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**Item: 4 Battalion Royal Australian
Regiment**

Annex H Enclosure 10
(Standing Orders)

1 Feb 1968

ANNEX H ENCL 10

TO 4 RAR

COMD DIARY

JULY 68

RESTRICTED

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STANDING ORDERS
4th BATTALION
THE ROYAL AUSTRALIAN REGIMENT
ISSUED BY ORDER
OF
LT COL L.R. GREVILLE
COMMANDING OFFICER
1 FEB 68

RESTRICTED

*Clear
J.D. Tilbrook
2/1/96*

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MEMBER
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4 RAR STANDING ORDERS

C O N T E N T S

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SECTION II	-	G MATTERS
SECTION III	-	A MATTERS
SECTION IV	-	Q MATTERS

4 RAR STANDING ORDERS

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4 RAR STANDING ORDERS

AMENDMENTS

No	Date of Issue	Amended by	Appt

4 RAR STANDING ORDERS

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4 RAR STANDING ORDERS

ANNEXES AND APPENDICES.

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A.	Battalion Routine		
B.	Recovery, Loss and Damage Register		
C.	Unit Clearance Form		
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SECTION I

GENERAL

Introduction

1. The provisions of these orders will NOT be varied, amended or departed from without the concurrence of the Commanding Officer.
2. Any contravention of these orders will be dealt with under AMR 203 (1) (XIX).
3. These orders are subject to amendment or to any other orders issued by higher authority.
4. Whenever members of 4 RAR are within the bounds of another unit, or any other military establishment, they will obey the Standing Orders of that unit or establishment.
5. All ranks of 4 RAR and any of its attached and under command troops will be responsible for observing these Standing Orders.
6. 4 RAR Standing Orders previously issued are cancelled.

Responsibilities of Officers and Other Ranks

7. All ranks are responsible for acquainting themselves with these orders. Officers and NCO's are responsible that soldiers under their Command have these orders read to them on arrival in the unit and are informed of the whereabouts of copies for their perusal.
8. Copies of Standing Orders will be signed for by recipients who will be responsible for their custody, amendment and handover to the recipient's successor.

Bounds

9. The area occupied by 4 RAR is called SAMICHON Lines. For the purpose of discipline, the term "4 RAR Lines" or "SAMICHON Lines" is defined as follows:
 - a. All buildings, installations, car parks and any other area within the perimeter of the following:
 - (1) The northern side of MURRAY Avenue from HQ 6TF to FRENCH Street
 - (2) FRENCH Street from MURRAY Avenue to DALZIEL Street.
 - (3) DALZIEL Street from FRENCH Street to footpath on the Eastern side of the Officers Mess.
 - (4) Footpath from the rear of 4 RAR Officers Mess to 6 TF.
 - b. Also included in 4 RAR Lines is the OR Car Park in DALZIEL Street.

Out of Bounds Area

10. The following areas are out of bounds to members of 4 RAR and under command troops unless on duty:-
 - a. Officers Mess - to all other ranks
 - b. Sergeants Mess - to all rank and file
 - c. Kitchens and associated store or preparation rooms - to all other ranks.
 - d. Q Stores and storerooms - to all other ranks
 - e. Battalion and Company Offices - to all other ranks
 - f. MT Compound - to all other ranks

The Colours

11. The Presentation of the Queens Colour and The Regimental Colour to the Fourth Battalion was made by the Governor General of AUSTRALIA, The Right Honourable Viscount Lord De L'Isle VC, PC, GCMG, GCVO on 11th April, 1965. The uniqueness of this occasion was underlined by the presence of the Governor of SOUTH AUSTRALIA, Lieutenant General Sir Edric Bastyan KCMG, KCVO, KBE, CB.

12. When NOT in use, the Colours of the Fourth Battalion are located in the Officers Mess.

Reserved

13 - 16

SECTION II

G MATTERS

Training Directives and Instructions

17. 4 RAR training policy will be laid down at intervals in the form of training directives and instructions by the Commanding Officer.

18. It is the responsibility of company commanders to ensure that training directives and instructions are adhered to. This is essential to maintain uniformity of training throughout the Battalion and to fit the Battalion for its operational role.

Training Syllabus.

19. Companies are to prepare detailed training programmes and submit two copies to Bn HQ by 1200 hrs on the Thursday prior to the week covered by the programme..

20. Companies are NOT required to submit training programmes when:-

- a. On Operations.
- b. Battalion on exercises of more than one week's duration.
- c. Annual Recreation Leave is taken in a unit block period.

Training Records

21. Complete and accurate training records will be kept by all sub-units. These records will include:-

- a. Annual small arms and other range practices
- b. Battle efficiency tests
- c. Qualifying tests for grouping
- d. Qualifications for promotion.

22. Training records will be kept separately from those records requiring entries in AAB 83.

Skill at Arms

23. Cash prizes are awarded each year to soldiers of various categories who prove themselves to be skilled in the firing of small arms.

24. Money is allotted from Public Moneys on the scale laid down by Military Financial Regulations. Prizes will be published in May each year by Bn HQ, and Companies are then to nominate the prize-winners for categories of soldiers selected by Company Commanders eg. Best SLR shot from riflemen, Best M60 shot among gunners.

25. The object of awarding these prizes in a competitive atmosphere is to improve efficiency in small arms shooting.

Range Safety

26. In any range practice involving the handling or firing of live ammunition, all members will be briefed on aspects of safety relative to the practice before that practice commences. This will be done by the Safety Officer.

Safety Officers

27. A Safety Officer or Officers will be appointed for all live firing practices. They will perform NO other duty while acting as Safety Officers. Safety Officers will be appointed by name in writing by the Adjutant.

28. Only officers, and warrant officers who have completed a recognized and appropriate weapons course at the School of Infantry will be nominated to act as Safety Officers.

Range Officers

29. A Range Officer will be appointed for all live firing practices. He will normally be an NCO NOT below the rank of Sergeant. He will be responsible for clearing the range, briefing and posting range sentries, and will report sentries posted, range clear to the Officer in Charge of the Practice.

Range Sentries

30. During each firing practice Range Sentries will be posted according to the Range Orders for such range or area.

31. Range sentries will be posted by the Range Officer who will ensure that the sentry is in possession of written orders for his particular post, and that he understands their contents.

32. Sentries will be posted as instructed by range orders for field firing practices and at all points giving access to danger areas. They will be posted prior to the commencement of clearance of the range area to ensure that no encroachment into the area occurs after the range or area is searched.

33. Sentries in remote areas will be provided with communications to the firing point or safety officer.

Fire Simulation

34. Cartridges SAA Blank will NOT be discharged at a person less than 25 yards from the firer, and will not be aimed directly at members at any range.

Qualifications to handle Prepared Charges

35. Only members who have qualified within the previous two years on one of the following courses are qualified to prepare, lay or fire a charge to be used to simulate battle noises:

- a. ARA Field Engineering Course (EO).
- b. ARA Field Engineering FE 1 and FE 2 Course.
- c. ARA Junior Regimental Officers Course (SME).
- d. ARA R AUST INF Assault Course (Pioneers).
- e. Inspecting Ordnance Officers Course.
- f. Ammunition Examiners Course.
- g. Other appropriate course authorised by AHQ or
- h. Troops who are undergoing a recognised course of instruction in explosives and who are directly supervised by those qualified.

36. Members who have completed one of the above courses, but not within the previous two years must have requalified at a Command course in the handling of explosives, which includes instruction in battle noise simulation.

Destruction of Blinds

37. Blinds will only be destroyed by those officers and NCOs who have current licences for that particular blind.

Reporting of Blinds

38. On completion of a particular practice, the safety officer will report the location of any undestroyed blinds to :

- a. The landowner if applicable
- b. The nearest Police station if civilians have access to the area.

Reporting of Defective Ammunition

39. In all cases of misfires or blinds, when over five percent of the particular ammunition was defective, the officer in charge of the practice will submit a defective ammunition report to Bn HQ showing the details as directed by Equipment Instructions Part 5 Chapter 6.

Premature Explosions

40. In the event of any premature explosion occurring, a signal will be sent by the unit immediately to DOS, AHQ and repeated to ADOS/DADOS of N Comd and HQ SQ Area. It is essential that all details as required by Equipment Instructions Part 5 Chapter 6, are included.

Action in the Event of an Accident - First Aid

41. All ranks must realise that the knowledge of first aid and quick intelligent action may save a life. This must always be the first consideration. Notification of casualties must be made immediately after first aid is applied and evacuation organised.

Technical Report

42. The procedure to be followed should an accident occur is as follows:

- a. The Officer in charge is to ensure the following:
 - (1) that no attempt to strip or clean the weapon is made
 - (2) that a thorough search for fragments of the projectile and weapon is conducted
 - (3) that the weapon, grenade, shell, bomb or rocket or fragments of them are not interfered with
 - (4) that statements from witnesses as to the sequence of events be taken as soon as possible after the accident.
 - (5) that an immediate note of the batch or lot number of the ammunition is made and that the remaining rounds of the batch are segregated.
 - (6) that the weather conditions, state of ground and the condition of the weapon are noted.

Reserved 43 - 49

SECTION III

A MATTERS

Routine

50. The Battalion Routine will be in accordance with the parades laid down at Annex A.

Reveille

51. All ranks are to rise in sufficient time to complete personal toilet, arrange and tidy beds and rooms and to be on parade at the place and time laid down.

52. Members on Stand down or Rest are to have their quarters ready for the normal barrack room inspection.

Company Officers/NCOs Visits

53. The exclusion of Reveille Parade and Roll Call from the Battalion Daily Routine is a privilege granted by the Commanding Officer. To ensure that military and personal efficiency do NOT suffer from the relaxation of the rules for Reveille, Company Commanders are to arrange for the frequent visit of company officers and NCOs to the company lines during the period before breakfast. These visits will supplement and NOT replace the responsibility of the Company Orderly Corporal for the supervision of the Reveille period.

Defaulters' Parades

54. The Battalion Orderly Sergeant will conduct defaulters' parades in accordance with instructions set out at Annex O.

55. Members who miss morning defaulters' drill through reporting sick will be drilled by the Battalion Orderly Sergeant for an additional period on conclusion of the evening drill unless medically excused e.g. Light Duties by RMO. The Orderly Sergeant will report such absentees to the RSM.

Sick Parade

56. Members for RMO's parade will report, as directed by the Company Orderly NCO to the RAP at the time specified in these orders. Members will NOT report at other times except in case of emergency.

57. The RAP Staff Sergeant will notify the results of the sick parade to the soldier's CSM by 0750 hrs on working days.

Fatigue Parade

58. An area fatigue parade will be conducted where necessary by Company Orderly NCOs, at the time laid down in Battalion Routine. All "living-in" rank and file will attend this parade.

Mess Parades

59. Rank and file will queue for meals within the times laid down. Meals required outside these times will be ordered in advance.

60. The Battalion Orderly Officer will supervise Mess Parade. He will report the satisfactory nature of the meal both for quality and quantity. He will check that adequate condiments, butter, etc have been laid by mess stewards.

61. OR Dress for Mess Parades is as follows:-

a. Breakfast and Lunch meals for working days:
Dress of the Day.

b. Dinner and meals on weekends, rest days etc:

Winter - Winter uniform or civilian clothing of approved pattern
and standard

Summer - Summer uniform (polyester or Jungle Green Dress, General Duty)
Civilian clothes as above.

Thongs will NOT be worn.

- c. Night training - dress of the day for evening meal.

Barrack Room Inspections

62. These will be held daily on working days. All living-in personnel, other than those required to commence duty prior to 0745 hrs will stand by their beds.

Roll Call

63. Roll Calls will be held during the following parades:-
- a. Company parade (normally 0800 hrs)
 - b. Dismissal Parade

Discipline

64. Bearing and Behaviour

Members of 4 RAR and attached members are to conduct themselves in a soldierly manner at all times. Members moving about the Barracks will march smartly and purposefully.

65. Saluting

a. The standard of saluting is indicative of the Esprit 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.

NE 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. Member in charge is to give eyes right or left and salute.

e. Parties under Instruction. When such a party is approached by an officer, the member in charge at the first appropriate moment without unduly breaking the sequence of his instruction, is to salute and request permission to "go on".

f. Ladies are to be saluted as a matter of courtesy.

g. All ranks are to salute the passengers of any staff car bearing a pennant or rank insignia, as the vehicle passes.

66. Compliments to Commanding Officer

When the Commanding Officer makes an inspection, or a snap visit to any activity in 4 RAR, the Officer or NCO in charge will call the group to attention and request permission to carry on.

67. Paying of Compliments in Vehicles.

Drivers of vehicles with officer passengers will sound their horns in accordance with the following code to alert sentries and picquets, so that compliments may be paid:-

- One blast - Officers below Field Rank
- Two blasts - Field Officers

68. Liquor

- a. NO intoxicating liquor of any type will be kept or consumed anywhere in the barrack living accommodation area.
- b. This order will also apply to Other Rank Messes except during special occasions when CO 4 RAR may authorise the consumption of such liquor.
- c. No member of the 4 RAR, when in uniform, will carry intoxicating liquor, unless such liquor is properly wrapped and is carried in a closed receptacle.
- d. Except as provided in para (e) below, no member of the 4 RAR when in uniform shall consume any intoxicating liquor:-
 - (1) in any public place; or
 - (2) in any doorway or vestibule opening onto a public place or to which access may be gained from any public place; or
 - (3) in any highway or public road; or
 - (4) in any vacant land adjacent to a park or public reserve;
 - (5) on any part of a park or recreation reserve; or
 - (6) in any public conveyance.
- e. Nothing in this order shall prevent the consumption of liquor upon licensed premises in accordance with the State Liquor Laws or upon the premises of any Naval, Military or Air Force institute, mess or canteen in accordance with the regulations and orders applying to such institute, mess or canteen.

68A. Hearing of Charges

Charges will be heard within 24 hours of the offence or as soon thereafter as is practicable.

69. Defaulters

Instructions for defaulters are given at Annex O.

70. Civil Convictions

Civil Convictions are to be recorded on conduct sheets unless a direction to the contrary is given by the Commanding Officer.

71. Personal Documents

All ranks will safeguard personal documents whilst in their keeping. Loss, defacement or destruction of these documents will be reported through normal channels to Company Headquarters immediately on discovery of the occurrence. Personal documents will be maintained by Companies, with the exception of medical documents and the Q portion of the AAB83, which will be maintained by RAP and Q Store respectively.

Leave

72. Annual Recreational Leave (ARL) will normally be taken during the approved period which will be at Christmas time. The actual dates will be notified in RO Part 1.

73. Application by Other Ranks for Annual Recreational Leave will be approved by the sub-unit Commander in the case of Annual Recreational Leave taken during the approved leave period, and by the Commanding Officer at all other times. Applications by officers for Annual Recreational Leave at any time will be submitted to the Commanding Officer.

Emergency Leave

74. Application for emergency leave will be submitted to the sub-unit Commander who will forward same to the Commanding Officer for approval.

