

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

COMMANDERS DIARY NARRATIVE

Army Form C 2118

UNIT/FORMATION **4 RAR**

MONTH AND YEAR..... **JANUARY 1967**

COMMANDING OFFICER Lt Col C H A EAST, MBE

Place and grid reference	Day of Month	Hour	Event or information	Annex letter and enclosure number
TERENDAK	3 Jan	0930	ISSUE ROs PART 1 NUMBERS 1 - 28	Annex H Enclosure 1
		1000	ISSUE DUTY ROSTER JAN - JUN 67	" " " 2
		1630	ISSUE REGT AUDIT PRELIM INSTRS	" " " 3
	4 Jan	1040	ISSUE INSTRUCTIONS FOR BOXING TEAM TRAINING	" " " 4
		1400	ISSUE SOP SECT XI PART II FIRE ORDERS	" " " 5
	6 Jan	1200	ISSUE ADMIN INSTRUCTION 4 RAR BIRTHDAY CELEBRATIONS	" " " 6
		1600	VISIT BY RSL REPRESENTATIVES, Sir RAYMOND HUISSH, CBE, RSL DEPUTY NATIONAL PRESIDENT AND Mr A G W KEYS, MC, RSL NATIONAL SECRETARY	
	8 Jan		ADV PARTY EX FAST MOVE II	
	9 Jan		MAIN BODY EX FAST MOVE II	
	10 Jan		COMMENCE EX JUNGLE JANUS	
	17 Jan		ISSUE DENTAL FITNESS INSTRUCTION	Annex H Enclosure 7
	18 Jan	1630	ISSUE ROs PART 1 NUMBERS 29 - 37	" " " 8
	19 Jan	1100	ISSUE AMENDMENTS TO SO No 4	" " " 9
1500		ISSUE OF BEATING THE RETREAT INSTRUCTION	" " " 10	
20 Jan	1000	ISSUE ANNEX TO CHAPTER 6 SECTION 32 TO 4 RAR SOPs	" " " 11	
	1200	ISSUE INSTRUCTIONS FOR THE RE-WRITE OF CHAPTER 6 TO 4 RAR SOPs	" " " 12	
	1400	ISSUE INSTRUCTIONS FOR THE RE-WRITE OF VEH LOADS AS PER 4 RAR SOPs	" " " 13	

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS - PART I

BY

LIEUTENANT COLONEL C.H.A. EAST MBE

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 1

3 JAN 67

NUMBERS 1 TO 28

- =====
1. ROUTINE ORDERS PART I 1966
 2. BATTALION ORDERLY DUTIES
 3. COMMAND
 4. EXTRA REGIMENTAL APPOINTMENTS
 5. CORRIGENDUM
 6. OFFICERS MESS GENERAL MEETING
 7. WEARING OF SAFETY HARNESS IN SERVICE MOTOR VEHICLES
 8. PARACHUTISTS - ALL UP WEIGHT
 9. GROUP 6 MIL SKILL QUALIFICATION
 10. MILITARY INFORMATION
 11. SECURITY OF ORDER OF BATTLE INFORMATION
 12. MOBILE FAMILIES EXCHANGE SHOP - PROGRAMME VISITS
 13. WELFARE BUS SERVICE
 14. GARRISON HOUSING COMMITTEE MEETING
 15. SMOKING IN ARMY VEHICLES
 16. DISCIPLINE - DRESS
 17. BOUNDS - HELICOPTER SITE
 18. TERENDAK LADIES MESS
 19. CIVIL JURISDICTION
 20. AMF IDENTITY CARDS - AAF A129
 21. AACE I EXAMINATION
 22. DISSOLUTION OF DISTRICT COURT MARTIAL
 23. DISCIPLINE - BOUNDS
 24. PACKING OF PERSONAL AND HOUSEHOLD EFFECTS
 25. EXAMINATION FOR ARMY FIRST CLASS CERTIFICATE OF EDUCATION
 26. CLEARANCE OF MAIL FROM BN ORDERLY ROOM
 27. ALLOTMENT
 28. DISCIPLINE
- =====

NOTICES

1. THANKS
2. HOCKEY
3. ADMISSION OF NEW CHILDREN - JAN 67
4. INTER COMPANY SPORT
5. 4 RAR RUGBY PLAYERS
6. GRATITUDE.

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1. ROUTINE ORDERS PART I 1966

The last Routine Order Part I issued by 4 RAR in 1966 was No 405 dated 5 Dec 66.

2. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>	<u>COMTEL BEACH CLUB</u>
3 Jan 67	{Tue} 2Lt P.B. SHEEDY	Sgt EA JONES	Sgt RS HANNAH
4 Jan 67	{Wed} 2Lt M.J. MURPHY	Sgt H WILSON	Sgt BJ MORRIS
5 Jan 67	{Thu} Lt J.N. BRANDON	Sgt B COOKE	Sgt WV JORDAN
6 Jan 67	{Fri} 2Lt C.B. PEPPER	Sgt LW WILMEN	Sgt LB SCOWCROFT
7 Jan 67	{Sat} 2Lt T.R. ELLIS	Sgt GN HUISE	Sgt MW BARRETT
8 Jan 67	{Sun} Lt E.L. QUARTERMAINE	RJ PEARSON	Sgt N SMITH
9 Jan 67	{Mon} Lt R.J. WICKHAM		
10 Jan 67	{Tue} 2Lt T.G. REIDY		

3. COMMAND

2Lt DM CHAMBERS powers of Coy Comd as OC Rear Details for period Sat 10 Dec 66 to Mon 2 Jan 67.

4. EXTRA REGIMENTAL APPOINTMENTS

Reference RO 387/66 of 28 Nov 66.

HOCKEY EXECUTIVE OFFICER - Delete 2Lt DJ LYONS
Insert 2Lt A BEER.

JUDO/UNARMED COMBAT
EXECUTIVE OFFICER - Delete 2Lt A BEER
Insert 2Lt DJ LYONS.

RUGBY EXECUTIVE OFFICER - Delete 2Lt G REIDY
Insert Lt E QUARTERMAINE.

BASKETBALL EXECUTIVE OFFR - Delete Lt E QUARTERMAINE
Insert 2Lt G REIDY.

5. CORRIGENDUM

Ref RO 404/66 dated 5 Dec 66.

1. Cpl A.J. McLEAN Delete Subject C for Cpl
Insert Subject C for Sgt.
2. 37221 Pte F.A. ROBERTS C Pass at AHQ School.
3. 5410993 Lcpl A. GREGSON - Qualified Subject A and B NOT just A as shown.
4. 5410962 Lcpl J.J. BRANDER- Qualified Subject B and NOT Subject A as shown.
5. 5411074 Pte R.V. WHITE - Qualified Subject A and NOT Subject B as shown.

6. OFFICERS MESS GENERAL MEETING

There will be a General Meeting of the Officers' Mess at 1600 hrs on 23 Jan 67.

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WEARING OF SAFETY HARNESS IN SERVICE MOTOR VEHICLES

1. The attention of all sub units is drawn to DCI 23 of 1966 which lays down that where safety belts are fitted in service vehicles, all ranks must wear them at all times when travelling as drivers or passengers.

2. Provost have noted many instances on recent patrols when safety belts have not been worn. They have been instructed to report all offenders in future.

(17 Div RO 179/66)

8. PARACHUTISTS - ALL UP WEIGHT

The all up weight for a parachutist must not exceed 330 lbs. The attention of all ranks connected with parachuting is to be drawn to this limitation.

(17 Div RO 167/66)

9. GROUP SIX MIL SKILL QUALIFICATION

1. 43367 Lcpl M.J. CANNON has qualified at First Aid, Voice Procedure and Map/Air Photo reading examinations at the above standard.

2. 16210 Cpl K.W. RIDEOUT has qualified at Voice Procedure and Map/Air Photo reading examinations at the above standard.

3. 43358 Lcpl M FINCHAM has qualified at Voice Procedure and Map/Air Photo reading examinations at the above standard.

4. 43367 Lcpl M.J. CANNON has passed a First Aid Qualification for Group 6 Military Skill at the required standard.

10. MILITARY INFORMATION

1. It has come to the notice that civilians have been pressing soldiers in bars etc for military information. Any member being thus approached should report the incident to the unit. The unit will then inform 22 Int Pl.

11. SECURITY OF ORDER OF BATTLE INFORMATION

Ref 4 RAR SOs para 254 - 257

1. The attention of all ranks is drawn to the security aspect of corresponding with persons calling themselves "students of military history" who request details of unit personalities or information of unit activities. Such a warning is given about a

Mr. M. KNOTT, 15 MANSBRIDGE Rd, TOTNES, DEVON, ENGLAND who has sent a letter requesting that the Battalion rubber stamp be applied to the front of an envelope that he had enclosed.

2. Should anyone receive a similar request from the above or any other person, he is to inform the Unit Security Officer, at earliest.

12. MOBILE FAMILIES EXCHANGE SHOP - PROGRAMME VISITS - JAN TO DEC 67

1. For the information of families residing outside TERENDAK Garrison, details of the programme of visits by the MOBILE FAMILIES EXCHANGE SHOP are published as Annex 'A' to this Order.

2. Effective date is 2 Jan 67.

(BRO 293/66).

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13. WELFARE BUS SERVICE

During the school holidays ie from 22 Dec 66 to 9 Jan 67 the Welfare Bus Service - Mon to Fri (incl) will run on Saturday timing.

14. GARRISON HOUSING COMMITTEE MEETING

(BRO 294/66)

The next Garrison Housing Committee Meeting will be held at 1400 hrs Mon 15 Jan 67 in the Brigade Conference Room (Security Area).

15. SMOKING IN ARMY VEHICLES

(BRO 288/66)

1. Drivers are not to smoke whilst driving in Army Department vehicle.
2. Passengers are not to smoke in the driver's cab, in the body of a load carrying vehicle loaded with stores, nor in an empty vehicle when there is a risk of fire (eg petrol vapour present through the nature of a previous load).
3. The Senior Officer or NCO in a vehicle may, provided he is satisfied there is no risk of fire, allow smoking in a vehicle subject to sub para 1 and 2 above.

(BRO 286/66)

16. DISCIPLINE - DRESS

1. Non-Regimental forms of dress, such as bare buff, socks rolled down over boots, PT Shorts, no hats, are not permitted outside unit lines, except when troops are taking part in some form of unit trg.
2. a. Hats are to be worn with uniform at all times when travelling in military and civilian vehicles.
b. When travelling in uniform on motorcycles, scooters etc, uniform hats or crash helmets are to be worn at all times.
c. Units should encourage personnel to wear crash helmets at all times when riding a motor cycle or scooter but particularly when doing so outside Terendak Garrison.

(BRO 285/66)

17. BOUNDS - HELICOPTER SITE

The helicopter site is OUT OF BOUNDS to ALL pers unless on duty. This particularly applies during hours of darkness.

