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**Item: 4 Battalion Royal Australian
Regiment**

Narrative

Annexes

[1-31 Mar 1966]

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STANDING ORDERS

4th BATTALION

THE ROYAL AUSTRALIAN REGIMENT

ISSUED

BY

ORDER

OF

LT COL D S THOMSON, MC

COMMANDING OFFICER

12 MAR 1966

RESTRICTED

4th BATTALION

THE ROYAL AUSTRALIAN REGIMENT

STANDING ORDERS

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AMENDMENTS

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SECTION 1

INTRODUCTION

1. General

- a. These orders are issued to govern the conduct, training and administration of all ranks of 4th Battalion, The Royal Australian Regiment.
- b. These orders will be read in conjunction with Australian Military Regulations and Orders and the Army Act.
- c. Amendments to these orders will be promulgated in unit Routine Orders.
- d. Previous orders on instructions conflicting with these orders are cancelled.
- e. Officers Commanding are personally responsible to the Commanding Officer that all troops under their command are fully conversant with the provision of these orders and for their observance.
- f. The responsibility of the Officer Commanding will include the institution of a system to ensure that copies are NOT lost, but maintained in a serviceable and fully amended condition.

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SECTION II

ORGANISATION AND ROUTINE

2. Organisation

The Battalion will be organised in accordance with 11/20/2(TW).

3. Responsibilities

The chain of responsibilities from the Commanding Officer downwards will be maintained through the company commanders to their platoon commanders and from them to the commanders of lower sub-units. Every commander is primarily responsible to his immediate superior for the efficiency of his command, and that its organisation is correctly maintained. For the purposes of decentralisation and control, all administrative tasks within the Battalion will be in the charge of officers. Circumstances will frequently necessitate the Commanding Officer having to re-distribute these duties. In such an event the duties laid down in these orders will be the responsibility of the officer or officers effected. This applies equally to Warrant Officers and NCOs who may be in charge of a Battalion Administrative Service. Every officer in command of a sub-unit of the Battalion will so organise the duties of all ranks under him that a chain of responsibility is established for the efficient and smooth working of that sub-unit. He is also responsible for:-

- a. The custody, care incl upkeep of any public and Regimental Property placed under his charge.
- b. The custody of, and accounting for all monies entrusted to him and for its proper disbursement.

Channels of Command

4. The Battalion Second-in-Command, Company Commanders, Adjutant, Quartermaster, Chaplains and the Regimental Sergeant Major may refer all matters requiring the Commanding Officers attention direct to the Commanding Officer.

5. Officers responsible for various administrative services will usually deal with each other direct and NOT through the Commanding Officer or Adjutant except in case of complaint or irregularity, or where it is necessary for purposes of co-ordination.

Daily Timetable

6. The normal daily timetable will be:

Occasion	Time (hours) Weekdays	Week/Ends-Standown and Public holidays
Reveille	0615	0700
Sick Parade	0730	0815
Defaulters Parade(when ordered by the Commanding Officer)	0640 - 0700	0700 - 0730
Breakfast	0645 - 0715	0800
Barrack Inspection	0745 - 0800	
RMOs Parade	0815	
Company Parade	0800 - 0830	
Flag Raising	0800	0800
COs Orders	0840	
Post Call	1030	
Lunch	1215 - 1245	1230 - 1300
Fall In	1330	
COs Orders	1335	
Dismissal	1600	
Defaulters(when ordered by the Commanding Officer)	1610 - 1630	1600 - 1620

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Retreat	1730	1730
Dinner	1730 - 1800	1730 - 1800
Tattoo (First Post)	2200	2200
Tattoo (Last Post)	2225	2225
Lights Out	2230	2230

The above routine should NOT restrict any commander in the organisation of any activity. Routine will be varied to fit exercises and night training where ordered by company commanders.

7. Details of training parades are as follows:

1st Training Parade	0830 - 0910
2nd Training Parade	0915 - 0955
Morning Tea	0955 - 1010
3rd Training Parade	1010 - 1050
4th Training Parade	1055 - 1135
5th Training Parade	1140 - 1210
6th Training Parade	1335 - 1415
7th Training Parade	1420 - 1500
8th Training Parade	1505 - 1545
Dismissal Parade	1600

8. Reveille Parades

At reveille all soldiers will rise and immediately strip blankets and sheets from their beds. The senior NCO in each hut will be responsible to see that all beds are stripped.

9. Sick Parades

- a. Living in Other Ranks reporting sick are to report to Company Headquarters at parade times. The Company Orderly Corporal will fill in the AAF A46, march the sick parade to the RAP and hand the parade over to the medical orderly on duty.
- b. The same procedure will apply to living out other ranks except that they will report to the Company Orderly Room Corporal at 0800hrs.

10. Meal Parades

- a. Other ranks requiring a meal are to report to the mess hall during the times laid down.
- b. Soldiers will wear the dress of the day to all meal parades. Civilian clothes may be worn to the evening meal on non training nights and week-ends.
- c. Dirty or incorrectly dressed soldiers will NOT be permitted to enter the mess hall.
- d. All soldiers will shower and shave before breakfast.

11. Barrack Room Inspection

- a. All soldiers will stand by their beds ready for inspection.
- b. Platoon Commanders will inspect their platoons.

12. Company Parades

Platoon rolls will be called on the Company Parade and parade states will be passed to Bn HQ by 0845hrs.

13. Dismissal Parade

Coys will conduct a dismissal parade on the Company Parade Ground at 1600hrs Mon to Fri.

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14. Battalion Parades

- a. Battalion Parades are to be held as directed by the Commanding Officer.
- b. All unit personnel will attend these parades unless excused by their company commander.

15. Roll Calls

Soldiers will be accounted for on the following parades:

- a. First company parade.
- b. Dismissal Parade.
- c. Night Training Parades.

16. Lights Out

- a. All barrack room lights will be extinguished with the exception of:
 - (1) security lights
 - (2) duty rooms
 - (3) Officers' and Sergeants' Messes.

17 - 22 RESERVED

SECTION III - TRAINING

23. The orders contained in this section are designed to meet the needs of the unit when located at Terendak Garrison.

24. Training Policy

- a. Instructions will be issued annually or as otherwise required for special activities and will be in accordance with current HQ AAF FARELF and 28 COMWEL Inf Bde policies and directives.

25. Training Syllabi

- a. Each company and specialist platoon will produce a weekly syllabus as follows:
 - (1) In accordance with the proforma attached as Annex 'B'.
 - (2) To be submitted in duplicate to Bn HQ by 1200hrs on the Fri prior to the week of training.
- b. This syllabus will be planned to impement the training directive and achieve the aims laid down.

26. Record of Training

- a. Sub-units will maintain records in AABs 83 of the following individual achievements:
 - (1) Military skills.
 - (2) Physical efficiency tests.
 - (3) Results of range practises.
 - (4) Results of educational examinations.
 - (5) Results of promotion examinations and trade tests.
- b. The following results are to be promulgated in unit Routine Orders Part I:
 - (1) Promotion qualifications.
 - (2) Military skills.

27. Allocation of Training Areas

All common use training facilities and area will be controlled centrally by the Training Officer and allotted by him in accordance with the Battalion training policy and sub-unit demands.

28. Physical Efficiency Tests

- a. These will be carried out in accordance with MBI 252-3 and the results recorded in each individual AAF C12.
- b. The conduct of these tests will be a sub - unit responsibility and the results will be submitted to Bn HQ for publication in unit Routine Orders Part I.

30-35 Reserved

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SECTION IV

DUTIES (GENERAL)

Officers

36. General

- a. The Commanding Officer depends upon the loyalty and dedication of his officers. Officers MUST consider their duty to be of primary consideration under all circumstances.
- b. When an officer is unable through illness or injury, to carry out his duties he will inform the RMO and Adjutant. The Adjutant will then inform the Commanding Officer.
- c. Officers who have been on leave or duty will bring themselves up to date by reading all Routine Orders etc published during their absence.
- d. Every officer is responsible to see that he is kept informed of all orders and important information issued to his company Orderly Room.
- e. Officers will NOT exchange duties without prior approval from the Adjutant.
- f. Any officer wishing to speak with the Commanding Officer other than those previously indicated in paragraph 4 of these orders as having direct access will inform the Adjutant who will arrange a suitable time with the Commanding Officer.

37. The Commanding Officer

- a. The Commanding Officer is responsible for the organisation, training and discipline of the unit under his command.
- b. As the Commanding Officer is solely responsible to higher authority for all matters effecting 4 RAR it is vital that he receives complete support from all officers and NCOs.

38. The Second-in-Command

- a. The Battalion 2IC will command the Battalion in the Commanding Officers absence. He therefore must at all times understudy the Commanding Officer.
- b. He will supervise and co-ordinate all 'A' and 'Q' matters in the Battalion.
- c. He will hold the following appointments:
 - (1) President of the Regimental Institute.
 - (2) PMC Officers Mess.
 - (3) Other appointments as the Commanding Officer may direct.
- d. He will keep himself informed of all operational and training aspects of the Battalion, and assist the Commanding Officer as required.

39. The Adjutant

- a. The Adjutant is the Commanding Officers staff officer and as such is responsible for the following:
 - (1) Issue of Commanding Officers orders.
 - (2) Control of all 'A' matters in the Battalion when NOT on operations.

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- (3) 'G' matters when on operations and in particular production of written orders.
 - (4) Supervision of formal guards.
 - (5) Formal parades with the assistance of the RSM.
 - (6) All matters in connection with Courts Martials.
 - (7) Supervision of Junior Officers in all matters. In this regard he will work through the Senior Subaltern whenever possible.
 - (8) Battalion Orderly Room routine including preparation of all documents for forwarding to higher authority.
 - (9) Acting as Secretary to the Commanding Officer for all conferences.
 - (10) Safe custody and correct registration of all security documents.
 - (11) Reception and allocation of unit reinforcements. He will personally interview all officers and NCOs when they arrive in the unit.
 - (12) Officer and NCOs confidential reports.
 - (13) Dress in the Battalion.
 - (14) Bringing to notice anything which militates against the "esprit de corps" of 4 RAR.
- b. During the Commanding Officers Orders the Adjutant will assist the Commanding Officer in the conduct of the cases to be heard. He will also be present when any junior officer is paraded to the CO.
- c. The Adjutant has under his immediate direction the Assistant Adjutant, RSM, RP Sgt, Orderly Room Staff Sergeant, Pay Sergeant, Postal NCO and their subordinates. Any complaints in relation to the functioning of this staff should be addressed direct to the Adjutant NOT to the individual.

40. The Assistant Adjutant

He will assist the Adjutant in general administration with particular emphasis given to the following:

- a. The control and safe keeping of Public monies accounts.
- b. Transfers and discharge applications.
- c. Leave.
- d. Pay/Claims.
- e. 'Q' movement and clearances of members of the unit.
- f. Stamp account.
- g. Roster of officers for
 - (1) Duty Officer.
 - (2) Investigations.
 - (3) Courts Martial.
- h. Rations strengths.
- j. Removals.

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- k. AMF Relief Trust Fund.
- l. Civil debts of other ranks.
- m. AHBS aspects.
- n. Collections for charities.
- o. Compensation claims.
- p. DFRB inquiries.
- q. Payments for use of telephones.
- r. Discharge procedures.

41. The Assistant Adjutant will act in the capacity of platoon commander to members of Battalion Headquarters. In this aspect he will work direct to Officer Commanding Administration Company who is responsible for all 'A' and 'Q' aspects required in the administration of the headquarters.

42. The Intelligence Officer

- a. He is responsible for:
 - (1) Training the Intelligence Section and running intelligence courses for other members of the Battalion.
 - (2) Supply and issue of maps.
 - (3) Preparation of sketches, plans, Commanders Diary, historical summaries, official scrapbooks and photographs.
 - (4) Submission of air photo requests.
 - (5) Supervision of all requests for schools and courses.
- b. He is the unit correspondent for the Army Newspaper.
- c. He is appointed Unit Historian and will also act as Custodian of the Unit Museum.

43. Quartermaster

The QM is responsible to the CO for all matters effecting arms, equipment, clothing supplies and ammunition.

- a. He is responsible for:
 - (1) Indenting for, receipt, issuing and return of produce of all ammunition.
 - (2) Taking over on behalf of the Battalion, all barracks, furniture, bedding and stores. The Quartermaster will be present or represented on all inspections for barrack damages.
 - (3) Drawing all food supplies and reporting any irregularities to the 2IC.
 - (4) Safe custody of all stores under his control, other than those issued to sub accounts.
 - (5) Submission of returns on all 'Q' matters as detailed by current instructions.
 - (6) All Battalion laundry.
 - (7) Submission of indents for stationery.

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- (8) Preparation of Inspecting Officer's Reports and Boards of Survey.
- (9) Training the Assistant Quartermaster and delegating work to him.
- b. The Quartermaster will regularly visit the contractor's tailor shop and washing area. Any irregularities that he cannot remedy himself he is to report to the 2IC.
- c. The Quartermaster will assist the Training Officer in conducting 'Q' courses as required.

44. The Transport Officer

- a. He is responsible for acting as platoon commander to the Transport Platoon and in addition he has the following responsibilities:
 - (1) Control, operation, allocation and driving of Battalion vehicles. He will ensure that all vehicles are maintained to a high degree of repair and cleanliness so that they will be a credit to the unit.
 - (2) Training battalion drivers and the issue of licences to qualified drivers.
 - (3) Transport stores and tools.
 - (4) Maintenance of the POL account.
 - (5) Adherence by the Transport Platoon to all safety requirements regarding vehicles and stores.
 - (6) That all drivers fully understand Army and Malaysian traffic regulations.
 - (7) Transport records.
 - (8) Instructions regarding servicing and maintenance of vehicles are followed by all drivers.
 - (9) Regular inspections of all vehicles on his charge. He will arrange for the repair of vehicles outside the unit.
 - (10) The operation of his sub account.
 - (11) Battalion Fire Officer.
- b. The Transport Officer has direct access to the 2IC and the Adjutant on matters appertaining to transport planning and fire precautions.
- c. The Transport Officer will work under the Quartermaster regarding the disposal of and procurement of new vehicles.

45. Officer Commanding Administration Company

- a. He is responsible for:
 - (1) Command and discipline of his company. Due to the technical aspects of certain Administration Company functions it will be necessary for officers such as the Quartermaster, Transport Officer and Regimental Medical Officer to have direct access to Battalion Headquarters staff. The Officer Commanding will however, administer command in all other aspects.
 - (2) Ground improvement and maintenance.
 - (3) Control of Asian labour and allocation of work priorities to them.

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- (4) Effective functioning of the Battalion hygiene squad.
 - (5) Administration of Battalion Headquarters, Chaplains, Salvation Army representative, and any other attachments not included on establishment.
 - (6) Training and allocation of duties to the Battalion Band. In cases where the band is required for performances outside the unit he will liaise with the adjutant.
- b. Officer Commanding Administration Company is the unit messing officer and President of the Messing Committee. Together with the Quartermaster he is responsible for the quality and quantity of rations available to the Battalion.
- c. Assisted by the Warrant Officer Caterer he is responsible for:
- (1) Allocation, rostering and leave of cooks. Cooks will be centralized when unit is in camp.
 - (2) Kitchen hygiene.
- d. Officer Commanding Administration Company will also be responsible for the production and distribution of a fortnightly families bulletin to all families both inside and outside Terendak Garrison.

