) Require fuel and oil (32) Not understood



- (33) All well (34) Indicate direction to proceed (35) Aircraft badly damaged (36) Will attempt take off



- (37) Require Engineer (38) Nothing more to communicate (39) Yes

Sub Unit Ground Identification Signs

2. These signs will be allocated when necessary by Bn HQ under Bde arrangements.

Unit GIS

3. The 4 RAR GIS is the letter 'J'.

==

LP SPECIFICATIONS1. By Day

TYPE	DIAMETER CLEARED TO GROUND LEVEL	EXTRA WIDTH CLEARED TO 2 FT	TOTAL DIAMETER
SCOUT ALOUETTE SIOUX	15 YDS	5 YDS	25 YDS
WHIRLWIND WESSEX IROQUOIS	30 YDS	10 YDS	50 YDS
ELVEDERE	40 YDS	5 YDS	50 YDS

2. By Ni All types require 100 yds total diameter, consisting of
- 60 yds diameter to ground level.
 - An extra width of 20 yds cleared to 2 ft.

3. Approaches

- By day. 30 degrees from outer edge of area cleared to ground level.
- By ni. 20 degrees from outer edge of area cleared to ground level.

= = =

1. Allocation of op vehs

Serial	TAC No	TYPE	SUB Unit	OP ROLE	REMARKS
1.	H1	$\frac{1}{4}$ ton FFR	Bn HQ	CO	Air Scale
2.	H2	$\frac{1}{4}$ ton GS	Bn HQ	CP and Int Stores	"
3.	A1	$\frac{1}{4}$ ton FFR	A Coy	Essential stores	"
4.	A2	$\frac{1}{4}$ ton GS	A Coy	Additional stores	SEA Scale
5.	B1	$\frac{1}{4}$ ton FFR	B Coy	Essential stores	AIR Scale
6.	B2	$\frac{1}{4}$ ton GS	B Coy	Additional stores	SEA Scale
7.	C1	$\frac{1}{4}$ ton FFR	C Coy	Essential stores	AIR Scale
8.	C2	$\frac{1}{4}$ ton GS	C Coy	Additional stores	SEA Scale
9.	D1	$\frac{1}{4}$ ton FFR	D Coy	Essential stores	AIR Scale
10.	D2	$\frac{1}{4}$ ton GS	D Coy	Additional stores	SEA Scale
11.	SM1	$\frac{1}{4}$ ton GS	Mor Pl	Mor Sect	AIR Scale
12.	SM2	$\frac{1}{4}$ ton GS	Mor Pl	Mor Sect	"
13.	SM3	$\frac{1}{4}$ ton GS	Mor Pl	Mor Sect	"
14.	SM4	$\frac{1}{4}$ ton GS	Mor Pl	Mor Pl HQ	"
15.	SS1	$\frac{1}{4}$ ton FFR	Sig Pl	Fwd con veh	"
16.	SS2	$\frac{1}{4}$ ton GS	Sig Pl	Rebroadcast	1. AIR SCALE 2. To be on FFR
17.	SA1	$\frac{3}{4}$ ton GS	Atk Pl	Det 120 mm Wombat	SEA Scale
18.	SA2	$\frac{3}{4}$ ton GS	Atk Pl	Det 120 mm "	"
19.	SA3	$\frac{3}{4}$ ton GS	Atk Pl	" "	"
20.	SA4	$\frac{3}{4}$ ton GS	Atk Pl	" "	"
21.	SP1	$\frac{1}{4}$ ton GS	Aslt Pnr Pl	Pl stores & explosives	AIR Scale
22.	AQ1	$\frac{1}{4}$ ton GS	Admin Coy HQ	AQ Ops stores	1. AIR Scale 2. To be an FFR
23.	AQ2	$\frac{1}{4}$ ton GS	Tpt Sect	FAMTO	SEA Scale
24.	AQ3	3 ton	QM Pl	Res rat	AIR Scale
25.	AQ4	3 ton	QM Pl	Ammo & kitchen	AIR Scale
26.	AQ5	$\frac{1}{4}$ ton GS	Admin Coy	Water veh	SEA Scale
27.	AQ 6	$\frac{1}{4}$ ton GS	Admin Coy	Water veh	"
28.	AQ	$\frac{3}{4}$ ton GS	Tpt Sect	Garage veh	"
29.	SR1	$\frac{1}{4}$ ton GS	Recce Flt	Essential Stores	"
30.	ST1	$\frac{1}{4}$ ton FFR	Sig Tp	G Rear Link	Air Scale
31.	ST2	$\frac{1}{4}$ ton FFR	Sig Tp	AQ Rear Link	AIR Scale
32.	AM1	$\frac{1}{4}$ ton GS	Med Pl	Arb	SEA Scale
33.	TPT1	3 ton	Tpt Sect	Pool Veh	"
34.	TPT2	3 ton	Tpt Sect	Pool Veh	"
35.	ST3	$\frac{3}{4}$ ton GS	Sig Tp	Bty Charging	SEA Scale.