18. TERENDAK LADIES MESS

1. The Terendak Ladies Mess and its environs is OUT OF BOUNDS to all male personnel at all times with the exceptions listed below.
 - a. Employees of the Mess.
 - b. Visitors, who are allowed in the public rooms only, between sunrise and 2359 hrs. This latter time may be extended for particular functions with the concurrence of the Garrison Commander.
2. Garrison Standing Orders are being amended accordingly. These orders come into effect forthwith.

19. CIVIL JURISDICTION

1. Attention is drawn to the Administration of Discipline on War Service in Malaysia (May 1964) paragraph 19 which states:-

- a. When members are arrested by the civil police in Malaysia they will be handed over to the military authorities of their own force and their custody will be at the discretion of the Commander of the unit. No undertaking should be given that the member will be treated in a way incompatible with military regulations or orders nor that any particular punishment will be given. If such undertaking is by chance given it is invalid.
- b. A member arrested by the civil authorities, or who has committed an offence which could be the subject of a civil charge, will not be dealt with by a CO until permission so to do has been obtained from the Formation to which the unit belongs. Where there is an offence against the local law, the Formation will obtain jurisdiction from the appropriate Civil authorities before any military action is taken."

2. HQ AAF FARELF is to be advised of all cases in which an offence is committed which could be the subject of a civil case.

(HQ AAF RO 118/66).

20. AMF IDENTITY CARDS - AAF A129 (Ref MBI 212-5 'A')

1. Instructions concerning the preparation, issue, withdrawal, loss and replacement of AMF Identity Cards - AAF A129 are contained in Reference 'A' above. This order covers the implementation of these instructions in FARELF.

2. Carriage and Security of Identity Cards - Unless specifically ordered by unit commanders, identity cards are to be carried at all times by Australian Army personnel in FARELF.

3. Under no circumstances are holders to allow their identity cards out of their possession, as temporary security for loans or similar services.

4. Identity Cards are valuable documents and their possession by unauthorised persons represents a potential security risk. All ranks are expected to take special care to ensure safe custody of their card at all times.

5. The loss of identity cards is declared a prevalent offence.

Recording of Religion on Identity Cards

6. Australian units in this theatre are to record on all AAFs A129 the holder's religious denomination. This should be recorded on the reverse side of the AAF A129 immediately below the words "Australian Military Forces". In recording the religion, abbreviations are not to be used.

7. It is essential that the entry should not appear on the front of the AAF A129, which must not bear any alterations or additions.

Issues

8. With effect from the date of this order HQ AAF is the sole issuing authority for AMF Identity Cards in FARELF.

9. Sub units are not to indent for, or hold stocks of Identity Cards without the written authority of HQ AAF FARELF. This authority will be given only in special cases, such as for a particular operational requirement.

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6.

10. Requests by units for issue of identity cards for individuals are to be made to HQ AAF FARLEF on the proforma attached as Annex 'A' to this order.

11. Sub units are responsible for ensuring that details of identity cards issued by HQ AAF FARLEF are recorded in members' Record of Service Books (AAB 83) when issued.

12. Receipts for identity cards, and certificates that entries have been made vide para 11 above, are to be submitted in the form shown at Appendix 1 to Annex 'A' to this order. A copy of this document will be forwarded to units with each AAF A129 issued, and is to be completed and returned to HQ AAF FARLEF within seven days of receipt.

Withdrawals

13. Where it becomes necessary for any reason to withdraw identity cards, sub units are to adjust the entries in AABs 83, and forward the identity cards so withdrawn to this HQ together with a nominal roll in the form shown at Appendix 2 to Annex 'A' to this order.

Action on Loss

14. When an identity card is lost by a member, the loss is to be reported immediately to his unit and paragraphs 1 - 9 of the Report of Loss of Identity Card, attached as Appendix 3 to Annex A to this order, is to be completed.

15. The Sub unit is to investigate the loss and complete paragraphs 10 and 11 of the report.

16. When satisfied that the identity card has been lost the unit is to cancel the entry relating to the card in the member's AAB83 and request the issue of a new identity card from HQ FARLEF vide para 11 above.

(HQ AAF RO 117/66).

21. AACE I EXAMINATION

The following are results of the AACE I Examination series 3/66 for 4 RAR personnel:

(HQ AAF RO Ser 35/66)

No	Rank	Name	Unit	Eng	Arith	Geog	Current Affairs	Aust Hist	Social Studies	REMARKS
43542	Pte	M. SCHLIMMER	4 RAR	-	P	-	-	-	-	Qual AACE I
42424	Lcpl	D. J. MOSELEY	"	-	P	-	-	-	-	Qual AACE I
43427	Pte	G. J. McLEAN	"	P	-	-	-	-	-	Qual AACE I
18405	Lcpl	J. W. BURNS	"	P	P	P	P	-	P	Qual AACE I
38285	Pte	G. J. HELL	"	-	P	-	-	-	-	Qual AACE I
215452	Pte	D. J. TYSON	"	-	P	-	-	-	-	Qual AACE I
37970	Lcpl	G. J. LE SCOMBE	"	P	-	P	-	-	-	-
18411	Pte	P. J. BASTEN	"	P	-	-	-	P	P	-
5411434	Pte	G. J. REIDELI	"	P	P	P	-	-	P	-
15315	Sgt	G. J. STEWENS	"	-	-	P	-	P	P	Qual AACE I
16554	Cpl	R. J. SMILL	"	-	-	P	P	P	P	Qual AACE I
37205	Cpl	C. J. PARKER	"	-	-	P	-	P	P	-
38065	Lcpl	P. J. BONE	"	-	P	P	-	-	P	-
15638	Cpl	G. J. VIALAIRA	"	-	-	P	-	P	P	Qual AACE I
36394	Sgt	D. J. HOBMAN	"	-	-	-	-	P	P	Qual AACE I
212555	Cpl	M. J. CARROLL	"	-	-	-	-	P	P	Qual AACE I
36255	Sgt	R. J. HANMAN	"	P	P	P	P	P	P	Qual AACE I
13845	Cpl	P. J. LEITCH	"	P	P	P	P	P	P	Qual AACE I
41881	Cpl	M. J. CERNOV	"	P	P	P	-	-	P	-
215375	Pte	I. J. DJHICE	"	-	P	-	-	-	-	Qual AACE I
42290	Sgt	K. J. LEWIS	"	P	P	P	-	P	P	-
54766	Cpl	W. J. FENNELBY	"	-	-	P	-	P	P	Qual AACE I
41651	Sgt	W. J. CASEY	"	-	P	P	-	-	P	-
243154	Pte	G. J. ROGERS	4 RAR	-	P	-	-	-	-	Qual AACE I

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7.

22, DISSOLUTION OF DISTRICT COURT MARTIAL

1. The District Court Martial convened on 6 Dec 66 for the trial of:

43666 Pte R. HARVIE 4 RAR

is hereby dissolved.

2. Details are as follows:-

Date and Place of Trial

7th December 1966 at TERENDAK GARRISON, MALACCA.

Charges

<u>Sec 11 Army Act</u>	<u>Plea</u>	<u>Finding</u>
Negligence	Guilty	Guilty
<u>Sec 40 Army Act</u>		
Neglect to the Prejudice	Guilty	Guilty
<u>Sec 8 (2) Army Act</u>		
Insubordinate Language	Guilty	Guilty
<u>Sec 15 (1) Army Act</u>		
Absent without leave	Guilty	Guilty
<u>Sec 19 Army Act</u>		
Drunkenness	Guilty	Guilty
<u>Sec 11 Army Act</u>		
Negligence	Guilty	Guilty
<u>Sec 8 (2) Army Act</u>		
Insubordinate Language	Not Guilty	Guilty

Sentence

To undergo detention for a period of ninety days.

3. Sentence confirmed by Cond 28 COMEL Inf Bde on 16th December 1966.

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23. DISCIPLINE - BOUNDS

Amend 4 RAR 1965 RO Part I No 353 para 6 timings to read 2330 hrs to 0600 hrs.

24. PACKING OF PERSONAL AND HOUSEHOLD EFFECTS

1. A comparison of invoices submitted by the packing contractors and by the Joint Services Post Unit, Singapore has revealed differences in the measurement of members cases which are returned to Australia through MFO channels. The JSPU invoices are in fact those of the shipping companies for freight charges.

2. The differences in the measured capacity is attributable to the different methods of measuring cases employed by the two agencies. Whereas JSPU take their measurement from the outside of the packing case, the packers take measurement from the inside of the packing case.

3. Whilst the packing company has shown a tendency to give members the benefit of any fraction of an inch involved, JSPU when measuring do not, and take fractions to the next highest inch. This has resulted in differences of up to 10% on cubic capacity.

4. It is strongly recommended that where a member is within 10% of his entitlement he should either reconsider the taking back to Australia of certain items or be prepared to be debited for the costs of the space.

5. Members who consider they are eligible for additional space in excess of their entitlement (MBI 150-2 paragraph 26) should request approval to have extra items transported to Australia at public expense as soon as it becomes obvious that the entitlement is insufficient.

(HQ AAF 115/66)

25. EXAMINATION FOR ARMY FIRST CLASS CERTIFICATE OF EDUCATION

The following amendments to MBI 171-1 para 412 (e) may be anticipated:

"Before promotion to substantive WO1 hold AACE I. Temporary or provisional WO1 appointed prior to 1 Jan 67 will not be required to obtain AACE I for substantive promotion. WO1's appointed subsequent to 1 Jan 66 will be required to obtain AACE I for promotion to substantive rank of WO1".

(HQ AAF 116/66)

26. CLEARANCE OF MAIL FROM BN ORDERLY ROOM

Coys are to ensure that mail is cleared from Coy boxes at the Bn Orderly Room at least once every hour beginning 0800 hrs to 1600 hrs every working day including Wednesday afternoons.

27. ALLOTMENT

Australian Dependents Allotment 12 Jan 67, will be paid their allotments at Aust Fd Cash Office on 11 Jan 67 between 0830 hrs and 1130 hrs owing to HARI RAYA PUASA on 12 Jan 67. Dependents who have allotments paid to a Bank can collect same during normal Banking hours on 11 Jan 67. Sub units are required to advise all married accompanied soldiers accordingly.

26. DISCIPLINE

Soldiers will NOT smoke when moving around in CANBERRA Lines.

Distribution
List A.

NOTICES

[Handwritten Signature]
Capt
Adjt

1. THANKS

A letter received from Woodside Business-mens Association, Woodside is appended below:

"I am writing as president of the Woodside Business-mens Association to say that we appreciated very much the thoughtful gesture of sending us a plaque for 4 RAR.

This was presented to one of our members, Mr. Lawton, by Brig Bleechmore, at a ceremony during a Cocktail Party at the Kewswick Mess.

We will hang the plaque in a suitable place to preserve the memories of excellent relations and happy associations with 4 RAR whilst at Woodside.

Would you please pass on thanks from Woodside Business-men to all in the Regiment."