75. If the Commanding Officer is NOT available, the Second in Command, Adjutant or Battalion Orderly Officer (in Adjutant's absence) may make a provisional grant of up to 3 days emergency leave. The officer making the provisional grant will inform the applicant that if the Commanding Officer does NOT concur, it will be debited against his leave credits.

76. Emergency leave may be granted by the Commanding Officer in the following circumstances:-

- a. Death or anticipated death or dangerous illness of wife, child, parent or near dependant relative. Other urgent reasons where the member's presence will materially affect and improve the situation.
- b. Urgent private reasons of an exceptional or personal nature not connected with the resumption of civil employment.

77. Command HQ is the approving authority for emergency leave for family removal.

Members unable to return from leave - instructions for:

78. Members whose notified next of kin, children or immediate dependants are taken ill and who are unable to return to @ RAR on the expiration of leave for any reason, will:

- a. On or before the first day the absence without leave commences personally inform the Adjutant by telephone or urgent telegram giving details of the situation and request leave of absence.
- b. Produce to the Adjutant on return to the Battalion documentary evidence covering the situation.
- c. It is emphasised that the member must, if telephoning, do so himself and must obtain approval for leave. Later statements that telephonic communication was NOT possible are NOT acceptable as an urgent telegram must then be sent in lieu.

Local Leave

79. All ranks other than members -

- a. on duty
or
- b. confined to Barracks

will be considered on Local Leave between evening stand down and the first parade the next day.

80. - 81. Reserved.

Deductions for Non-effective Service.

82. Deductions based on current scales will be entered in AAB 83 and AAF A63 by CSM of sub-unit as soon as is practicable.

AWOL Procedure

83. Action in sub-unit

The following action will be taken when it is confirmed that a soldier is AWOL.

- a. Prepare all necessary AWOL documents, and forward to Bn HQ.
- b. Collect member's kit, make an inventory of same, and place the kit in the Q store. CSMS will appoint an NCO for this purpose.
- c. Acquit F12 issues and record deficiencies on inventory.

84. When a soldier returns from AWOL, complete necessary documentation and send to Bn HQ.

85. Action by Bn HQ.

Register and forward documents prepared by sub-unit.

86. Illegal Absentee Procedure

- a. AWOL procedure in paragraph 83 is carried out.
- b. By the twenty-third day of absence, a Declaration of Investigating Officer (AAF A2C) together with the required schedule will be completed by the company and submitted to Bn HQ. It is important that this declaration be dated at least twenty-two clear days after the commencement of the AWOL.

- c. A Personal Occurrence Return (POR) declaring the illegal absence will also be submitted with the Declaration. The distribution of the POR will be the same as for the ABLEA POR.

87. Reserved.

Applications for Transfer or Discharge

88. Applications will be submitted to Battalion Headquarters on six typed copies of the appropriate proforma. Prior to submission, applicants will be interviewed in turn by their Platoon Commander and Company Commander. Company Commanders will add their comments for the Commanding Officer's consideration (pencilled comments will be attached to the file sent to Battalion Headquarters).

89. Company Commanders will arrange for a Padre to interview applicants where applications are of a compassionate nature before submitting the application (and Padre's comments) to Battalion Headquarters.

Requests - Applications General

90. All requests and applications are to be submitted, in the first instance, to the member's Platoon Commander, who will deal with the matter or pass it to his superior for further action.

Ration Procedure

91. Ration Strength Returns

Daily Ration Strength Returns will reach Battalion Headquarters by 0930 hours daily, except week-ends and public holidays, when they will be submitted by 1500 hours on the Friday before the week-end or the day before the public holiday. Sub-units will notify changes in ration strength 72 hours in advance.

92. Living Out Members entitled to draw rations.

All members are entitled to draw rations when engaged in exercises held outside barracks or when night training in barracks is ordered. Battalion Headquarters will notify the dates of such activities in ROs Part 1 and the members specified will be eligible for rations.

Pay Procedure

93. Battalion Headquarters will appoint a Battalion Pay Officer; sub-units will appoint their own pay officers.

94. The Assistant Adjutant will issue the Battalion Paying Officer with orders at least 3 days before the day appointed for pay parade.

Battalion Monetary Accounts

95. The following accounts will be operated by the Battalion in accordance with current accounting instructions:-

- a. Regimental Funds Account
- b. Officers' Mess Account
- c. Sergeants' Mess Account
- d. Sub Imprest Account
- e. Petty Cash Account

96. Regimental accounts, where appropriate, will be audited by the Regimental Audit Board quarterly in accordance with current instructions.

Signatories

97. The Commanding Officer will appoint signatories for the above accounts. The Assistant Adjutant will maintain a Register of Signatories.

Petty Cash

98. Petty Cash will NOT be used to purchase items available through the unit Q Store. Members using Petty Cash to purchase items which are available through normal army sources will NOT be reimbursed. Approval must be obtained from Assistant Adjutant before expenditure and a receipt produced for payment. The Assistant Adjutant is responsible for the accounting of Petty Cash.

Postal

99. The postal address of the Battalion is:-

No Rank Name,
Sub-unit,
Unit,
SAMICHON Lines,
ENOGGERA. 4051.

Telephone Facilities

100. A PABX telephone system has been installed in the ENOGGERA Camp Area. This system is open to misuse. Company Commanders are to ensure that an adequate system of control of office telephones is enforced at all times. The Orderly Sergeant will be responsible for calls made from the duty room telephone. President of the Mess Committee is responsible for control of trunk line calls in the Officers' and Sergeants' Messes.

101. The following only, are authorised to make trunk line calls either through the switchboard or by STD.

Officers holding the appointments of :-

Commanding Officer
Second in Command (Unit)
Adjutant
Assistant Adjutant
Company Commanders
Quartermaster

Area Canteen

102. Current instructions for the Area Canteen are contained in RULES - OTHER RANKS CLUB - ENOGGERA AREA (PROVISIONAL) issued by HQ South Queensland Area. 4 RAR members are to conform to those orders.

Fire Orders.

103. The Commanding Officer will appoint a Battalion Fire Officer who will perform the duties in accordance with instructions set out in Annex M.

104. Fire Orders as detailed in Annex M will be complied with by all ranks.

Dress

105. Orders of dress are laid down in Annex J.

106. All clothing and equipment will be marked with number and name.

107. Members leaving the Battalion area on duty or on leave in uniform, will wear in winter, service dress Winter, battle dress, or Jungle Green dress, General Duty, and in Summer, service dress summer or summer dress, or Jungle Green dress, General Duty.

Smoking

108. There is to be no smoking whilst moving around the Battalion Area.

109. Drivers will not smoke whilst driving army vehicles.

Investigations

110. The Adjutant will normally appoint officers for investigations. Terms of reference will be provided.

111. Incidents of a less serious nature will not always need a formal investigation to be conducted. In many cases, a completed Loss and Damage Form AAF D11 or AAF G13 (with perhaps an attached statement) will suffice.

112. Sub-units will not await the appointment of a unit investigating officer before ordering an investigation.

113. Sub-units are responsible for the typing of investigations.

114. Investigations must be completed in the shortest possible time after the incident and may take priority over other tasks.

Gambling

115. Gambling of any kind is not permitted in the Battalion Area.

Car Parks - Private Vehicles

116. Car parks for Officers, Sergeants and Other Ranks are detailed in Routine Orders.

117. Members will NOT park cars in the Battalion Area except in areas detailed.

Swearing

118. Swearing is to be kept to a minimum in the Battalion Area.

Confinement to Barracks

119. The term of confinement to barracks is to begin on the day of the award. That is, the day in which the award is made, counts as the first day of confinement, regardless of the hour of the day that the award is made.

120 - 129. Reserved.

SECTION IV

Q MATTERS

General

130. The aim of 'Q' Administration in 4 RAR is to ensure the maximum and proper use of stores and the maintenance of these stores in an operational condition. This implies supervision and vigilance, and the correct application of procedures, by all ranks of the Battalion. 'Q' efficiency should be no less a source of pride than skill in the field.

131. The following instructions are to be implemented thoroughly and diligently by all members of 4 RAR.

Responsibilities

132. The Commanding Officer is responsible for the safe keeping and good order of all articles which are the property of the Commonwealth and supplied to the Unit.

133. Officers and NCOs holding the following appointments are appointed sub accounting officers.

OC	B Coy
OC	C Coy
OC	D Coy
OC	Sp Coy
OC	Admin Coy
OC	Mor Pl
OC	Aslt Pnr Pl
OC	Sig Pl
OC	A Tk Pl
OC	Transport Pl
PMC	Officers' Mess
RSM	Sergeants' Mess
RMO	RAP
DPRI President	DPRI
Band Officer	Band

134. The QM, or any other officer appointed by Commanding Officer 4 RAR to carry out his duties, is responsible to the Commanding Officer 4 RAR for the proper observance of all regulations, orders or instructions relating to care, maintenance, and security of stores. He is to deal directly with sub account officers on all detail relating to sub accounts.

Accountancy

135. a. General. Accountancy is to be in accordance with Equipment Instructions. Only authorised members are to make ledger entries. Every entry will be supported by an authorised voucher. All ledger entries will be checked by a member nominated by the sub account Officer. Ledgers and supporting vouchers will be kept in a locked, fire proof, container when not in use.

b. Sub Accounts. The following will be maintained:-

AAF E2	} Ledger
AAF E2C	
AAF F95A	Ledger Supporting Vouchers
Day Book	
AAF F54	Inventories
AAF F54A	Register of Inventories
AAF F7B	Record of Registered Nos
AAF F7D	Register of Folios (E2C's)
AAF F12	Record of Equipment on Temporary Issue to Personnel
FIA	Register
1045	Register
R, L & D	Register
Summary of Inventories	

136. Sub account officers are responsible for training relief storeman and other relief 'Q' members in the system of accounting and stores maintenance.

137. Relief is to be effected in cases of absence of 72 hours or more on the part of the regular sub account staff. It is desirable to effect a 100% check on hand over - the minimum is a 10% check of stores.

138. Internal checking of vouchers and ledgers is a sub account responsibility.

Maintenance of Stores

139. Stores will not be accepted or issued for any purpose unless they are clean and serviceable. Storemen are responsible for enforcing this policy.

140. Storerooms are to be kept clean and tidy. Items will be protected from dust and dirt, and stored for easy identification and maintenance. A copy of the current fire orders will be prominently displayed in all stores and 'Q' offices.

141. Unauthorised repairs or modifications to equipment and stores are NOT permitted.

Unserviceable and Surplus Stores

142. Officers in charge of sub accounts will assess holdings at least once a quarter and return those items in excess of requirements.

143. Unserviceable and surplus stores will be vouchered to the QM as soon as they are found.

Inspecting Officers Reports and Boards of Survey

144. Unserviceable and excess stores are not to be accumulated by sub accounts but vouchered to the QM as soon as possible.

145. The QM is to accumulate these stores in two groups - those items for Investigating Officer's Reports and those for Board of Survey. Inspecting Officer's Reports are to be prepared for those stores within the appropriate delegation; stores beyond this delegation will be placed on Board of Survey.

146. Inspecting Officer's Reports will be used as required. Boards of Survey will be convened monthly or more frequently if desired.

147. The Inspecting Officer will be appointed by the QM 4 RAR. (through the Adjutant).

Recovery, Loss and Damage

148. R, L and D reports will be initiated as soon as possible after the discrepancy or damage is revealed.

149. Officers in charge of sub accounts are responsible for ensuring that the investigating officer has taken all possible steps to recover lost items before submitting the report for consideration by the Commanding Officer. One copy of the report will be prepared, and forwarded to the QM. Details will be entered in an R, L and D Register maintained by the sub account. (Annex B)

150. Where the R, L and D involves unit stores or payment by the member, the sub account holder will compile and forward with the L and D, the necessary AAF F95A (2 copies unregistered) and the AAF F2 or AAF 22 as appropriate (3 copies unregistered).

151. All adjusting vouchers must contain the following information:-

- a. Correct section or class designation
- b. Cat/Indent Number
- c. CES No
- d. Registered Numbers
- e. Original Value of Stores

152. Delay in reporting losses, etc, and submitting R, L and D reports will almost invariably result in the decision that the member make good the loss, or that disciplinary action be taken against the member concerned.

153. It is the responsibility of the sub account holder to check the R, L and D Register regularly to make sure that action on submission is not delayed.

154. In the event of loss of controlled stores the Battalion Second in Command will be informed immediately so that the appropriate action can be taken.

Furniture and Other Accommodation Stores

155. a. Storage

All accommodation stores not in use will be stored in the Main 'Q' Store. A small reserve of items normally issued to individuals on AAF F12 may be held in Company Stores.

b. Accountancy

(1) All barrack rooms, office furniture in use, and accommodation stores will be recorded on individual room inventories signed by room occupant(s). Control of inventory items is the sole responsibility of the RQMS (Peace Increment).

Sub account holders are responsible for ensuring that inventories are altered when furniture is moved, and the RQMS (Peace Increment) is advised. An up to date summary of Inventories is to be maintained at all times.

(2) Cooking gear and crockery for use in camp will be on sub account inventory as follows :

Rank and File Mess
Officers' Mess
Sergeants' Mess

(3) Items will be inventoried as under :-

Main kitchen - WOII Caterer
Offrs' Mess - Mess Secretary
Sgts' Mess - Mess Secretary

(4) Items of unit equipment for personal use such as cups, knife, fork and spoon, blankets, sheets, protective dress etc will be issued to individuals on AAF F12. When these items are withdrawn the AAF F12 will be acquitted. (Withdrawal entries in AAF F12 will be made in red). AAF F12's when taken out of use are to be retained for audit examination.

Weapons

156. Bolts and weapons are not to be stored together. Bolts are to be locked in a safe or metal container separate from the parent weapon. All weapons are to be checked fortnightly in accordance with the details in para 73e. of Equipment Instructions. A certificate in accordance with Annex E will be submitted to the QM by 0830 hrs on the Tuesday following the check, and AAF F19's will be serially numbered and filed by the sub account holders.

Controlled and Attractive Stores

157. Controlled and attractive stores are to be stored in separate locked containers or safes. Checking details are contained in paragraph 73f. of Equipment Instructions. Certificate in accordance with Annex E will be submitted to the QM by 0830 hrs on the Tuesday following the check and AAF F19's will be serially numbered and filed by the sub account holders.

Demanding Stores

158. Sub accounts are to demand stores on AAF G982E (single copy).

Clothing and Equipment.

159. All clothing and equipment not on issue to individuals will be stored in the Battalion Clothing Store.

160. Transactions (unless prior arrangements are made) will NOT be made at other than authorised times. Issue parades will be organised to ensure that soldiers are not kept waiting at the clothing store. The QM will reconcile the following by 1600 hrs each Wednesday:-

AAF F201
AAF F201C
WF 253

When large numbers of members are involved in Clothing/Equipment issues etc, Companies are to nominate an NCO in charge of these members.

161. The Orderly Officer on certain days is required to assist in checking clothing store transactions.

162. The Clothing Store is not permitted to operate a day book.

Rations

163. Accounting for rations is to be in accordance with the current MBI "RAASC Supplies - Unit procedure for indenting, rationing and accounting".