2. Allocation of tlr

SERIAL	TLR No	LOAD	TOWED BY	REMARKS
1.	H1	Ammo and btys	H1	AIR Scale
2.	H2	CP and Int Stores	H2	"
3.	A1	Ammo and coy stores	A1	"
4.	A2	Coy kitchen	A2	SEA Scale
5.	B1	Ammo and coy stores	B1	AIR scale
6.	B2	Coy kitchen	B2	SEA Scale
7.	C1	Ammo and coy stores	C1	AIR Scale
8.	C2	Coy kitchen	C2	SEA Scale
9.	D1	Ammo and coy stores	D1	AIR Scale
10.	D2	Coy kitchen	D2	SEA Scale
11.	SM1	Mors and Ammo	SM1	AIR Scale
12.	SM2	Mors and Ammo	SM2	"
13.	SM3	Mors and ammo	SM3	"
14.	SM4	Ammo and stores	SM4	1. Contents loose freight for air mov. 2. empty tlr by sea for air mov. 3. SM4 tows water tlr for air mov.

Serial	Tlr No	LOAD	Towed By	REMARKS
15.	SS1	Sig stores and ammo	SS1	AIR Scale
16.	SS2	Sig stores	SS2	As for SM4
17.	SA1	Amno	SA1	SEA Scale
18.	SA2	Amno	SA2	"
19.	SA3	Amno	SA3	"
20.	SA4	Amno	SA4	"
21.	SP1	Pnr stores and Bn explosives	SP1	AIR Scale
22.	AQ1	Hyg stores & AQ stores	AQ1	"
23.	AQ2	REME & FAMTO stores	AQ2	Sea Scale
24.	AQ3	Water Tlr	AQ3	AIR Scale
25.	AQ4	Water tlr	AQ4	AIR Scale
26.	AQ5	Water tlr	AQ5	For air nov. 1. Tlr towed by SS2. 2. AQ5 tows SS2 empty tlr to airhd after sea nov
27.	AQ6	Water tlr	AQ6	As for AQ 5 but read SM4 for SS2
28.	AQ7	Garage tlr	AQ7	Sea Scale
29.	SR1	Recce Flt Spares	SR1	1. Tlr contents loose freight for air nov 2. SEA Scale tlr.
30.	ST1	Sig stores & btys	ST1	AIR Scale
31.	ST2	Sig stores and btys	ST2	AIR Scale
32.	AM1	Med and RAP Stores	AM1	1. SEA Scale. 2. Tlr contents loose freight for air nov.
33.	ST3	Generator	ST3	SEA Scale.

=====

11.
SECT 9 - ADMIN

1. Deployment Admin Coy
 - a. Att to Rifle Coys

Cpl Med Asst
Hyg Duty Man
5 SBs
 - b. Att to Sp Coy

1 SB to Aslt Pnr Pl
 - c. AQ Ops

OC Admin Coy
One offr
CQMS and clerk
2 Batmen
 - d. RAP

RMO
Ssgt Med Asst
Cpl Med Asst
Hyg dutyman
Batman
 - e. Ech The remainder.
2. Op Dress See Annex A.
3. Commodity Code See Annex B.

=====

OPERATIONAL DRESS

1. On the man

Personal weapon
Jungle hat
Boots AB (Jungle Boots from haversack will be worn in ac)
Gaiters
Pr Trousers
Shirt
Sox
Vest (optional), underpants (optional)
Sweat rag
Identity discs
Fd dressing - this will be carried in RIGHT top Breast pocket
Golok
Toggle Rope
'44 patten web equipment complete
2 Water bottles
Map (where applicable. Map will not be mounted on board
or in cases but will be carried on the person)
Clasp knife
Wpn cleaning kit
Face veil
Mite repellent
Insect repellent
Water sterilizing kit
Millbank filter bag.