2. HOCKEY

4 RAR Vs 17 Gurkha Sig

Result: Victory for 17 Gurkha Sig 5 goals to 1.

3. ADMISSION OF NEW CHILDREN - JAN 67

The new term starts on Tuesday 10 Jan. Children who will reach their 5th birthday on or before 7 Apr 67 are eligible to start School on the first morning of term.

It is certain that a very large number of children will be starting that day and it is equally certain that the School will have more children on roll than ever before.

To ease the procedure on the first morning the following will help:

- a. If at all possible please enrol new children before term starts. The school will be open for this on the mornings of Thurs 22 Dec Tue 3rd, Wed 4th Thur 5th Fri 6th Jan 67.
- b. On the first morning children who have attended school (other than KINDERGARTEN) should be brought to the Junior Department entrance between 8 am and 9 am.
- c. Children who are starting School for the first time should be brought to the Infant Department Entrance at any time between 9 am and 10 am. Please do not bring them before 9 AM as this will only lead to a much larger crowd and a longer wait than is necessary.

4. INTLR COMPANY SPORT

Ref 4 RAR 55-1*1 dated 7 Dec 66.

1. Despite outstanding games still be played according to the Sports Instruction issued in Oct 66 the outright winners of the respective sports can now be named on the results submitted. Accordingly trophies as indicated will be presented inscribed to the sub units concerned:

Rugby 1966	-	Sp Coy (The THOMSON Shield)
Aust Rules 1966	-	Sp Coy (The EASTMAN Cup)
Basketball 1966	-	C Coy (The McMEEKIN Cup)
Volley Ball 1966	-	A Coy (Trophy yet to be determined)
Tennis 1966	-	A Coy (Trophy yet to be determined)
Squash 1966	-	C Coy (Trophy yet to be determined)

2. The holding of these trophies by the sub unit concerned will be as indicated in the referenced memo.

5. 4 RAR Rugby Players

The following players are selected:

Lt EL QUART RMAINE	Pte EJP HOBSON
2Lt CB PEPPER	Pte DC SEATON
2Lt TG REIDY	Pte A ILLUM
Sgt RJ PEARSON	Pte JD LYONS
Sgt KJ RYAN	Pte RL CHADBURN
Cpl AB McCLOSKEY	Pte JE BURGESS
Cpl JW WOODLEY	Pte RH TEMPLEMAN
Cpl G JOSEPHS	Pte RK DUGGAN
Lcpl T LAVERTY	Lcpl WJ MOULDER.

Play Selangor Club Kuala Lumpur on 4 Jan 67.

75 Ac Wksp Kluang on 10 Jan 67.

6. GRATITUDE

CINCFE has directed that the following tribute to British and Commonwealth Forces paid by the Malaysian Prime Minister in his address to the Sabah Press Club in JESSELTON on 1 Dec be repeated in unit orders.

"In the defence of East Malaysia against aggression during Indonesian confrontation, the Commonwealth Forces helped us a great deal. I would like to give credit where credit is due and so the praise must be given to the gallant men who suffered many casualties in helping us to defend Malaysia. The Governments of Britain, Australia and New Zealand also poured in many millions of pounds in the defence of these States. Now that confrontation has come to an end, we must all remember with gratitude the services rendered by them. These friendly forces now leave our country, but the good work they have done here in these states will long be remembered by us all".

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Annex 'A' to RO 12/67 of 3 Jan 67

MOBILE FAMILY EXCHANGE SHOP - PROGRAMME VISITS
JAN TO DEC 67

<u>DAY</u>	<u>STOPPING POINT</u>	<u>TIME</u>
<u>MONDAY</u>	<u>1st STOP</u>	
	<u>1st STOP</u>	
	<u>ENTRANCE TO SENTOSAL GARDEN</u>	
2 Jan; 15 Jan, 30 Jan	Entrance to Sentosal Garden	0920
13 Feb, 27 Feb	at house No C3	to
13 Mar, 27 Mar		1000
10 Apr, 24 Apr	Houses C1, C2, C3, C4, C5,	
8 May, 22 May	C6, C7, C8, C9, C36, C41 & C40	
5 Jun, 19 Jun	<u>2nd STOP</u>	
3 Jul, 17 Jul, 31 Jul		
14 Aug, 28 Aug	at house No C13.	
11 Sep, 25 Sep	Houses Nos C9, C10, C11, C12,	1015
9 Oct, 23 Oct	C13, C14, C16, C17,	to
6 Nov, 20 Nov	C47, C46 & C45	1100
4 Dec, 18 Dec		
	<u>3rd STOP</u>	
	between houses No C50 and C51	1115
	Houses C18, C19, C20, C21, C49,	to
	C50, C51, C52, C53	1130
	<u>4th STOP</u>	
	<u>BUKIT BAHRU</u>	
<u>TUESDAY</u>		
3 Jan, 17 Jan, 31 Jan	Junction of Jalan Melor and B/Bahru	
14 Feb, 28 Feb	Main Road Opposite to house No 4273	
14 Mar, 28 Mar	Near the electric post No EBVI	
11 Apr, 25 Apr	Houses Nos: 4658; 5071; 4464	0915
9 May, 23 May	4271; 4273; 4499	to
6 Jun, 20 Jun	4500; 5075; 5303	1030
4 Jul, 18 Jul	5118; 5260; 5074	
1 Aug, 15 Aug, 29 Aug	5073; 5076; 5293	
12 Sep, 26 Sep	5331; 5137; 4564,	
10 Oct, 24 Oct	5071, 4488, & 5256.	
7 Nov, 21 Nov		
5 Dec, 19 Dec		
	<u>5th STOP</u>	
	<u>BUKIT BAHRU</u>	
	Junction of Jalan Tanjong and	
	Main Road Opposite to Bus Stop.	
	Houses Nos 5136; 5036; 5035	1035
	5044; 4581; 4580,	to
	4579; 4602, 4601,	1100
	4587, 5063	
	<u>6th STOP</u>	
	Jalan Dato' Pelandang, Main Rd	
	Between houses No 5507 and 5473.	
	Houses Nos: 5386; 5099; 5100	1105
	5101; 5102; 5119	to
	5533; 5082; 5056	1130
	5055; 5054; 5507	
	5473, 4619, 5096	
	and 5292.	
	<u>RESTRICTED.</u>	<u>.2.</u>

<u>DAY</u>	<u>STOPPING POINT</u>	<u>TIME</u>	
<u>WEDNESDAY</u>			
	<u>7th STOP</u>		
	<u>BUKIT BAHRU</u>		
4 Jan, 18 Jan	Junction of Gravel Road and Main Road, opposite to Bus Stop - in between house No 5128 and 5129.		
1 Feb, 15 Feb			
1 Mar, 15 Mar, 29 Mar			
12 Apr, 26 Apr			
10 May, 24 May			
7 Jun, 21 Jun			
5 Jul, 19 Jul		Houses Nos: 5129, 5130, 5131	0915
2 Aug, 16 Aug, 30 Aug		5132, 5133, 5134,	to
13 Sep, 27 Sep		5135, 5566, 5567	
11 Oct, 25 Oct		5634, 5610, 5294,	0940
8 Nov, 22 Nov		5286, 5128, 5604 and	
6 Dec, 20 Dec		5374	
	<u>8th STOP</u>		
	<u>BUKIT BAHRU</u>		
	Junction of Suboko		
	Houses Nos 5267, 5259 and 5318	0945	
		to	
		1000	
	<u>9th STOP</u>		
	<u>BUKIT BAHRU</u>		
	Between house No 5304 and 5139		
	Houses 5139, 5304, 5138 and 5468	1005	
		to	
		1025	
	<u>10th STOP</u>		
	<u>BUKIT BAHRU</u>		
	Junction of Jalan Tanjung and Jalan Melor between 5006 and 5049		
	Houses Nos 5255, 5097, 4568, 4880,		
	5312, 5605, 5049, 5264		
	4551, 4552, 4553, 5072	1045	
	4501, 5020, 4994, 5052	to	
	5068, 5305, 5289, 5458	1130	
	5375, 5333, 5235, 5236		
	5237, 5238, 5110, 4754		
	5014, 5013, 5012, 5011		
<u>THURSDAY</u>			
	<u>11th STOP</u>		
	<u>KLEBANG KECHIL</u>		
5 Jan, 19 Jan	Car Park Houses 3963, 4387	0845	
2 Feb, 16 Feb		4438 and 4437	to
2 Mar, 16 Mar, 30 Mar			
13 Apr, 27 Apr			
11 May, 25 May			
8 Jun, 22 Jun			
6 Jul, 20 Jul			
		<u>12th STOP</u>	
		<u>KLEBANG KECHIL</u>	
		Houses 5869 and 5870 by the side of Sea Wall at Klebang Kechil	0910
		to	
		0925	
	<u>13th STOP</u>		
	<u>SURREY PARK</u>		
3 Aug, 17 Aug, 31 Aug	Opposite to House No 4810	0945	
14 Sep, 28 Sep		House Nos 4801 to 4818 and 4842	to
12 Oct, 26 Oct		to 4852 (29 hours)	1015
9 Nov, 23 Nov			
7 Dec, 21 Dec		Opposite to house No 4857	1030
		Houses 4819 to 4841 and 4853	to
		to 4862 (33 houses)	1200
<u>FRIDAY</u>			
	FREE DAY FOR DOCUMENTATION.		

RESTRICTED

3.

BLUE ROUTE

<u>MONDAY</u>	<u>STOPPING POINT AREA</u>	<u>TIME</u>
<u>1st STOP</u> <u>KLEBANG BESAR</u>		
9 Jan, 23 Jan 6 Feb, 20 Feb 6 Mar, 20 Mar 3 Apr, 17 Apr	Houses 5903, 5904, 5905, 5906 5907, 5908, 5909 and 5910 Flat 5912, 5913, 5914, 5915 5916 and 5917	0845 to 0930
<u>2nd STOP</u> <u>SUFFOLK GARDEN</u>		
1 May, 15 May, 29 May 12 Jun, 26 Jun	Opposite to house 4680 at the entrance (32 houses) Opposite of Suffolk Garden 1 flat of 6. 5918, 5919, 5920 5921, 5922 and 5923	0945 to 1045
<u>3rd STOP</u> <u>KLEBANG BESAR</u>		
10 Jul, 24 Jul	Opposite to FMC Klebang Besar Houses No 5337 and 5339	1100 to 1115
<u>4th STOP</u> <u>GAFFAR AVE</u> <u>KLEBANG BESAR</u>		
7 Aug, 21 Aug, 4 Sep, 18 Sep 2 Oct, 16 Oct, 30 Oct	Car Park Houses 4761; 4762, 4763, 4764 and 3767 Opposite Gaffar Ave Houses 5736, 5737, 5738 and 5740	1130 to 1200
<u>5th STOP</u> <u>BISCUIT FACTORY</u>		
<u>TUESDAY</u> 10 Jan, 24 Jan	House 5340, 5341 and 5342, 5344	0845 to 0900
<u>6th STOP</u> <u>OXFORD LANE</u>		
7 Feb, 21 Feb	At the entrance to houses 4942 to 4951 (10 houses)	0915 to 0945
<u>7th STOP</u> <u>SOMERSET GREEN</u>		
7 Mar, 31 Mar 4 Apr, 18 Apr 2 May, 16 May, 30 May 13 Jun, 27 Jun 11 Jul, 25 Jul 8 Aug, 22 Aug 5 Sep, 19 Sep 3 Oct, 17 Oct, 31 Oct 14 Nov, 28 Nov 12 Dec, 26 Dec	At the entrance to house 4918 Houses 4918 to 4928 (16 houses) Opposite to house No 4898 Houses 4891 to 4912 (22 houses)	1000 to 1045 1100 to 1200
<u>8th Stop</u> <u>PAIM BECH</u>		
<u>WEDNESDAY</u> 11 Jan, 25 Jan 8 Feb, 22 Feb 8 Mar, 22 Mar 5 Apr, 19 Apr 3 May, 17 May, 31 May 14 Jun, 28 Jun 12 Jul, 26 Jul 9 Aug, 23 Aug	Houses Nos 1, 2 and 3	0845 to 0900
<u>9th Stop</u> <u>TANJONG KLING</u>		
	House 5488	0905 to 0920

RESTRICTED

RESTRICTED

4.