46. Signals Officer

This officer is responsible for:

- a. Training of Battalion Signallers.
- b. Provision of satisfactory communications on exercises and in operations.
- c. Promulgation and maintenance of correct Battalion Time.
- d. Care and maintenance of all signal equipment and repair or replacement of defective equipment.
- e. Holding all signals equipment in the Battalion on his sub account. Equipment may be issued to companies on inventory.
- f. Normal duties of Platoon Commander of Signals Platoon.
- g. Operation of his sub account.

47. Sports Officer

This officer will be nominated in Battalion Routine Orders. In addition to his normal duties (eg Company Commander) he will be responsible for:

- a. Control and co-ordination of sports, games and competitions.
- b. Allocation of ovals and equipment.
- c. That all individual sport representatives organise their sport efficiently.

48. Sports representatives will be nominated for each sport; to be played in the Battalion. They are responsible to the Sports Officer for:

- a. Efficient control and organisation of their sport.
- b. Coaching and selection of soldiers for their teams.

49. Company Commanders

- a. The Company Commander is responsible for the training, discipline and welfare of the troops under his command.

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- b. His detailed responsibilities are:
 - (1) The operation of his sub account.
 - (2) Periodic inspections of the clothing and equipment of all soldiers of his company.
 - (3) That an officer of his company inspects the company barracks area of responsibility daily when the company is in barracks.
 - (4) To ensure that damages to his company lines are promptly repaired and paid for.
- c. Company commanders will work as much as possible through their second-in-command, platoon commanders, CQMS and CSM.
- d. He will forward to Battalion Headquarters by 1600hrs each Thu two copies of the next week's training syllabus. A third copy will be forwarded to the Training Officer.
- e. Company commanders will hold company orders in time for soldiers to be paraded if required to the Commanding Officer on the same day.
- f. Company commanders will ensure that all documentation concerning the company or its members is kept up to date in accordance with current MBIs and that these records are secured when not in use.
- g. Company commanders will provide statements of their duties to their subordinates.

50. Company Second-in-Command

- a. The company second-in-command will understudy the company commander in detail and will keep himself informed and up to date on all matters regarding operational training within the company.
- b. He is responsible to the company commander for the efficient administrative functions of the company. He will assist the company commander by relieving him of routine administrative detail.
- c. He will deal directly with Platoon Commanders, CSM and CQMS.
- d. He will maintain the Company Commander's note book on Company Headquarters soldiers and is responsible to the Company Commander for their Administration and training.

51. Platoon Commanders

- a. The Platoon Commander is responsible for:-
 - (1) the discipline, training, administration and welfare of his platoon. It is the first duty of the platoon commander to train his section commanders and make them feel their responsibility towards their sections. The Platoon Commander must know his men thoroughly and have the qualities to bring out the best in each and every one of them.
 - (2) maintaining a platoon commander's notebook.
 - (3) the care and maintenance of all clothing, equipment and stores on charge to his platoon.
 - (4) the barrack room layout as directed by his company commander and for the complete cleanliness of his platoons area of responsibility.
- b. Commanders of the Mortar, Aslt Pnr Pl, Atk Pl and Sig Pl will be responsible for the individual stores sub account placed in their custody.

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- c. The platoon commander is responsible that in the event of a soldier of his platoon being notified as AWOL, then all the soldier's gear is forwarded to the CQMS for safe keeping until the soldier returns from AWOL. This action is to be carried out on the day that the soldier is notified as AWOL.

52. President of the Regimental Institute

- a. He is responsible for:-
 - (1) The maintenance of the Regimental Institute account of the Battalion in accordance with current instructions.
 - (2) All matters concerning Regimental funds, their accumulation and expenditure.
- b. The Regimental Institute committee will consist of the Battalion 2IC, Assistant Adjutant (Secretary), Regimental Sergeant Major, Sergeant Regimental Institute (Treasurer) and a representative from each Company and Battalion Headquarters. The committee will meet once per month.

53. Messing Officer

- a. The officer holding the appointment as Officer Commanding Administration Company will be appointed the Regimental Messing Officer.
- b. He is responsible for the mens' messing (in consultation with the Warrant Officer Caterer) the preparation of menus, and the distribution of rations received from the QM.
- c. With the QM, he is responsible for the quality of all food supplied.
- d. The unit messing committee will consist of:-

President - Messing Officer; one OR representative from each company and Warrant Officer Caterer; they will meet once per month.

54. Fire Officer

- a. Fire Officer will be the officer holding the appointment of Transport Officer.
- b. He is responsible for drawing up measures for the prevention of fire and to see that these measures are efficiently applied and strictly enforced.
- c. He will ensure that regular Fire Fighting training is included in the Battalion syllabus.
- d. He will investigate the need for co-operation with the Terendak Garrison Fire Brigade if so desired on all fire matters within the Battalion.
- e. Fire Orders see Section XII.

55. President of the Audit Board

- a. An officer of the rank of Major will be appointed President of the Unit Audit Board.
- b. The composition of the Board will be published in Routine Orders from time to time.
- c. The Audit Board will carry out a thorough examination of all unit accounts quarterly. These will include Officers' and Sergeants' Mess accounts.

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- d. He will ensure that the Board conducts a stocktake of the Officers' and Sergeants' Messes for each audit.
- e. The Audit Board after completion of the Audit will furnish to the Commanding Officer, within 7 days, a certificate of the Statement of Affairs for each account (AAF A 2).
- f. The president of the Audit Board will ensure, that when checking balances of cash on hand, the cash balances of all accounts of which an officer may be in charge, including those not subject to audit at the time, are checked at the same time.

56. Supervising Officer Sergeants' Mess

- a. An Officer holding the rank of Major will be appointed Supervising Officer of the Sergeants' Mess.
- b. The Supervising Officer's duties are as follows:-
 - (1) the immediate supervision, conduct and management of the Sergeants' Mess, its account and funds
 - (2) ensure, that the Sergeants' Mess presents the Balance Sheet and books of account ready for Audit within 7 days of such being ordered
 - (3) examining for correctness and accuracy all claims (and supporting invoices) paid or incurred on behalf of the Mess
 - (4) verifying NOT less than once per month the securities held by the Mess
 - (5) ensuring that excessive stocks are NOT being obtained or accumulated
 - (6) ensuring that the statements of accounts and balance sheets are properly kept, and that they are as laid down in "Rules for Officers' and Sergeants' Messes".
- c. The Supervising Officer will ensure that all minutes of Mess Meetings held are signed by the President and Secretary of the Sergeants' Mess and passed for approval to the CO for his signature.
- d. Before handing over to another supervising officer the outgoing supervising officer will submit to the CO a certificate that all debts owing to the Mess have been paid, or that there are sufficient funds available to cover such debts. Should the supervising officer be unable to furnish this certificate he is to explain in writing the reason for incurring such debts. A copy of the completed certificate is to be handed to the incoming supervising officer.

57. Duties of the Chaplains

- a. The Chaplains are entitled to the same privileges as all other unit officers of equal rank except that their right to command is limited by AMR & O 65.
- b. The Chaplain must make his services available to any member of the unit, irrespective of his denomination, at any time, except when absent from the unit on duty.
- c. The Chaplains are responsible for:-
 - (1) the spiritual welfare of the members of the unit irrespective of denomination, and it is expected that the chaplains will work as a team thus fostering the Battalion spirit.

(2) to keep the Commanding Officer informed as to the general morale of the unit and of any matters which are effecting the morale.

- d. The Chaplains have direct access to the Commanding Officer.
- e. The Chaplains can give advice on men charged with an offence and should assist the Commanding Officer and Officers Commanding where possible in this regard.
- f. The Chaplain should be prepared to assist the Education Officer in arranging matters dealing with the cultural side of the men of the unit.
- g. The Chaplains should visit the sick in hospital at least once per week.

58. Unit Security Officer (USO) - Ref MSRs

- a. The officer holding the appointment of 2IC of the unit will be nominated as the Unit Security Officer.
- b. He is responsible for:-
 - (1) Drawing up measures of security for the Battalion, and to see that these measures are efficiently applied and strictly adhered to.
 - (2) Ensuring that security training is regularly included in the unit training programme.
 - (3) Encouraging all ranks to personally bring to his notice at once, any suspicious incidents.
 - (4) Investigating, in co-operation with Terendak SIB, all matters effecting the security of Battalion members.
 - (5) Reporting cases or suspected cases of subversive elements in the Battalion to the CO immediately.
- c. Matters concerning civilians will NOT be investigated by the Unit Security Officer, but will be reported to the Headquarters Terendak SIB.
- d. He will ensure that the Intelligence Officer maintains a record of security clearances.
- e. He will ensure that all members of the Unit are conversant with instructions in regard to official secrets and that all members furnish a Certificate of undertaking to preserve official secrets as detailed in Section 8 of MSRs. He will be assisted by the Intelligence Officer.

59. Training Officer

Officer Commanding Support Company will be Unit Training Officer and is therefore responsible to the Commanding Officer for all training matters affecting the Battalion.

The Training Officer will be responsible for:-

- a. With the Intelligence Officer, the provision of training pamphlets, maps, air photos etc.,
- b. Provision of training films.
- c. With the Regimental Sergeant Major, the provision of ammunition for all training purposes.

- d. Co-ordination of all unit training courses and for the promulgation of AHQ and Command courses.
 - e. Allocate training facilities to sub-units.
 - f. Conduct officer training.
 - g. Conduct coaching courses and promotion examinations for all ranks as required by current instructions.
60. The Unit Training Officer is also the Unit Safety Officer.

WARRANT OFFICERS

61. General

Warrant Officers fall into the category between commissioned and non-commissioned officers. Consequently they must possess most of the qualities of an officer and all the qualities of a non-commissioned officer.

Non-commissioned officers and men will stand at attention when addressing or being addressed by Warrant Officers, and will use the term 'Sir'. Private soldiers will treat Warrant Officers as respectfully as they would officers but not salute them.

Warrant Officers who desire to marry will notify the Commanding Officer in writing.

62. The Regimental Sergeant Major

- a. He will at all times maintain a demeanour corresponding with the high responsibility of his position.
- b. He will pay strict attention to the conduct, dress and carriage of all ranks junior to him and will correct all faults.
- c. He must have a perfect knowledge of drill, AMR & O and Battalion Standing Orders.
- d. He will keep the roster of Warrant and Non-Commissioned Officers for Battalion duties and will warn them through the Company Sergeant Majors. He will detail the numbers required for guards, picquets, fatigues, etc.
- e. He will parade all formal guards, picquets, escorts, etc., and hand them over to the Adjutant or other officers detailed.
- f. Under the direction of the Adjutant, he will supervise the work of the Regimental Police. He will supervise the keeping of the Defaulters Book.
- g. He will enter in the Regimental Offences Book all charges which are remanded by Company Commanders for disposal by the Commanding Officer. In case of drunkenness he will enter in red ink the number of times, including the present instance, that the accused has been drunk.
- h. He will attend the Commanding Officer's Orderly Room and will march in the escort, accused, witnesses and any other soldier for interview.
- j. He will attend conferences held by the Commanding Officer as required.
- k. He is directly responsible to the Supervising Officer of the Sergeants' Mess for the good government of the Sergeants' Mess. He will occasionally visit the JRC.
- l. He has authority to visit Guards, Sentry Posts and any area of the Battalion lines at any time.

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- m. He will assist in the recreational and social activities of the Battalion, and help in maintaining a high standard of conduct at such functions.
- n. In his absence the Senior CSM present will act on his behalf. If the absence is less than six hour the Battalion Orderly Sergeant will undertake his responsibilities.
- o. Under certain circumstances (particularly when the Battalion has an operational role) he will be responsible for the safe custody and distribution of ammunition.
- p. He is responsible for the training of the Regimental Colour Party.
- q. He will supervise the operation of the Sergeants' Mess sub account.

63.

The Bandmaster

- a. He will be responsible for the administration, training and discipline of the Band.
- b. He should encourage, and give instruction to men who wish to qualify as bandmen.
- c. He will accompany the Band and will be responsible for it when it plays in public places and when it is permitted to attend entertainments.
- d. He will ensure that the Band equipment and clothing is of the highest standard at all times. In the case of defective equipment he will, through the Officer Commanding Administration Company, take steps to have the items concerned replaced or repaired.
- e. He will be responsible for the Band Sub Account.

64.

The Regimental Quartermaster Sergeant

- a. The Regimental Quartermaster Sergeant is under the direct orders of the Quartermaster and is his principal assistant and chief clerk. He will keep himself thoroughly conversant with all regulations and orders effecting his department.
- b. He will carry out such duties as the Quartermaster may allot to him, including the issue of provisions, fuel, barrack furniture, ammunition and stores generally.

65.

The Company Sergeant Major

- a. A Company Sergeant Major is to a Company, what the Regimental Sergeant Major is to a Battalion. The spirit of the Company depends to a great extent on his conscientiousness, strict sense of discipline and irreproachable conduct. He is the Company Commander's right hand man to assist him in all matters concerning the management of his command and should have his entire confidence.
- b. The Company Sergeant Major is responsible that orders concerning the administration, discipline and training of his Company are carried out properly. He will keep his Commander constantly and fully informed of all matters concerning the Company.
- c. He will have a thorough knowledge of drill, AMR & O and Battalion Standing Orders.
- d. He will attend all parades when the men of his Company are receiving instruction in drill or any other form of training. When no company officers are present he will take command.

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- e. He will ensure that his NCOs are conversant with their duties. He will take a personal interest in the young NCOs and soldiers and attempt to prevent them falling into bad company.
- f. He will make it his duty to know the character and capabilities of the NCOs and men under him.
- g. He will supervise the instruction in drill of all NCOs and men of his Coy detailed for guard, and will closely inspect their turnout before permitting them to go on guard mounting parade.
- h. He will parade and inspect all NCOs and men joining or leaving the Company. He will issue orders regarding the disposal of those joining and ensure that those departing are properly turned out, are in possession of any necessary documents and understand their orders.
- j. He will supervise the preparation of Minor Offence reports, and command all soldiers presented for Company Orders.
- k. He is responsible for the safe custody and maintenance of Company training files and text books.
- l. He is responsible for the preparation and punctual rendition of returns, documents, states, etc., connected with training and discipline.
- m. He is answerable that the orders regarding the safe custody and efficient maintenance of all arms on charge to his Company are complied with.
- n. He will maintain the Company Orderly Corporal Roster. He will ensure that the duties report at the correct time and place.
- o. He is responsible to his Officer Commanding for the issue of Company Orders. He will maintain the permanent leave pass register and be responsible for the safe custody of such passes.
- p. He will encourage the men to participate in all forms of sports, and should foster a friendly but healthy rivalry with other companies in the Battalion.
- q. He will maintain close touch with the Regimental Sergeant Major on matters affecting the discipline and welfare of the Battalion.
- r. Both he and the Company Quartermaster Sergeant will work in the closest co-operation.

66.

Warrant Officer Caterer

- a. The Warrant Officer Caterer will function under the direction of the Officer Commanding Administration Company.
- b. He will be responsible for:-
 - (1) Preparation of the unit menus.
 - (2) Advice on the preparation and indenting for rations.
 - (3) Advice on distribution, care and storage of rations.
 - (4) Advice to the Quartermaster on the expenditure of the Supplementary Ration Allowance.
 - (5) Organisation, training and general supervision of AACC personnel.
 - (6) Preparation of the cooks' duty roster.
 - (7) Supervision of the preparation, cooking and service of meals.