164. Rations are not to be accumulated in stores or kitchens. Food is not to be removed from the ration store or kitchens for other than authorised issue and consumption or return to Supply Store or ration store. Inspections will be made at irregular intervals of ration store and kitchens by the Commanding Officer or nominated representatives.

165. An officer will be appointed to assist in checking the ration account.

166. Requirements for combat rations are to be submitted to the QM one month prior to anticipated date of consumption.

Ammunition

167. The QM is responsible for ammunition which will be maintained on unit charge.

168. The storage or holding of ammunition other than in the unit magazine is NOT permitted.

169. Indents for ammunition are to be submitted to the RSM one month in advance of the requirement date. Issues will be made on AAF F60 and users will complete AAF F60B and AAF C7 after the practice. All components of expended ammunition will be recovered where possible. Salvaged items will be brought to charge on AAF F22 by the QM and write off of expended ammunition will be effected on AAF F2.

170. The condition of the ammunition account will be reported to the QM on the last Friday of each month by the ammunition storeman.

Medical Stores

171. All medical stores will be held in the RAP on sub account to the RMO.

Stationery

172. Stationery indents are to be submitted to the QM by the fourth day of each month on G982E by the following :-

Chief Clerk	'A' Stationery for Bn
Int Sgt	Int Stationery for Bn
RQMS	'Q' Stationery for Bn

173. Stationery items of a non expendable nature are to be taken on charge by sub accounts and issued on inventories to users.

CES

174. Deficient CES items are to be accounted for in LOG sheets.

175. Tool boxes are to be issued to drivers on the authority of the Transport Officer. The Transport Officer will set aside a secure room where these boxes may be stored overnight or when not in use. Drivers will sign for vehicle CES on AAF F53, the original will be retained by the Storeman, one copy secured in each tool box and one retained by user.

176. Spare wheels will be secured to vehicles by lock and chain.

177. Signal CES will be issued as required on the authority of the Signal Officer. Only those items required for the particular task will be issued.

178. When vehicles or wireless sets are transferred, CES items will be segregated and laid out for inspection by the Sub Account Officer and the QM or his representative. Deficient CES items will be listed on the voucher(s) recording the proposed transaction.

179. CES items will be checked in accordance with the details in paragraph 73g of Equipment Instructions.

180. CES inventories will be checked quarterly and results entered in space provided on AAF F53.

Expense Stores

181. Expense stores and holdings are the responsibility of the QM. Issues will be made on F78 to sub accounts during the periods laid down for Clothing/Equipment Issues.

182. Expense stores are not to be accumulated. Where sub accounts have surplus holdings, they are to be returned to the 'Q' Store for redistribution.

Engineer Training Stores

183. Where possible, engineer training stores are to be recovered after use. After each exercise or demonstration, unrecovered stores will be reported on R, L and D pro-forma for write-off, if applicable.

Fire Fighting Equipment

184. Reserve equipment is to be stored in the Battalion Guard Room and will be the responsibility of the Fire Officer.

185. Remaining equipment will be allotted to buildings and specific areas and held on sub account by sub units.

186. All sub-unit sub accounts hold fire equipment on ledger charge.

187. The QM is responsible for the condition of Fire Equipment in the 'Q' Store.

188. Sub accounts are to nominate a sub account Fire Officer. The Transport Officer is the Battalion Fire Officer.

189. The sub account Fire Officers are to make monthly checks of the sub account fire fighting equipment.

Laundry

190. Company Laundry is to be changed weekly at the times nominated for Clothing/Equipment Issues. Laundry books are to be maintained. Sub account representatives will bring two copies of their Laundry Requisition to the Unit Linen Store each time laundry is changed. Linen storeman will retain one copy and the sub account the other.

191. Laundry will be received from the contractor subject to immediate check. The contractor's invoice will be endorsed showing actual receipts. Discrepancies are to be reported immediately to the QM.

Transport-POL

192. The Transport Officer is responsible for ensuring that:-
a. AAF G2'S are checked daily
b. AAF 3 is prepared daily
c. AAF G2's are reconciled monthly
d. Maintenance and handling of POL is in accordance with the current MBI (244-1) "POL : Supply, Accounting, handling and storage."

193. In addition to the checks made by the Transport Officer, a unit checker will be appointed to check accounts.

194. The Transport Storeman will account for vehicle replacement and spare parts. All issues will be recorded on AAF F78. The expense ledger (Transport) AAF F202 will be maintained by the Transport Storeman.

195. All indents for stores will be processed through the Transport Storeman.

196. All expense items replaced by new articles, will be returned to the store. These will be weighed on the last Wednesday of each month, taken to charge as scrap, and processed for return to workshops.

197. Replaced items of a repairable and attractive nature, such as:-
- a. Starter Motors
 - b. Generators
 - c. Windscreen Wiper Motors
 - d. Water Pumps
 - e. Voltage Regulators
 - f. Carburettors

will be bought to charge, and returned to workshops.

198. The Transport Officer will conduct a check of all batteries, including those fitted to vehicles, on the first day of each month, and submit a written report to the QM.

Tradesman Section

199. The tradesman section will effect repairs or renovations within the scope of unit labour. Work will be authorised by OC Admin Coy on the requisition for Work Pro Forma attached as Annex H. Urgent tasks will be requested verbally and confirmed subsequently on the pro forma.

Mess Property

200. Mess property will be accounted for in a similar manner as ordnance stores. Each mess will have a mess property member whose duties are to maintain the account.

Regimental Property

201. a. Regimental Property will be held in the Regimental Institute (RI) and maintained on sub account. Regimental Property will be issued as under.
- (1) For daily use - on day book
 - (2) For extended use - on inventory
- b. Regimental Institute Sgt will ensure the Secretary or President is advised of any item received by the RI Store without supporting sub-account voucher. i.e. items purchased through Regimental Funds.
- c. Members of the Regimental Fund Committee of Management will ensure that invoices etc. relating to items purchased or donated to the Unit are passed to the Treasurer to enable IRV action to be taken immediately.

Checking

202. a. General.
- (1) The successful operation of an account depends to a great degree upon thorough checking, not only of voucher transactions, but also of physical stock. All discrepancies revealed must be reported and adjusted promptly. Stores should be laid out to facilitate checking.
 - (2) Checks will be conducted by the sub account officer or a nominated representative. Checks to be carried out are shown below. A consolidated list is at Annex G.
- b. Spot Checks
- (1) Spot checks will be conducted on a regular basis by the sub account. This check mainly covers attractive items. However, the scope of each check should be such that all items of the account are covered during a twelve month period.
 - (2) Each sub account will maintain a spot check register in the form set out in Annex D. Entries will include those checks specified in accordance with the summary set out in Annex G.
 - (3) Spot check books will be submitted to the QM on the last Friday of each month.
 - (4) Bn spot checks of the Clothing and Linen Store will be carried out by officers nominated by the QM, through the Adjutant.

202. c. Internal Checks
Sub accounts will appoint checkers who will check ledger entries and supporting vouchers (Tick and Flick). This check will be done weekly.
- d. Kit Checks
Company Commanders will ensure that kit checks for all Corporals and below are carried out at least once a month. AAF F12 issues and inventories will be checked at the same time.
- e. Weapons
All weapons are to be checked on each second Monday. Certificate is to be submitted to the QM on the following Tuesday. Annex E attached.
- f. Controlled Stores
The weapons check each fortnight is to be extended to include all controlled stores. Registered numbers are to be checked against AAF F7B and recorded. Annex E attached.
- g. Vehicle/Wireless CES
Transport/Signals officer will personally check one vehicle/wireless CES each month. A percentage check of all CES items in store, and on issue, will be made on the last Friday of each month. A written report is required by the QM on the following Monday.
- h. Monthly Regimental Spot Check
(1) A monthly spot check of nominated items will be held each month when training permits. The QM will issue stock sheets to sub accountants the day before the check. This list will include items shown in Annex G.
(2) Sub accounts will forward certificate and stocksheets to the QM on the day specified.
(3) On receipt of sub account documents the QM will consolidate results with store figures, reconcile with ledger balances and submit the results, together with certificates and adjusting vouchers to the Bn 2IC.

Stocktakes

203. a. General
100% Sub account Stocktakes will be conducted whenever sub accountants change. Handover/Takeover certificate will be prepared and signed.
- b. Quarterly Attractive Stores Stocktake
This stocktake will be conducted in a manner similar to the monthly regimental spot check, in Mar, Jun, Sep and Dec and will cover controlled stores and certain attractive items.
- c. Annual Stocktake
(1) The scope of the monthly regimental spot check will be enlarged and used to test the stocktaking system which will consist of two sub-stocktaking officers and a clerk for each sub account.
(2) When results of this check are finalised, sub accounts will be reconciled with the main ledger.
(3) In the week preceding the stocktake, stores will be laid out for counting, ledgers ruled off and impounded, and movement of stores will cease. A detailed schedule of these events will be published.
(4) Results of physical counts will be transcribed to master stock sheets and the stocktake results computed.

Training

204. a. Whenever the unit or any sub-unit is absent on training, the provisions of this instruction will apply in the field as well as in barracks.
- b. Sub units will invariably leave a storeman in barracks as part of rear details. The member will NOT be employed on rear details duties which take him from his sub unit.
- c. Whenever leave is granted to the rear details storeman, ALL keys to Coy Q Store will be handed to the QM for safekeeping.

'Q' Clearance

205. All members marching out of 4 RAR for any reason other than ARL will be 'Q' cleared to unit level, and the clearance form (Annex C) will be completed.
206. Members proceeding on ARL will be 'Q' cleared at sub-unit level only.

Barrack Damages/Repairs and Maintenance

207. Company Commanders will conduct weekly inspections of barracks in their area of responsibility, and ensure that repairs are made quickly. Requests for repairs will be made through the RQMS Peace Increment on the proforma at Annex H.

Boot Repairs - TS Boots

208. Members requiring boot repairs will hand their boots in to the CQMS. Boots must be clean and securely tied together. Each boot must be labelled and show the owner's Regt No, Rank, Initials, Name, Pl and Coy. The CQMS will prepare Laundry Requisition AAF F140 and submit it with the boots to the Tech Sgt. Repaired boots may be collected from the Tech Store on notification from the Tech Store Sgt.

Transport

209. Requisitions. Transport Requisition Form at Annex P is to be submitted to the Transport Officer. The following degree of notice is required:

- a. RAASC transport - 7 days
- b. Unit vehicles - 24 hours
- c. Unit vehicles - major troop lifts - 24 hours

210. Transport will be used for official purposes only.

211. The following officers may order transport verbally from the Transport Officer :

- a. 2IC
- b. Adjt
- c. QM
- d. OC Admin Coy

212. Repayment. The Battalion 2IC may approve the use of transport for non-official purpose, on a repayment basis.

213. Drivers.

a. Members of the Transport Platoon are to be conversant with 7610-66-024-4122 Vehicle Operating Instructions.

b. Drivers are to carry the following documents in their vehicles:

- (1) Transport Work Ticket AAF G2
- (2) Drivers Licence AAF G11
- (3) Accident Report AAF G13
- (4) Defective Vehicle Report AAF G17
- (5) Vehicle Log Book AB 416
- (6) Instructions for Drivers of Mechanical Vehicles 1957
- (7) Copy of the Highway Code
- (8) Traffic Accident Telephone Report

214. Drivers are to wear the correct dress. Boots with metal studs are NOT to be worn when driving vehicles.

215. Complaints. Any complaints about drivers are to be made direct to the Transport Officer.

Accidents

216. The driver of a vehicle involved in an accident is to take the following action:-

- a. Give assistance to injured persons
- b. Report particulars to his unit as soon as possible (normally by telephone). In after duty hours, the Battalion Orderly Officer is to be informed. (See paragraph 218)

216. c. Report to civil police if required by State Law.
d. In the case of serious accident refrain from moving his vehicle unless instructed to do so by civil or military police or an Army officer.
e. Complete Accident Report AAF G13 including a plan of the scene.
217. If the driver is injured and unable to complete the accident report this is to be done by the officer appointed to proceed to the scene by the unit.
218. Where death or injury is caused to any person or total property damage apparently exceeds \$50, report the accident to a member of the Police Force as soon as is practicable.

Precautions against Theft

219. The Transport Officer is to ensure that drivers of vehicles and members of the Transport Platoon are aware of the necessary precautions and the degree of security required with unit vehicles.

Miscellaneous

220. The Transport Officer is to ensure that members of the Transport Platoon are aware of regulations covering the following:-
- a. Consumption of alcoholic liquor on duty, and smoking whilst driving
 - b. Daily maintenance of vehicles
 - c. Waiting time and subsequent action
 - d. Seat belts
 - e. Safety
 - f. Vehicle capacity for carrying personnel
 - g. Vehicle speeds
 - h. Use of metered parking spaces
 - i. Limitations in the use of transport for administrative purposes -
NCRO 295/65

Reserved

221. - 230

BATTALION ROUTINE

The following daily routine will be observed:

Ser	Event	Timings	
		Work Days (hrs)	Weekend, Rest, etc (hrs)
1.	Fatigue Parade	0630 - 0655	
2.	Defaulters Parade	0615 - 0635	0900 - 0920
3.	Company Sick Parade	0645	
4.	Breakfast (OR Mess)	0645 - 0715	0800 - 0830
5.	RMO's Parade	0730	
6.	Barrack Inspection	0745	
7.	Company Parades	0800	
8.	Guard Mount	0800	0800
9.	Morning Tea	1000 - 1015	
10.	Lunch Period *	1230 - 1325	1230 - 1330
11.	Afternoon Parade	1330	
12.	Dismissal Parade	1615	
13.	Defaulters Parade	1630 - 1650	1630 - 1650
14.	Evening Meal (*OR Mess)	1730 - 1800	1730 - 1800
15.	Retreat		
	a. January - March	1800	1800
	b. April - August	1715	1715
	c. September - December	1800	1800

* Meal timings are laid down in 4 RAR Routine Orders

RECOVERY LOSS AND DAMAGE REGISTER

Ser No	Members Particulars			Article Item Qty	Lost Damaged Redcovered	Investigating Officer			OC Verdict		CO's Verdict		Remarks
	No	Rank	Name			Officer	Date Report Made	Verdict	Date	Verdict	Date	Verdict	

UNIT CLEARANCE FORM
(Two copies required)

Number.....Rank.....Name

Coy.....

The above member is transferred/detached/discharged/attending school/
returning to parent Unit.

Authority.....

(Unless otherwise stated, signature indicates clearance given).

Sub-Unit Section

Offrs)		AAF F12 (Coy)
Sgts)	Mess.....	Day Book
OR's)		Arms Kote

Reference Library.....	Reading Library
RAP.....	Postal
Pay.....	Transport.....
DPRI	Canteen.....
RSM	Adjutant.....

QM Section

This section has stoppages to the value of \$.....

AAF WF 12 No.....AAF F12 (bn).....