10th STOP

JALAN TAY BOON SENG

27 Offrs Md Quarters

0930
to
1200

6 Sep, 20 Sep
4 Oct, 18 Oct
1 Nov, 15 Nov, 29 Nov
13 Dec, 27 Dec

11th STOP

BUKIT RAMBAI

Opposite to house No 5204

(62 OR Md Quarters)

0845
to
1200

THURSDAY

12 Jan, 26 Jan
9 Feb, 23 Feb
9 Mar, 23 Mar
6 Apr, 20 Apr
4 May, 18 May
1 Jun, 15 Jun, 29 Jun
13 Jul, 27 Jul
10 Aug, 24 Aug
7 Sep, 21 Sep
5 Oct, 19 Oct
2 Nov, 16 Nov, 30 Nov
14 Dec, 28 Dec

FRIDAY

FREE DAY FOR DOCUMENTATION.

HQ AAF FARELF

APPLICATION FOR ISSUE OF AMF IDENTITY CARD
AAF A129

SECTION I

1. It is requested that AMF Identity Cards (AAF A129) be forwarded to this unit, for issue to the members whose details are listed in the nominal roll attached.
2. One full face 1½in by 1in polaroid print with Stereotach, of members in uniform without head dress, photographed at a distance of five feet is enclosed.
3. Enclosed as indicated in the attached nominal roll, in support of this request is/are*:-
 - a. Identity Card(s)* withdrawn from member(s)*
and/or
 - b. Report(s) of loss of Identity Card(s)*

DATE:.....

.....
Signature of CO/OC Unit

*Delete as applicable

Appendix 1 to Annex 'A' to AAF FARELF
RO Part I 117/66 dated
20 Dec 66

HQ AAF FARELF

RECEIPT AND CERTIFICATE RELATING TO ISSUE OF AMF
IDENTITY CARD (AAF A129)

No	Rank	Name
----	------	------

I, the abovenamed hereby acknowledge receipt of AMF Identity Card
No F.....

Date:.....

Signature of Holder:.....

The details of AMF Identity Card No F..... issued to
the abovenamed soldier have been recorded in his Record of Service Book MAB 83.

Date:.....

Signature of Unit Officer:.....

Appendix 2 to Annex 'A' to AAF FORM LR Part I 117/
dated 20 Dec 66

NOMINAL ROLL OF MEMBERS FOR WHOM IDENTITY CARDS ARE REQUIRED

No	Rank	Name in Full	Height	Colour	Date of Birth	Visible Distinguishing Marks	REMARKS*
				Hair	Eyes		

* State if lost or withdrawn. If withdrawn give reason; if lost Appendix 2 must be completed and submitted with application.

AUSTRALIAN MILITARY FORCES

Quote in Reply
22-1-1

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

7 Jan 67

Distribution See Below

4 RAR DUTY ROSTER
JAN - JUN 67

1. Annex 'B' to Training Bulletin No 2 of Training Instruction 1/66 is cancelled wef 5 Jan 67.

2. Unless otherwise mentioned duties will mount at 0745 hrs on the dates shown.

1630 hrs 6 Jan. Rear Parties Ex "FAST MOVE II" and Ex "JUNGLE JANUS"

23 Jan. Composite Duties for Battalion Birthday Parade as detailed in 4 RAR R2303 of 031200GH (Jan 67).

2 Feb. A Coy

7 Feb. B Coy

14 Feb. Sp Coy

21 Feb. C Coy

28 Feb. D Coy

7 Mar. A Coy

1630 hrs 10 Mar. Rear Party for Ex GRANZUK I

1630 hrs 24 Mar. Rear Party for leave.

14 Apr. B Coy

18 Apr. C Coy

25 Apr. D Coy

2 May. Sp Coy

9 May. A Coy

15 May. B Coy

23 May. C Coy

1630 hrs 30 May. Rear Party for Ex "SOUTHERN CROSS"

Next for Duty .. D Coy on completion Ex "SOUTHERN CROSS", date to be notified.

Manning

Capt
Adjt

Distribution

A Coy	(5)	IO
B Coy	(5)	Qtr Offr
C Coy	(5)	RFC
D Coy	(5)	RSM
Sp Coy	(7)	Asst Adjt (2) one for Ord Offr's File
Admin Coy	(5)	Grnds Diary (3)
2IC		HQ AAF FARELF
Adjt		Wicat
Spawc (3)		File

4 RAR
Terendak Garrison
MALACCA

4 Jan 67

File No:
55-1-3

BOXING

General

1. The 17 Div eliminations to select the team to go forward into the FAR EAST BOXING CHAMPIONSHIP are to be held at SEREMBAN 17 Feb 67.

Aim

2. To ensure that the 17 Div team going into the FAR EAST BOXING CHAMPIONSHIP is in fact a 4 RAR team.

Method

3. Boxers wishing to represent 4 RAR at 17 Div eliminations, together with the team trainer, will be employed on full time boxing training from 23 Jan 67 to 17 Feb 67.

4. These boxers therefore, will not be available to companies for training or duties after return from exercise JUNGLE JANUS.

5. They will however be available to companies from 0800-0830hrs daily for any company administration.

6. During the training period boxers will continue to live in their parent company lines.

Officials

7. The following officials are appointed:

- a. Manager : Maj F K COLE.
- b. Trainer : Sgt DOBIE.

Nominations

8. Nominations from companies for the following weight divisions are to be submitted to Bn HQ by 1600hrs 6 Jan 67:

Heavy Weight	-	Catch Weight
Light Heavy	-	12st 10lb and under
Middle Weight	-	11st 11lb " "
Light Middle Weight	-	11st 2lb " "
Welter Weight	-	10st 8lb " "
Light Welter Weight	-	10st 0lb " "
Light Weight	-	9st 7lb " "
Feather Weight	-	9st 0lb " "
Bantam Weight	-	8st 7lb " "
Fly Weight	-	8st 0lb " "

9. Nil returns are required.

Selection

10. At the completion of training 24 Jan 67 the boxing squad will be selected.

.../2

11. The squad will comprise two boxers in each weight division.

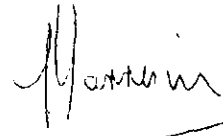
12. Boxers not selected for the training squad will be returned to their respective companies at 0600hrs 25 Jan 67.

Training Programme

13. Attached as Annex 'A' is the training syllabus to cover the period 23 Jan to 17 Feb 67.

Conclusion

14. In the 1966 FAR EAST CHAMPIONSHIP, 4 RAR had six finalists, with your support in 1967 4 RAR can win in every weight division.



Lt Col
CO 4 RAR

DISTRIBUTION

- A COY (2)
- B COY (2)
- C COY (2)
- D COY (2)
- SP COY (3)
- ADMIN COY (2)
- CO
- 2IC
- ADJT
- MAJ COLE
- SGT DOBIE
- COMDS DIARY (3)
- HQ AAF FARELF
- FILE

Annex 'A' to 4 RAR
55-1-3 (Boxing) of
4 Jan 57

TRAINING SYLLABUS

<u>TRAINING DAY</u>	<u>TIME</u>	<u>SUBJECT</u>	<u>LOCATION</u>
1.	0830-0930	5 mile run	Garrison area
	0930-1000	Setting up exercise	Indoor range
	1000-1200	Squash	Junior Ranks Beach Club
	1200-1330	Lunch	
	1330-1600	Trial Sparring	Indoor range
2. to 17. inclusive	0830-0930	5 mile run	Garrison area
	0930-1000	Setting up exercise	Beach
	1000-1200	Squash	Comwel Club
	1200-1330	Lunch	
	1330-1600	Skipping	Indoor range
		Heavy bag	
		Punch pad	
		Abdominal exercises	
18. to 20.	0830-0930	5 mile run	Garrison area
	0930-1000	Setting up exercises	Beach
	1000-1200	Squash	Comwel Club
	1200-1330	Lunch	
	1330-1600	Skipping	Indoor range
		Heavy Bag	
	Shadow sparring		
	2 mile run		
21.	0830-0930	5 mile run	Garrison area
	0930-1000	Setting up exercises	Beach
	1000-1200	Pack gear	
	1330	Move to SEREMBAN	

NOTES

1. During the training period rest days will be given as decided by Manager and Trainer. These periods will not necessarily be weekends.

2. In addition to day training there will be two 40 minute night periods per week to discuss the Rules of British Amateur Boxing and ring craft.

REPORT ON LOSS OF IDENTITY CARD (AAF A129)

1. Number..... Rank:..... Name:.....Unit..... Corps....
2. Card Number..... Date of Issue..... Auth & place of issue.....
.....
3. Date/time of loss..... Place of loss.....
4. Details of search made.....
5. Date/time reported loss and to whom:.....
6. Particulars of circumstances preceding loss:.....
.....
.....
7. Date time and place card last seen.....
.....
8. Circumstances of loss:.....
.....
.....
9. Were any other possessions lost at same time?.....
.....

DATE:.....

Signature of Holder:.....

10. Result of investigation.....
.....
.....

11. Disciplinary action taken (If not taken give reason).....
.....
.....

DATE:.....