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- (8) Ensure that economy is exercised in the preparation of all meals. Undue wastage is NOT permitted.
- (9) Supervision of the disposal of kitchen refuse and maintenance of hygiene in and around the kitchen and the dining halls.

67.

NCOs - General

- a. The discipline of the Battalion depends to a large extent on the NCOs. They have far greater opportunities of exercising a vigilant and firm control over private soldiers than the officers can normally have. The Commanding Officer, therefore, trusts them to exercise their authority with firmness, judgement and impartiality.
- b. ~~Their~~ dress, bearing and manner must be of the highest standard both on and off duty.
- c. NCOs will be moderate and careful in their language to the men. Their orders will be given clearly, concisely and convincingly.
- d. They will demand respect and will NOT tolerate insubordination. They will NOT permit the use of christian names between senior and junior ranks.
- e. Sergeants will not enter the canteen except on duty, or with the Regimental Sergeant Major's approval.
- f. NCOs are not allowed to enter the Sergeant's Mess or Canteen when under arrest or sick in quarters.
- g. NCOs are forbidden to lend, advance or borrow money from soldiers. They will not seek or act as agents for private soldiers. They will NOT gamble, tolerate or promote gambling amongst junior ranks.
- h. They will lead by personal example never hesitating to correct faults. All cases of AWOL will be reported immediately.
- j. NCOs will at all times check the use of indecent, bad and blasphemous language.
- k. NCOs will watch carefully the health of the men and report at once any man who is disobeying health regulations.
- l. The senior NCO or soldier present is responsible for good order and discipline under all circumstances.
- m. NCOs departing or rejoining the Battalion from escort, course, or other detached duties or leave will report to the Regimental Sergeant Major
- n. An NCO will not dismiss a guard or party without permission of the senior officer present.
- o. Every NCO should possess a good watch, note book and pencil. He will keep all manuals etc., on issue to him amended up to date.
- p. Normally an NCO of the rank of Corporal or above who is reduced in rank will be transferred to another Company.
- q. An NCO who considers it necessary to confine a soldier in close arrest, will avoid all personal contact with the soldier concerned. He will detail junior ranks to confine the soldier. He will compile the AAF A4 within 1 hour of the arrest.
- r. An NCO in charge of a guard, fatigue, or any detached party must always bear in mind that the good name of the Battalion is, for the time being, in his keeping and must act, and ensure that his men act accordingly.

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- s. NCOs who desire to marry will inform the Commanding Officer in writing.

68. Company Quartermaster Sergeants

- a. He will maintain a Weapons Register showing the number and type of each weapon held by the members of his Company.
- b. He will assist the Company 2IC in the correct compilation and recording of all transactions required for the Company sub account.
- c. He will be responsible for the cleanliness of the kitchens, drying rooms and toilet blocks in the charge of his Company.
- d. He will keep separate lists of all public, Battalion and Company property in possession of the Company, showing distribution and date of receipt of each article and will bring to notice any that have seen the prescribed period in wear.
- e. Under direction of his Officer Commanding, he will personally receive and give over all stores accommodation, etc., for the Company, carefully noting all damages and deficiencies. He will attend all barrack inspections. An immediate report will be made of any damage in rooms in his charge. If the damage is such as to cause accident or injury to health or loss of property, this report will be rendered daily until the damage is rectified.
- f. He will obtain a signature for all items issued by him.
- g. When an NCO has signed for articles as being in charge of a room or sub unit, the CQMS will witness the transfer in all cases when a change in the NCO occurs.
- h. He will take all inventories of effects of men reported absent or admitted to hospital, awarded detention or otherwise non-effective, and will see that the effects are returned to Company stores. When a member AWOL is to be declared an illegal absentee, he will obtain from the Quartermaster the official description and prices of all articles deficient.
- j. He will ensure when a man is transferred to another Company or Unit his Q documents will be forwarded to the new Company or to Battalion Headquarters as appropriate. He will ensure before forwarding these documents, that they are up to date in all aspects.
- k. He will use every endeavour to reduce barrack damages to a minimum and will see that all charges are paid for by the individual member responsible.
- l. He will be in attendance at the changing of all barrack utensils, sheets etc., and note all damages chargeable to the Company.
- m. He will train a Sergeant in the duties of Company Quartermaster Sergeant and will assist in training junior NCOs in their duties, particularly LepIs on first appointment, watch over them, and point out any errors they may fall into through ignorance.
- n. He will not advance money to, or draw necessaries for any soldier without an order from the officer in charge of the Company.

69. Regimental Police Sergeant

- a. The Regimental Police Sergeant will command the Regimental Police. As such he will insist on a high standard of dress and discipline within his section.

- b. He will supervise Traffic Control - he will be responsible for knowing the camp traffic rules and supervising their application.
- c. He is responsible for the security of installations with special reference to those that may be detailed from time to time by the Adjutant.
- d. He will:-
 - (1) Check irregularities in dress among soldiers of 4 RAR.
 - (2) Be particularly responsible for keeping the parade ground clear of members who are not on duty.
 - (3) Be responsible that the area in front of Battalion Headquarters is kept clean.
 - (4) Be present at the arrival of distinguished visitors at Battalion Headquarters to control vehicles and unauthorised personnel in the area.
 - (5) Report to the Regimental Sergeant Major at least once per day for instructions.
 - (6) Be responsible for correct signposting as detailed by the Adjutant.
 - (7) Take defaulters' parades in the absence of the Orderly Sergeant.
 - (8) Repress irregularities and clear the barracks and camp of disorderly characters.
 - (9) Quell any disturbances in the unit and, if it appears necessary, apprehend an offender of any unit.
 - (10) Familiarise himself with the correct procedure in laying a charge, carrying out an arrest, carrying out investigations in conjunction with DAPMs organisation and the administrative procedure for escorts etc.
 - (11) Perform such duties as are assigned by the Adj/RSM from time to time.
 - (12) Familiarise himself with the provisions of AMR & O 384 and 388 in relation to his duties, and have a good working knowledge of the AMR & O.
 - (13) Ensure that all RPs, himself included wear armbands marked "RP".
 - (14) Be present at the Commanding Officers Orders under the orders of the Regimental Sergeant Major and will take charge of soldiers on arrest.

70.

ARMOURER SERGEANT (RAEME) ,

- a. The Armourer Sergeant is responsible that all defects in, or damage to, arms are brought to the notice of the Quartermaster at once, for the information of the Commanding Officer.
- b. He will investigate any wilful damage and will submit a written report on his findings to the Quartermaster.
- c. He will ensure that all weapons are kept in a serviceable and clean condition.
- d. He is under the direct orders of the Quartermaster and is responsible for all the equipment and tools on his sub account. These items will be periodically checked by the Quartermaster.

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- e. He will NOT accept any weapon for repair unless it is accompanied by a G1045, which has been registered by the Technical Sergeant.
- f. He will carry out six - monthly inspections of all weapons held by Companies. Weapons will be withdrawn by Companies for this purpose. Schedule of Armourer's inspections are as follows:-

Apr)
Oct) A Coy

May)
Nov) Sp Coy

Jun)
Dec) D Coy

Jul)
Jan) C Coy

Aug)
Feb) Admin Coy

Sep)
Mar) D Coy

- g. Any alterations to this Schedule will be notified in Battalion Routine Orders Part 1.
- h. The rifles of men leaving the Battalion on transfer or discharge will be inspected by the Armourer Sergeant before they leave.

71. Hygiene Sergeant Inspector

- a. He is a member of the RAAMC attached to the unit.
- b. He is responsible to the RMO for implementing and supervising hygiene instructions.
- c. He will assist the RMO in the implementation and supervision of the hygiene squad.
- d. He will advise the RMO of any defects in unit hygiene measures and sanitation, which he cannot remedy himself.
- e. He will report to the Company Commander before carrying out an inspection of his company area.

72. Vehicle Maintenance Non-Commissioned Officer (Sergeant)

- a. The responsibilities of a platoon Sergeant equally applies to this NCO in respect of the drivers, fitters and other members of the Motor Transport Platoon.
- b. He will assist the Transport Officer with that officer's responsibilities for everything appertaining to the Battalion Transport.
- c. As directed by the Transport Officer he will maintain the petrol account and will ensure that it is accurately kept to record such details as the amount of petrol, oil, and lubricants drawn, in store, issued and unconsumed in vehicles. He is responsible for the control of the petrol store.
- d. As directed by the Transport Officer he will carry out the training of soldiers in the driving of vehicles.
- e. Under the orders of the Transport Officer he will carry out frequent and regular inspections of all vehicles and associated items, and will arrange for the evacuation of those requiring repair outside the unit.

- f. He will report to the Transport Officer all accidents no matter how trivial, involving vehicles on charge to the Battalion.

73.

The Battalion Orderly Room Staff Sergeant

- a. The Orderly Room Staff Sergeant is under direct orders of the Adjutant and is responsible to him for the administration and supervision of the Orderly Room and Clerks.
- b. He will detail the duties of the Orderly Room clerks and others employed in the Orderly Room, and will ensure that their dress and turnout are at all times a credit to the Battalion Headquarters.
- c. He is responsible for the accuracy, punctuality and completeness of all returns, documents, etc., and for the correctness of form of all correspondence placed by him before the Adjutant for his or the Commanding Officer's signature. He will arrange that all documents are carefully scrutinized before despatch and that enclosures are attached to the relevant documents.
- d. He will be responsible for the care of all documents kept in the Orderly Room for the registration of all correspondence coming in and going out, for the prompt despatch of all letters, for an efficient filing system, for amendments, orders, etc., and for maintaining the books and records laid down in AMR & O. He will not destroy any books or documents nor permit them to be removed from the orderly room without the permission of the Commanding Officer or the Adjutant.
- e. He will have a thorough knowledge of Regulations, Standing Orders and Instructions concerning the Battalion, or he will be able to acquire such information without delay. He will keep himself acquainted with the general correspondence passing through the orderly room.
- f. He is responsible for the maintenance and care of all Orderly Room equipment and stationery.
- g. He is the Adjutant's confidential clerk, and will personally deal with all CONFIDENTIAL and SECRET letters handed to him for typing. He will be required to certify that he understands his liabilities under the Official Secrets Act and current Security Instructions.
- h. He will impress upon the clerks that they are forbidden to talk about matters with which they may become acquainted during their work, and that they are not to permit documents of which they may be in charge to be inspected by anyone without the permission of the Adjutant.
- j. He must realise and impress thoroughly upon all clerks under him that regulations, orders, roll books, and other sources of information maintained in the Orderly Room must be kept amended up to date. At the end of each day, the Orderly Room Staff Sergeant will inform the Adjutant of the state of work uncompleted, and only when the Adjutant is satisfied will the Orderly Room staff be dismissed.
- k. The Orderly Room will be kept in a clean and tidy condition, at all times.
- l. He will maintain a close liaison with the Quartermaster's clerical staff to ensure that all correspondence is dealt with by one or other of the offices.
- m. He is responsible for the clerical training of the clerks under him, and will ensure that each is capable of taking over the duties of at least the next one senior.

74.

Platoon Sergeants

- a. The Platoon Sergeants will assist the Platoon Commander in all his duties with the Platoon.

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- b. The duties as detailed for Platoon Commander apply equally to Platoon Sergeant.
- c. He will assist the Platoon Commander in the training of the Section Commanders, for the rank of Platoon Sergeant.
- d. Platoon Sergeants will take command of their Platoons in the temporary absence of their Platoon Commander.
- e. Platoon Sergeants will conduct weekly inspections for Barrack damages in the barracks occupied by their platoon. The result of these inspections will be entered in the log for the building concerned and signed by Platoon Sergeants.

75. Sergeant Regimental Institute(PRI)

- a. He is responsible to the Quartermaster for all equipment held as Regimental property and will hold the appointment of Secretary/Treasurer of the Regimental Institute.
- b. All Regimental Property of the Battalion will be indented for or procured by him. These items will be issued, maintained and disposed of in accordance with current instructions.
- c. He will maintain minutes of each meeting of the Regimental Institute and carry out those Instructions issued by the President.
- d. He will NOT, under any circumstances, use any monies entrusted to him as Treasurer, without the prior approval of the Regt Institute Committee.
- e. He will maintain the correct books of account and present them for Audit within seven days of such being ordered in Battalion Routine Orders Part 1.

76. Section Commanders

- a. It is the duty of the Section Commander to see that each man makes the best use of his weapon, and that his section performs efficiently in all tasks allocated to it.
- b. He is responsible to his Platoon Commander for:
 - (1) His Section
 - (2) The rooms occupied by his Section are clean and the beds properly made up and that his men look after their arms and accoutrements and turn out in time for parade.
- c. He will make himself conversant with the duties of the Platoon Sergeant and as such will be trained to carry out his task if required.

77. Company Orderly Room Corporal

- a. The NCO holding this appointment is responsible for the accuracy, punctuality and completeness of returns, documents, etc., and for the correctness of form of all correspondence placed by him before the Officer Commanding for signature. He will obtain from the Company Sergeant Major and Company Quartermaster Sergeant the necessary data as required to complete returns, states, etc.
- b. He will be responsible for the care and entering of all documents kept in the Orderly Room, for the registration of all correspondence coming in and going out, for the prompt dispatch of all letters, returns, etc., for an efficient filing system, for the amendment of regulations, manuals, orders, for maintaining books and records laid down from time to time. He will not destroy any books or documents nor permit them to be removed from the Company Orderly Room without the permission of the Officer Commanding.

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- c. He is expected to have a thorough knowledge of the regulations, to keep himself acquainted with the general correspondence passing through the Orderly Room, and with orders and instructions affecting the Company.
- d. He is the only member authorised to collect and handle the Company registered mail and for obtaining signatures of the receipt of registered mail. He is responsible for the maintenance and care of all Orderly Room equipment and stationery.
- e. If he is in doubt on any subject he will contact his CSM who will, if required, refer him to the Battalion Orderly Room Staff Sergeant for training.

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Private Soldiers

- a. Every soldier should remember that the honour and good name of 4 RAR is in his keeping. The Battalions' smartness and discipline are judged by each individual soldier's bearing and conduct. A soldier should carefully guard the Battalion's reputation which can be quickly ruined by the misconduct of even a few of its members. Soldiers away from the Battalion on leave or duty are specially called upon to maintain its reputation in every way.
- b. Every soldier will be treated with justice, kindness and consideration. He will receive everything that is due to him, with scrupulous exactness.
- c. The well-being of a soldier depends greatly upon himself; obedience, smartness and sobriety ensure him the respect and good opinion of his superiors, while physical fitness and all-round capabilities enhance his own health and self respect.
- d. Implicit, immediate and unhesitating obedience is the first duty of every soldier, no matter what his rank may be.
- e. If a soldier has a cause of complaint against another soldier, he must lay his case before his Platoon Commander, and he will not take the redressing of wrongs into his own hands, this will not be tolerated.
- f. A private soldier will not address an NCO without the prefix of his rank, except in private conversation when off parade.
- g. The senior soldier present is responsible in the absence of an officer or NCO for good order and discipline on all occasions. Whoever first sees an officer enter a room will call the room to attention by calling "Stand Fast".
- h. One of the soldier's most important duties is to gain a perfect knowledge of the care and preservation of his arms and ammunition. Neglect to carry out this duty will be regarded as a serious offence.
- j. Personal cleanliness is an indispensable quality in a good soldier; so too, is the possession of a clean, serviceable and complete kit. Hair is to be kept short on top, backs and sides.
- k. Drinking to excess, should be avoided. Soldiers are called upon to avoid all temptations which lead to venereal disease and other diseases. If at any time outside of 4 RAR lines soldiers see other men of 4 RAR drunk, disorderly or improperly dressed they are, at once, to bring them back to the Battalion lines, to protect both the reputation of the Regiment and to aid a fellow soldier. Should it be necessary to hire a motor vehicle etc., the Commanding Officer will see that the offenders pay for it, when it is brought to his notice.