Field Force Issues.....QM

A Section

WF 5, SCR 2, MED 4, MED 5

Reqd (tick)

Initials

Cleared for Movement

MOB 3's

POR's

Leave Debit

OC Coy.....
(Signature)

- Note:
- a. For ARL and detachments of less than 14 days a Coy Clearance only is required.
 - b. For a member leaving the unit for a longer period a complete bn clearance is required.
 - c. All members on reposting or detachment (not incl duties or schools and courses) requires the Adjts' signature. All members will report to the Bn Orderly Room Sgt before approaching the Adjutant.

SPOT CHECK REGISTER

Date	Item	On Hand	On Issue	Day Book	Total on Hand & Issue	Ledger Balance	Sur- plus	Defic- ient	Remarks

SPOT CHECK CERTIFICATES

1. This is to certify that all Weapons and Controlled Stores have been checked for the period ending

2. Lists have been raised showing registered numbers of all stores checked. Necessary adjustment action, including submission of L&D reports, and adjusting AAF's 95A has been completed.

(Signature & Rank)

Sub-Account

ANNEX F TO 4 RAR
STANDING ORDERS

Ser	Stores Checked	When Checked	Checked By	Result submitted to	Recovery L&D report action	Reference	Remarks
1	Main a/c A/c No Q216 Q263	Weekly	2IC B Coy	1. Bn 2IC by Fri each week. 2. COs summary by 7th of each month for prev month	QM	EIs part 4 Chap 8 para 4	When exercises break routine check to be commenced immediately fol exercise
2	Ration sub acct	Weekly	2IC C Coy	1. Bn 2IC by Fri each week. 2. COs summary by 7th of each month for prev month	QM	Unit Standing Order	1. MBI 244-1 refers. 2. Exercise as for serial 1
3	POL records Tpt sub acct	Weekly	2IC D Coy	1. Bn 2IC by Fri each week. 2. COs summary by 7th of each month for prev month	QM	EI part 4 ref para 8.16 Unit stand ing order	Exercise as for Serial 1
4	Sub-Unit holding 25% check war stores	Weekly	2IC sub unit or delegated reps	QM	QM		1. QM to issue a weekly spot check schedule of items to be checked. 2. Sub unit spot check books to show name of person carrying out check and date.
5	Barrack stores inventory 10%	Fortnightly	2IC sub unit or delegated rep	WO Bks increment	WO Bks increment	4 RAR R38:67:1 dated 20 Dec 67	Exercises will not interfere with this check. Sub units to explain/pay for ALL discrepancies.
6	Wpns controlled & attractive stores	Fortnightly	2IC sub unit or Delegated	Bn 2IC QM	QM after investigation	Security Instr 1958	Where exercises break routine submission to be submitted prior to and immediately fol exercise.

Ser	Stores checked	When checked	Checked By	Results sub- mitted to	Recovery L&D report action	Reference	Remarks
7	Kit checks AB83s issues per eqpt Clo necessaries	Fortnightly	Pl Sgts	Unit QM Coy 2IC	QM	ARO 5/66	Also at least one week before all exercises and within 48 hours of conclusion of all exercises. Record to be maintained at Pl level.
8	Unit laundry	Fortnightly	2IC B Coy	Unit QM Coy 2IC	QM	EIs 1964 Part 4 Chap 19	Bn duty Offr available on request for the Adjt to investigate any reported discrepancies.
9	Selected item COs spotcheck	Fortnightly	CO/Delegate	QM	QM/Sub account holder	EIs 1964 Part 4 Chap 8 para 8.16	1. Sub account and items to be checked as promulgated by QM. 2. Date/time of spot check or advised to QM by CO
10	Fire fighting eqpt	Monthly first working day each month	Sub Unit Fire NCO	Bn 2IC	TO		
11	Ammunition	Monthly last Friday of each month	RSM	QM	WO Bks Incr		Results of firing should balance holdings. All ammo transactions should be complete for write off at the end of each month
12	Barrack damages	Weekly	In accordance with Anx A to 4 RAR R38:67:1 dated 20/12/67	Coy 2ICs	QM	QM	Occurrences/repairs to be maintained in a foolscap type book.
13	Veh Inspection	Monthly	MTO	OC Adnin Comd	QM 2IC		MTO to allocate two working days per month to 100% vehicle maintenance

Ser	Stores Checked	When Checked	Checked By	Result submitted to	Recovery L&D report action	Reference	Remarks
14	Armourers Inspection	Weekly	Unit Armourer	OC Admin Coy	QM		Two Coys per week to be inspected by Armourer Sgt
15	Exercise Stores	At the end of each Exercise	COMS/Storeman	OC's/Pl Comds	QM		Last day for submission of L & D reports two working days after return to unit location after exercise.
16	100% Stock check	Monthly/not less than eight weeks prior to stocktake	Account Holders	QM	QM		Fully coordinated stock check all items throughout Bn as coordinated by QM effected by sub account Q staff. Results noted in spot check book. Results for adjustment action to be with the QM not later than two days after date of check.
17	FFI	Daily in the Fd. Weekly in Bks.	Pl Comds	OC's	RMO	SOP's	Roll Book to be maintained at Pl level.
18	Paludrine Parade	Daily	Pl Sgts	Pl Comds/OC's	RMO	SOP's	a. Roll Book to be maintained at Pl level. b. To be carried out on Exercises in Australia and from date of arrival in Svn.

ITEMS TO BE INCLUDED IN BATTALION SPOT CHECK

1. a. Each Month
 - % laundry items
 - Blankets
 - Rugs Bedside
 - Chairs/Tables
 - % of Clo holdings
 - % of Cooking Gear Holdings
 - % of Furniture
 - % of Regimental Property.

- b. Quarterly (Jan - Apr - Jul - Oct)
 - Ammunition
 - AAF F12 items
 - Wireless Equipment
 - Medical Stores
 - Hand Tools
 - Text Books
 - Mess Property
 - Stationery (Non-Expendable/Accountable).

REQUISITION FOR WORK

.....Coy

To OC Sq Coy

The following repairs/replacements are requested:

Location:

Nature of Work:

Date:

.....
OC

To.....Coy

The receipt is acknowledged of your Requisition No.....

Date.....

.....
Signature

DRESS

Orders of Dress

1. a. Appendix 1 to this Annex details the various orders of dress.
- b. These orders are to be read in conjunction with Dress Manual 1966 and Army Routine Orders on dress.

Correct Wearing of Uniform

2. Boots AB Universal. Lacing is to be horizontal and not crossed. Boots AB with leather soles will be worn on Ceremonial Parades.
 - a. Hat Khaki Fur Felt. The hat is to be worn one inch above the right eye and four (4) 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 to be rounded at the ends and NOT squared. 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.
 - b. 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 (4) fingers width.
 - c. 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.
 - d. 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.
 - e. Webbing. When not blackened, webbing is to be scrubbed clean.
 - f. Bayonet Scabbards. Scabbards are to be polished black but not lacquered or painted.
 - g. 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 and pointed 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.
 - h. Socks. Civilian socks are NOT to be worn with uniform.

- i. Rank Badges. Commissioned and Non-Commissioned Officers badges of rank are to be worn with all orders of dress unless otherwise instructed. Wrist badges of rank are to be worn when shirts are removed.
- j. Ribbons. Ribbons are to be worn with General Duty orders of dress unless otherwise ordered. The wearing of medals will be ordered.
- k. Belts Web Pattern 37. Web belts are to be polished black.
- l. 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 showers.
- m. Dress for Meals
 - (1) For breakfast and lunch a shirt tucked into the trousers is to be worn irrespective of the order of dress of the day.
 - (2) For the evening meal civilian dress or uniform may be worn. Soldiers are to shower and change before the evening meal.
- n. Mixed Dress. Mixed dress is NOT to be worn.
- o. Crash Helmets. All members riding motor cycles or motor scooters, within Samichon Lines or NOT and in uniform or civilian clothes, are to wear a crash helmet.

ORDERS OF DRESS

Service Dress, Winter, Ceremonial

- | | | | |
|----|---------------------------------|---|----------------------------------|
| 1. | Felt Hat | } | As appropriate to corps of units |
| | or | | |
| | Beret | | |
| | Khaki cap | | |
| | Service dress jacket | | When not on parade. |
| | Khaki shirt | | With lanyard, if issued. |
| | Khaki necktie | | |
| | Service dress trousers | | |
| | Khaki socks | | |
| | Black Boots | | |
| | or | | |
| | Black shoes | | When not on parade. |
| | Sam Browne Belt | | Officers and Warrant Officers |
| | or | | Class 1 only. |
| | Black web belt | | |
| | Brown Leather Gloves | | Officers and Warrant Officers |
| | | | Class 1 and Warrant Officers |
| | | | of the RAAC |
| | Sword and accessories | | Officer and Warrant Officers |
| | or | | Class 1 only. |
| | Sidearms and personal weapons | | |
| | Orders, decorations and medals. | | As ordered. |

Battle Dress, Ceremonial

- | | | | |
|----|-----------------------|---|----------------------------------|
| 2. | Felt hat | } | As appropriate to corps or unit. |
| | or | | |
| | Beret | | |
| | or | | |
| | Khaki cap | | When not on parade, with troops. |
| | or | | |
| | Helmet liner | | If ordered. |
| | Battle dress blouse | | With lanyard, if issued. |
| | Khaki shirt | | |
| | Khaki necktie | | |
| | Battle dress trousers | | |
| | Khaki socks | | |
| | Black boots | | |
| | or | | |
| | Black shoes | | When not on parade |
| | Black gaiters | | As ordered. |
| | Sam Browne Belt | | Officers and Warrant Officers |
| | or | | Class 1 only. |
| | Black web belt | | |

Brown leather gloves	Officers and Warrant Officers Class 1 and Warrant Officers of the RAAC.
Sword and accessories or Sidearms and personal weapons	Officers and Warrant Officers Class 1 only.
Orders, decorations and medals	As ordered.

Summer Dress, Ceremonial

3.	Felt hat or Beret or Khaki cap Khaki shirt Khaki tie Khaki trousers Khaki socks Black boots or Black shoes Sam Browne belt or Black web belt Sword and accessories or Sidearms and personal weapons Orders, decorations and medals	} }	As appropriate to corps or unit. When NOT on parade with troops. With Lanyard, if issued. When NOT on parade. Officers and Warrant Officers Class 1 only. Officers and Warrant Officers class 1 only. As ordered.
----	--	--------	---

Service Dress, Summer Ceremonial

4.	Beret or Khaki cap Service dress jacket, summer Khaki shirt Khaki necktie Khaki trousers Khaki socks Black shoes Sam Browne belt or Cloth belt Sword and accessories Orders, decoration and medals	} }	As appropriate to corps or unit. With lanyard if issued. Officers and Warrant Officers Class 1 only. Officers and Warrant Officers Class 1 only.
----	---	--------	---

Tropical Dress, Ceremonial

5.	Felt Hat or Beret or	} }	As appropriate to corps, or as ordered.
----	-------------------------------	--------	---

Khaki cap	When not on parade.
Green shirt	With lanyard if issued.
Green shorts	
Hosetops and puttees	When boots are worn.
or	
Stockings	When not on parade.
Black boots	
or	
Black shoes	When not on parade.
Sam Browne Belt	Officers and Warrant Officers
or	Class 1 only.
Black Web belt	PIR wear leather waist belt.
Sword and accessories	Officers and Warrant Officers
or	Class 1 only.
Sidearms and personal weapons	
Orders, decorations and medals.	As ordered.

Service Dress, Winter

6.	Beret	}	As appropriate to corps, or as ordered.		
	or				
	Khaki cap	}	With lanyard, if issued.		
	Service Dress jacket				
	Khaki shirt				
	Khaki necktie				
	Service dress trousers				
	Khaki socks				
	Black shoes				
	Sam Browne Belt			}	Officers and Warrant Officers Class 1 only.
	or				
	Khaki cloth belt			}	Optional when not on parade.
	Brown leather gloves				
	or				
	Khaki knitted gloves	}			
	Ribbons of orders, decorations and medals.				

Battle Dress

7.	Beret	}	As appropriate to corps, or as ordered.		
	or				
	Khaki cap	}	With lanyard, if issued.		
	Battle dress blouse				
	Khaki shirt				
	Khaki necktie				
	Battle dress trousers				
	Khaki socks				
	Black shoes				
	or				
	Black boots			}	May be ordered by CO. May be ordered by CO, if boots and the black web belt are also ordered.
	Black gaiters				
	Black web belt		May be ordered by CO.		

Brown leather gloves or Khaki knitted gloves)	Optional when not on parade.
Ribbons of orders, decorations and medals.)	

Summer Dress

8.	Felt hat or Beret or Khaki cap)	As appropriate to corps, or as ordered.
	Khaki shirt Khaki necktie)	With lanyard, if issued. May be omitted with the CO's authority.
	Khaki trousers Trousers belt Jersey)	If ordered.
	Khaki socks Black shoes or Black boots)	May be ordered
	Ribbons or orders, decorations and medals)	

Service Dress, Summer

9.	Beret or Khaki cap)	As appropriate to corps
	Service dress jacket, summer Khaki shirt Khaki necktie Khaki trousers)	With lanyard, if issued.
	Khaki socks Black shoes)	
	Sam Browne belt or Cloth belt)	Officers and Warrant Officers Class 1 only.
	Ribbons of orders, decorations and medals.)	

Tropical Dress

10.	Felt hat or Beret or Khaki cap)	As appropriate to corps, or as ordered.
	Green shirt Green shorts)	With lanyard, if issued.
	Stockings or Hosetops and puttees)	When boots are worn.
	Black shoes or Black boots)	May be ordered.