.....
Signature of OC/CO of Unit

MESSAGE BOARD

PRECEDENCE - ACTION DATE - TIME - GROUP
1) ROUTINE 03 14 30 GH JAN 67

SECURITY CLASSIFICATION
UNCLAS

ORIGINATOR'S NUMBER

From 4 RAR

N 2301

To LIST C PLUS QM WELFARE REP OFFRS MESS SGTS MESS

(74.4.1)

Info OC D COY

REGT AUDIT (.) FOL ACCOUNTS TO BE AUDITED COMMENCING 7 FEB 67 (.) OFFRS MESS CMM
SGTS MESS CMM DPRI (.) ITINERARY AND DETAILED TIMINGS INCL TRADING CUT OFF TIMES
AS DISTR BY FRES REGT AUDIT BOARD

K. J. [Signature]
Maj
ZIC

Commanders Diary

-68-

SECTION XI - MISCELLANEOUS PART II - FIRE ORDERS

General

287. Application of these orders

- a. These orders apply to all sub units and members of 4 RAR whilst stationed in Terendak Garrison.
- b. Sub units and messes are responsible for fire precautions within the areas shown at Annex 'O'.
- c. All members must clearly understand the action which they are to take should a fire occur in any part of the unit area.

288. Promulgation

- a. Paragraphs 301-305 of these orders are to be displayed on all notice boards, in guard rooms, kitchens, Q stores, Orderly rooms, all offices, sleeping huts, lecture rooms and Transport office.

289. Fire Equipment and Locations

- a. Fire Points - these consist of either a red painted stand containing three fire buckets and one stirrup pump or a ground point painted red with the same equipment. The fire buckets will be two thirds filled with either sand or water. Buckets containing water are to be emptied and refilled at least twice a week to prevent mosquitoes breeding. Where a stand is erected the stirrup pump will be hung near the fire buckets with the hose drained, coiled but not tied. Fire points are located on the basis of one per two adjoining buildings or one per isolated building.
- b. Location of Fire Points - fire points exist as follows:-
 - (1) Outside or on the verandah of coy office blocks.
 - (2) Outside or on the verandah of each two adjoining accommodation blocks.
 - (3) In the QM compound.
 - (4) In the MT compound.
 - (5) In the immediate vicinity of the magazine.
 - (6) Outside each store block.
 - (7) Outside the Guard room.
 - (8) Outside education and lecture room blocks.
 - (9) At the Dhoby.
- c. Other Fire Equipment
 - (1) Extinguishers foam 2 gallon (a cream extinguisher issued on a scale of one per cookhouse or POL store).

.../69

- (2) CTC foam extinguishers (green in colour) for use only on electrical fires. Care is to be taken in using these in confined spaces as they give off toxic fumes.
- (3) Extinguishers foam 30-40 gallon, maintained in the MT compound.

290. Water Supplies

- a. Ten fire hydrants are located in Canberra Lines. A water location map is held in the Guard Room. The Guard Commander is to ensure that all members of the guard are familiar with all water points.
- b. Location of Fire Hydrants in Canberra Lines are:
 - (1) near the Guard Room.
 - (2) in the MT compound.
 - (3) Sergeants' Mess lines.
 - (4) Officers' Mess lines.
 - (5) near RAP.
 - (6) near JRC.
 - (7) near block 37.
 - (8) near block 27.
 - (9) between blocks 19 and 20.
 - (10) between blocks 24 and 25.

291. Local Assistance - assistance is to be obtained from the ARMY FIRE SERVICE, Terendak Garrison, by dialling Ext 333 on any telephone in the Garrison.

292. Sub Unit Areas of Responsibility - sub units and messes are responsible for fire precautions and periodic check of fire equipment within their own area. A diagram of sub unit areas of responsibility is contained as Annex 'C'.

Fire Prevention- General

- 293.
- a. Fire prevention is more important than fire fighting and is the responsibility of all ranks. Most fires can be prevented by common sense and good fire discipline.
 - b. Tidiness and cleanliness are essential fire prevention methods. Rubbish is to be disposed of daily.

294. Smoking, Matches, etc

- a. Smoking in bed is forbidden.
- b. Cigarette butts, ash or matches are NOT to be thrown down on the floors of buildings, into waste paper baskets or rubbish tins.
- c. Smoking in all stores, workshops and POL stores is forbidden.
- d. "NO SMOKING" notices are to be prominently displayed in and around all areas where inflammable materials are stored and where a fire hazard exists in the unit area; e.g. timber stacks, paint stores,

POL stores or bins, kerosene or oil stores or any static plant or equipment which uses an inflammable fuel.

- e. The lighting of fires in the open within the unit area is strictly forbidden.
- f. All rubbish is to be burnt in incinerators in authorised places.
- g. Oil waste is to be placed in suitable containers and emptied daily.
- h. Smoking is prohibited in all vehicles carrying explosives, or POL. Drivers are not to smoke whilst driving an army vehicle.
- j. Matches and lighters will not be carried into ammunition depots or magazines or within 150ft of any ammunition stack, stack of drums, tins or cans of POL, or ship loading or discharging POL or ammunition.

295. Electrical

- a. All electrical fittings in the unit area are to be kept in good repair and not interfered with by any but qualified personnel.
- b. Local or non issue electrical equipment or fittings are prohibited.
- c. All electrical appliances are to be switched off when not in use.
- d. Mains wireless sets are to be earthed.
- e. Keys to cupboards containing main power switches are to be kept in an accessible point in sub-unit orderly rooms.
- f. When power supply fails, all switches are to be put in the "off" position, until supply is restored.
- g. Wireless and television receivers with outdoor aerials, other than those used for operational purposes, when not in use, will be disconnected from their aerial.

296. POL

- a. Storage of gasoline, kerosene, paraffin and diesel oil in ordinary stores is forbidden.
- b. A POL Store will not be situated within 100ft of living accommodation, canteens, magazines and ammunition stack and 20ft from all other accommodation.
- c. POL is not to be allowed to run in drains but will be cleaned up immediately.
- d. The POL Store is to be equipped with serviceable foam extinguishers. Dry sand is to be kept adjacent to the POL Store and refuelling point.
- e. Naked lights, including pressure lamps are not to be brought within 30ft of a POL store. Smoking or carrying matches in a POL store is forbidden.
- f. Engines and lights of vehicles are to be switched off before refuelling begins.
- g. Gasoline containers, full or empty, are not to be stood or left on any wooden floor.

- h. Caps of POL containers are to be replaced firmly after use. POL containers are to be placed with their caps uppermost and not on their side.
- j. Lamps burning liquid fuel are not to be refuelled whilst burning.
- k. Vehicles carrying POL are to have their canopies open back and front.

297. Grass and Undergrowth - grass and undergrowth in the area of all buildings is to be cut short and dead vegetation disposed of.

298. Building Exits - all building exits are to be kept clear of obstruction to allow quick escape in event of fire.

299. Cooking Ranges/Stoves - cooking ranges or stoves are not to be left unattended where there is a danger of fats boiling over. A foam extinguisher is to be kept in all kitchens.

300. Duties

a. Battalion Fire Officer

The Transport Officer is the Battalion Fire Officer. His responsibilities are:

- (1) The organisation and control of fire fighting services and equipment in the unit. The maintenance of such equipment.
- (2) Selection and training of fire fighting squads in dealing with outbreaks of fire in the unit area.
- (3) Maintaining an up to date plan of the unit area showing the location of all fire fighting equipment and fire appliances.
- (4) Supervision of all fire fighting drill and operations carried out within the unit.
- (5) Maintenance of the following publications:
 - (a) Regulations for Fire Services in the Army, 1952.
 - (b) Barrack Schedule No 50.
 - (c) Fire Diary - this should record all incidents and events appertaining to fire cover in the unit.
 - (d) Record of Practice Fire Alarms per appendix 'B' to Regulations for Fire Services in the Army 1952.
 - (e) Record of Maintenance of Unit Fire Equipment in accordance with the instructions in Appendix F to the Regulations for Fire Services in the Army, 1952.
 - (f) Water Map (see paragraph 497 of Regulations for Fire Services in the Army 1952).
- (6) Requisition through the QM for any additional equipment required.
- (7) Ensuring that all sub units promulgate these and any other relevant fire instructions.

b. Assistant Fire Officer

The Assistant Fire Officer will be notified in Routine Orders Pt I, and is responsible for understudying the Battalion Fire Officer, and, in his absence, perform his duties.

c. Battalion Fire NCO

The Battalion Fire NCO will be notified in Routine Orders Part 1 and is responsible for:

- (1) Assisting the Battalion Fire Officer as directed by him.
- (2) Conducting a monthly check of all fire equipment and advising the Battalion Fire Officer of the result.

d. Sub-Unit Fire Officers

Sub-unit fire officers will be the sub unit second-in-command or other officer as appointed by sub unit Commanders. The Asst Adjt is to be the Bn HQ fire officer. The Mess property officer, the Officers' Mess. The Mess secretary, the Sergeants' Mess fire officer. His responsibilities are:

- (1) Carrying out at least one fire practise each month and submitting a written report to the Battalion Fire Officer.
- (2) Instruction of sub unit members in the use of fire equipment, and fire fighting methods.
- (3) Carrying out a monthly check of all fire equipment within his area of responsibility concurrent with the monthly fire practise. Results of this check are to be advised with the practice report.
- (4) Ensuring fire orders are promulgated and displayed in accordance with instructions and that his troops are read fire orders once every three (3) months.
- (5) Preparing and displaying on sub unit notice boards, a map showing the location of all fire points, equipment and hydrants in the sub unit area.
- (6) Ensuring these orders are complied with.
- (7) Ensure fire equipment is used only for the purpose for which it is designed.

e. Unit Fire Picquet

The Battalion Quarter Guard and/or Regimental Police located at the Guard Room are the Unit Fire Picquet after working hours. During working hours the Regimental Police/Battalion Headquarters staff are the fire picquet. The Guard Commander is to ensure that these fire orders are read to all members of the guard on mounting and that ACTION ON FIRE -(See paras 301-305) of these orders are fully understood by all members of the guard.

Action on Fire

301. Member Discovering Fire

- a. Shout "FIRE" and attempt to put it out.
- b. Sound the nearest percussion or electrical alarm.
- c. Ensure the first person available telephones FIRE BRIGADE, TERENDAK GARRISON, EXT 333.
- d. Close all doors and windows of rooms and buildings in the immediate vicinity.
- e. Notify the Guard Room as soon as possible.
- f. Report to the Battalion Fire Officer after the fire.

302. By Guard Commander or Regimental Police

- a. On hearing the alarm or being advised, call FIRE BRIGADE, TERENDAK GARRISON, EXT 333. Say "Fire at Canberra Lines 4 RAR, Zone 3". Repeat until understood.
- b. Alert the Guard/Bn HQ staff.
- c. Immediately inform UNIT FIRE OFFICER, DUTY OFFICER and ADJUTANT.
- d. Double the Guard/Bn HQ staff to the scene of the fire and, using first appliances, attempt to control the fire until the Fire Brigade arrives.
- e. Leave one man to meet the Fire Brigade at the Guard Room - he is to hand a copy of the Unit Water Location Map to the Brigade and guide them to the scene of the fire.