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- l. All ranks are forbidden to lend money at interest to other soldiers. They are forbidden to carry on trade such as dealing in cigarettes etc.
- m. The use of filthy and blasphemous language is forbidden in the Regiment.
- n. A soldier will report at once to his immediate superior any loss or damage to his arms, equipment, clothing, necessaries or anything else of which he may be in charge temporarily or permanently.
- o. Should a soldier find any article in or out of barracks, not his own property, he will give it up at once to his Company Sergeant Major, who will dispose of it under the orders of the Officer Commanding, otherwise the Company Sergeant Major will hand it over to the Regimental Sergeant Major. A soldier found in possession of any article not belonging to him renders himself liable to a charge of being improperly in possession of the article or possible theft.
- p. Soldiers are forbidden to alter their clothing or equipment, or sell or to exchange or lend any such article, unless with permission of their Platoon Commander.
- q. Should a soldier be taken ill, he will report to his immediate superior officer at once.
- r. A soldier suffering from Venereal Disease will report sick without delay. Disciplinary action will be taken under AMR & O 203 (1) (ix) against a member who having contacted Venereal Disease fails to report to the RMO.

79. - 82. RESERVED

SECTION V
'A' ADMINISTRATION

83. Casualty Returns, Reports and States

- a. Companies are to submit returns to Battalion Headquarters on the following matters affecting personnel:-
 - (1) Particulars of marriage.
 - (2) Births or deaths of wife or children.
 - (3) Alterations of next of kin with postal address.
- b. All personnel matters initiated by companies which is to affect the status or pay of members is to be endorsed or accompanied by a recommendation by the Company Commander.
- c. Whenever a Personal Occurrence Report is prepared at Battalion Headquarters for onward transmission to Central Army Records Office, : actioned company initiation sheets will be endorsed and returned to the company of the members concerned. This is to indicate to the company that action has been accepted by Battalion Headquarters.
- d. On receipt of Routine Orders Part 2 companies are to enter all occurrences without delay in the personal documents of the members concerned.

84. Parade States

- a. Company Parade States are to be submitted to Battalion Headquarters by 0900hrs daily.
- b. Companies who take standdown weekends on other than normal Battalion dates, will make out a daily parade state for the Friday on the previous afternoon.
- c. The Orderly Corporal will submit the parade state to Battalion Headquarters on the Friday morning and will verify that members marked present are in fact on duty.
- d. The Parade States are to be signed by the Company Commander or the Company Second in Command.
- e. All personal occurrences necessitating a change from the previous Parade State are to be shown on the reverse side of the Parade State.

85. Company Records

The following are to be maintained:-

- a. Register of correspondence, in and out.
- b. L 14 A filing system.
- c. Bring forward system.
- d. Signal message register, in and out.
- e. Company and platoon roll book.
- f. Manning Chart. To be up to date by 0830hrs daily.
- g. Rations and parade state return file.
- h. Leave pass book.

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- j. Meal chits plus necessary certificates for audit.
- k. Duties Roster.
- l. Orders for duty personnel.
- m. Files containing the following:-
 - (1) Orders issued by Battalion Headquarters.
 - (2) Battalion Standing Orders.
 - (3) Battalion Security Orders.
 - (4) Battalion Fire Orders.
- n. Nominal roll showing grouping qualifications of all soldiers.
- o. Company seniority and promotion lists.
- p. Unit Routine Orders Part 1 and 2.
- q. Military Board Instructions.
- r. Army Routine Orders.
- s. FARELF Routine Orders.
- t. Formation Routine Orders.
- u. Paludrine record books.
- v. Personal documents in a manilla envelope which should contain the following:-
 - (1) F -WF 5.
 - (2) AAB 83.
 - (3) AF B122 (if applicable).
 - (4) AAF A240/SCR 2.
 - (5) AAF C12.
 - (6) AAF C28.
 - (7) International Health Certificate.
 - (8) Official Secrets Proforma.
 - (9) Battalion Personal Particulars Proforma.
 - (10) F - AHBS 8 (if applicable).

86. Inter Company Transfers

- a. Inter Company Transfers are to be effected only on written authority from Battalion Headquarters.
- b. The authority is to lay down the time for the member to be struck off strength of one company and taken on strength of another.
- c. Before being transferred all personnel are to be Q cleared.
- d. No person with disciplinary action pending is to be transferred until the completion of such disciplinary action.

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- e. Detachments from companies may be effected on receipt of verbal authority from Battalion Headquarters.

87.

Interviews to Padres

- a. Soldiers have the right of access to the unit Padres at all times.
- b. Soldiers are to apply through their platoon commanders to their company headquarters who will arrange a suitable time or the interview.

88.

Changes of Next of Kin

- a. All members are to report details of all changes of Next of Kin to his company headquarters immediately the changes are known.
- b. The company will take the following action:-
 - (1) Amend soldiers AAB 83 and WF 5.
 - (2) Inform Battalion Headquarters in writing of such changes.
- c. Changes in the address of Next of Kin are to be reported in the same manner.

89.

Unit Pay Procedure

- a. The Unit Pay Officers' duties are to be carried out by the Battalion Orderly Officer. He is to adhere to all instructions laid down in "Instructions to Unit Paying Officers".
- b. Sub unit paying officers are to be nominated by their sub units. He will adhere to all instructions laid down in "Instructions to Company Paying Officers".

90.

Higher Duty Allowance

- a. Company Commanders are to originate and recommend all applications for Higher Duty Allowance for all ranks when applicable and submit them to the Commanding Officer.
- b. Companies are to ensure that where a member is eligible for Higher Duty Allowance, a claim is submitted on the thirteenth day after the member commenced the higher appointment.

91.

Trunk Line Telephone Calls

- a. Official trunk line telephone calls will only be made by the Commanding Officer, the Second in Command, the Training Officer, the Adjutant, the Quartermaster and Assistant Adjutant. Other personnel wishing to make an official trunk line call will first obtain the permission of the Adjutant or Assistant Adjutant.
- b. Personal calls are to be made only from the Officers Mess, the Sergeants Mess or the multicoin public telephone located opposite the Guard Room. Members below the rank of Sergeant may make overseas calls only from the Battalion Duty Room.
- c. Members making personal calls from other than the multicoin public telephone are to inform the switchboard operator of their correct regimental particulars and also inform the operator that the call is not official.
- d. On receipt of an account for trunk line calls the members concerned are to pay the appropriate amount to the Assistant Adjutant.

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92. Visits to Married Quarters

Single living in members are to obtain a written invitation from the occupants of the married quarter they intend to visit. This invitation is to be signed by the company commander of the living in soldier and it will be carried with the soldier at the time of the visit.

93. Private Motor Vehicles

- a. Motor vehicles belonging to members are to be parked in camp only in the authorised car parks.
- b. All privately owned vehicles are to be registered with the Regimental Police Section within three days of being bought into the unit.
- c. All privately owned vehicles in the area are to be currently registered and in a road worthy condition.
- d. Privately owned vehicles will not be repaired by the Royal Australian Electrical and Mechanical Engineer Section of the unit, nor will army tools be used for repairing such vehicles.

94. Wills

- a. All members of the unit are to be encouraged to make a will, as it is in their best interests that they should.
- b. When a member executes a will, he is to hand the will in a sealed envelope (AAF A 131) to his company commander who is to ensure its safe custody and transmission to Central Army Records Office.
- c. Execution of a will is to be recorded in the members documents.

95. Private Mail Address

The address for all private mail is:-

No.....Rank.....Name.....
Company.....
Unit
Terendak Garrison
c/o GPO MALACCA
MALAYA.

96. Dogs

- a. Owners are responsible for the control of their dogs and for ensuring that they do not cause inconvenience to other members of the community.
- b. All dog owners are warned that even if a dog is licenced and tagged, if it appears to be wandering around and not under control it is liable to be shot.
- c. Lack of supervision of pets can only lead to orders being issued either to have all dogs leashed or accompanied by an adult when off the leash.
- d. It is an offence to have a dog which has no civilian licence.
- e. No dogs are allowed within the immediate vicinity of any of the swimming pools in the garrison.
- f. Dogs are NOT permitted in Canberra Lines.

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97. Immigration - Identity Cards

- a. All visitors to the Federation of MALAYSIA, for a period of more than one year, require an Identity Card issued by the Registration Department. This requirement includes children over the age of twelve years. Members of the Commonwealth Armed Forces do not require Identity Cards in respect of themselves, but they are required for all families and dependants.
- b. Federation Identity Cards are to be obtained within thirty days of arrival in the Federation. Identity Cards are to be obtained for a child within thirty days of reaching its twelfth birthday.
- c. Federation Identity Cards are to be surrendered to the issuing authority within thirty days of the departure of the family from MALAYSIA.
- d. Failure to comply with the Immigration Laws may result in a civil prosecution.

98. Licences - Wireless and Firearms

- a. All civilian wireless sets must have a licence. A separate licence is required for a wireless set installed in a car.
- b. The owner of a private firearm of any type is required to licence it with the Federation Licencing Authority. When applying for a licence the owner is to have a certificate signed by the Commanding Officer showing that he has his approval to hold the weapon.
- c. Failure to hold a wireless or firearms licence can result in civil court action against the offender and, in the case of firearms, make it impossible to take them out of MALAYSIA.

99. Resale of NAAFI Goods

It must be clearly understood that personnel entitled to purchase duty free goods, including beer and durable goods from NAAFI, may do so only on the condition that these goods are for their own use and not for resale in any circumstances.

100. - 102. RESERVED

103. Leave Policy

- a. Subject to unit requirements members are to be given leave at reasonably frequent intervals.
- b. Leave is not to be given in one large grant at the end of a tour of duty in MALAYSIA.
- c. All leave, including leave credits on arrival in this theatre are to be taken during the tour of duty, although a member may, if he so wishes, reserve a credit of thirty days Annual Recreational Leave to be taken back to AUSTRALIA with him.
- d. Leave in excess of thirty days is not to be carried forward on return to AUSTRALIA unless exceptional circumstances exist and approval has been granted.

104. Absence Without Leave

- a. Immediately a soldier becomes absent without leave his company is to report the fact to Battalion Headquarters. Details also to be included on the parade state.
- b. After the soldier has been absent for a period of twenty four hours his Company Sergeant Major is to forward six copies of AAF A52, to reach Battalion Headquarters not later than thirty six hours after the commencement of the absence.

105. Annual Recreational Leave

- a. Soldiers are to apply to their company for annual recreational leave.
- b. Applications for leave outside the theatre and officers leave should reach Battalion Headquarters fourteen days in advance on the approved form.
- c. From time to time restrictions may be placed on dates when soldiers may take leave. These are necessary for operational or training reasons.

106. Stand Down

Stand down for days in lieu, may be granted by companies when circumstances permit.

107. Local Leave

- a. Company Commanders may grant local leave from 1600hrs to 0745hrs daily and from 1600hrs Friday to 0745hrs Mondays on weekends.
- b. A curfew of 0100hrs exists in MALACCA and all troops are to be off the streets and away from Public Bars by this time. This applies to all types of leave.
- c. Local leave in MALACCA is subject to existing instructions regarding bounds as published in Unit Routine Orders.

108. Leave Passes

a. Local leave pass

- (1) Local leave pass is issued for local leave only in MALACCA.
- (2) The printed card is to include timings for daily and weekend periods.

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- (3) Passes may be issued to living out members on permanent issue at the company commanders discretion.
- (4) Passes for living in members are to be held at company headquarters and members are to collect and return the pass as required. A sub unit record is to be maintained of the issue and return of these passes.

b. AAF A96

- (1) AAF A96 is to be issued for annual recreational leave, emergency leave and leave without pay, and
 - (2) For local leave for times not covered by the local leave pass.
 - (3) These passes are to be handed to Company orderly rooms when the member returns from leave.
- c. All ranks granted leave in excess of one day are to be issued with sufficient paludrine to cover the leave period by their Company.

109. Free Travel Warrants

- a. Two free travel warrants per year may be issued on request to each man travelling on leave.
- b. These warrants are valid only within MALAYA and SINGAPORE.
- c. Issue of such warrants are to be entered in the members AAB 83 and unit free travel register held at Battalion Headquarters.
- d. Soldiers may apply to travel by air, and claim reimbursement on production of the air ticket on completion of the journey.

110. Concessional Rail and Air Warrants

- a. These are available to serving soldiers for any travel within MALAYA and SINGAPORE.
- b. These warrants are also available to soldiers families twice, if unaccompanied by husband. Families are limited to five.

111. Use of Private Vehicles

Approval for the use of a private vehicle on annual recreational leave or duty may be applied for.

112. Use of Unit Transport

Subject to certain conditions, unit transport may be used to convey personnel on approved leave.

113. Dress on Leave

- a. In MALAYA and SINGAPORE civilian clothes will be worn on leave.
- b. When travelling to and from leave in military aircraft, uniform is to be worn.
- c. Uniform may be worn on trains.

114. Leave outside MALAYA and SINGAPORE

Members may proceed on annual recreational leave outside MALAYA and SINGAPORE subject to the following conditions:

- a. The members written understanding that no expense to the Commonwealth is to be incurred is obtained.

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- b. The member possessing a return ticket or producing proof that the cost of the return ticket has been lodged with a travel agency or lodging the return fare with the Assistant Adjutant.
- c. Proof that the member can return to his Unit within the approved leave period is provided.
- d. If travelling outside HONG KONG and AUSTRALIA passports and visas are held (Applications should be submitted two months in advance of the proposed date of travel for leave outside HONG KONG and AUSTRALIA).
- e. If travelling to AUSTRALIA or HONG KONG the application should be submitted one month in advance of the proposed travel date.
- f. The leave must be within the normal entitlement.
- g. The leave must be recommended by the Commanding Officer.

115. Indulgence Passages Indulgence passages are available in service aircraft and may be granted to members of the unit when they can meet the laid down requirements, seats are available and circumstances warrant the allocation of a passage.

116. Emergency Leave

- a. When a member has received information which contains grounds for emergency leave he is to submit his application through his company headquarters to Battalion Headquarters.
- b. The application is to be supported by all documentary evidence.
- c. A member making an application for emergency leave is to be paraded to Battalion Headquarters with his application.
- d. In cases of extreme emergency the Commanding Officer may grant the leave vide the current Military Board Instructions.

117. Leave for Officers - An officer is not to proceed on leave/stand down without the prior approval of the Commanding Officer, the Second in Command or the Adjutant.

118. - 128. RESERVED.