Black Web belt
Ribbons of orders,
decorations and medals

Field Dress

- | | | | |
|-----|---|---|---|
| 11. | Felt Hat
or
Jungle Hat
or
Beret
or
Steel helmet
or
Helmet Liner |) | As. appropriate to corps, or
as ordered. |
| | Green shirt
Green trousers
Jersey |) | As ordered. |
| | Khaki socks
Black boots
Black gaiters |) | |
| | Web equipment
or
Black web belt |) | As ordered. |

Mess Dress

- | | | | |
|-----|---|---|--|
| 12. | Blue cap
or
Beret |) | As appropriate to corps or
unit. |
| | Mess Jacket
Mess waistcoat
Dress Shirt |) | As appropriate to corps.
As appropriate to corps.
Stiff front and cuffs. |
| | Stiff collar
Black Bow Tie |) | |
| | Blue trousers |) | As appropriate to corps. |
| | Black socks
Black shoes |) | |
| | White gloves |) | As appropriate. |
| | Miniatures of orders,
decorations and medals |) | |

Mess Undress

- | | | | |
|-----|--|---|---|
| 13. | Blue cap
or
Beret |) | As appropriate to corps or
unit. |
| | Blue Jacket
White shirt
White collar
Black necktie
Blue trousers |) | Worn only with open neck
jacket.
As appropriate to corps. |
| | Black socks
Black shoes |) | |
| | Ribbons of orders,
decorations and medals |) | |

Mess Dress, Hot Weather

- | | | | |
|-----|---|---|--|
| 14. | Fluo Cap
or
Beret |) | As appropriate to corps or unit. |
| | White mess jacket
Cummerbund
Soft White Shirt and
collar |) | As appropriate to corps.
Soft turn down collar, either
separate or attached to the
shirt. |
| | Black bow tie
Blue trousers
Black socks
White gloves
Black shoes
Miniatures of orders,
decorations and medals |) | As appropriate. |

Mess Undress, Hot Weather

- | | | | |
|-----|--|---|--|
| 15. | Blue cap
or
Beret |) | As appropriate. |
| | White shirt |) | The shirt has attached collar,
and shoulder straps, but no
pocket. |
| | Black necktie
Blue trousers
Cummerbund |) | When ordered.
As appropriate to corps.
As appropriate to corps. |
| | Black socks
Black shoes |) | |

Jungle Green Dress Ceremonial

- | | | | |
|-----|--|---|--|
| 16. | Felt Hat
Or
Beret
or
Khaki cap |) | As appropriate to Corps, or as
ordered. |
| | Green shirt
Green trousers |) | When not on parade with troops |
| | Khaki socks
Black Boots
or
Black shoes
Black Gaiters |) | Lanyard if issued
Lanyard if issued. |
| | Sam Browne Belt |) | When not on Parade.
When ordered. |
| | Sidearms and
personal weapons |) | Officers and Warrant Officers
Class 1 |
| | Orders, decorations
and medals |) | As ordered.
As ordered. |

NOTE: Other embellishments restricted to metal badges of rank (Officers), metal titles, metal qualification badges which are easily attached.

Jungle Green Dress General Duty

Felt Hat	}	As appropriate to Corps or Unit.
or		
Beret		
or	}	With Lanyard if issued.
Khaki Cap		
Green shirt		
Green Trousers		As ordered
Jersey		
Khaki socks		
Black Boots		
or		
Black Shoes		May be ordered by CO.
Black Gaiters		May be ordered by CO if boots are
Black Web Belt		also ordered.
Ribbons of Orders, decorations and medals		

NOTE: Other embellishments restricted to metal badges of rank (Officers) Metal titles and metal qualification badges which are easily attached.

APPENDIX 2 TO
ANNEX J TO
4 RAR STANDING ORDERS

4 RAR DRESS POLICY

Reference : A. NCRO Part 1 202/67.
B. 4 RAR R278-1-1 of 25 Oct 67.

General

1. The following two sub-paragraphs are taken verbatim from the Dress Manual 1963:

a. Officers and soldiers are responsible for ensuring that at all times they are correctly dressed and well turned out. A smart soldierly turnout fosters good morale and favourably affects public opinion.

b. In particular, each individual is to ensure that his uniform is kept neat, clean and well pressed, that footwear is in good repair and polished and that medal ribbons are neat and clean. Officers and NCOs are responsible for checking the dress of soldiers and ensuring that any tendency towards carelessness or slovenly appearance is corrected at once. Clothing maintenance allowance is paid to personnel to provide for the renewal and repair of items of uniform.

Orders of dress

2. The following two orders of dress have been promulgated in References A and B:

a. Jungle Green Dress Ceremonial.

b. Jungle Green Dress General Duty.

3. Ceremonial Occasions. Jungle Green Dress Ceremonial with Felt hat/Khaki cap.

4. Dress for Walking Out. Summer Dress with Felt Hat/Khaki cap, Black shoes.

5. General Duty Occasions. Jungle Green Dress General Duty with Felt Hat/Khaki cap. Order of dress applies to all categories within 4 RAR.

6. Wearing of Field Dress. Items of clothing of Australian or British manufacture and in good condition may be worn during field activities. The general term to describe this order of dress is Protective Dress (PD). It is emphasised that PD is NOT to be worn in lieu of other orders of dress such as summer dress, its use being confined strictly to field and training activities.

General Duty Occasions

7. The following activities/occasions are considered as General Duty for the purpose of paragraph 8:

a. 4 RAR Quarter Guard - Formal or informal mounting.

b. Parades - unit or formation.

7.
 - c. Movement (in uniform) to offices or activities outside Samichon Lines. This includes travel to or from work for living out members.
 - d. Inspections or visits by formation etc. commanders.
8. On such occasions, the order of dress is Jungle Green Dress General Duty with Felt Hat/Khaki cap. Only Australian-manufactured issue clothing is permitted to be worn.

Wearing of British-made Clothing

9. It will be noted that the CO's policy on dress allows for the wearing of some items of British-made clothing which are in good repair and of similar design to their equivalent Australian item, e.g. shirts and trousers jungle green, boots, during working hours and within the area of Samichon Lines.

HEALTH AND HYGIENE

General

1.
 - a. Members who are sick or are injured are to report through the proper channels to the Regimental Medical Officer at the earliest prescribed time. In the case of an emergency, commonsense is to prevail.
 - b. Instructions given by the Medical Officer are to be strictly adhered to.

Sick Parade Timings

2.
 - a. Sick parades are to be held at the times laid down in the unit daily routine. Sub-units will notify the Regimental Aid Post of any members who are too sick to attend the RMOs Parade.
 - b. Soldiers with personal medical problems and Officers, Warrant Officers and Sergeants are to be seen by appointment.

Sick Parade Procedure

3.
 - 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. Members unable to march are to move independently to the Regimental Aid Post.
 - b. As soon as treatment is completed, members are to report back to their companies.
 - c. Members are NOT to report to the RAP outside sick parade hours except in an emergency, or when acting under instructions from a responsible person.
 - d. Living out personnel are to report to Company Headquarters at 0730 hrs daily before being marched to the Regimental Aid Post by 0745 hrs.

Definitions

4.
 - 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 is to fall in at all parades on the left of his platoon. He is to proceed independently to the place of training. He is to wear the same order of dress as his platoon unless otherwise instructed. This category may be endorsed with more specific instructions, e.g. no marching.
 - c. No Duty (ND) - The soldier is not to perform any duty and will normally be confined to his barracks.

4. d. Light Duty and No Duty personnel are to continue to report sick as ordered until declared fit by the Regimental Medical Officer.

Leave

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

Annual Medical

6. All ranks will undergo Medical Examination annually under arrangements made by Bn HQ.

Evacuation of Sick

7. The Sub-unit is responsible until the sick person is handed over to RAP when the RMO, or in his absence the Battalion Orderly Officer, becomes responsible.

Medical Report

8. The RMO will furnish the CO with a weekly report.

Personnel Sick on Leave

9. Personnel taken sick on leave and incapacitated to the extent where they are unable to return to the Battalion prior to the expiration of leave will:

a. Call in the Area Medical Officer on or before the first day on which the absence commences and obtain documentary evidence of illness and inability to return to the Battalion. An Area Medical Officer is empowered to grant a maximum period of 2 days NO DUTY. An additional 2 days NO DUTY can be approved by DDMS Northern Command on application through an Area Medical Officer.

b. On or before the first day on which absence without leave commences personally inform the Adjutant by telephone or telegram the nature of the illness, the present address, and the Area Medical Officer finding. If a soldier is confined to the house because of the nature of his illness he will ensure that a telegram is sent to the Adjutant giving the required information.

10. It is the duty of a soldier taken ill on leave to make every effort to return to the Battalion before the expiration of his leave and if he is unable to do so he will return as soon as he possibly can.

Veneral Disease

11. Venereal disease is a contagious disease, and as such will be reported to the MO. A member suffering from this disease is required to undergo such treatment as the MO deems necessary.

Hospitalisation

12. a. Members for admission to hospital must have in their possession:
- (1) Medical documents as supplied by the Regimental Aid Post.

12. (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 1 Military Hospital, YERONGA. The Regimental Aid Post is to inform Battalion Headquarters, and the appropriate Company Headquarters.
- c. The unit paying officer is to pay all hospitalised members in 1 Military Hospital.
- d. All members 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.

Investigation of Injury and Illness

13. a. In all cases, the Regimental Medical Officer will initiate an AAF D11, which will be submitted to the Assistant Adjutant.
- b. Officers required to investigate an injury or an illness are to process such investigations as quickly as possible.

Prevention of Disease

14. a. All ranks are to be instructed in the prevention of disease. Instruction in these subjects is the responsibility of the Regimental Officers. The Regimental Medical Officer and Hygiene Inspector are available to assist with instruction and advice.
- b. The subjects to be covered 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 conduct courses to train Medical Assistants and Stretcher Bearers and to ensure that there is a one hundred percent reserve of trained water and hygiene dutymen within the unit.

Hygiene

15. a. It is the responsibility of all ranks to maintain the highest standard of hygiene in the unit area.
- b. All rubbish, food scraps and other debris are to be placed in the proper containers for disposal. Lids are to be kept on rubbish bins.

15. c. The Battalion Orderly Officer is to inspect Samichon Lines daily accompanied by the Regimental Medical Officer, ~~the Hygiene Inspector~~ or a representative.

Vaccinations

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

Preventative Treatment

17. Every member is responsible to carry out personal preventative treatment to offset the contracting of disease or illness.

Dental

18. All ranks will undergo a dental inspection annually under Battalion Headquarters arrangements. Treatment ordered as the result of the inspection will be effected as soon as practicable thereafter and in any case within three (3) months following the inspection. It is the responsibility of Platoon Commanders to ensure that follow up action is arranged for their men.

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

20. Reserved.

4TH BATTALION
THE ROYAL AUSTRALIAN REGIMENT
SECURITY ORDERS

Security Officer: (USO)

1. The Security Officer of 4 RAR is the Bn 2IC unless notified otherwise in Unit ROs, Part 1.
2. Duties of Unit Security Officer, as laid down by ARO 29/64 para 17 are:
 - a. Frame suitable security standing orders and any special security instructions.
 - b. Ensure that security orders are fully understood and are enforced.
 - c. Supervise the security training programme.
 - d. Encourage all ranks to bring to his notice all suspicious incidents.
 - e. Investigate any security matters which arise, and report any security intelligence to higher authority, normally through intelligence channels.
 - f. Maintain liaison with Military Intelligence and assist Counter-Intelligence personnel working in the area; and
 - g. Maintain a watch on unit morale for any change which may affect unit security.

Visitors

3. All visitors to 4 RAR will be directed to the Adjutant.

Breaches of Security

4. The immediate action required on discovery of a possible or positive breach of security is to:
 - a. Make a preliminary investigation to discover the nature and extent of the breach.
 - b. Take steps to minimise the damage done to security or to protect the classified matter remaining; and
 - c. Warn the USO of the breach, so that alternative or protective action may be taken in case of compromise of security.
5. Subsequent action is to include the completion of a full investigation. Disciplinary measures are to be applied where necessary. An examination of the security system, to ascertain whether it needs revision, may be carried out. Steps to prevent a recurrence of the breach are to be taken.

Security Training

6. Commanders are to ensure that all ranks under their command receive security training. This training is to be designed to:
 - a. Make all ranks aware of the methods which may be used to subvert individuals or groups, and to cause disaffection.
 - b. Familiarise all ranks with the provisions of local security standing orders.
 - c. Inform all ranks of the law and punishment for breaches of official security; and
 - d. Alert all ranks to recognise suspicious incidents or attempts at subversion and encourage them to report such matters to their unit security officer.

Discussion of Official Business

7. Members of the AMR and civil staff of the Department of the Army are NOT to discuss official business in places where there is any possibility of being overheard by any person not authorised to receive such information. This includes wives, girlfriends, and children. Experience has shown that careless talk and spreading of rumours contributes greatly to the leakage of classified information.

Use of Cameras

8. In peacetime, members of the AMF and civilian employees of the Department of the Army may take photographs in military establishments of individuals, ceremonies, sports, etc.

9. Films and photographs of classified equipment may be taken for training purposes, illustration of papers, and other official purposes, provided that:

- a. The agency for developing and printing is secure.
- b. The negatives and prints are marked with the appropriate classification and treated accordingly.

10. Only unclassified subjects may be photographed by the press. The CO should be advised so that press photography can be confined to unclassified subjects.

Security of Equipment

11. Equipment is to be classified in the same category as any document describing it. Other documents, such as drawings, specifications, manuals, etc., which apply to the equipment are also to bear the same classification.

12. Classified equipment, when held, is to be stored and protected so that unauthorised persons are denied access to it. This is to include denial from view or sight of TOP SECRET and SECRET equipment.

13. All unclassified equipment is to be subjected to the normal security precautions undertaken by Sub-account Holders and the Quartermaster in caring for the equipment under their control.

Security of Arms and Ammunition

- 14.
- a. The minimum security requirements for unit armouries in buildings of other than brick or solid type construction is that the interior of the armoury be caged with a steel material not less durable than ARC mesh. The security of entrances to armouries will be such as to ensure that the degree of security achieved is superior to that provided by pad bolts and conventional type door hinges only.
 - b. An individual to whom a weapon and/or ammunition is issued is personally responsible for the safe custody of that weapon or ammunition.
 - c. Individuals will not deposit any arms on personal issue at any cloak room, luggage office, etc., nor will they be left unattended in any hotel, restaurant, club, or similar place.
 - d. Arms and ammunition will be stored.
 - e. Locks, bolts and blocks of automatic weapons will be stored separately from the automatic weapons to which they belong.
 - f. For security purposes, the 7.62mm L1A1 will be treated as an automatic weapon. Security arrangements within companies will be:
 - (i) Weapons, bolts, and breech blocks are to be placed in the armoury during stand down days and overnight whenever the soldier's duties do not require him to be in possession of the weapon. The breech block will be stored separately in the Q Store.
 - (ii) When the weapon is on issue to the soldier from the Armoury he will lock the rifle in his wardrobe and return the bolt to his Coy Q Store whenever he is not required to carry the weapon.

Communication with the Press

15. All requests from the press, radio, or TV for information should be referred to the CO or in his absence, the 2IC.

Safeguarding of Protected Documents (ARO 29/64)

16. Originators and holders of TOP SECRET and SECRET documents are to be responsible that access is limited to the minimum number of persons, consistent with efficiency. Rank is NOT necessarily a criterion of safety. Individuals are only to be given particulars of that part of the document which directly affects their work. This "need to know" requirement is to be evaluated on each occasion requiring a distribution, particularly when using a standard distribution list.

17. When NOT actually in use, TOP SECRET documents are to be kept in a safe or vault, and SECRET documents are to be kept in a steel container with combination lock. When a container is small enough to be removed easily, it should be bolted to the floor or fixed in some other way, to guard against its removal.

18. A register of TOP SECRET, SECRET, and CONFIDENTIAL documents received and held is to be maintained and a regular check is to be made to ensure that the documents are still in possession.

19. All other classified documents are to be stored in locked filing cabinets, safes, or steel drawers, having secure locks.

20. Persons responsible for safes containing TOP SECRET, SECRET or CONFIDENTIAL documents are to maintain a "Safe Security Log". On discovery of the loss of a classified document, a thorough search will be conducted by the person responsible, and the loss reported immediately to the USO. Loss of a classified document is a serious offence, and normally will be investigated by a Court of Enquiry.