303. By Remainder of Unit

- a. Pass on the call "FIRE".
- b. All MAIN SWITCHES will be switched off by day; those in the vicinity of the fire by night.
- c. All members are to parade outside their sub-unit headquarters except during work hours when the Tpt, QM and Catering staff are to parade at their place of duty.
- d. Members are to carry all available fire fighting equipment to this parade.
- e. The first officer to arrive at the scene of the fire will take command until the arrival of the Unit Fire Officer.
- f. Sub-unit runners are to be sent to the scene of the fire to report to the member in charge.
- g. Sub-units will be called or stood down at the discretion of the member in charge by media of the sub-unit runner or by phone.

304. By Unit Fire Officer

- a. Proceed immediately to the scene of the fire and take charge.

- b. Ensure that all previous "action on fire" detail has occurred.
- c. Submit a written report on the fire to the Adjutant as soon as possible.
- d. The Battalion Orderly Officer is to act as the Unit Fire Officer in the absence of the Fire Officer.

305. By Battalion Headquarters

- a. The Adjutant is to advise the Divisional Fire Officer, HQ 17 Div/ Malaya Area of the following:
 - (1) by telephone if estimated damage exceeds M\$850.
 - (2) by letter if estimated damage is less than M\$850.
- b. The Duty Officer, HQ 28 COMWEL Inf Bde is to be advised of all fires, immediately.
- c. Reports are to be in accordance with the instructions contained in paragraph 556 of Regulations for Fire Services in the Army, 1952.

306. - 310. RESERVED

AUSTRALIAN MILITARY FORCES

Quote in Reply
27-2-8

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

Distribution See Below.

6 Jan 67

4 RAR BIRTHDAY CELEBRATIONS 1 FEB 67
ADMIN INSTRUCTION

General

1. 4 RAR Third Birthday is to be celebrated on Wed 1 Feb 67.
2. Celebrations to mark the anniversary are:-
 - a. Trooping the Regimental Colour.
 - b. Entertainment of visitors at morning tea.
 - c. Demonstration Australian Rules match.
 - d. Entertainment in respective messes of guest of the battalion to lunch.
 - e. Evening drinks for members of the bn in the JRC.

Timings and Locations

3. Details are contained in Annex 'A'.

Preparation and Responsibilities

4. Due to the large quantity of stores to be positioned, moved during the day and returned at the completion of the celebrations all sub-units will bear a degree of responsibility.
5. Responsibilities for various activities are attached as follows:
 - a. Annex 'A' - Timings and Location.
 - b. Annex 'B' - Trooping Colour.
 - c. Annex 'C' - Morning Tea.
 - d. Annex 'D' - Australian Rules.
 - e. Annex 'E' - Lunch.
 - f. Annex 'F' - General Instructions for Trooping the Colour (To be issued separately).
6. Drinks in the JRC on the evening of 1 Feb will be co-ordinated between 4 RAR and NAAFI by OC Admin Coy.

Transport

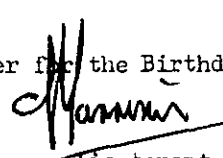
7. Personnel requiring transport to complete their tasks will have bids for tpt to MFO by 1400 hrs Wed 25 Jan 67.

Co-ordination

8. The Bn 2IC will be the co-ordinating officer for the Birthday Celebrations.

Distribution

Dist B less Serials 7, 8, 9, 22, 23, 33-35, 38
Plus Offrs Mess, Sgts Mess, WO Bk Stores.


Lieutenant Colonel
Commanding Officer



TIMING AND LOCATIONS FOR CELEBRATION

Serial	Event	Time	Location
1.	Trooping Colour	0800	Bn Parade Ground
2.	Morning tea for Officers and their guests	1000	Shaded area behind Bn HQ tennis courts
3.	Morning tea for Warrant Officers, Senior NCOs and their guests	1000	Area in front of Sgts Mess
4.	Morning tea for other ranks and their guests	1000	JRC
5.	Australian Rules Demonstration Match	1045	Oval in front of JRC
6.	Lunch for other ranks and guests of A Coy	1200	OR Mess Hall nearest to Offrs' Mess
	B Coy	1200	Centre OR Mess Hall
	C Coy	1200	Mess Hall nearest Admin Coy
	D Coy	1200	SPU Club Area
	Sp Coy	1200	BUKIT PALVEY
	Admin Coy	1200	JRC
7.	Lunch for members and guests of Sgts Mess	1300	Sgts Mess
8.	Lunch for members and guests of Offrs Mess	1300	Offrs Mess
9.	Evening drinks	1800	JRC.

=====

Annex 'B' to 4 RAR 27-2-8 dated 6 Jan 67

TROOPING COLOUR RESPONSIBILITIES

Serial	Task	Person Responsible	Time Task to be completed	REMARKS
1.	Issuing of invitations on receipt of replies	Asst Adjt	Continuous	All replies to be entered into "Invitation Book".
2.	Preparation, proof reading, collection and distribution of programme of parade	2IC	1600 hrs 30 Jan 67	-
3.	Preparation of brief for Chief of Malaysian Armed Forces Staff	Adjt		RSM to be co-opted as required. Draft to be cleared through Commanding Officer.
4.	Cleaning of Bn Area, cutting of grass around parade ground and Bn HQ tennis courts	OC Admin Coy All Coys	1600 hrs 31 Jan 67	Coys responsible for own areas. All other areas within the Bn to be co-ord by OC Admin Coy using civilian labour.
5.	Marking Layout on parade ground	RSM	0745 hrs 1 Feb 67	-
6.	Preparation of drains	QM	1600 hrs 31 Jan 67	-
7.	Making and erection of TC signs including car park signs	RP Sgt	1300 hrs 31 Jan 67	-
8.	Making of: a. Name tags for VIP seats b. Four "Ladies" signs	Sigs Offr	1600 hrs 31 Jan 67	a. VIP list obtained from Asst Adjt b. Completed VIP tags to WO2 McRAE c. "Ladies" sign delivered to A,B,C Coys and RAP.
9.	Provision of two Sgts for car orderly duties	Sp Coy	1000 hrs 27 Jan 67	RSM to brief.
10.	Collection, positioning and return of all items of Barrack Stores	WO2 McRAE	Continuous	a. Ties in with serial 11. b. Stores list att as Appendix 'I'.
11.	Work party for Serial 10 consisting of 1 NCO and 8 ORs from each sub unit nominated	A Coy B Coy C Coy D Coy	Report to WO2 McRAE at 1330 hrs 31 Jan	a. Work party will be required 31 Jan 67 and 1 Feb 67 b. Personnel nominated will not be available for any other tasks on these days.
12.	Reception of VIPs and conducting to seats	OC Admin Coy Edn Offrs Asst Adjt	1330 hrs 27 Jan 67	Report to Bn 2IC for briefing at time shown.

Serial	Task	Person Responsible	Time Task to be completed	REMARKS
13.	Preparation of Ladies Room	A Coy B Coy C Coy	1600 hrs 31 Jan 67	a. Toilets in Coy HQ block to be used. b. Signs provided by Int Sect.
14.	Provision of PA set	Sigs Offr	0700 hrs 1 Feb 67	Set to be tested and in working order at time given.
15.	Provision of Med Ords (2)	RMO	0800 hrs 1 Feb 67	Locate off the parade ground to the rear of the parade.

STORES LIST

<u>ITEM</u>	<u>QTY</u>
Chairs wooden arm with cushion	40
Chairs arm study	31
Chairs arm cane type	9
Chairs upright dining	180
Chairs metal	136
Tables coffee for officers mess	40
Multipots (from 1 RNZIR and 1 SG)	8
Tables GS folding for morning tea area Bn HQ tennis courts	30
Paper plates and cups	1000
Plates morning tea area	200
Cups, saucers and spoons	300
Jugs for cool drinks	
Glasses	
Plates for Offrs and Sgts Messes	600
7 sect Marques for offrs mess (from 1 RNZIR)	2.

=====

Annex 'D' to 4 RAR 27-2-8 dated 6 Jan 67

DEMONSTRATION AUSTRALIAN RULES MATCH - RESPONSIBILITIES

Serial	Task	Person Responsible	Time to be Completed	REMARKS
1.	Marking of oval erection of goal posts	PT Sgt Sgt RYAN	1600 hrs 30 Jan 67	-
2.	Erection of ATAP covering and erection of same for VIPs	QM	1600 hrs 31 Jan 67	Work party as required from Admin Coy.
3.	Placing of chairs for spectators	WO2 McRAE	1030 hrs 1 Feb 67	a. Chairs to be shifted during morning tea period from Bn Parade ground. b. Work party from Annex 'B' Serial 11.
4.	Provision of PA set for commentary	Sig Offr	1030 hrs 1 Feb 67	PA set to be moved from Bn parade ground during morning tea period.
5.	Commentary during game, history and finer points	OC D Coy	1015 hrs 1 Feb 67	Commentator to have good microphone voice as well as knowledge of game - Sig Pl
6.	Reception, accommodation and welfare of RAAF team	Aust Rules Officer	1000 hrs 28 Jan 67	a. Aust Rules Officer to arrange accn for RAAF team 31 Jan/1 Feb of 2 offrs, 1 WO, 23 OR. b. Report to Bn 2IC at given time with complete details.

Annex 'C' to 4 RAR 27-2-8 dated 6 Jan 67

MORNING TEA RESPONSIBILITIES

Serial	Task	Person Responsible	Time to be completed	REMARKS
1.	Setting up and conducting of morning tea at Sgt Mess	Sgts' Mess Committee	-	-
2.	Morning tea for ORs and their guests	Admin Coy	-	-
3.	Setting up of tables and putting cloths on tables for offrs morning tea	WO2 McRAE	0800 hrs 1 Feb 67	Work party from Annex 'B' Ser 11.
4.	Setting up of Bn sports trophy table officers morning tea over	Sgt CONSTABLE	0950 hrs 1 Feb 67	-
5.	Layout of morning tea for Officers	WO2 Caterer	1000 hrs 1 Feb 67	Laying out of food will take place "quietly" during trooping the colour ceremony.
6.	Work party of 1 NCO and 10 ORs	Sp Coy	1330 hrs 31 Jan 67	a. Report to WO2 Caterer for briefing 1330 hrs 31 Jan 67. b. To assist in serial 4. c. To become stewards for period of morning tea.
7.	Stewards for VIP table at morning tea	Offrs Mess	0945 hrs 1 Feb 67	a. 4 Stewards required. b. Stewards to be released at 1030 hrs to return to offrs mess.