2. '44 Pattern Haversack

Mess tin or tins
2 days rations and hoxamine
Eating utensils
Toilet gear
1 pr sox
Foot powder
Housewife
Spare laces
Jungle boots
Lt wt pick or shovel (wrapped in sandbag) or entrenching tool.
Vest and Underpants
Pr trousers
Shirt
Covers mattress
Mattress sections pneumatic - 3
Blanket inner (optional)
Blankets outer
Nets mosquito
Shelter lightweight
Cord Nylon - 15 yds

3. '37 Pattern Pack

Trousers
Shirts (2)
PT shorts
Vest and underpants
PT vest
Sox (2 prs)
Towels (2)
Toilet gear
Soap
Boots AB
Boots Hockey
Blanker inner (if NOT in 44 haversack)
Steel helmet (att by pack straps)

4. Min requirements. The items listed below MUST be carried wherever moving out of a def posn/har area.

- a. Soldier dressed as in para 1
- b. Mosquito net
- c. Emergency rat.
- d. Mattress cover per gp
- e. Compass, map and protractor per gp.

===

COMMODITY CODE1. Ammunition

AAB Carts SA Ball .380 Rev Mk 2Z
 AAC " " 7.62 (Bdr)
 AAD " " " (1CR L5A1)
 AAE " " 9mm Mk 2Z
 AAF " 1" Illun
 AAG " " Signal Red
 AAH " " " Green
 AAN Flares Tripwire Mk 2/1
 AAO Gren Hand No 36M
 AAP " " 83 BLUE
 AAQ " " " GREEN
 AAR " " " YELLOW
 ABO " " " RED
 AAS " Rifle No 94 A/Tk HE
 AAV Bombs ML 2" Mor Illun Mk 2/1
 AAW " " 3" HE
 AAX " " " SMOKE
 ABB Gren hand No 80 (WP)
 Carts 7.62mm Linked Belt
 Dets No 27
 Exp PE 3
 Fuze Safety No 11 TT
 Igniters safety fuze percussion
 Primers CE 1 $\frac{1}{4}$ oz
 Slab Demo TNT 1 $\frac{1}{2}$ lbs
 Fuze Instantaneous
 Primer Cord
 Matches Fuzes Safety
 Lighter Fuze Multi

2. Weapons

BGD Pistol Rev .380 Mk 1/2
 BGE Rifle 7.62mm L1A1
 BGG Leunchers Gren L1A2
 BGH Pistol Signal No 1 Mk 2
 BEM Pistol Auto Browning 9mm
 BSO Guns Machine Owen 9mm
 CJP Guns Machine 7.62mm L4A4
 DDL OML 2" Mor
 DDM OML 3" Mor
 BBY Magazine SIR
 BSK Magazine OMC
 Pullthrough SIR
 " OMC
 Accessory OLG kit 7.62 Rifle
 Cleaning kit 7.62 Rifle (Section Kit)
 Sling Rifle Web
 Sling OMC
 Sling GPMG Web
 Pack (Patt 37)
 Flannellette
 Shot gun
 GPMG
 GPMG Barrel
 GPMG Valise Complete

3. Optical Stores

EDC Binocs Prism No 2 Mk 3

4. Technical Stores

FCA Straps Wrist watch
 FCB Watches WW "OMEGA"
 FCD Compass Prism Liquid Mk 3
 FDG Torch Hand Elec GP

5. Signal Stores

GCE Batteries Dry HT (A510)
 GGF " " LT (")
 GFP " " CELL Mk 1 (Tele 'J')
 FDK Charging Set 300W 15V
 GFM Dispensers DIO Half Mile
 TKQ Pliers Sidecutting 6"
 GFQ Tape Insulating
 HDY Cords Aerial Weighed
 HDW Aerial End Fed 135 ft (A510)
 HEA Aerial Adjust 68ft (A510)
 GFT Wire Elec Copper 100 yds
 GFV Battery Dry 1½V
 HEC Feeder Aerial 70 OHMS
 HDX Counterpoise Assy
 GAU Mic & Rec H/Gear Assy S1No 1A
 GAB Mic & Rec Assy No 10
 GBB Mic Hand S1
 HBN Connector Single No 83A
 HBO " Twin No 273
 HBP " " No 274
 HBQ " 3 point No 67
 HBV " Single No 121
 HBW " Single No 121A
 HBX " Single No 121B
 HCA " Twin No 321
 HCB Junctions Remote Control No 1 Mk 1/1
 HCC " " No 2 Mk 1/2
 HDA Aerial 4' 2" (A40)
 HDC Harness Web and Pad Assy
 HDV Inductors Tuning, 8 ft, Flex Aerial
 HED Aerial Flex 8 ft (Aust)
 GGC Battery Dry (A40)