Security Register

21. The Security Officer is to maintain the Security Register, to these orders. It is to contain all matters of security interest to the Unit. This register is to be made available for perusal only by those Officers designated by the CO and by members of Military Intelligence including Counter Intelligence personnel. It is to be classified CONFIDENTIAL.

Control of Keys, Combinations, etc

22. Keys (including combinations) for safes, vaults and filing cabinets containing classified matter are to be held by the Security Officer.

23. A key register is to be maintained by the Security Officer and keys are to be issued to individuals on signature.

24. Individuals are NOT to have extra keys cut, unless authorised by the Security Officer. Spare keys are to be held by the Security Officer in a locked safe.

25. The loss of keys to safes, vaults, and filing cabinets containing classified matter is to be reported at once to the Security Officer and a thorough search made.

26. Even if a key is found soon after its loss, the lock must be regarded as compromised unless it is positively established that there has been NO opportunity for an unauthorised person to copy the key. Therefore, discretion may be used in the replacement of the lock if the Security Officer is satisfied that it has NOT been compromised.

Office Security

27. Each member handling security classified material is at all times responsible for its security.

28. During the lunch break all classified material is to be locked away unless a responsible member of the staff, security cleared to the requisite level, remains in the office.

29. When it is necessary to leave an office unattended during normal working hours, all classified material is to be locked away.

30. Holders of rubber stamps and/or seals are to ensure that items are NOT accessible to unauthorised persons.

31. The Security Officer or his designate is to conduct, at least once each Calendar month, inspections of office security outside normal working hours. He will record such inspections in the Security Register.

Security of Officers' and Sergeants' Messes

32. Instructions for the security of the Officers' and Sergeants' Messes is the responsibility of the PMC of each Mess.

Security of Other Rank Messes

33. On completion of the day's work the senior duty cook will check and lock all mess hall doors, windows, pantries and vegetable rooms.

Marking of Clothing and Equipment

34. All members of the unit will clearly mark all items of clothing and equipment on issue to them with their name and initials only.

35. During routine kit checks organised by sub-unit OCs will ensure provisions of para 209 have been carried out.

Action on Outbreak of Fire

36. If possible the nominated members are to lock away all classified matter. Company Commanders are to nominate the members concerned.

Safe Hand Bags

37. The Ssgt Clerk and Sgt Clerk are responsible for safe hand bags in 4 RAR. Only members who have been security cleared and issued with Safe Hand passes may be used to handle Safe Hand bags.

Classified Waste

38. The Adjt is responsible for arranging the collection of classified waste from Bn HQ and supervising its destruction.

39. Within companies, classified waste is to be delivered to the Coy 2IC who is to store it in a secure container and deliver it by hand at least weekly to the Adjt.

40. Originators of classified documents are to ensure that drafts, proof copies, used carbon papers, shorthand notes, stencils etc, used in the production of classified matter are returned to the originator from the reproduction agency.

41. The Adjt is to arrange for the destruction of classified waste.

Security of Transport

42. The responsibility for the security of the unit transport park is as follows:

- a. During parade hours - TO.
- b. During off duty hours - Bn Orderly Officer.
- c. The completion of the days work, the Transport Officer will:
 - (1) Lock up the transport compound.
 - (2) Send the duty vehicle, with the duty driver, to report to the Orderly Officer at Bn HQ.
- d. All transport records will be locked in a steel filing cabinet when not in use.

Privately Owned Firearms

43. The USO will keep a register of privately owned firearms held by members of the Battalion, showing the following:

- a. Owner.
- b. Make.
- c. Type.
- d. Calibre.
- e. Serial Number.

FIRE ORDERS

General

1. Responsibility of Commanding Officer. The Commanding Officer is responsible for the organisation and efficiency of the fire fighting arrangements and for ensuring that the regulations for preventing and clearing fires are adequately promulgated and observed by all Battalion personnel and civilians under his Command.
2. Battalion Fire Officer. The Commanding Officer shall appoint a Battalion Fire Officer. The duties of the Battalion Fire Officer are laid down in Army Fire Manual 1966 (AFM) and these Orders.
3. The Battalion Orderly Officer is to assume responsibility in the absence of the Battalion Fire Officer.
4. Local Fire Service.

Battalion Fire Officer - Nominated in Unit Routine Orders
Battalion Orderly Officer - Phone - By Day) Ext 8292
By Night) 8593
5. Civil Fire Brigade.

Emergency only - Phone 000.
Local Fire Station - Extension 8286.
ENOGGERA - Phone 57-2111.

Fire Prevention

6. a. Smoking
 - (1) In buildings etc, in which smoking is prohibited, notices to that effect are to be displayed prominently and the prohibition shall be enforced.
 - (2) Smoking, the use of kerosine lamps or naked lights is prohibited in garages, Q Stores, Engine Rooms, ammunition stores or within 50 feet of oil and petrol stores and petrol pumps.
 - (3) Smoking is prohibited in bed and in the picture theatre during the screening of films.
 - (4) The careless throwing away of cigarettes ends, pipe ashes or glowing matches from moving vehicles or in the vicinity of buildings, on floors, in waste paper baskets or on grass is prohibited.
- b. POL

Special arrangements shall always be made for the storage of POL and grease. Fire buckets of sand, where used, foam extinguishers or CO2 are to be located in or adjacent to the POL Store.

6. c. Petrol

- (1) Shall NOT be used for cleaning vehicles.
- (2) Shall NOT be stored with explosives.
- (3) If in tins, is to be stored on a concrete floor and not in any Barrack building housing offices or personnel.
- (4) When filling and draining vehicles, the engine shall be switched off. Filling shall always be carried out in the open. Spilled petrol is to be immediately wiped up or liberally sprinkled with sand.

d. Oil and Kerosine

- (1) Care is to be taken in handling and siting of oil stoves.
- (2) Oil stoves shall only be filled in the open.
- (3) Oil is to be kept in proper containers and stored on concrete floors as in AFM Para 103.
- (4) Waste oil is to be cleaned off garage floors oil; soaked materials are to be kept in bins provided for that purpose.
- (5) Kerosine is NOT to be stored in billets and/or huts other than approved stores.
- (6) Kerosine heaters are NOT to be used without the approval of the Commanding Officer.

e. Electricity

- (1) Electric irons, radiators, wireless sets and other appliances shall NOT be left ON when unattended. Wireless sets are to be earthed.
- (2) Alterations, extensions and unauthorised tampering with wiring is forbidden.
- (3) No extra electrical appliance shall be fitted to light sockets and only authorised appliances used.
- (4) Only qualified maintenance personnel are to effect repairs to any electrical appliance or installation.

f. Naked Lights

- (1) No naked lights or hurricane type lamps are to be taken into or used in the vicinity of an inflammable liquid or material store or in the power house, NOR shall the use of such lamps be permitted when filling petrol tanks of vehicles at night where there are inflammable liquids.
- (2) Care is to be taken in the use of naked lights (where permitted) in buildings and at no time shall they be left unattended.

6. f. (3) A fire shield is to be placed in front of open fireplaces at all time.
- (4) The use of boiler rooms as drying rooms is forbidden.
- (5) Personnel cleaning fireboxes will ensure that ashes are damped before dumping.
- (6) Rubbish, timber and other inflammable materials shall NOT be placed under or near any building within the area.
- (7) Paper, foliage etc, for decorative purposes is NOT to be used in any building without the prior approval of the Battalion Fire Officer.
- (8) Grass is to be clipped short in the Camp Area and the ground cleared of long grass within at least six (6) feet of huts and tents.

Burning Off

7. Burning off shall NOT be undertaken without prior approval of the local civilian Fire Brigade.
8. This approval shall be obtained through the Battalion Fire Officer, on 24 hours notice.

Fire Alarms

9. a. Fire Alarms are located in every building, the two (2) OR Messes, CEs stores, and each Company Office verandah. See Appendix 2.
- b. An area klaxon alarm system exists which has a direct link to the local civil fire brigade. The locations of the control panel is in each building as shown in Appendix 2.

Duties of Battalion Fire Officer

10. He shall be responsible for all matters concerning fire prevention and fire fighting in the Battalion Area.
11. He is to ensure that all sub units carry out these and any other relevant fire instructions.
12. He shall, with the Adjutant, ensure that fire orders are kept amended and up to date.
13. He is to carry out an inspection of all fire fighting equipment in accordance with AFM 1966.
14. He is to supervise all fire training.
15. He shall supervise all fire drills and ensure that they are carried out at least once a month.
16. He is to supervise the training of the Battalion Fire Team and ensure that they are conversant with their duties.

17. On the outbreak of a fire, he shall:
- a. Take charge of the fire fighting operations.
 - b. Ensure that all property in danger of damage by fire or water is removed to a safe place and the property so removed is safeguarded against pilfering.
 - c. Advise the CO and/or 2IC and Adjt as soon as possible of the location and extent of the fire.
 - d. On the arrival of the Civil Fire Brigade shall hand over to the Senior Fire Officer present and stand by with the Battalion Fire Team and parties to render assistance when required.

After the Fire has been extinguished

18. After the fire has been extinguished the Battalion Fire Officer shall:
- a. Ensure that all property exposed by the fire is placed under cover and guarded.
 - b. Take steps to ensure that the fire does not break out again.
 - c. If there are any suspicious circumstances regarding the fire, notify the CO and/or Adjt, or in their absence the civil and Military Police immediately.
 - d. As soon as practicable furnish a report to the Adjt, to include the following:
 - (1) Time the fire was discovered.
 - (2) The member discovering the fire and the names of any other member present at the time.
 - (3) Location of the fire.
 - (4) The cause of the fire.
 - (5) Action taken to subdue the fire.
 - (6) Time Battalion and Civil fire Brigades were notified and the times that they arrived.
 - (7) Names of any members injured and extent of such injuries.
 - (8) Extent of damage.
 - (9) Number, rank and name of any member who would be of assistance to an investigating officer.
 - (10) Any comments as to the general efficiency of the fire appliances and fire fighting personnel.
 - (11) Any other information considered relevant.

Company Fire Officers Duties

19. He shall be responsible for matters concerning prevention and fire fighting in the Coy area.
20. He is to ensure that all members of the Coy carry out these and other relevant fire instructions.

21. He shall ensure that all Fire Orders in the Coy area are kept preserved, amended and up to date.
22. He is to carry out an inspection of all fire fighting equipment on charge to the Coy twice a month and ensure that:
- a. All inspections are recorded in the Company Fire Log together with any deficiencies noted and action taken.
 - b. Fire equipment on charge to the Coy is not abused, i.e. fire buckets used only in the case of fire and for no other purpose, or removed.
 - c. Fire buckets where used, have the sand and water changed periodically.
 - d. All fire extinguishers are at all times fully charged.
23. He shall be responsible for the contents of the fire boxes if located within the Coy area and that the canvas fire hose is always thoroughly dried before being rolled and replaced after use. Where hose reels and rubber hoses are installed, he is to be responsible that the rubber hose is correctly rolled after use.
- a. He will ensure that no fire hoses will be used for any other purpose than for fire fighting or drills.
24. He is to arrange for the training of all members and ensure that they are conversant with the different types of extinguishers.
25. He shall supervise all Coy fire drills and ensure that they are carried out at least once per month.
26. On the outbreak of fire he shall:
- a. Take charge of the fire fighting operations until relieved by the Battalion Fire Officer or in his absence by the Battalion Orderly Officer.
 - b. Ensure that doors and windows of all buildings in the vicinity of the fire are closed.
 - c. Ensure that all property in danger of damage by fire or water is removed to a safe place and that property so removed is safeguarded against pilfering.
 - d. Advise the Coy Commander and/or the senior Officer or NCO present as to the location and extent of the fire.
 - e. Note the following points to assist the Battalion Fire Officer with his report:
 - (1) Time fire was discovered.
 - (2) Member discovering the fire and names of any other members present at the time.
 - (3) Location of the fire.
 - (4) Cause of the fire.
 - (5) Action taken to subdue the fire.

Battalion Fire Team

27. The Battalion Fire Team is to consist of the Battalion quarter guard/picquet supplemented by Coy fire squads as called for by the Battalion Fire Officer. The duties of the Battalion Fire Team are to be carried out as follows:

- a. By day - The Battalion Fire Team.
- b. By night - The Battalion Quarter Guard/Picquet less those sentries actually posted on duty. On turning out to fire alarm one (1) member of the picquet will always remain at the Guard Room on Security Duty.

Company Fire Squad

28. Each Coy is to nominate an Officer as Company Fire Officer. A fire squad of four (4) soldiers per Coy shall be nominated; they are to be trained by the Battalion Fire Officer and in turn, they are to train members of their respective Companies.

Fire Training

29. All personnel are to be trained in the use of fire appliances. The syllabus is to be co-ordinated by the Battalion Fire Officer and is to include the following:

- a. The handling of fire hoses.
- b. The handling and uses of various types of extinguishers.
- c. General principles of fire fighting.
- d. Methods of stopping and spreading.
- e. Fire hazards.

Fire Drills

30. Coy fire drills shall be carried out at least once per month, both day and night organisation to be tested. Battalion fire drill is to be carried out when ordered by the Battalion Fire Officer and with the approval of Bn HQ. On drill occasions, the alarm shall be prefixed by "FOR EXERCISE ONLY" and all sub-units shall be warned by phone. The Civil Fire shall be warned on these occasions that fire drill shall be taking place.

Helicopters

31. When helicopters are used within the Battalion area, the precautions detailed in HQ ENOGGERA Area Standing Orders for fire, part IV - Helicopters, shall be observed.

Fire Fighting Appliances

32. Different types are designed to be used for each class of fire as follows:

<u>Fire</u>	<u>Type of Fire</u>	<u>Type of Extinguisher</u>
'A'	Fires in ordinary combustible material wood	Plain water-soda A (RED Container)
'B'	Fire in inflammable liquids such as gasoline	Foam extinguishers (BLUE Container) and Sand

<u>Fire</u>	<u>Type of Fire</u>	<u>Type of Extinguisher</u>
'C'	Fires in electrical equipment such as Switchboards, Motors, Wiring etc.	Carbon Tetrachloride (TC) Carbon dioxide (CO2)

NOTE: DIRECTION FOR USE OF EXTINGUISHERS ARE ATTACHED TO ALL CONTAINERS.

Fire Hydrants

33. a. Fire hoses on reels are located on each floor of each building (Appendix 2). If fire hydrant boxes are located in respective Coy areas the reels and hydrant boxes are to be inspected at regular intervals as follows:
- (1) Twice monthly by the Company Fire Officer.
 - (2) Once monthly by the Battalion Fire Officer.
- b. These inspections are to ensure that the contents are correct and in good condition.

Axes

34. Fire fighting axes, painted RED, are to be kept at all times in the following places:
- a. Guard Room - 2 Axes
 - b. Sub Unit Headquarters - 1 Axe

Maintenance of Fire Appliances

35. The Battalion Fire Officer is to carry out an inspection of all Battalion Fire Fighting Appliances at least once monthly and arrange for any repairs etc, required.
36. Fire hoses are to be thoroughly dried and rolled correctly before placing on reels or in fire boxes after use.