LUNCH RESPONSIBILITIES

Serial	Task	Person Responsible	Time to be Completed	REMARKS
1.	Lunch in Officers Mess	Offrs Mess Committee	-	-
2.	Lunch in Sgts Mess	Sgts Mess Committee	-	-
3.	Lunch in CR Mess	Coy 2ICs	1200 hrs 1 Feb 67	<p>a. Each coy is responsible for preparation and setting up of its lunch point as set out in Annex 'A'.</p> <p>b. To assist in preparation of the menu.</p> <p>c. Coys to liaise direct with WO2 Caterer on messing points.</p> <p>d. Coy responsibility includes cleaning up after lunch.</p> <p>e. No alcoholic beverages will be consumed at lunch.</p> <p>f. Estimated strengths for lunch to include children to WO2 Caterer 1600 hrs 23 Jan.</p>

Cand Biny

4 RAR
Terendak Garrison
MALACCA

17 Jan 67

File No:
93-4-2

List A less serials 24,25,51,52

DENTAL FITNESS

1. A mobile unit from 32 Aust Army Dental Unit RAADC will be positioned outside the Bn RAP towards the ovals on 6 Feb 67.
2. Dental officers will receive patients at the rate of twenty per hour from 060900 Feb 67 and at 1000, 1100, 1400, and 1500 hrs daily until initial checks for all members of the Battalion have been completed.
3. Subsequent appointments will be made for individual soldiers by the Mobile Unit at the time of check.
4. All personnel will be in personal possession of their dental cards when parading for treatment.
5. Bids for timings by sub units will be co-ordinated by A/Adjt 4 RAR in accordance with the timings listed in para 2.

K J McGhee
Maj
K J MCGHEE 2IC 4 RAR

RESTRICTED

Colonel's Office

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

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL C.H.A. EAST MBE

4TH BATTALION, THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 2

18 JAN 67

NUMBERS 29 - 37

- =====
- 29. BATTALION ORDERLY DUTIES
 - 30. COMMAND
 - 31. OFFENCES
 - 32. BN NEWSPAPER - SITREP
 - 33. LIVING IN
 - 34. EMERGENCY TRAVEL INSURANCE
 - 35. SPORT PARACHUTING
 - 36. GARRISON STAMP CLUB
 - 37. BATTALION ORDERLY DUTIES - AMDT
- =====

NOTICES

- 1. RADIO AUSTRALIA NEWS
- 2. FOR SALE

RESTRICTED

RESTRICTED

2.

29. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>	<u>COMTEL BEACH CLUB</u>
Thu 19 Jan 67	. Lt J.N. BRANDON	Cpl G BEAUCHAMP	Sgt J RYAN
Fri 20 Jan 67	. Lt E.L. QUARITZMAINE	Cpl J CONNOLLY	Sgt B COOKE
Sat 21 Jan 67	. 2Lt C.B. PEPPER	Cpl D ALLAN	Sgt R PEARSON
Sun 22 Jan 67	. WO1 L. JONES	Cpl P WOODS	Ssgt E LEWIS
Mon 23 Jan 67	. Lt W. SHEPPARD	Sgt L WILMEN	Sgt S PEREJIMBIDA
Tue 24 Jan 67	. 2Lt D.M. STEWART	Sgt P WEBBER	Ssgt H BUSH
Wed 25 Jan 67	. 2Lt D.J. LYONS	Sgt G STEVENS	Ssgt G CLACHERTY
Thu 26 Jan 67	. 2Lt P.B. SHLEDY	Sgt B BURNETT	Ssgt K GRILLS
Fri 27 Jan 67	. 2Lt M.J. MURPHY	Sgt A DAWSON	Ssgt W CASEY.

30. COMMAND

16900 Lt R.J. WICKHAM is appointed OC Rear Party from 061600 hrs Jan 67 to 230800 hrs Jan 67 with powers of Coy Comd for disciplinary purposes.

31. OFFENCES

1. 17703 Pte A.H.P. WELDON

- a. Neglecting to obey Bn SO.
- b. Conduct to the Prejudice.
- c. Disobeying a lawful comd.

Fine: \$A6 and 14 days CB - on 9 Dec 66.

By Lt Col CHA EAST MBE.

2. 53714 Cpl B TOLLEY

- a. Losing by Neglect.

Fine: Reprimand on 9 Dec 66

By Lt Col CHA EAST MBE.

3. 43427 Pte GL McLEAN

- a. Neglecting to obey Bn SO.
- b. Conduct to the Prejudice.
- c. Drunkenness.
- d. Neglecting to obey Bn SO.

Fine: \$A6 and 14 days CB on 15 Dec 66

By Lt Col CHA EAST MBE.

4. 43367 Lcpl M CANNON

- a. Losing by Neglect.

Fine: Reprimand on 30 Dec 66

By Lt Col CHA EAST MBE.

5. 214055 Cpl G.A. FRANCIS

- a. Neglect to the Prejudice.

Fine: Severe Reprimand on 30 Dec 66

By Lt Col CHA EAST MBE.

6. 29833 Sgt MW BARRETT

- a. Act to the Prejudice.

Fine: Severe Reprimand on 30 Dec 66

By Lt Col CHA EAST MBE.

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7. 3788737 Pte LG HEMPLE

- a. Act to the Prejudice.
- b. Conduct to the Prejudice.
- c. Neglecting to obey Unit SO.

Fine \$A6 and 14 days CB on 30 Dec 66

By Lt Col CHA EAST MBE.

8. 54751 Pte D HENNRICHSEN

- a. Without orders leaves his Picquet
- b. Neglecting to obey unit SO.

Fine: \$A6 and 14 days CB on 30 Dec 66

By Lt Col CHA EAST MBE.

9. 5713892 Pte WJ MATHEWS

- a. AWOL

Fine: \$A6 and 14 days CB on 30 Dec 66

By Lt Col CHA EAST MBE.

10. 16889 Pte K COX

- a. AWOL

Fine: \$A6 and 14 days CB on 30 Dec 66

By Lt Col CHA EAST MBE.

32. BN NEWSPAPER - SITREP

An issue of SITREP will be published on 10 Feb 67. All sub units are to submit material incl sketches for inclusion to IO 4 RAR by 3 Feb 67.

33. LIVING IN

Approval has been given for 213904 Cpl DA BLUMER from 23 Dec 66 to 23 Jun 67.

34. EMERGENCY TRAVEL INSURANCE

1. HQ 28 COMM/L Inf Bde has been informed by Malaysia-Singapore Airlines that an emergency travel insurance scheme is now being operated by BOAC. Advertising leaflets are attached for all addressees and examples of the proposal form are attached for all major units of Bde/Grn. It is hoped that the MSA office in the Arcade will be issued with stocks of the proposal form in the near future.

2. Briefly the advantages of the scheme are as follows. It entitles any soldier or dependant to visit any "named person" (as defined in the policy) who is very seriously ill in their home country and includes:-

- a. Almost immediate issue of ticket.
- b. First-class travel in both directions.
- c. A stay for up to 20 days with subsistence allowance (note the qualifications for certain areas).
- d. Accident insurance during movement.

Obviously the soldier would require leave of absence from his unit.

3. It is envisaged that normally a UK soldier/dependant would use Classification No 1 and Aust/NZ soldiers/dependants Classification No 3. This implies approximately the following scale of premiums:-

Emergency Travel Insurance Contd

<u>Serial</u>	<u>Residence of Named Person</u>	<u>First-Class Air Fare (£Sterling)</u>	<u>Premiums</u>
1.	Auckland	£336.7.0 return	£7.12.0
2.	Sydney/Melbourne	£260.10.4 "	£6. 1.0
3.	London	£596.10.4 "	£8.14.0

4. Sub units are advised to give the scheme widest publicity, however it should be made quite clear that although the idea is being disseminated by that HQ the Army will take no part in any transactions which take place, which remain a matter between an individual and the Insurance Company and BOAC.

(28 Bde CB 8113 A(PS)
of 6 Jan 67)
(26-1-3)

35. SPORT PARACHUTING

1. All members please take note that parachuting will take place at KLUANG Airfield on Sat 21 Jan and Sun 22 Jan 67 commencing at 1300 hrs.

2. The aircraft will be a Cessna 172.

(55-1-25)

36. GARRISON STAMP CLUB

1. Any adult interested in forming a Stamp Club is asked to send particulars to the Garrison Adjutant, Garrison Headquarters by NOT later than Mon 23 Jan 67. It would help if particulars could be given in the following form:-

- a. Whether or not you are interested in an exchange circuit.
- b. Countries whose stamps you are interested in collecting.
- c. Whether or not you are prepared to assist in the running of the club in a capacity other than secretary.
- d. Whether you are prepared to act as secretary. If you are prepared to serve in this capacity please give your qualifications. (Collected stamps for number of years and belong to such and such a club).

2. The more members and contacts the proposed club has the more your collection will increase in quantity and quality. Please send your particulars without delay.

(28 Bde CB 717/17
of 6 Jan 67
(55-2-9)

37. BATTALION ORDERLY DUTIES - AMENDMENT

Ref RO Part I No 2/67

5 Jan 67 Delete Lt J.N. BRANDON Insert Lt A.J. BEER
 Jan 67 Delete 2Lt T.R. ELLIS Insert 2Lt T.G. REIDY
 9 Jan 67 Delete Lt R.J. WICKHAM Insert 2Lt T.G. REIDY
 10 Jan 67 Delete 2Lt T.G. REIDY Insert Lt R.J. WICKHAM.

[Signature]
Lt
for OC REAR DETAILS

Distribution
Rist A.

NOTICES

1. RADIO AUSTRALIA NEWS

Sub units to advise their members that from Mon 16 Jan Radio frequencies for Radio Australia News and request programmes will be changed. Changes to new frequencies will affect seven days weekly. From 16 Jan Radio Australia Programmes change from 15240 KC/S to new frequency 17880 KC/S.

2. FOR SALE

Fiat 1500 - Pale Blue
Late 63, 30,000 Miles
Very Good Condition.
Well Maintained.

M\$3, 700 ONO. Terms available

Apply: Lcpl LAURIE, 62 Dalton Ave or Zone 5 after 5 pm.

Ext 432.

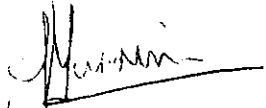
No 32

4 RAR
Terendak Garrison
MALACCA

1 Jan 67

AMENDMENTS TO 4 RAR STANDING ORDERS
AMENDMENT NO 4

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


 Lt Col
 GO 4 RAR

-
80. Orders for Unit Quarter Guard
Attached as Annex 'B' to Section IV are the Orders for Unit Quarter Guard.
 81. Orders for Confinement to Barracks, Arrest and Detention
Attached as Annex 'C' to Section IV are the Orders for Confinement to Barracks, Arrest and Detention.
 82. RESERVED
-

To 4 RAR

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

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

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

ORDERS FOR UNIT QUARTER GUARD

Battalion Quarter Guard No 1

1. a. Tour of Duty
The Guard is to mount at 0930hrs for twenty four hours.
- b. Strength
The guard will consist of 1 Cpl, 1 Lcpl and 16 OR's.
- c. Dress
 - (1) By Day
No 1 with side arms and rifles.
 - (2) By Night
No 2 with side arms and rifles.
- d. General
The Guard is to:
 - (1) Be prepared to turn out immediately when called upon to do so;
 - (2) Not remove any part of their clothing or equipment without permission;
 - (3) Not leave the Guard Room without permission of the Guard Commander or Guard Second-in-Command;
 - (4) On mobilisation and when the battalion is on stand down or absent from CANBERRA LINES, the guard is to be maintained for twenty four hours;
 - (5) At 1630hrs, Mon to Fri inclusive, the keys to the unit transport compound are to be delivered by the transport non commissioned officer to the guard commander or duty regimental policeman for safekeeping. The keys are to be held in the guard room key cupboard. They are to be issued only in the following circumstances:-
 - (a) On Mobilisation, on the authority of the Orderly Officer.
 - (b) With permission of the Battalion Orderly Officer or Orderly Sergeant, to members of the transport staff requiring access to the compound. The details of the issue and return of the keys are to be reported in the guard report. The keys are not to be issued without the correct permission being obtained.