SECTION VI
'Q' ADMINISTRATION

129. Sub Accounts

- a. Sub account holders are to be published in Unit Routine Orders. The sub account holder is responsible to the Commanding Officer for all stores equipment and barrack furniture vouchered to it.
- b. When a change of sub account holders takes place a 100% stocktake of the sub account is to be held. The handover certificate is to be submitted to the Quartermaster on the completion of the handover.
- c. Sub account ledgers are to be reconciled with the Quartermasters master ledger at least quarterly.
- d. Sub account holders are to carry out a continuous audit of their accounting records.

130. Spot Checks

- a. Sub account holders are to spot check at least ten items each week. The results of each check are to be recorded in a register maintained for that purpose by the sub account.
- b. Discrepancies are to be notified to the Quartermaster and the details of adjustment are to be recorded in the spot check register.

131. Scale of Issue

- a. All personnel are to be equipped with the scale of clothing and personal equipment authorised for MALAYSIA.
- b. All items of personal equipment issued to members in MALAYSIA are to be returned to the Quartermaster prior to return to AUSTRALIA.

132. Maintenance of Clothing

- a. Items of AUSTRALIAN origin are to be replaced by payment unless the Commanding Officer directs otherwise.
- b. Items of BRITISH Army origin are to be replaced free on a one for one basis unless otherwise directed by the Commanding Officer.

133. Maintenance of Equipment

Equipment is to be replaced on a free basis, one for one.

134. Kit Checks

Company Commanders are to ensure that regular checks of all clothing and equipment on issue to members is carried out.

135. Replacement Procedure - Clothing and Equipment

- a. Companies are to apply to the Quartermaster for allocation of time for bulk replacement.
- b. Companies are to be notified of the timings for replacement on a payment basis.
- c. For bulk replacements the Company Quartermaster Sergeant is to present to the Quartermaster an exchange authority which is to be certified by the Company Commander.

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- d. Soiled clothing is NOT to be accepted for exchange.

136. Temporary Issue of Unit Equipment

Temporary issues are to be made on AAF F12s. Separate F12s are to be maintained for Unit equipment and barrack accommodation stores.

137. Replacement Procedure - Weapons and Technical Equipment

- a. Companies holding stores awaiting repair are to prepare a Workshop Repair Indent in duplicate.
- b. Technical equipment other than rifles is to be called forward to and picked up from the Quartermaster's store.
- c. Weapons are to be collected and delivered at the Arms Kote of the Company concerned. The issue and receipt of these weapons is to be noted in the arms kote period issue book.
- d. Advice of technical equipment other than rifles, which is beyond local or economical repair is to be notified to Companies by AAF F95A withdrawing the item from the Company's holding.
- e. Weapons declared beyond local repair are to be returned to Companies in the normal way. The Quartermaster is to subsequently issue instructions on their replacement.
- f. Companies are to ensure that equipment and weapons are thoroughly cleaned before they are returned to the Q Store.

138. Replacement Procedure - Non Technical Stores

- a. Immediately non technical stores become unserviceable they are to be returned to the Quartermaster Store.
- b. In order to avoid delays in replacements, Companies are to, where ever possible, advise the Quartermaster of stores which have an estimated service life of two months or less.

139. Procedure for Laundering Linen (Barrack Stores)

- a. On the days and at the time shown below company representatives are to deliver to the unit Barrack Stores in the 'Q' Compound all laundry for 'one for one' exchange.
- b. It is emphasised that torn sheets can be exchanged, half sheets or less are not acceptable and must be the subjects of L & D action.
- c. Timings. MONDAYS and FRIDAYS are exchange days.

A Company	0800 - 0830
B Company	0830 - 0900
C Company	0900 - 0930
D Company	0930 - 1000
Admin Company	1000 - 1030
Sp Company	1030 - 1100
Offrs Mess	1100 - 1130
Sgts Mess/RAP	1130 - 1200
- d. Laundry Collection and delivery by the unit representative. The unit representative from Barrack Stores Increment will deliver to and collect from the contractor each Monday and Friday morning. The following items are to be included.

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Sheets
Pillow Slips
Table Cloths
Table Napkins,

- e. The civil contractor will have ready for collection each Monday the quantity of laundry delivered on the Previous Friday, and each Friday the quantity of laundry delivered on the previous Monday.
- f. Company, Mess and RAP representatives will conform to 'Q' Admin Instruction No 1.
- g. Accounting The unit representative will keep a Book 43 recording all deliveries to the contractor, and will collect a docket from the contractor on collecting the laundered items. In addition he will keep a book showing in detail the number and type of article for laundry, date of delivery and collection.
- h. At the end of the month these will be totaled and included on the summary for forwarding action to AUST ARMY for payment.

140. The Unit Dhoby - Clothing Military clothing may be dhobied at public expense on a scale allowed by the contract.

- a. All Officers and Warrant Officers class one are entitled to have one set of No 1 dress washed, starched and ironed each day of the week excluding Saturday and Sunday.
- b. All personnel are entitled to three laundry deliveries per week. These are Monday, Wednesday and Friday, the turnaround period by contract is 36 hours.
- c. Military clothing will be passed to the contractor by bundles of articles as under:-
 - 1 - 5 articles
 - 6 - 9 articles
 - 10 -14 articles.
- d. Each individual is allowed one bundle which must conform to one of the quantity bundles detailed in para (c) above.
- e. Delivery and collection of clothing is company and messes responsibility.
- f. Accounting Companies and messes will keep a Book 43 showing the bundle quantities by types, as detailed in para (c) above, delivered and will get a docket from the contractor on return of the laundered bundles. The book 43 and the docket will be reconciled to complete the transaction.
- g. In addition the company representative will keep a book showing the date and name of each person, who hands in clothing, the article by items and the bundle type for each person. He will also show in the book the day and date the clothing was collected by the soldier after laundering.
- h. When the last transaction for each month has been completed, company and mess representatives will report to the Barracks Stores Warrant Officer with their dhoby dockets and dhoby book. These will be reconciled to the unit dockets and will be included on the summary for payment.
- j. Messes Officers, Warrant Officers and Senior NCO's where necessary for regimental reasons may have laundered one shirt and one pair of trousers per day. This will be controlled by the senior mess member (AUST) and will be accounted for as for companies.

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- k. Asian stewards may have laundered one set of clothes (steward trousers and shirt) per day. This will be supervised by the senior mess staff (AUST) and accounted for as previously detailed. A separate Book may be kept for this purpose.
- l. It is the responsibility of the Barrack Stores Warrant Officer to closely supervise every aspect of the Unit Laundry and Dhoby. This will include companies, messes and the RAP.
- m. The Barrack Stores Warrant Officer will submit for payment a summary and claim with dockets for each month's transaction. This must be complete and ready for signature by the seventh of each month.

141. Procedure for Laundering Unit Clothing

- a. Unit clothing includes such items as band uniforms and regimental property items.
- b. The procedure is as for personal clothing except that all documents are to be marked Unit Clothing.

142. Requirements of Dhobi Contractor

- a. Three complete "turn round" of issue clothing each week.
- b. All olive and jungle green articles to be starched unless otherwise specified.
- c. Underclothes are NOT to be starched.
- d. Barrack Stores linen is to be boiled, washed, ironed and folded.
- e. Instances of unsatisfactory work are to be reported through agencies.

143. Tailoring

- a. The agencies for tailoring are to be the same as for dhobi.
- b. All tailoring is to be passed through the agencies.
- c. Agencies are to record transactions on AB 108 and send a copy of the transaction to the tailor.
- d. Tailoring returns are NOT required.
- e. Authorised work is as follows:-
 - (1) Fitting and altering new garments on issue.
 - (2) All alterations ordered.
 - (3) Sewing on of embellishments.
 - (4) Repairs and alterations to part worn garments.

144. Boot Repairs

- a. Companies are to process boot repairs through the Quartermaster store on a G 1045. The G 1045 is to distinguish the quantity of boots for either major or minor repairs. Generally speaking major repairs consist of half soling or heeling.
- b. Companies are to maintain a register of boot repairs.
- c. Boots for repair are to be labelled. The label is to show the type of repair required with the member's name and company.

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- d. Companies are to deliver boots for repair to the Quartermaster store on Monday between 0830hrs and 1130hrs.
- e. The Quartermaster is to maintain a Register of Boot Repairs and is to notify Companies when boots are ready for collection.

145. Control of Contracts

- a. The Quartermaster, is responsible for the costing and routing of claims.
- b. On NO account are members permitted to enter into private negotiations with the contractor or his staff on the laundering of issue clothing, barrack stores clothing, the tailoring of issue clothing or the repair of issue boots.

146. Q Clearance

All members whether marching out or leaving the unit temporarily for a period of four weeks or more are to obtain a clearance on the unit clearance form.

147. Hospitalisation

- a. If time permits all items on temporary issue to a member proceeding to hospital are to be withdrawn.
- b. The members Platoon Commander is responsible for the documentation, packing and movement of the members kit to the Company Q Store. Three copies of the inventory of the members kit are to be prepared, one of which is to be packed with the kit, one is to go to the member and one to the Company Quartermaster Sergeant.

148. Illegal Absentees

An inventory of kit is to be made out within twenty four hours of the absence being noted. The kit is to be moved to the sub unit store, a copy of the inventory kept with the kit and the others filed with the member's personal documents. Articles of F12 issue are to be withdrawn. If the member is posted as an Illegal Absentee the kit is to be removed to the Battalion Q Store.

149. Adjustment of Losses and Damage

- a. All losses and damages are to be reported on a loss and damage report. Only one copy is to be raised except for Barrack Stores when two copies are required.
- b. Each Company is to maintain a register of loss and damage reports.
- c. Separate reports are to be submitted for:-
 - (1) Personal clothing and equipment.
 - (2) Unit equipment.
 - (3) Barrack accommodation stores.

150. Inventories

- a. Inventories are to be kept for Unit stores and barracks furniture.
- b. All items of barrack stores on issue from sub accounts which are NOT accounted for on F12 are to be recorded on inventories.
- c. Separate inventories are to be made for each room.

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151. Unit Stocktake

A unit stocktake is to be held at least annually. Separate orders are to be issued prior to each stocktake.

152. Sub Unit Stocktake

a. Companies or sub account holders are to hold stocktakes:-

- (1) On the change over of sub account holders.
- (2) When ordered by the Commanding Officer.

b. The following documentation is to be submitted to the Quartermaster after every sub account stocktake:-

- (1) One copy of stocksheets.
- (2) One copy of discrepancies.
- (3) Two copies of the stocktaking adjusting voucher(if necessary).
- (4) Explanations of discrepancies.
- (5) Handover take over certificates (if applicable).

153. Quarterly Stocktake of Attractive Stores

This stocktake is to be conducted by sub account holders once each quarter. The results are to be sent to the Quartermaster by the first working day in March, June, September and December.

154. Inspection of Buildings

- a. All buildings are to be inspected at least weekly.
- b. A record of all such inspections is to be maintained in a Barracks Inspection Register.
- c. All damage to buildings, fittings and barrack accommodation stores is to be reported on the loss and damage report. All such reports are to be endorsed "Barrack Damages".

155. Maintenance of Buildings

- a. The maintenance of buildings and fittings is to be carried out by the Engineers Work Service.
- b. On NO account is any member to authorise or permit the alteration or painting of War Department Buildings or property.
- c. Requests for maintenance are to be made direct to the Unit Increment Warrant Officer.

156. Local Purchase

- a. Transactions are NOT to be made by any member for the purchase of stores or services of any kind without an authority to purchase signed by the Quartermaster.
- b. Where expenditure under the Commanding Officers delegation is involved, the purchase order is to be signed only by the Commanding Officer.

157. Auditing of Accounts

- a. All internal auditing is to be done by an Officer.
- b. Checking Officers are to be provided from within their Sub Units.
- c. All checking is to be indicated by a small red tick.

158. Accounting for Sports Equipment

- a. All items of Sporting equipment purchased are to be brought to charge and accounted for in the Regimental Property Ledger.
- b. The Secretary of the Unit Regimental Institute is to maintain the Regimental Property Ledger.
- c. Unit Boards of Survey are to be convened at least once per quarter for surveying unserviceable equipment.
- d. Sports equipment is to be kept in the sports store and is to be issued to sub units in the day book. Where equipment is required for longer periods items are to be vouchered from the store to the companies, and appropriate ledger entries made.

159. Rationing

- a. Daily parade states are to reach the Quartermaster from Battalion Headquarters by 1200hrs daily except for rest days when parade states covering the rest days are to be submitted by 1200hrs on the next working day.
- b. Pack Rations Company forecasts are to be submitted to the Quartermaster by the fifth day of each month for the next month. Indents are to be submitted ten days prior to the date when the rations are required.

160. Casual Meals. Living out Personnel

- a. Meals are to cost living out personnel one dollar per meal.
- b. The cash for the meals required is to be paid into Company Orderly Rooms by 0900hrs the day before the meals are required. A meal ticket is to be issued by the Company Orderly Clerk to the soldier. This ticket is to be taken by the soldier to the mess hall when he has his meal and produced on request.
- c. The Company Orderly Clerk is to pay the meal money received to the Administrative Company Orderly Room by 1000hrs on the date of collection. A receipt is to be obtained and held for audit purposes.

161. Civil Labour

- a. The Unit Civil Labour Officer is responsible for the welfare of all civilians on strength. Complaints by civilians are to be dealt with personally by him.
- b. The Unit Civil Labour Officer is to set up a local works committee which will meet once a quarter to consider matters of welfare.
- c. Civilians employed are to be treated as such and will NOT be addressed in abusive or blasphemous language.
- d. Personnel in charge of civil employees may warn an employee verbally for inefficiency and advise him how to improve his standard of work. When NO improvement is evident the person in charge is to send a written report to the Unit Civil Labour Officer giving specific details of the alleged inefficiency. The Unit Civil Labour Officer is to then take the necessary action in accordance with Civil Labour Regulations.

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- e. Any breaches of .conduct or security by civil labour is to be reported direct to the Unit Civil Labour Officer.
- f. The location, task or grade of an employee is to only be changed by the direction/approval of the Unit Civil Labour Officer.
- g. The duties of civilian employees are to be laid down by the Unit Civil Labour Officer.

162. - 165. RESERVED.

SECTION VII
MECHANICAL TRANSPORT

166. Requisitions

- a. The following notice is required:-
 - (1) Royal Army Service Corps Transport - 10 days.
 - (2) Unit vehicles - 24 hrs.
 - (3) Unit vehicles for major troop lifts- 7 days.
- b. The following additional information is to be inserted in the remarks column of the requisition form:-
 - (1) Approximate time of return.
 - (2) Meals required for the driver.

167. Drivers

Drivers are to ensure that:-

- a. Their vehicle does NOT leave the unit lines without:-
 - (1) Work ticket.
 - (2) Drivers license.
 - (3) Accident Report.
 - (4) Defective Vehicle Report.
 - (5) Instructions for drivers of mechanical vehicles.
 - (6) Highway Code.
 - (7) Traffic Accident telephone report.
- b. He is always correctly dressed.
- c. His vehicle is properly serviced with fuel oil and water.
- d. All tools and spare wheels are removed prior to vehicles being evacuated for repair.
- e. Boots with any type metal studs are NOT worn while driving vehicles.
- f. When reporting to an officer for duty they debus, salute, give their name and state clearly their instructions.