6. Radio

HEE A40 A Tx Rx
 HEF A40 B Tx Rx
 HEV RS62 Tx Rx
 HEG A510 Tx Rx
 GBJ Mic Receiver Headgear Assembly 81 L/Wt (A510)
 HBS Keys Telegraph No 19 (RS 62)
 GBH " " L/Wt (RS A510)
 HDD Aerial Mast 4 ft (A41)
 GGD Battery HT/LT (62 Set)
 GGA Battery (Lamp Elec)
 AA3 R Tx Rx
 AA4 Tx Rx
 C42 Tx Rx
 B47 Tx Rx
 PSU Vibrator (C42)
 PSU Transistorised (C42)
 Aerial Tuning Unit Complete (C42)
 Junction Box 1 Set J1 24V (C42)
 Junction Box 4 Way No 4 (C42)
 Interconnecting Box Adpated Unit 1 set "0" (C42)
 Conductor Coax 50 ft
 " " 25 ft
 " " 6 ins
 Fuse Cart Coronic 2 Amp (C42)
 " " 10 Amp (")
 " " 15 " "

Fuse Cart Coronic 3 Amp (C42)
 " " 250 " "
 Receiver Headgear S1 (C42)
 Microphone Mag 300 Adm No 6 (C42)
 Telephone and Remote Control (C11/R210-C42)
 " " S1 No 4A (A510)
 Handset Rectifier Drawing (A43R)
 Cable Assy RF Rectifier (C42)
 Charge Battery Input 24V (A43R)
 Battery Adaptor 12V
 Masts Telescope 27 ft
 Halyard Aerial
 Guy Ropes
 Stay Assy Five plus 50 ft
 Elevated Aerial 36-60 Mcs
 Aerial Mast 10 ft
 A43 R Whip Aerial
 A43 R Discone Aerial
 Batteries Dry (A41)
 " 12V Nickel Cadmium
 " 12V 75 Amp/HR
 Charger Battery 300 watt 30V
 Hose Exhaust Assy
 Muffler Exhaust Assy
 Tele Set 'J'
 Aerial Incs Crystal (A510)
 Lights Fluorescent CP

7. Balloons Marker

KAA Balloons Marker
 KAB Charges Balloons Marker

8. Clothing, Necessaries and Personal Equipment

KGR Bags Water Filter
 KHP Case Pistol 44 Patt
 KHR Frog Bayonet " "
 KHW Pouch Ammo Pistol 44 Patt
 KGN Poncho
 KHQ Dressing Field
 KHA Fork
 KGY Knife
 KHB Spoon
 KHS Knife Clasp L/Weight
 KJB Veils Mosquito
 KJD Rag Sweat
 KGG Drawers Cotton Green S4
 KGH " " S5
 KFX Vests " " S3
 KFY " " " S4
 KFR Socks Grey Wool S10
 KFS " " " S10 $\frac{1}{2}$
 KFT " " " S11
 KFU " " " S11 $\frac{1}{2}$
 Kfv " " " S12
 KCV Boots Jungle LP S 4
 KCT " " S 5
 KCN " " S 6
 KCO " " S 7
 KCP " " S 8
 KCQ " " S 9
 KCR " " S10
 KCS " " S11
 KCW " " S12
 KCU " " S13
 KHT " " laces