Publication of Fire Orders

37. Fire Orders WILL be promulgated to all Ranks on marching into the Unit.
38. 'ACTION ON OUTBREAK OF FIRE' Notices are to be displayed on all Notice Boards and alongside Fire Fighting Appliances.
39. Additional copies of Fire Orders are available from Bn HQ.
40. Battalion occupants of Married Quarters shall keep their areas clear of long grass, woods and inflammable rubbish. They shall also adhere to these Fire Orders where they are applicable.

Fire Occurrence Book

41. A Fire Occurrence Book is to be maintained by the Battalion and Company Fire Officers, respectively, See Appendix 1 attached. Details of all fires, drills, training periods and inspections etc, shall be kept in the log, including the time, date, nature and place of occurrence, extent of damage, action taken.

Action on Outbreak of Fire

42. During Training Hours (0800-1600 hrs MON-FRI) any Officer or Soldier discovering a Fire shall:

- a. Endeavour to put it out personally. If this is impossible then immediately shout 'FIRE', warn all occupants of the building and ensure that they are aware of the fires. Then sound the alarm by locating and setting off the nearest fire alarm (Appendix 2) at the same time calling out 'FIRE' and location e.g. 'FIRE IN HUT 3 QM STORE'.
- b. He shall direct the first members to arrive to the location of the outbreak.
- c. He shall warn the Guard Commander, giving the exact location.
- d. Turn off the electricity supply if this is possible (except by night in multi storey buildings).

After Duty Hours (1600-0800 hrs MON-FRI and Weekends)

43. Action as detailed above.

44. The Guard Commander shall (During Training Hours and After Duty Hours):

- a. Sound the fire alarm.
- b. Turn out the quarter guard/picquet. Warn the Adjutant.
- c. Use quarter guard/picquet as detailed in para 27 - the Battalion Fire Team.
- d. Close the main Battalion entrances and stop all vehicles and personnel leaving or entering the Battalion Area, except those concerned in fighting the fire.
- e. Send an Orderly to warn the Battalion Orderly Officer and Battalion Orderly Sergeant of the location of the fire.
- f. Ensure the Civil Fire Brigade is guided quickly to the scene of the fire by having a member of the Quarter Guard/Picquet standing by at the main entrance for this purpose.
- g. Advise Bn HQ when the Civil Fire Brigade arrives.
- h. If the fire is near the Guard Room/Picquet Room he shall send for assistance to the nearest billet and shall assume command of the fire fighting arrangements until the arrival of an Officer of NCO.
- j. He is to remain at the Guard/Picquet room except in the case of sub para (h) above.

45. The Battalion Orderly Sergeant shall:

- a. During training hours (0800 to 1600hrs) report to the Battalion Orderly Officer at the scene of the fire.

45. b. After training hours (1600 to 0800 hrs MON to FRI and at Weekends) ensure that the Battalion Orderly Officer is informed immediately and then carry out the duties as laid down in para 47 - The Duties of the Adjutant.

46. The Battalion Orderly Officer shall:

Report immediately to the Battalion Fire Officer at the Scene of the fire or in his absence, take charge of the Battalion Fire Team.

Duties of the Adjutant

47. During Training hours, organise Bn HQ to carry out the following:

- a. Inform Civil Fire Brigade.
- b. Inform local works and housing electricians of the area in order that the electrical power may be shut off.
- c. Advise CO, 2IC and Guard Commander.
- d. Ensure the safe custody of all documents and the removal of same if Bn HQ is threatened by fire.
- e. Pass information by phone or orderly as necessary, and warn all Coys and the RAP of the exact location of the fire.

The RSM and Regimental Police

48. Responsible for the control within the Battalion. In particular, they shall clear approaches to the scene of the fire to enable quick and easy access for the Civil Fire Brigade.

The Battalion Fire Team

49. a. On the alarm being sounded, the quarter guard/picquet portion of the Battalion Fire Team is to go as quickly as possible to the scene of the fire. Company Fire Squads are to parade with their Coys and await call forward by the Battalion Fire Officer.
- b. They are to fight the fire until the arrival of the Civil Fire Brigade.
 - c. Call for assistance as required.
 - d. Keep all doors and windows closed.
 - e. Use all Fire Fighting Appliances available.
 - f. Ensure that the electrical supply in the particular building is turned off (except by night in multi storey buildings).

Medical Personnel and RAP

50. Are to provide one (1) medical orderly with stretcher and first aid kit at the scene of the fire. All other Medical Orderlies are to report to the RAP and shall stand by to treat and/or evacuate any casualties.

All other Personnel

51. On the alarm being sounded all personnel who are not on fire duty or carrying out essential duties such as cooks, guards or security are to parade as follows with the fire appliances of their billets and await further orders:

a. During Training Hours

<u>Sub Unit</u>	<u>Responsible Person</u>	<u>Place of Parade</u>
Bn HQ	A Adjt and/or Chief Clerk	In front of Bn HQ
Bn QM	QM and/or RQMS	In front of QM Offices
Bn Tp	TO/Sgt	In front of MT Office
RAEME Pers	RAEME Sgt	In front of RAEME Office
Officers Mess	Mess Sgt	In front of Mess
Sgts Mess Staff	Mess Sgt	In front of Mess
Coy Personnel	Senior Officer or NCO Present	In front of Coy Ord Room

b. During stand down hours

All personnel shall parade with their respective Coys and the Senior Officer or NCO present is to carry out an immediate roll call to account for every member of the Coy.

NOTES:

- a. All responsible personnel nominated are to account for personnel immediately under their command.
- b. They shall ensure that all windows and doors in the vicinity of the fire are closed.
- c. Companies are to detail fire parties in addition to Company Fire Squads.
- d. Fire parties are to double to the scene of the fire and report to the senior NCO at the scene of the fire and assist the Battalion Fire team ONLY when called on by an Officer or NCO to do so, except when they are at the scene of the fire.

Internal Security

52. Sub-Units shall be responsible for their own security and shall detail a minimum number of personnel to remain at their posts to protect property from pilfering. Such personnel should be capable of organising and supervising the removal of stores, records and vehicles under their control should action be ordered.

General

53. Members who have keys to buildings threatened by fire shall report direct to the Battalion Fire Officer, or in his absence, to the Officer of NCO directing operations.

54. In the event of the fire being at Bn HQ an alternative HQ shall be set up as directed by the Commanding Officer.

Appendix 1
to 4 RAR Fire Orders

UNIT FIRE OCCURRENCE BOOK

Serial No	Date	Note of Occurrence	Remarks	Signature	
				Fire NCO	Unit Fire Offr

DUTIES OF BATTALION ORDERLY OFFICER

Tour of Duty

1. The Orderly Officer's tour of duty will be from 0800 hrs to 0800 hrs the following day, as promulgated in Unit Routine Orders Part 1.

Dress

2. a. Winter Battle Dress or Service Dress Winter with Sam Browne.
b. Summer Jungle Greens Dress General Duty with Sam Browne.

Action on Mounting Duty

3. Upon mounting, the Orderly Officer is to:-
 - a. Report to the Adjutant at 0800 hrs in company with the dismounting Orderly Officer. In the Adjutants absence report to the Assistant Adjutant.
 - b. Read the dismounting Orderly Officer's report.
 - c. Read all orders and instructions contained in the Orderly Officer's log book.
 - d. Take over all keys from the dismounting Orderly Officer and check that all keys are accounted for in the key register.
4. The Orderly Officer is responsible for the issue of and accounting for all keys during his tour of duty.

Daily Routine

5. During your tour of duty you will perform the following duties:-
 - a. Inspect the mounting quarter guard on Mondays, Wednesdays and Fridays unless otherwise directed by the Adjutant.
 - b. Inspect at least two meals in the OR Mess. If you are unavailable the Battalion Orderly Sergeant will act on your behalf.
 - c. At 1500 hrs each day carry out a detailed hygiene inspection of kitchens, messes and toilets in the Camp area.
 - d. Inspect the guard at least once after 1900 hrs and sign the Guard Commander's report.
 - e. Inspect all prisoners held in the guard room at least once during each 24 hrs.
 - f. Tour the Battalion area at least once after 1900 hrs and check that all buildings are secure, security lights are functioning and that roving picquets are conversant with and carrying out their duties.
 - g. Receive and open all signals franked PRIORITY or above, received during your tour of duty and action as necessary.
 - h. Report all serious accidents or incidents to the Duty Officer Northern Command and to the Adjutant.

i. Carry out any other duties allocated by the Adjutant.

j. At 2200 hrs the Orderly Officer will close the Officers Mess bar unless otherwise directed by the PMC or the senior officer present. He is to count the money in the cash register and issue the barman with a receipt. At 0700 hrs the next morning he will, issue the oncoming barman with a float of \$40 to begin the days trading. The remainder of the money is to be handed to the Mess Sgt.

6. The Orderly Officer will act on behalf of the Commanding Officer during non-duty hours and will exercise his discretion in all matters concerning the unit. If in doubt contact the Adjt or Duty Officer N Comd.

APPENDIX 2 TO ANNEX M
TO 4 RAR STANDING ORDERS

DUTIES OF BATTALION ORDERLY SERGEANT

Tour of Duty

1. The Battalion Orderly Sergeant is to mount duty for a period of 24 hrs at 0800 hrs daily.
2. Name of members detailed for duty will be published in 4 RAR Routine Orders.
3. Members will not change duties without prior approval of the RSM.

Dress

4. Jungle Green Dress General Duty, side arms, sashes - scarlet - Infantry.

Duties

5. The Orderly Sergeant is to carry out the following duties:
 - a. In company with the dismounting Orderly Sergeant and the Duty Bugler, raise the 4 RAR Flag at 0800 hrs daily. The Flag is to be lowered at 1730 hrs daily.
 - b. Report to Regimental Sergeant Major at 0815 hrs with the off going Orderly Sergeant.
 - c. Inspect duty driver and Battalion runners for standard of dress and ensure that they are conversant with their duties.
 - d. Ensure that all visitors to Bn HQ are received politely and courteously and directed to their destination.
 - e. Ensure that soldiers are correctly dressed and are authorised to be at Bn HQ.
 - f. Regulate the flow of members to Bn HQ to prevent congestion.
 - g. Carry out any instructions issued by the Orderly Officer.
 - h. Drill and conduct all Defaulters Parades in accordance with Orders for Confinement to Barracks.
 - j. Supervise the runners in cleaning Bn HQ so that it is polished, dusted and cleaned by 0700 hrs.
 - k. Employ members confined to barracks on ground improvement and ensure that all the trees in the area of the Officers/Sergeants Mess/ Bn HQ are watered.
 - l. Brief the defaulters that after the evening drill parade they will secure their weapons in the Battalion Guard Room and collect them prior to first parade next morning.
 - m. The oncoming Orderly Sergeant will stocktake the Bar of the Sergeants Mess by 0900 hrs daily.
 - n. The Orderly Sergeant will check the ammunition magazine at least twice during the hours of darkness and notate it in the Orderly Sergeants Report Book.

Cancellation

6. These orders supercede 4 RAR (Aust Component) DUTIES OF ORDERLY SERGEANT of 6 Oct 67.

ORDERS FOR BATTALION
QUARTER GUARD

1. 4 RAR Quarter Guard will consist of one Corporal, one Lance Corporal, nine privates.
2. Tour of Duty will be 0800 hrs - 0800 hrs daily, with the exception on week days when the Guard Commander and six Privates will stand down after guard mount in the morning and mount again at 1700 hrs.
3. Dress
 - a. Summer - Jungle Green Dress General Duty
Rifle
Side Arms
 - b. Winter - Battle Dress
Rifle
Side Arms

DUTIES OF GUARD COMMANDER

- a. You will parade your Guard ready for inspection by the Orderly Sergeant outside 4 RAR Guard Room at 1700 hrs on the day of Mounting.
- b. You will inspect the Guard Room on mounting and note any deficiencies or damages in the Guard Report AAF A18.
- c. You will detail reliefs and read out orders to the Guard. You will ensure that orders are read out again to each sentry prior to mounting duty.
- d. You will ensure that each relief is posted by yourself or your Second in Command.
- e. You will arrange for early or late meals for the Guard, ensuring that you or your Second in Command and at least one relief is, always present at the Guard room.
- f. You will visit sentries at irregular intervals and at least once after 0100 hrs.
- g. You will ensure that members of the Guard not on sentry do not leave the Guard room without your permission. Members of the Guard sleeping may only remove their hat.
- h. You are responsible that all soldiers under close arrest or undergoing detention are treated strictly according to 4 RAR Standing Orders. Under no circumstances will you permit soldiers under close arrest or undergoing detention to mix with members of the Guard or to remain in the Guard sleeping quarters.
- j. If a soldier is handed over to you to be placed under close arrest you will request the officer or NCO committing the soldier to submit an AAF A4 as soon as possible. If an AAF A4 has not been submitted on your dismounting you will inform the Regimental Sergeant Major personally.
- k. You will not leave the Guard Room during your tour of duty except when necessary to carry out a specific task. You will ensure your second in command is present in the Guard Room and aware of your whereabouts, and that he is fully conversant with your orders.
- l. You will not consume alcoholic liquor during your tour of duty or for 4 hrs prior to mounting duty.
- m. You will ensure that the dress and bearing of all members of the Guard is of the highest standard at all times.
- n. You will carry out any tasks allotted to you by the Orderly Officer and Orderly Sergeant.
- p. You will report any breach of discipline to the Bn Orderly Officer as soon as possible.
- q. You will compile a Guard Report AAF A18 in two copies and submit one copy to the RSM on dismounting.
- r. In the event of the outbreak of fire in the area you are to report immediately with your Guard less posts to the scene of the fire and to report to the senior person present.
- s. You are to impress on your sentries that under NO circumstances are females allowed to enter the Camp area, unless they are authorised by the Commanding Officer e.g. civilian typist at BN HQ.

DUTIES OF GUARD SECOND IN COMMAND

1.
 - a. You will familiarise yourself with the orders for the Guard Commander and assist and understudy him at all times.
 - b. You will take command of the Guard in the absence of the Guard Commander.
 - c. You will carry out any task allotted to you by the Guard Commander.
 - d. You will ensure that the daylight sentries turn out at 0800 hrs and compliments are paid to the Commanding Officer as he comes through the main gate.
 - e. You will NOT consume alcoholic liquor during your tour of duty, or for 4 Hours prior to mounting duty.

ORDERS FOR NO 1 POST

1. a. You are the sentry on the main entrance to the Barracks area.
- 0 b. Your tour of duty is to be as laid down by the Guard Commander or Guard Second in Command.
- c. You are to pay compliments to all Officers at all times.
- d. Whenever a vehicle, military or civilian enters the area you will come to the attention.
- e. You are to stand on the foot path, outside the guard room. You will move and stand on the guard room verandah only during inclement weather.
- f. You will be courteous to all personnel both military and civil with whom you have dealings. All enquiries are to be directed to Bn HQ to the Battalion Orderly Officer.
- g. Taxis are NOT permitted to enter the Camp, unless proceeding to the Officers Mess or Sergeants Mess.
- h. Your dress bearing and movement reflect the standard of the Battalion to people moving through your post. You are to ensure that the standard maintained is the highest.