168. Loading of personnel in vehicles

- a. The following is NOT to be exceeded:-
 - (1) Trucks $\frac{1}{4}$ ton - 6.
 - (2) Car civilian - 5.
 - (3) Studebaker $2\frac{1}{2}$ ton - 22
 - (4) 3 ton General Service - 22
 - (5) Bedford $2\frac{1}{2}$ ton - 22
- } Only 16 personnel in the rear
when personal equipment is
carried.

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- b. Personnel are to be seated wholly within the confines of the cab or body.
- c. Vehicles carrying supplies are NOT to carry passengers in the loading compartment.
- d. On special occasions passengers may be carried during field exercises in trailers drawn by $\frac{1}{4}$ ton vehicles.

169. Daily Maintenance

- a. NO trailer is to be parked unless it has first been washed down after use and is in inspection order.
- b. Every vehicle is to be washed down daily where feasible.

170. Precautions against Theft

- a. When NOT in use motor transport vehicles are to be parked in the Unit Transport lines.
- b. All vehicles entering or leaving the transport lines are to be booked in or out by a member of the Transport Office.
- c. NO unsecured vehicle is to be left unattended.
- d. Vehicles may be left in carparks only when the park is guarded by a provost or guard.
- e. In an emergency when a driver is forced to leave his vehicle unattended he is to remove the rotor arm from the distributor.
- f. All drivers are to report to the Transport Office before leaving for a task and on return.
- g. The Transport Non Commissioned Officer is to ensure that the Transport Yard is secured each night.

171. Waiting Time

Drivers are to wait a maximum of fifteen minutes after reporting to a place ordered. If a member requiring the transport has NOT shown up by then, the driver is to report back to the Transport Office and report the fact to the person in charge.

172. Accidents

Accidents involving Unit vehicles are to be reported to the Adjutant by the Transport Officer or Sergeant.

173. Alcoholic Liquor

- a. During a tour of duty a driver may NOT at any time drink alcoholic liquor.
- b. When a driver is warned for an outward and return journey, he is to be deemed to be on duty for the whole of the period and as such is to NOT drink any alcoholic liquor until the return journey has been completed and the vehicle returned to the place where it is normally kept.

174. Lifts in Unit Vehicles

Drivers of Unit vehicles are NOT to offer lifts to other soldiers.

175. Civil Speed Limits

- a. Drivers are to adhere to civil speed limits.
- b. The maximum speed for all vehicles on the road TERENDAK/TAMPIN is 30 miles per hour unless the authorised speed limit for a vehicle is less than 30 miles per hour in which case the lower speed will be adhered to.
- c. On road duty outside the camp area, vehicles are NOT to exceed the maximum speed limit laid down for the vehicle which they are driving.
- d. Speedometers of all War Department vehicles are to have a red line painted at the maximum speed for that vehicle.

176. Issue of Petrol Oil and Lubricants

Petrol is NOT to be drawn from civilian garages without prior arrangement by the Transport Officer.

177. Military Traffic in MALACCA Town and Area

- a. All Military vehicles of one ton and over when moving between TERENDAK Garrison and MALACCA are to use the following route. Main road to PULAU GADONG - LEFT onto PULAU GADONG-RIGHT at the top of PULAU GADONG onto the main road MALACCA ALOR GAJAH and enter MALACCA on the NEWCOMBE Road.
- b. Drivers under instruction are NOT to drive in the Town between 0700-0930hrs, 1200-1430hrs and 1630-1800hrs.
- c. The area of town within the bounds of KUBU Road, NEWCOMBE Road, WOLFERSTAN Road, RIVERSIDE and HEEREN Streets are out of bounds to all Military vehicles at all times and drivers will NOT drive vehicles in this area unless authorised to do so.

178. - 188. RESERVED.

SECTION VIII*- DISCIPLINE
GENERAL

189. Conduct

- a. It is the responsibility of every member of the Battalion to maintain a high standard of discipline within the unit. Any lapses in discipline by an individual are regarded as a serious reflection on the good name and high standard of the Battalion.
- b. Soldiers in uniform are more conspicuous than civilians and any misconduct is therefore more readily noticed. For this reason all ranks are to conduct themselves in such a manner as to bring nothing but credit on the unit.
- c. It is stressed that a civil offence comes under the jurisdiction of civil courts.
- d. At all times courtesy is to be paid to civilians, both Asian and European.
- e. Civil authorities and police are to be treated with respect.

190. Saluting

- a. Interchange of salutes is indicative of the *Espirit de Corps* of the unit.
- b. Other ranks are to salute an officer at all times whether the officer is in uniform or not except:-
 - (1) In a crowded thoroughfare unless approached or spoken to by the officer.
 - (2) During a field exercise.
 - (3) When under control of an immediate superior.
 - (4) When precluded by the nature of their duties from doing so.
- NB When the right hand is incapacitated soldiers will pay compliments by saluting with the left hand.
- c. Working Parties. The party is to remain at work and the person in charge is to salute.
- d. Parties on the March. Persons in charge are to give eyes right or left and salute.
- e. Parties under Instruction. When such a party is approached by an officer, the person in charge is to order "stand fast", salute and request permission to "go on".
- f. Ladies are to be saluted as a matter of courtesy.
- g. All ranks are to salute any staff car bearing a pennant rank insignia, as the vehicle passes.

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- h. All ranks who are in view of the unit flag pole and not under cover are to stand to attention and salute the National flag when it is being raised and lowered.

191. Consumption and possession of Alcoholic Liquor

- a. Unless specifically authorised by competent authority, no member is to consume or have in his possession intoxicating liquor in any part of any military camp or installation which is not set aside for that purpose.
- b. A member is not to consume intoxicating liquor in any public place (except licenced premises).
- c. A member is not to consume intoxicating liquor in any military or public conveyance in which he is travelling in uniform, unless it is supplied to him as part of a meal by authority of the management.
- d. A member is not to have in his possession intoxicating liquor exposed to public view in any public place (except licenced premises), or in any military or public conveyance except as provided in sub para c of this order.
- e. Intoxicating liquor is not to be carried by any member in any uniform pocket. Whilst in uniform no member is to carry any intoxicating liquor unless it is in a bag or case completely hidden from public view.
- f. Members are not to consume intoxicating liquor within six hours of being warned for duty or when on duty.
- g. All liquor found in contravention of these orders is to be confiscated.

192. Gambling

Gambling in the camp area is forbidden.

193. Movement in the Camp Area

The main road into CANBERRA lines from the Guard Room to D Company is to be regarded as a parade ground. All soldiers are to move in a smart and soldierly manner on this road with rifles at the shoulder.

194. Personal Hygiene

- a. All ranks are to ensure that their hair is kept short and tidy.
- b. All ranks are to be bathed, shaved and dressed in the order of the day by breakfast.

195. Communication with the Press

A soldier is not to communicate to the Press anything concerning the service or unit.

196. Obscene Language

Obscene or blasphemous language is forbidden.

197. Visits

Soldiers are not to visit other units without an invitation.

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198.

Bounds

- a. Outside TERENDAK GARRISON. The restrictions and bounds outside TERENDAK Garrison are published in Unit Routine Orders.
- b. Within TERENDAK GARRISON. The following places are out of bounds and troops are not to enter therein unless on duty or authorised to do so:-
 - (1) 28 Brigade and Battalion Headquarters.
 - (2) Q Stores, transport compound and workshops.
 - (3) Kitchens and ration stores.
 - (4) Officers and Sergeants messes and quarters.
 - (5) Civilian Staff houses, canteens and the Asian community centre.
 - (6) Arms Kotes.
 - (7) All ovals and turfed areas.
 - (8) All married quarters except on invitation.
 - (9) The unit parade ground.
 - (10) The Garrison air strip.
 - (11) Rifle Ranges.
 - (12) The Terendak Military Hospital, Sisters and Nurses quarters and messes.
 - (13) NAAFI buildings except when open and these hours do not overlap training or duty parades.
 - (14) The beach outside the Warrant Officers and Sergeants and Junior Ranks Clubs from 2350 hours to 0600 hours daily.

199. to 201. RESERVED

SECTION IX

DRESS

202. Orders of Dress

- a. Annex 'A' attached details the various orders of dress.
- b. These orders are to be read in conjunction with Military Board Instructions and Army Routine Orders on dress.

203. Correct Wearing of Uniform

Boots AB Universal. Lacing is to be horizontal and not crossed. Only boots AB are to be worn with orders of dress numbers 1, 2, 5 and 6. Boots AB with leather soles will be worn on Ceremonial parades.

- b. Hat Khaki Fur Felt. The hat is to be worn one inch above the right eye and four fingers above the left ear. The crown is to be dented with a single dent running from front to rear. The dent is not to be held in place by a clip or similar device. The shape of the dent is not to be squared at the ends but left rounded. The brim is to be ironed flat and turned up on the left side. Chin straps are to be worn on the point of the chin with the buckle level with the left side of the mouth. Badges and buckles are to be polished.
- c. Shirts Military Green. Starch is to be used in laundering the shirts. The sleeves are to be rolled up just clear of the elbow and the turn up of the sleeve is to be four fingers width.
- d. Trousers Military Green. Starch is to be used in laundering the trousers. Ankle weights or elastic tapes are not to be used when trousers are worn with gaiters around TERENDAK Garrison.
- e. Gaiters Canvas. Gaiters are to be polished black. The retaining straps are to be cut so that there is a one inch overlap when the straps are done up.
- f. Webbing. When not blackened, webbing is to be scrubbed clean.
- g. Bayonet Scabbards. Scabbards are to be polished black but not lacquered or painted.
- h. Lanyards. Lanyards as issued are to be worn with General Duty dress (day and night). They are to be worn on the left shoulder, the larger loop placed under the arm pointing to the front. The small loop is to be threaded through the large loop and placed in the left breast pocket between the button and the centre of the body.
- j. Socks. Civilian socks are NOT to be worn with uniform.
- k. Formation Signs. Signs are to be worn with orders of dress numbers 1, 2, 3, 5 and 6.
- l. Hosetops. Hosetops are to be folded over to a width of four fingers.
- m. Garter Flashes. Flashes are to be worn with stockings and hose-tops and will be three fingers in length from the bottom of the flash to the bottom of the turned over part of the stocking or hosetop.

- n. Puttees Short. Puttees are to be worn with three turns around the leg, wound from inside to out with $\frac{1}{2}$ inch of the lower two turns visible at the bottom edge. The point of the puttee is to finish immediately above the ankle bone, the tape being neatly wound round itself at the centre of the top turn, and tucked behind the point of the puttee.
- o. Rank Badges. Non-commissioned officers badges of white tape are to be worn except with dress number 4. Wrist badges of rank are to be worn when shirts are removed.
- p. Ribbons. Ribbons are to be worn with dress numbers 1, 2 and 3 unless otherwise ordered.
- q. Shorts. The lower edge of the shorts is to be four fingers above the knee cap.
- r. Stockings. There are two approved types of stockings (samples of which are held by the Regimental Sergeant Major) which officers and warrant officers only may wear with orders numbers 1,2,5 and 6. Stockings are NOT to be worn when on parade with troops.
- s. Belts Web Pattern 37. Web belts are to be polished black.
- t. Footwear.
 - (1) Protective footwear is to be worn to and from ablutions and showers and when in barracks.
 - (2) Slippers and flipflops are not to be worn outside of sleeping quarters unless moving to and from ablutions and shower unless ordered by the Regimental Medical Officer.
 - (3) Sandals may be worn in CANBERRA lines when on stand down, when moving to and from the swimming pool and to all meals on Saturdays, Sundays and unit Stand-Down days and after 1630 hrs on normal work days.
- u. Dress for Meals
 - (1) For breakfast and lunch a shirt tucked into the trousers/shorts is to always be worn irrespective of the order of dress of the day.
 - (2) For the evening meal civilian dress or uniform excluding number 7 dress. Soldiers are to shower and change before the evening meal.
- v. Mixed Dress. Mixed dress is not to be worn.
- w. Dress in the Junior Ranks Club. Civilian clothes or uniform. A shirt tucked into the trousers/shorts is to always be worn and number 7 dress is not to be worn in the club after 1600hrs.
- x. Drivers
 - (1) Within TERENDAK Garrison, MALACCA and the 28 Brigade training area, drivers will wear No 7 dress with shirt OG and shorts OG in lieu of shorts blue.
 - (2) At night No 2 dress will be worn.

- (3) The Transport Officer will lay down variations to the above for special occasions when No 1 dress will be worn. eg drivers of staff cars, drivers picking up VIPs, or when driving to SINGAPORE, etc.

y. Warrant Officers/Sergeants and Commonwealth Beach Clubs

- (1) Before 1900hrs. Slacks/shorts, shirt, sox and shoes or issue sandals.
- (2) After 1900hrs. Slacks, shirt with long sleeves fastened at the wrists, tie, sox and shoes. Coloured jeans, flip flops and T shirts are not to be worn.

- z. Crash Helmets. All members riding motor cycles or motor scooters whether within CANBERRA Lines or without and whether within uniform or civilian clothes, are to wear a crash helmet.

Dress- Civilian Functions

204. Uniforms may not be worn at civilian functions in MALAYSIA in general, or MALACCA State in particular except in the following circumstances:-

- a. If the invitation stipulates that only uniform may be worn and in this case Brigade Headquarters are to clear with the host exactly what type of uniform is expected to be worn and all invited will be so informed.
- b. On certain occasions when Brigade Headquarters considers that uniform should be worn and a clear direction is to be issued.

205. Leave Dress. Dress for all ranks going on leave will be as follows:

- a. before 1900hrs - Slacks/shorts, shirt, long sox and shoes or civilian sandals.
- b. after 1900hrs - Slacks, shirt with long sleeves fastened at the wrist, tie sox and shoes.

206. RESERVED

SECTION X - SECURITY

PART 1 - SECURITY OF ARMS AND AMMUNITION

207. Responsibility - Sub Units

- a. Weapons and ammunition are to be centrally secured except
 - (1) when weapons are in use by individuals or operations, training or movement.
 - (2) When issued to guards.
 - (3) When issued to specified individuals.
- b. Arms centrally secured are to be stored in an arms kote secured by window bars/mesh and a padlocked door.
- c. Ammunition is to be properly secured in a magazine.
- d. When a proper arms kote is not available, arms and ammunition are to be secured in one central location under direct care of an armed guard. The strength and equipment of the guard is to be decided by the commander on the spot.

208. Individual Responsibility

- a. Individuals are to draw their own weapons. Issues are not to be made through a third person.
- b. Individuals drawing weapons and ammunition from central custody are to acknowledge receipt by signature, first ensuring that they have actually drawn the identical weapon and the number of rounds for which they are to sign.
- c. Arms and ammunition once withdrawn from unit or Sub-unit central custody become the personal responsibility of the individual to whom they are issued until properly returned.
- d. Whilst in individual custody, weapons, and ammunition are not to be left unattended at any time.
- e. Personnel who must retain weapons with them whilst sleeping are to ensure that their weapons are secure at all times.
- f. When not in use, arms are to be stored in Arms Kotes, and ammunition in ammunition stores. Arms and ammunition are not to be left in barrack rooms, vehicles, tents or non military establishments. This includes officers (etc) pistols.

209. Arms Kotes

The arms kote is never to be left unattended at any time.

210. The minimum requirements of soldiers on duty are:

- a. Between 0800hrs - 1600hrs on work days. One storeman.
- b. Between 1600hrs - 0800hrs and rest periods. Two storemen. At night, two men are to sleep inside the arms kote locking the door from the inside.