KHJ	Jersey Pullover	S38
KHK	" "	S40
KHL	" "	S42
KHM	" "	S44
KHN	Towels Hand Green	
KHE	Hats tropical Green	S6 $\frac{1}{2}$
KHF	" " "	S6 $\frac{1}{2}$
KHG	" " "	S6 $\frac{3}{8}$
KHN	" " "	S6 $\frac{3}{4}$
KHJ	" " "	S6 $\frac{7}{8}$
KHK	" " "	S7
KHL	" " "	S7 $\frac{1}{8}$
KHM	" " "	S7 $\frac{3}{8}$
	Jackets Bush Green	S4
	" " "	S5
	" " "	S6
	" " "	S7
	" " "	S8
	" " "	S9
	" " "	S10
	" " "	S11
	" " "	S12
KEH	Trousers Drill	S1
KEJ	" " "	S2
KEK	" " "	S3
KEL	" " "	S4
KEM	" " "	S5
KEN	" " "	S6
KEO	" " "	S7
KEP	" " "	S8
KEQ	" " "	S9
KER	" " "	S10
KES	" " "	S12

KGO Bottles Water
 KGX Carrier W/bottle
 KHX Tins Mess
 KGP Belts Waist (Small)
 KGQ " " (large)
 KGT Pouches Left
 KGU " Right
 KGV Straps Supp left
 KGW " Right
 KGS Haversacks (All ranks)
 KHV Lines Rotproof Bedding
 KHY Tool Handcutting Gollock
 KJA Tool " " Sheath
 Nets Mosquito

9. General Stores

TCF Padlocks
 THA Tape Insul $\frac{3}{4}$ "
 TKC Hammer Claw
 TCW Nails 2"
 TKN Hammer Sledge 10 lb
 TKQ Pliers S/Cutting 6"
 TKX Saw Hand 26"
 TPA Axes Hand
 TFB " " Handles
 TPC Axes Pick $4\frac{1}{2}$ lb Head
 TPD Axes Pick $4\frac{1}{2}$ lb Helves
 TPE Shovels " Handles
 TPF Shovels L/Weight
 TPG Shovels GS
 TPH Tool Entrenching Head
 TPN Tool Entrenching Helves
 TPO Pick Head L/Weight
 TPP " Handles "
 TPQ Lamps Hurricane

TPR Lamps Hurricane Globes
 TUA Containers Water $4\frac{1}{2}$ gal
 GGA Battery (Lamp Rec)
 FBF Sandbags
~~KJC~~ Soap Toilet Tablets

10. RASC Stores

POL

PAB MT 80 (Range Fuel)
 PAE Kero
 PAL OM 52 (Rifle Oil)

SUPS

SAA Compo (BT) 10 man
 SAB " " 5 "
 SAC Rations " 24 hrs
 SAD Biscuits Service 2 x $11\frac{1}{2}$ lbs
 SAE Tinned Equivalent Rations (BT) (10 rats)
 SAF Rations (BT) 24 hr

MISC & MIS ITEMS

SAN Water sterilising outfits
 SAO Insect repellent
 SAR Mite repellent
 SAU Foot powder
 Salt Tablets
 KJC Soap Toilet Tablets

11. Medical (Tablets)

Paludrine
 Sulpha Guardine or Sulphat Halazone
 Codeine
 Sulphanzathine
 APC or Asprin
 Cough
 Dover
 Morphine Styrettes
 Pencillin
 Tetracycline
 Anphojel
 Hibitane
 Huil
 Anthisan
 Mist Kaolin Sed
 Mist Mag Trislicate
 CTAB
 Iodine
 Calomine
 Whitefields lotion
 " ointment
 Gentian Violet Jelly
 Castellanis Paint
 Hand Ointment
 Zinc Oxide Cream
 Acriflavine Tabs
 Anthisan Cream
 Auremycin Cream
~~Savlon~~ Cream
 Multi Fugin
 Pyropax
 Eye Ointment
 Salicyl Acid and SUM
 Bandages 1 inch
 Bandages 3 inch
 Bandages Triangular Sling

Compressed Gauze Pack
 " Cotton Wool Pack
 Elastoplast 3 inch
 Adhesive Plaster 1 inch
 Shell dressing
 No 11 Dressing
 J Pack
 Scissors
 Torniquet
 Crepe Bandages
 Band-aids or Dressing Strips
 Forceps Artery
 Scapel Blades
 Tulle Gras

12. NAAFI

Cigs Pks 20 Filter
 " " " Menthol
 " " Plain
 Soap Toilet
 Matches
 Toothpaste
 Toothbrush
 Razor
 Blades Razor (Gillette)
 Boiled Sweets
 Chocolate
 Chewing gum
 Tobacco 2 oz pipe
 " " Ready Rubbed
 " " Fine Cut
 Papers cigs
 Lighter fluid
 Coffee Nescafe 4 oz tin
 Soup packets

===