ORDERS FOR NO2 POST

1. a. You are a roving sentry. Your beat will include:-

ALL OR living quarters
ALL Company Orderly rooms and Q Stores
- b. You will patrol your beat continuously.
- c. You will carry your rifle (Bayonet fixed) slung during the hours of darkness and at the shoulder during daylight hours.
- d. You will NOT leave your post without being properly relieved, you will be relieved at the street corner outside Admin Coy Orderly Room. You will NOT smoke or sit down whilst on your beat.
- e. You are responsible for the security of all buildings on your beat.
- f. You will report all unusual or suspicious circumstances to the GuardCommander.
- g. You will NOT allow females to enter any buildings or remain in the area of your beat.
- h. You will NOT consume alcoholic liquor during your tour of duty or for 4 hrs prior to mounting duty.

ORDERS FOR NO 3 POST

1. a. You are a roving sentry. Your beat will include:-

OR Mess
Battalion Q Store
Transport Compound
Car Parks
Battalion Ration Store

- b. You will patrol your beat continuously.

c. You will carry **your** rifle (Bayonet Fixed) slung during hours of darkness and at the shoulder during daylight hours.

d. You will NOT leave your post without being properly relieved. You will be relieved outside the Battalion Ration Store. You will NOT smoke or sit down whilst on your post.

e. You are responsible for the security of ALL buildings on your beat. You will check all doors and windows at least once every hour on the following buildings:-

Battalion Q Store
Battalion Ration Store

f. You will not permit any army vehicle to leave the Transport Compound without a properly endorsed AAF 92 or without authority by the Battalion Orderly Officer.

g. You will NOT allow females to enter any buildings or remain in the area of your beat.

h. You will NOT consume alcoholic liquor during your tour of duty or for 4 hours prior to mounting.

ORDERS FOR THE DUTY MEDICAL ORDERLY

1. The duty RAP orderly will be rostered by the RAP Staff Sergeant
2. The duty RAP Orderly will mount for 24 hours. During his tour of duty he will:-
 - a. NOT leave the camp area.
 - b. If absent from 4 RAR Regimental Aid Post (RAP) leave a note showing his whereabouts on the RAP Door.
 - c. Ensure that the orderly Sgt knows where he is sleeping.
 - d. Not consume alcoholic liquor during his tour.
 - e. Render any first aid and/or medical assistance considered necessary.
 - f. Conduct rest day sick parades if required.

ORDERS FOR CONFINEMENT TO BARRACKS, ARREST AND DETENTION

1.

Confined to Barracks

a. General

- (1) Defaulters are to be paraded on the Regimental Parade Ground. The parades are to be conducted by the Battalion Orderly Officer or Sergeant.
- (2) Defaulters are to parade initially to the Orderly Sergeant in front of the duty toom at Battalion Headquarters.
- (3) The parades on the parade ground are to consist of squad drill and rifle exercises. A rest period of two minutes is to be allowed at each parade.
- (4) Defaulters are not to leave the vicinity of their quarters during working hours, unless engaged on tasks.
- (5) Defaulters are not to be used for company duties or relieved for sport without prior permission of the Adjutant or RSM.
- (6) Defaulters are not to visit the area canteen or any other place of entertainment.
- (7) During the period of confinement to Barracks, defaulters will NOT consume any alcoholic liquor.

b. Timings

- (1) Monday to Friday
 - (a) First Parade 0615-0635 hrs. Drill.
 - (b) Second Parade 1630-1650 hrs. Drill.
 - (c) Third Parade 1230 hrs. Check Parade. As detailed by Battalion Orderly Sergeant.
 - (d) Every hour, on the hour, from 1800-2200 hrs or as detailed by the Orderly Sergeant.
- (2) Stand Down Days
 - (a) First Parade 0900-0920 hrs. Drill.
 - (b) Second Parade 1630-1650 hrs. Drill.
 - (c) Every hour, on the hour, from 0800 to 2200 hrs or as directed by the Orderly Sergeant.
- (3) Wednesday Afternoons Report to Battalion Headquarters at 1330 hrs., in the dress of the day.

c. Attendance All soldiers awarded confinement to Barracks are to attend the defaulters parades as follow:-

- (1) The first parade after the award and continue until the last parade on the day of the termination of the award. The company Sergeant Major is to warn defaulters of the parades they must attend.

(2) Those undergoing medical treatment and marked light duties or No Duty are not to attend defaulters drill until returned to normal duties. All restrictions are to apply. On return to full duty they are not to make up the parades lost during No duty or Light Duty period. They are, however, to report to the Orderly Sergeant at all laid down times. They are not to wear equipment. They are to be dismissed after being checked.

(3) Defaulters attending check parades are to fall in outside the Duty Room. The Orderly Sergeant is to call the roll, inspect the parade and dismiss the defaulters.

(4) Failure to attend any one parade is to result in an automatic charge. Soldiers found guilty are to be awarded additional confinement to Barracks.

d. Dress

(1) The dress for check parades is to be changed each time of reporting and is to be advised at the preceding parade.

(2) The dress for the drill parades is to be:

(a) Field Dress with Boots AB.

(b) Rifle and Bayonet.

(c) Basic Equipment - two (2) filled water bottles and machete.

(d) Pack containing - Mess gear, change of clothing, housewife, one (1) pair of sox, rifle and boot cleaning gear, toilet gear complete, one (1) towel, jungle boots.

(e) Bedroll containing shelter, mosquito net, blankets outer & inner, covers mattress, mattress section pneumatic.

(f) Entrenching tool.

(3) It is an offence to parade without articles of equipment listed above.

(4) Webbing is to be clean and dress and equipment are to be in inspection order.

2. Open Arrest

a. Soldiers placed under open arrest are not to leave Samichon Lines except on duty or with their Company Commander's approval.

b. They are not to enter:-

(1) The Wet Canteen.

(2) Any place of entertainment.

c. They are to report to the Battalion Orderly Sergeant as follow:-

(1) Monday to Friday 1800, 1900, 2000 and 2200 hrs.

(2) Stand down days. Five minutes before the hour from Reveille to 2300 hrs daily.

d. The Battalion Orderly Sergeant is to keep a record of members under open arrest.

3. Close Arrest and Unit Detention

- a. Searching Soldiers placed under close arrest or committed to detention in the unit guard room are to be searched on admission and at such other times as may be necessary. All prohibited articles are to be removed. These include:-
- money, tobacco, matches, letters, alcoholic liquor, papers, knives, tools, weapons, keys, ammunition, rope clothing other than ordered and any other article that may be used to escape or cause injury.
- b. Drunkenness When a soldier is committed in a state of drunkenness he is to:-
- (1) Be placed in a cell, on his own if possible.
 - (2) Be deprived of his boots.
 - (3) Be visited by the Guard Commander or the Guard Second in Command every two hours.
- c. Fetching Articles for Prisoners. Unauthorised members are not to obtain, carry in or out, any articles for prisoners.
- d. Personal Cleanliness
- (1) Prisoners are required to keep themselves clean and decent when under arrest. They are to be provided with an adequate supply of clean linen and towels.
 - (2) Except when in use, razors are to be withdrawn from the prisoner.
 - (3) Prisoner's hair is not to be cut shorter than may be necessary for purposes of health and cleanliness.
 - (4) Prisoner's clothing and personal effects are to be purified as often as directed by the Regimental Medical Officer.
- e. Prisoner's Personal Clothing and Property. These are to be secured on entry and returned to him on release.
- f. Property Book. The prisoner's private property is to be registered in this book. It is to be signed by the prisoner and witnessed by the Regimental Police Sergeant.
- g. General Health of Prisoners
- (1) Any member of the guard or Regimental Police Section is to direct the attention of the Guard Commander or Regimental Police Sergeant to any prisoner who appears to be in ill health.
 - (2) The Regimental Aid Post is to be informed immediately and medical attention requested.
- h. Newspapers and Books. No newspapers or books are to be allowed to prisoners. The prisoner may request to read the Bible.
- j. Keys. Cell keys are NOT to be taken out of the Guard Room.
- k. State of Cells. Cells are to be inspected daily by the Guard Commander and Regimental Police Sergeant.
- l. Striking Prisoners. No member of the Guard or Regimental Police is to strike a prisoner unless compelled to do so in self defence in which case the minimum force is to be used.
- m. Entering Prisoner's Cell at Night. A member of the Guard or Regimental Police is not to enter the cell of a prisoner during the night unless accompanied by another soldier and then only in the case of sickness or other emergency.

3. n. Conversing with Prisoners. No member of the Guard or Regimental Police is to converse, or be familiar with, or discuss any matters of discipline with prisoners.
- o. Clothing and Bedding. An adequate supply of linen is to be provided for every prisoner.
- p. Inspection of Water Bottles. These and all other drinking utensils are to be inspected daily before being refilled.
- q. Visitors.
- (1) Visitors are allowed only on the authority of the Commanding Officer. Such visitors may be removed from the Guard Room if the prisoner or visitor does not conduct himself in accordance with these orders.
 - (2) A member of the Guard or Regimental Police is to be present during the period of any such visit.
 - (3) The period of visit allowed to any prisoner will not exceed twenty minutes, except where the Commanding Officer authorises a longer period.
 - (4) Police officers may visit prisoners for the purpose of identification. An officer representing the prisoner, or the Orderly Officer, is to be present.
- r. Employment of Prisoners
- (1) Prisoners are not to be employed for the private benefit of any person or persons or upon industrial work for private firms, individuals or regimental institutes.
 - (2) Prisoners are not to work on Christmas Day, Good Friday or Sundays.
 - (3) Prisoners are to do such duties as are listed by the Regimental Sergeant Major.
 - (4) No prisoner is to be employed for less than six nor more than nine hours per day.
- s. Timetable:

SERIAL	ACTION	TIME (HRS)		STAND DOWN
		WEEK	DAYS	
1.	Reveille, rise, make beds, arrange kit, clean cells	0550		0630
2.	Unlock, shave, return razors, Cell inspected	0610		0700
3.	Muster Roll Call - Drill on parade ground	0615		0900
4.	Breakfast Parade	0715		0715
5.	Muster Roll Call and Parade for duties	0815		0815
6.	Muster Roll Call, ablutions	1200		1200
7.	Lunch parade	1220		1220
8.	Muster Roll Call	1315		1315
9.	Letter writing if requested	-		1500
10.	Muster Roll Call - Drill on Parade Ground	1630		1630
11.	Dinner Parade	1700		1700
12.	Lock up, Check Roll	1730		1730
13.	Lights Out	2100		2100

3.

t. Escape of Prisoners

- (1) If a prisoner escapes the Guard Commander will inform the Orderly Officer or the senior officer available who is to inform the local police, both civil and military, by the quickest possible means and give such information as is immediately available. A complete description should be given at this time. This report must be given without delay. Other reports may be given later.

u. Promulgation. These orders are to be displayed in the Guard Room and the Orderly Officer is to ensure that the contents of these orders are known and understood by all concerned.

4 RAR TRANSPORT REQUISITION

COY _____

SERIAL	TIME	DAY/DATE	VEH NO AND TYPE	NO OF PERS AND/OR TYPE OF STORES	REPORT TO (PERSON)	PLACE OF REPORT	DESTINATION	RELEASE TIME	REMARKS

- NOTES:
- a. At minimum 3 clear work days notice for TCVs or Stores Trucks.
 - b. At minimum 1 clear work days notice for 1/4 ton vehs and Tlrs.
 - c. Numbers of Troops to be stated accurately.
 - d. Vehs to be released at stated time to allow fwd tasking by outside and parent unit.
 - e. Where possible coy 2IC or CSM to be responsible for bookings.
 - f. Requisition to be fwd to MTO or V/NCO for action in "DUPLICATE".

Signature _____ APPT _____ DATE _____

VISITS BY THE COLONEL COMMANDANT OF THE ROYAL AUSTRALIAN REGIMENT TO BATTALIONS

1. Now that there are nine battalions in the Regiment it is necessary to lay down some standard procedures relating to visits by the Colonel Commandant to Battalions. The number of the visits which the Colonel Commandant may make to the Battalions of the Regiment each year is limited, but it should be standard practice that the Colonel Commandant is invited to all major regimental occasions.
2. The procedure to be followed is:
 - a. As soon as a firm date has been decided by a battalion for a major regiment occasion, the Commanding Officer should write to the Colonel Commandant inviting him to attend. This invitation should be passed through the Regimental Colonel in order that the Regimental Colonel may add any recommendations. The Commanding Officers should not wait until official invitations are printed before inviting the Colonel Commandant.
 - b. Commanding Officers should include with their invitation a brief showing the main outline of the occasion and the part which the Colonel Commandant is to play. This will help the Colonel Commandant to decide whether he should attend or not.
 - c. Once the Colonel Commandant has indicated that he will accept the invitation, a more detailed brief should be prepared showing details of dress and procedure, including a list of the main people whom the Colonel Commandant will meet.
 - d. The Regimental Colonel should be invited to attend all these occasions to which the Colonel Commandant is invited.
3. At present there are no detailed instructions in MBIs or AROs on the procedures when the Colonel Commandant and/or the Regimental Colonel are present at a Regimental occasion. A submission is being prepared which is hoped will be issued as part of an ARO.
4. For guidance of battalions the following is a brief summary of procedures to be observed.
 - a. Battalions should provide the Colonel Commandant with an ADC for the occasion.
 - b. For all Regimental occasions the Colonel Commandant of the Regiment should be the official host. This particularly applies to parades such as parades for the Presentation of Colours, to commemorate Regimental or Battalion Days or to farewell a battalion about to embark overseas. The Colonel Commandant should be the official host for the parade and for any reception held after the parade.
 - c. If the Regimental Colonel is also present he should precede the Colonel Commandant on to the parade ground and should receive the Colonel Commandant when he arrives.
 - d. The Colonel Commandant as official host should be received by the parade with a General Salute.
 - e. The Colonel Commandant should then receive those official guests who are to arrive on the Parade Ground.

- f. If the Colonel Commandant is not the Inspecting Officer he should have a place on the dais with the Inspecting Officer and he should accompany the Inspecting Officer during the inspection.
- g. If the Colonel Commandant is the Inspecting Officer, the Regimental Colonel should act as the host in his place.
- h. After the parade the Colonel Commandant should farewell official guests in reverse order of appearance. The Colonel Commandant should then be farewelled by the Regimental Colonel who should be the last to leave the parade ground.
5. When full details have been decided a copy of a draft submission to lay down these procedures will be sent to all battalions.
6. The above procedure is not yet official Army policy, although it has been accepted by custom. Commanding Officers should follow this procedure when recommending the form of a proposed parade to their superior headquarters.