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211. Arms kotes are "OUT OF BOUNDS" to all soldiers except arms kotes' storemen and Inspecting Officers (incl CQMS and CSM). During the night, any person insisting to gain access must establish his identity. This includes Duty Officers. Identification cards are to be passed under the door.

212. The alarm system to bring aid to the Arms Kote is "FOUR LONG WHISTLE BLASTS".

Technical Stores/Armourers Workshops

213. All instructions regarding Arms Kotes apply to technical stores and Armourer's Workshops when used for weapon storage.

Arms Kote Picquet

214. The Arms Kote picquet is to:

- a. Never leave the Arms Kote unattended. The presence of the storeman constitutes sufficient guard by day.
- b. By night, sleep in the Arms Kote, ensuring that the door is locked from the inside.
- c. Not make issues of withdrawals.
- d. Not let unauthorised personnel enter the Arms Kote at any time
- e. Not consume alcoholic stimulants during the tour of duty.
- f. Not leave the Arms Kote until properly relieved.

215. Storage and Maintenance

- a. Weapons less slings but including bayonets are to be stored in racks, each weapon on permanent charge having its own marked place.
- b. Weapons are to be marked in a similar manner to correspond with rack markings. Such markings are to be to a standard pattern and are to be located as not to be visible when weapons are carried on parade.
- c. Weapons of transient personnel taken into central custody are to be segregated from those on company charge.
- d. Between 0800hrs and 1600hrs on work days weapons need not be chained. At all other times weapons are to be secured to racks by chains, and padlocked. Racks are to be secured to the building in which the Arms Kote is housed.
- e. Arms Kote storemen are responsible for the regular cleaning of all weapons which are left in the store by day. Company Commanders are to ensure that weapons on charge to all personnel are taken out of the Arms Kote as often as possible and cleaned before return.
- f. Arms Kote storemen are not to accept dirty weapons into the store.

216. Private Weapons

- a. All privately owned weapons are to be lodged in Arms Kote.
- b. In every case the owner must be in possession of a current licence from the Chief of Police of the State and written authority from the Commanding Officer. Licences issued abroad are not valid.

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- c. Private weapons are to be registered in the Arms Kote weapons register.

217. Weapons Register

- a. A weapons register is to be maintained in each Arms Kote.
- b. It is to show the registered numbers of all weapons for which the Arms Kote is responsible, together with a list of the registered numbers of bolts and magazines if applicable and the details of the member to whom the weapon is on charge.
- c. No alteration to the Arms Kote Weapons Register is to be made by anyone except the Company Quartermaster Sergeant.
- d. Inked deletions and additions to the weapons register are to be signed and dated by the Company Quartermaster Sergeant and reference made where applicable to corresponding vouchers.
- e. Weapons of personnel marching in are to be marked in pencil until the person concerned is officially transferred when the entry is to be recorded in ink.
- f. Weapons of visitors are not to be entered in the weapons register.

218. Day Issue Book

The Day Issue Book is to be used for weapons issued for the day only. All weapons drawn on this book are to be returned on the day on which they were drawn by 1600hrs.

219. Temporary Custody Book

The Temporary Custody Book is to be used to record weapons received and subsequently re-issued on temporary custody.

220. Maintenance of Records

- a. Signatures are to be obtained for every weapon issued.
- b. Every weapon taken into custody is to be recorded and accounted for.
- c. All records are to be in ink.
- d. No record is to be destroyed without the approval of the Company Commander.

221. Arms Kote Weapon States

- a. The Arms Kote Weapon State will show:
 - (1) Total weapons by types as shown in the weapons register.
 - (2) Total weapons held in temporary custody as shown in the Temporary Custody Book.
 - (3) Total weapons on issue as shown in the day book.
 - (4) The total weapons by types then held in the Arms Kote.
- b. The Company Quartermaster Sergeant is responsible for ensuring that the Arms Kote storeman brings the weapons state up to date at 0830, 1400 and 1630hrs daily.

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222. Company Orderly NCO Check

- a. At 1630 hrs daily the Company Orderly NCO is to check all record books, weapon states and weapons in the Arms Kote.
- b. After physically checking all weapons he is to sign all registers and books as being correct at the time of inspection.
- c. Any discrepancy discovered is to be investigated immediately.

223. Company Commanders Check

- a. The Company Commanders Check is to be carried out weekly when the Company is in Barracks.
- b. It is to constitute a check of registered numbers against weapons.

224. Unit Check

The Battalion Orderly Officer is to inspect Arms Kotes each day as laid down in his orders.

225. Ammunition

- a. Unit reserves of all ammunition of all types are to be stored separately from Company Arms Kotes.
- b. Produce is not to be stored in the ammunition store.
- c. Ammunition is not to be kept in weapon magazines.
- d. Once per week a check of all ammunition held in the unit magazine will be carried out by the Regimental Sergeant Major.
- e. Any foreign ammunition which comes into possession of unit personnel is to be forwarded to Battalion Headquarters. If the ammunition is unsafe it is to be treated as blind and destroyed after details have been noted. The details are then to be forwarded to Battalion Headquarters.
- f. Ammunition not expended after a night shoot may be stored in the Guard Room. This ammunition is to be returned to the unit magazine by 0815hrs the following morning.

226. Loss of Arms or Ammunition

All losses are to be reported to Company Headquarters by the quickest means possible. Company's are to notify the USO immediately.

PART 2 - SECURITY STANDING ORDERS

Introduction

227. These orders are to be promulgated to all ranks of 4 RAR. Sections are to be included in daily training programmes at least once per quarter.

Unit Security Officer (USO)

228. a. The Battalion Second-in-Command is the Unit Security Officer. Duties as per Annex 'A'.
- b. The Intelligence Officer is the Assistant USO.

Security Breaches

229. Any breaches of security or suspected case of subversion will be immediately notified to the Unit Security Officer through the normal chain of command.

Security of Documents

230. a. Documents are classified and marked as follows:
- | | | |
|--------------|---|---|
| TOP SECRET | } | Contents to be made known to specific person on a "need to know" basis. |
| SECRET | | |
| CONFIDENTIAL | | |
- RESTRICTED - Contents can be made known to all ranks in the Army.
- b. The following markings may be used in conjunction with SECRET and TOP SECRET documents:
- FAIRLEY -- not for Asian eyes.
GUARD - to be passed only by safe hand.
- c. Documents not marked are UNCLASSIFIED. They are still official, and contents are not to be divulged to unauthorised persons.
- d. Drafts, notes, carbon paper and stencils used in preparing classified documents are classified in the same way as the document, and must be handled accordingly.

231. Handling

a. TOP SECRET and SECRET Documents

- (1) To be opened, registered and filed by the Adjt and subsequently registered out on signature by safe hand to officers concerned.
- (2) To be kept in a locked safe of the approved pattern when not in actual use.
- (3) An Army Book 558 is to be issued for registration.

b. CONFIDENTIAL Documents

- (1) To be opened by the Battalion Orderly Room Chief Clerk and registered in an AB 558.
- (2) To be kept in a safe of the approved design.

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c. General

- (1) The subject matter of a classified document will not be discussed in the presence of any unauthorised person. Most subject matter should not be discussed even amongst officers unless they are included on a NEED TO KNOW basis. Discussions of classified material is not to be conducted in messes and bars unless proper picquet precautions are arranged.
- (2) Classified docus are not to be left where unauthorised persons may see them - eg. in unattended offices.
- (3) TOPSECRET, SECRET and CONFIDENTIAL docus must be locked in safes at ALL times when not in actual use, including temporary vacation of offices.
- (4) Documents classified CONFIDENTIAL and above may not be removed from CANBERRA Lines under any circumstances.
- (5) Asian civilians will never be allowed to remain in an office alone not to view classified maps or documents.
- (6) On completion of work each day, persons having access to classified docus will check that:
 - (a) all classified materials are accounted for and locked away.
 - (b) Entries are made in the safe security log.
 - (c) All classified notes, drafts, carbons, stencils, etc are destroyed by burning under secure arrangements by the originator or a person authorised to have access to the particular classification.
- (7) Where buildings housing classified documents are unoccupied at night, all doors and windows will be secured and lights left switched on.

Internal Circulation of Classified Documents

232. a. In Envelopes.

Documents classified CONFIDENTIAL and above may be circulated within offices in one envelope marked with the appropriate classification, and sealed with sealing wax in the case of envelopes containing TOP SECRET documents.

b. File Covers

- (1) Covers printed (or ruled) with a large RED (TOP SECRET) or BLUE (SECRET) diagonal cross will be used for filing and circulating documents of their classification.
- (2) Documents containing CONFIDENTIAL and below will be contained and circulated in covers bearing the appropriate classification stamped at the top and bottom of the cover.
- (3) Files or folders containing classified docus will always be clearly marked on both covers with the appropriate file classification.
- (4) When classified files are being carried within a unit, they will be placed inside a plain envelope or brief case.

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Routine Checking of Files

233. Whilst in Terendak files containing classified documents are to be checked and the results forwarded to the Assistant Unit Security Officer in accordance with:

a. TOP SECRET

Results to IO by
Fri each week.

b. SECRET

1st of month.

c. CONFIDENTIAL

1 Jan, 1 Apr, 1 Jun, 1 Oct.

Losses of Classified Documents

234. All losses of classified documents, safe keys, safe combinations etc will be immediately reported to the Unit Security Officer.

235. A full report of all details relating to the loss will be rendered forthwith.

Security Afforded by Safes/Containers

235. The security afforded by a safe is determined by:

a. Type of safe/container.

b. Location of safe/container.

236. The type of safe/container approved to hold classified documents will be surveyed under direction of the Unit Security Officer, as advised by 22 Int Pl. Users will be notified separately. Safes paymaster will not be used to secure classified documents under any circumstances.

237. The location of the safe/container primarily determines the security of a safe/container. A safes orderly room may be used to secure SECRET and CONFIDENTIAL documents if in a "protected place". A protected place is deemed to be a locked building, lighted, which is visited by a roving picquet at irregular intervals not greater than two hours.

238. Documents classified CONFIDENTIAL will not be secured in filing cabinets held by 4 RAR. Confidential reports AAF A26 A and AUSTRALIAN medical confidential documents are not deemed to be classified CONFIDENTIAL under the UK security regulations. They will henceforth be referred to as "IN CONFIDENCE".

239. RESERVED.

Originating of Classified Documents

240. a. The Commanding Officer only may originate TOP SECRET documents.

b. Any commissioned Officer may originate SECRET and lower classified documents.

241. When grading a document the following rules are to be observed:

a. The document will be graded in accordance to the classification of the highest matter it contains.

b. A document will be graded according to its own contents and not necessarily according to its relationship to another document. This applies to amendments to and extracts from documents.

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- c. A file or group of documents will be classified to the overall picture obtained. eg. a file may contain a number of SECRET documents, which when read in relation to one another, could disclose a plan graded TOP SECRET. This file should be classified TOP SECRET.
- d. Reference can be made to a document by the title and for reference number of a document of higher category and it will be graded according to its contents and not that of the document referred to.
- e. Documents giving details of equipment will be classified according to the instructions given in "Security Measures for SECRET, CONFIDENTIAL and RESTRICTED equipment" (WO CODE 11563)

242. Covering letters will be classified according to their contents and not according to the classification of the documents attached. To draw attention to the security classification of the enclosure COVERING TOP SECRET/SECRET/CONFIDENTIAL as applicable will be stamped at the top and bottom of the first and last sheets of the covering letter.

Downgrading

- 243.
- a. Originators are to downgrade documents they originate as soon as possible. All recipients are to be informed.
 - b. Officers authorised to originate classified documents are authorised to downgrade documents they have originated.
 - c. Documents will not be downgraded without the permission of the originator.
 - d. Classified documents which will eventually become public should be endorsed to the effect that after the event, or by a certain date, they may be declassified accordingly.
 - e. When a document is downgraded a note of the new classification will be made on the document and signed by an officer. The new classification will also be noted in the register in which the document is entered.

Marking of Documents

244. General

- a. Bound Books
 - (1) Classification printed or stamped on front and back cover.
 - (2) First and last page.
 - (3) Any insertions such as maps.
- b. Unbound books
 - (1) Classification stamped at top and bottom of each page.
 - (2) On reverse side, top and bottom, of last page.
- c. Documents marked RESTRICTED required RESTRICTED stamped on front and back covers, title page, first and last page only.

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- d. Drafts used in preparation of documents will have the appropriate markings of the documents classification.
- e. Drawings and tracings will be marked so that the classification appears on negatives produced from the. Photographic prints will in addition, bear the classification over stamped in red, and also on the back.
- f. Maps or charts will bear the classification under or near the scale.

245. Other Safeguards

- a. Page Numbering. Each page of a document classified SECRET or above will be numbered if more than one page. The total number of pages will be shown on the front page.
- b. Copy Numbering
 - (1) TOP SECRET Documents - consecutively numbered on top RHS of page.
 - (2) SECRET - If originator decides document to be accountable, as for TOP SECRET.
 - (3) CONFIDENTIAL AND BELOW - not normally numbered unless accountable.
- c. Redistribution

Only the originator of a copy number document may authorise the making of additional copies. Each additional copy will be numbered and the originator informed of the distribution. Where the time delay to obtain permission is impracticable, the originator will be informed as soon as possible of the number of copies and distribution made.
- d. Referencing

All classified documents will be given a reference number by the originator.
- e. Distribution

Classified documents will be distributed on a need to know basis.

246. Destruction of Classified Documents

- a. Many classified documents contain specific instructions regarding destruction.. Documents which contain no such instructions are to be destroyed at the earliest possible time consistent with the value of keeping the documents.
- b. Files are to be regularly "weeded", and old files and documents destroyed.
- c. On destruction of a classified document, a line in RED is to be ruled through the entry, and DESTROYED written in the remarks column of the AB 558 register, by an officer.

247. -250. RESERVED.

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Security of Personnel

251. The Assistant Unit Security Officer is to maintain a register of the level to which members required to handle documents classified CONFIDENTIAL or above are cleared. No member of 4 RAR will be permitted regular access to matter classified CONFIDENTIAL or above until his security clearance has been checked with the Assistant Unit Security Officer. He may be granted occasional access to CONFIDENTIAL matter on a NEED to KNOW basis on the authority of an officer 4 RAR.

252. No Asian civilians are authorised access to classified matter.

253. All members of 4 RAR are to sign two copies of "Undertaking to Preserve Official Secrets". These are distributed:

- a. One copy to members personal documents.
- b. One copy to CARQ.

Security of Order of Battle Information

254. All ranks are warned to be on their guard against correspondence from persons calling themselves "students of military history" or "military unit stamp collectors" and so on.

255. This correspondence usually takes the form of a covering letter with stamped, addressed envelopes attached. The member is asked to put unit stamp on these envelopes and post them. Any person complying with these requests is committing a breach of security by giving order of battle information to persons NOT authorised to receive it.

256. All ranks and their families should be aware that military information may be sought through "salesmen" (particularly book salesmen) who ask for completion of forms by intending purchasers. These forms may ask for number, rank, name, unit location, name of CO/OC, soldier's appointment, type of employment etc. This information should NOT be given.

257. Requests of this kind are to be reported (including handing in of all letters/envelopes, forms etc) to the Unit Security Officer. Where a personal approach has been made, a description of the "salesman" should be reported where possible.

Communications with the Press

258. No member of 4 RAR may communicate with the Press or give a statement at the request of the Press on any military matter. All dealings are to be referred to the unit Public Relations Officer.

Cameras

259. No civilians are permitted to bring cameras into Canberra Lines.

260. Within Terendak Garrison, and during training exercises, the taking of photographs is restricted to individuals, ceremonies, birthdays and sporting activities.

Passes and Permits

261. It is the responsibility of all ranks (especially the Regimental Police) by day and by night to ensure any person without a valid pass or permit does not obtain access to unit lines.

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262. The loss of War Department passes or permits must be reported to the Civil Labour Officer immediately.

263. All Asians are to be checked at the Guard Room to ascertain the nature of the visit. Where the Guard Commander is not sure, he is to contact the Battalion Orderly Officer.

Visitors

- 264.
- a. Visitors are not permitted to enter Canberra Lines unless their identity and purpose of visit has been established.
 - b. By day, Officers, Warrant Officers and Non Commissioned Officers in uniform (or recognized as such when in civilian clothes) and their drivers/vehicles where applicable will be permitted access without further check.
 - c. By night, ALL military visitors will be required to identify themselves and state the purpose of their visit before being admitted.
 - d. By day and night, the passes of all civilian visitors will be checked before they are admitted. The name and purpose of visit of any casual visitor will be referred by telephone to the person to be visited, and once approval for his entry has been obtained, an entry will be made in the visitors register at the Unit Guard Room showing name, business firm or unit, person being visited, identity card number of visitors, time of arrival and later time of departure.
 - e. Visiting civilians will be in possession of some form of official pass to enter Terendak Garrison - approval for their admission to Canberra Lines will be obtained from the Guard Commander/RP NCO who will refer any doubtful case to Battalion Headquarters (Battalion Orderly Officer after hours).
 - f. All areas within Canberra Lines other than their own accommodation, actual place of employment and/or location of the member being visited are OUT OF BOUNDS to civilian employees or visitors. It is the responsibility of all ranks to supervise and enforce this provision. Civilian employees or visitors thought to be trespassing or OUT OF BOUNDS should be detained, politely but firmly, and the Guard Room (RP Section) contacted.

Escorted Visitors

265. All visitors who are to be escorted will in the first place be escorted to the main guardroom.

266. The Guard Commander or Regimental Policeman, as the case may be, will telephone the person to be visited, informing him that a visitor is waiting at the Guard Room. It is then the responsibility of the person being visited to ensure that the visitor is escorted throughout his visit.

Protection of Canberra Lines

- 267.
- a. In accordance with the Protected Areas and Protected Places Ordinance 1959, a commissioned officer of the AMF or any member of the AMF performing the duties of a guard, sentry, picquet and regimental police in any protected area or protected place (includes Canberra Lines) may detain any person entering, or seeking to enter, or being in a protected area or protected place

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and may have such person searched. Searching will only be done on the authority of a commissioned officer after the person has been detained and escorted to the guard room

- b. Similarly, any person who attempts to enter or who is in a protected area or place (includes Canberra Lines) and who fails to stop after being challenged three times by an authorised person as mentioned in para a. above may be arrested by force. If no other means will suffice, such force may extend to opening fire and even to the voluntary causing of death.
- c. Any civilian person arrested in these circumstances must be handed over to the RMP/GMP as soon as possible for disposal to the civilian authorities.
- d. All arrests under these provisions must be reported to 28 Bde Staff Duty Officer.

Keys

268.

- a. The following keys will be held by the Battalion Orderly Officer during off-duty-hours:
 - (1) All unit safe keys (except the Assistant Adjutant's Cash Imprest safe and the unit Paying Officers's safe when pay is held overnight). These keys remain the personal responsibility of the Imprest Holders. Classified documents are NOT to be kept in these safes.
 - (2) All keys to offices which contain safes and/or cupboards holding classified matter.
 - (3) Keys to any container holding documents classified CONFIDENTIAL or above.
- b. Keys will be signed "IN" and "OUT" in a Key Register maintained by the Battalion Orderly Officer who will check holdings or keys on taking over duty and will investigate any cases of keys not being returned at the conclusion of normal duty hours. The Battalion Orderly Officer is personally responsible for the Primary Key to the safe in the Duty Room in which these keys are kept.
- c. The Key Register will include details of persons authorised to draw primary keys to offices, safes and containers mentioned above. No person will be issued with a primary key unless proof of identity and a valid reason for requiring the key have been established, particularly out of normal working hours.
- d. Keys to any container holding documents classified CONFIDENTIAL or above will NOT be retained in the personal custody of any person when he goes outside Canberra Lines, except by Imprest Holders (See para 22) who are personally responsible for their cash holdings at all times.
- e. Duplicate keys to all safes, containers used for documents classified CONFIDENTIAL or above, locks securing arms within Arms Kotes and of Arms Kotes themselves will be lodged with the Adjutant and kept in a combination lock container.

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269. Losses of Keys

When a primary key to a safe or a container holding classified documents is lost, the loss will be reported immediately by fastest means to the Unit Security Officer or in his absence to the Battalion Orderly Officer (who will contact the Unit Security Officer). Details will include the circumstances of the loss, details of the purpose for which the container was used and the name and appointment of the officer responsible for the custody of the contents.

Postal Address

270. The correct postal address to members of 4 RAR is:

No Rank Name
...Coy 4 RAR
Terendak Garrison
MALACCA
Malaya.

Security of Barrack Rooms

271. a. All valuable are to be locked away in a secure place. Personal valuables are the individual responsibility.
- b. Members admitted to hospital are to ensure that all their belongings are secured before leaving their barracks. The next superior commander is responsible that this happens.
- c. Barrack rooms are to be locked, windows fastened when sub-units or platoons are away from the barracks overnight or longer periods.

Conclusion

272. Security is practiced to deny the enemy information and material he could use. To achieve this, commonsense must be practised.

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SECTION XI - MISCELLANEOUS

PART 1 - MEDICAL

273. General

- a. All personnel who become sick or are injured are to report through the proper channels to the Medical Officer at earliest prescribed time.
- b. All instructions given by the Medical Officer are to be strictly adhered to.

274. Sick Parade Timings

- a. Sick parades are to be held at the times as laid down in the unit daily routine.
- b. Soldiers with personal medical problems and Officers, Warrant Officers and Sergeants are to be seen by appointment.

275. Sick Parade Procedure

- a. All Other Ranks reporting sick are to have their names recorded legibly on a AAF A46 by the Company Orderly Corporal and then marched to the Regimental Aid Post and handed over to the Nursing Orderly. Personnel unable to march are to move independently to the Regimental Aid Post.
- b. As soon as treatment is completed personnel are to report back to their companies.
- c. No personnel are to be seen outside sick parade hours except in an emergency.
- d. Living out personnel are to report to Company Headquarters at 0745hrs daily before being marched to the Regimental Aid Post by 0800hrs.

276. Definitions

- a. Medicine and Duty (M & D) - After receiving treatment the soldier can return to duty.
- b. Light Duty (LD) - The soldier is available for light duty only. He is to attend all training instructional parades and should fall in at all parades on the left of his platoon. He should proceed independently to the place of training. He is to wear the same order of dress as his platoon unless otherwise restricted. This category may be endorsed with more specific instructions, eg. no marching.
- c. No Duty (ND) - The soldier is not to perform any duty and will normally be confined to his barracks.
- d. Light Duty and No Duty personnel are to continue to report sick as ordered until declared fit by the Regimental Medical Officer.

277. Leave

Personnel on Light Duty and No Duty restrictions are not to be granted leave without the express approval of the Regimental Medical Officer.

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278. Hospitalisation

- a. Personnel for admission to hospital must have in their possession:-
 - (1) Medical documents as supplied by the Regimental Aid Post.
 - (2) Items of clothing as laid down by that particular hospital.
This list is to be provided by the Regimental Aid Post.
- b. Evacuation is to be via the Regimental Aid Post to the Military Hospital TERENDAK. The Regimental Aid Post is to inform Battalion Headquarters.
- c. The unit paying officer is to pay all hospitalised personnel in TERENDAK Garrison.
- d. All personnel discharged from hospital are to report to the Regimental Aid Post as soon as possible after discharge, and then direct to their Company Orderly Room.

279. Investigation of Injury and Illness

- a. In all cases the Regimental Medical Officer will instruct companies to raise and forward AAF D11s when he is of the opinion that the case warrants such action.
- b. Officers instructed to carry out investigations on injury or illness are to process such investigations as quickly as possible.

280. Prevention of Disease

- a. All ranks are to be instructed in the prevention of disease. Instruction in these subjects is the responsibility of the Regimental Officers and the Regimental Medical Officer and Hygiene Inspector are to make themselves available to assist.
- b. The subjects to be included in training are:-
 - (1) Malaria and its prevention.
 - (2) Leptospirosis, Scrub typhus and other tropical diseases.
 - (3) Skin diseases.
 - (4) Personal hygiene.
 - (5) Water sterilisation.
 - (6) Snake bite treatment.
 - (7) Hygiene in the field.
 - (8) Venereal disease.
- c. The Regimental Medical Officer is to also conduct courses to train Regimental Medical Orderlies and ensure that there is a one hundred percent reserve of trained water and hygiene dutymen within the unit.

281. Hygiene

- a. All ranks are responsible for maintaining the highest standard of hygiene in the camp area.
- b. All rubbish, food scraps and other debris is to be placed in the proper containers for disposal. Lids are to be kept on rubbish bins.

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- c. The Battalion Orderly Officer is required to inspect the Camp area daily in company with the Regimental Medical Officer or his representative.

282. Vaccinations

The Regimental Medical Officer is to ensure that all members of the unit are in receipt of such vaccinations and inoculations as laid down by higher authority.

283. Dental

Personnel requiring dental treatment are to report on the normal sick parades. The Regimental Aid Post is to arrange treatment.

284. Preventative Treatment

Every member is personally responsible for carrying out personal preventative treatment to offset the contracting of disease or illness. This treatment will be in accordance with the instruction given in order 218.

285. - 286. RESERVED.

Annex 'A' to 4 RAR STANDING ORDERS

ORDERS OF DRESS

SERIAL	CATEGORY	ARTICLES TO BE WORN	WHEN WORN	REMARKS
(a)	(b)	(c)	(d)	(e)
1. <u>No 1</u>	General Duty (Day)	Hat khaki fur felt (turned up) Jackets Olive Green Shorts Olive Green Socks Hosetops Puttees Boots AB Garter Flashes Belt Web Identity Discs Regimental Embellishments Identity Card Ribbons	a. Daily between Reveille and 1900 hrs b. Stand down or leave in camp c. Guards and Picquets d. On leave in areas where uniform is ordered e. Orderly personnel when on duty f. Duty drivers, Bn runners and Duty Bugler g. Soldiers parading on CO's orders h. Regimental Police.	a. Officers and Warrant Officers may wear stockings of approved pattern when not on parade with troops. b. Officers and Warrant Officers Class I are to wear tailored shirts and shorts. c. ORs wearing stockings - Orderly Room NCOs, Drivers of Vehs
2. <u>No 2</u>	General Duty (Night)	Hat khaki fur (turned up) Jackets Olive Green Trousers Olive Green Boots AB Socks Gaiters Australian Web Belt Identity Discs Regimental Embellishments Identity Card Ribbons	a. Between 1900 hrs and Reveille b. Parades by day when ordered. c. Guards and Picquets. d. Orderly personnel when on duty e. On leave in areas at night where uniform is ordered. f. Duty drivers, Bn runners and Duty Bugler. g. Soldiers parading on CO's orders h. Regimental Police	a. Sleeves are to be worn up in the MALACCA/TERENDAK Area.

(a)	(b)	(c)	(d)	(e)
3.	<u>No 3</u> General Duty (Night) Officers and Warrant Officers	Caps Forage Khaki * Shirts safari Tailored * Trousers Olive Green Tailored Shoes Socks Ribbons Identity Discs Regimental Embellishments Identity Card Ribbons	a. Between 1900 hrs and Reveille on duty. b. Orderly Officer will wear Sambrowne - less sword. c. As ordered.	a. As per No 2 Dress. * Warrant Officers Class 2 are to wear Jackets and Trousers Olive Green
4.	<u>No 4</u> Operational Service Dress	Hats Jungle Jackets Olive Green Trousers Olive Green Boots AB/Jungle Boots/ Hockey Boots Web equipment as ordered * Gaiters Australian Identity Discs Sweat Rag	a. All operations beyond base camp. b. Training when required. c. As directed for working parties.	a. Sleeves down on operations. Otherwise by Coy Comds direction except between 1900 hrs and Reveille. * With Boots AB
5.	<u>No 5</u> Ceremonial Dress (Day)	As for No 1 plus Medals	Ceremonial occasions as ordered, * including Military funerals within the Garrison. Officers and WOs will wear Sam- browne less sword.	* Regulations Black Arm bands will be worn by officers and WOs attending Military funerals.
6.	<u>No 6</u> Ceremonial Dress (Night)	As for No 2 plus Medals	Ceremonial occasions at night as ordered.	-

(a)	(b)	(c)	(d)	(e)
7. <u>No 7</u> Working Dress (Day)	Hats Jungle Jackets Olive Green when ordered or as required by the individual. Shorts Green Boots AB Sox folded over boots Web equipment if ordered Identity Discs.	In Camp only except for Drivers. See Order No 72W.		<p>a. Cooks on duty in kitchen will wear trousers and wraps cook and aprons cook as required.</p> <p>b. Drivers will carry Identity Cards when they leave CANBERRA Lines.</p> <p>c. Jackets OG will be worn tucked into shorts.</p> <p>d. Shorts Blue will only be worn for PT or sports training.</p>
8. <u>No 8</u> Leave Dress	Civilian clothes Identity Card Identity Discs	<p>a. On all of duty occasion when out of Camp except when uniform is ordered.</p> <p>b. Optional dress in camp when off duty.</p>		<p>a. <u>Daylight hours</u> (Before 1900 hrs). Shirt tucked in shorts with stockings or long trousers with sox. Shoes. Issue sandals may be worn within the Battalion lines.</p> <p>b. <u>During Hours of Darkness</u> (After 1900 hours). Jacket optional Shirt - tucked in all around sleeves may be worn rolled up or down. If down they are to be fastened at the wrist. This option applies in MALACCA/TERENDAK Camp only. Tie - optional Long Trousers with Sox Shoes.</p>
9. <u>No 9a</u> Band Ceremonial No 1	Caps Blue Jackets White Shorts White Belts Scarlet Hosetops Scarlet Puttees White Boots Black	As ordered		-

(a)	(b)	(c)	(d)	(e)
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No 9b Band Ceremonial
No 2

Caps Blue
Jackets White
Trousers Blue Ceremonial
Belts Scarlet
Socks Black
Boots Black

As ordered

No 9c Band Ceremonial
No 3

Caps Blue
Jackets White
Trousers Blue Ceremonial
Socks Black
Shoes Black

As ordered

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To: 4. RAR

Annex 'B' to 4 RAR Standing Orders.

From: (Sub-Unit)

Date:.....

SUB UNIT WEEKLY TRAINING PROGRAMME

PERIOD:..... TO:.....

Ser	Date	Time(s)	Sub-unit	Activity	Location (incl Grid Ref)	Aim of Trg	Outline of Trg