The Guard Commander

2. The Guard Commander is to:-
 - a. Read the guard orders to the guard on mounting;
 - b. Read the orders for sentries to the sentries before they take up their respective posts;
 - c. Ensure that all sentries are posted and relieved correctly and inspected at regular intervals;

- d. Ensure that he or the Guard Second-in-Command is present in the Guard Room at all times;
- e. Not permit any member to leave the Guard Room without his or the Guard Second-in-Command's permission. A minimum of two thirds of the guard is to be in attendance at all times;
- f. On mounting check the guard room inventory against stores;
- g. Turn out the guard at Retreat, Reveille and Tattoo, and NOT pay compliments between Retreat and Reveille except to armed parties and Grand Rounds. When the guard is turned out they are to do so at the double, arms at the high port and fall in, in two ranks at the open order.

Security of Arms

3.
 - a. Weapons on issue to guards will be the responsibility of the individual to whom they are issued until they are properly returned to the Arms Kote;
 - b. Weapons will not be left unattended at any time, however, when sleeping, guards may deposit their weapons with the Guard commander for temporary custody;
 - c. The Guard Commander will ensure that weapons when not in use are placed in the rack in the RP Office and the door is locked. He will himself retain the key. Should it be necessary for him to be absent from the guard room the key will be held by the Second-in-Command of the guard. The gate leading to the main cell block from the guard commanders office will be kept locked at all times and this key also retained by either the Guard Commander or Second-in-Command. Both of these keys must be made readily available should it be necessary to fall out the guard.
4. The Guard Commander will:
 - a. Ensure that the Fire Orders are understood by the guard and that the fire fighting equipment is kept ready for immediate use;
 - b. Sleep in the room provided;
 - c. Hand over, on signature, to the oncoming Guard Commander, the keys to the transport compound;
 - d. Submit a Guard Report to the Regimental Sergeant Major immediately on dismounting.
 - e. Ensure that he and all the guard are conversant with the order for soldiers under arrest, confined to barracks and detention;
 - f. Ensure that by 0730hrs daily the guard room and its surroundings are clean. Tasks include - raking the gravel, scrubbing out the guard room, polishing the unit crest and fire extinguisher, cleaning all latrines, windows, ledges and shelves, removing all rubbish and sweeping the roadway and gutters from the guard barrier to the extremity of the gutters;
 - g. Issue personally, paludrine, to members of the guard and all soldiers under arrest in the guard room;
 - h. Ensure that all persons committed to custody are accompanied by a copy of a Charge and Offence report or take steps to procure such a report. If the report is NOT forthcoming he will submit a written report to the Adjut;

- j. Ensure that a soldier committed for drunkenness is:-
 - (1) Placed in a cell on his own if possible;
 - (2) Deprived of his boots; and
 - (3) Visited by yourself or the Guard Second-in-Command every two hours;
- k. Ensure that a soldier in custody is given sufficient exercise to preserve his health;
- l. Ensure that all soldiers undergoing detention are fed by 0730hrs-1245hrs-1745hrs daily and that all mess equipment is returned immediately to the OR Mess;
- m. Ensure that all sentry posts are manned over a 24hrs period whenever the battalion is on stand down or absent from CANBERRA LINES;
- n. Ensure over Public Holidays - Stand Down periods, that all sentries are alert and carry out their duties with the maximum efficiency and that all irregularities are reported immediately to the Battalion Orderly Officer or Orderly Sergeant.
- o. NOT accept into custody in the guard room any members of British or New Zealand or integrated units without prior approval of the Battalion Orderly Officer;
- p. NOT allow soldiers on leave or stand down to loiter around the guard room; and
- q. Ensure that the phone in the guard room is not used for the booking of taxis or making of private calls.

Ammo on issue to Guards

- 5.
 - a. Ammo to be issued to guards will be personally signed for by the Guard Commander when it is drawn in bulk from the RSM or his appointed representative.
 - b. Ammo is to be re-issued to individual sentries on signature, individual rounds being accounted for.
 - c. Sentries will carry ammo in charged magazines which will be retained on their person at all times.
 - d. Under NO circumstances will ammo be held in the same room as weapons unless carried in a charged magazine on the person of the sentry.
 - e. Charged magazines will not be placed on weapons unless it is intended to open fire.
 - f. On completion of guard duty each sentry will return ammo on issue to him, to the Guard Commander. Individual rounds will be counted and a signature given for quantities returned. Any discrepancies will be immediately reported to Bn HQ. The Guard Commander will return the ammo to the RSM or his nominated representative.
 - g. During his tour of duty the Guard Commander will carry out checks to ensure that adequate precautions are being taken for the security of ammo and the safety of personnel. Any discrepancies will be notified immediately and also mentioned in his guard report.

Orders for Opening Fire

6. a. Guards, picquets, patrols etc, are to open fire only after a challenge is given and refused, and then only when it becomes necessary to:
 - (1) Defend themselves against attacks;
 - (2) Defend friendly forces, including families, servants and civilian employees;
 - (3) Apprehend persons specifically identified as engaged in sabotage and attempting to escape.
- b. When fire is opened up, great care must be taken to avoid causing casualties to own troops or Garrison residents.

ORDERS FOR SENTRY POST NO 1-MAIN GATE

1. PLACE: On the roadway at the southern end of the Guard Room.

DUTIES: He is to:-

- a. Not leave the post until properly relieved.
- b. Pay compliments to all officers in accordance with their rank.
- c. Carry out the following checks on vehicles and Asians:
 - (1) Military Vehicles ALLOW to pass unless they are carrying Asians - then they will be stopped and Identity Card of all Asians will be checked.
 - (2) Unit civilian vehicles allow to pass, if Asians are carried they will be checked.
 - (3) Other vehicles - European drivers are to be asked the purpose of their visit and directed to the Bn Orderly Officer. The name of the visitor to be reported to the Guard Commander who will telephone the person who is being visited and inform him that his visitor is at Bn HQ.
 - (4) Asian drivers will be stopped and all drivers and passengers will have their Identity Card checked. Satisfy himself that the pass is genuine and the Asian entering the camp has a legitimate reason for doing so. (All Asians' vehicles will be logged in the vehicle log, which is to be submitted to the RP Sgt on dismounting.)
 - (5) All Asians not in vehicles will be checked into camp and the purpose of their visit obtained. All Asian visitors to camp will be directed to the RP Section who will escort them to the person who they wish to visit.

ORDERS FOR SENTRY POST NO 2

1. PLACE : A roving picquet on the unit magazine.
2. TOUR OF DUTY : 1700hrs - 0600hrs.
3. DUTIES :
 - a. NOT leave his post until properly relieved.
 - b. Check all personnel entering the Unit Magazine and ensure they have permission to do so from the RCM.
 - c. NOT allow any unauthorised persons to enter the magazine.
 - d. Conduct a security check of the gate and lock and fence surrounding the magazine every 15 minutes.
 - e. NOT allow any persons to loiter anywhere in the area of the magazine.
 - f. Any Asian found in the area of the magazine will be escorted to the Guard Room and handed over to the Guard Commander.
 - g. Report any breach of security and incidents to the Guard Commander by calling to the Sentry on the front gate.

Appendix 'C' to
Annex 'B' to Section IV
4 RAR Standing Orders
MALAYSIA

ORDERS FOR SENTRY POST NO 3

1. PLACE : A roving picquet on 4 RAR Vehicle Compound and QM Compound.
2. DUTIES :
 - a. NOT leave his post until properly relieved.
 - b. Carry out a continual patrol around the vehicle compound.
 - c. Not allow unauthorised persons to enter the compound.
 - d. Conduct a security check of the gate and lock and fence every half hour.
 - e. Not allow any Asians to loiter in the area of the MT Compound.
 - f. Check passes and ID Cards of all Asians found in the area of the vehicle compound. An Asian found without a pass will be taken into custody and the Guard Commander notified by calling to the sentry on the magazine.
 - g. Report any break of security and incidents to the Guard Commander.

Appendix 'D' to
Annex 'B' to
Section IV of 4 RAR
Standing Orders
MALAYSIA

ORDERS FOR SENTRY POST NO 4

1. PLACE : A roving picquet on 4 RAR Sgts' Mess, Sp Coy Stores Bldg and Coy Arms Kote.
2. DUTIES :
 - a. NOT leave his post until properly relieved.
 - b. Carry out a continual patrol around the Sgts' Mess, Sp Coy Stores Bldg and Coys Arms Kote.
 - c. Not allow any Asians who are employed at the Sgts' Mess to loiter in the area.
 - d. Check the security of all doors and windows of all unoccupied buildings in your area of responsibility.

ORDERS FOR SENTRY POST NO 5

1. PLACE : A roving picquet on the OR's kitchen and Junior Ranks Club.
2. DUTIES :
 - a. NOT leave his post until properly relieved.
 - b. Check the passes and ID Cards of all Asians found in the area.
 - c. Any Asians found in the area without a pass will be taken into custody and the Guard Commander notified by phone from Bn HQ. Assistance to notify the Guard Commander can be obtained from the Bn Orderly Sgt.
 - d. Carry out a continual patrol round the area of the OR's kitchen and JRC and prevent the passage of unauthorised personnel.
 - e. Conduct security checks of all windows and doors.
 - f. Conduct a search of the outside of all buildings in your area for demolition charges at least once during your tour of duty.

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 initially parade to the Orderly Sergeant in front of the duty room at Battalion Headquarters.
- (3) The parades on the parade ground are to consist of squad drill and rifle exercises. On period of rest of two minutes is to be allowed on 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.

b. Timings

- (1) Monday to Friday
 - (a) First Parade 0640-0700hrs. Drill.
 - (b) Second Parade 1610-1630hrs. Drill.
 - (c) Third Parade 1200hrs. Check Parade.
 - (d) Every hour, on the hour, from 1700-2200hrs or as detailed by the Orderly Sergeant.
- (2) Stand Down Days
 - (a) First Parade 0740-0800hrs. Drill.
 - (b) Second Parade 1600-1620hrs. Drill.
 - (c) Every hour, on the hour, from 0700 to 2200hrs or as directed by the Orderly Sergeant.
- (3) Wednesday Afternoons Report to Battalion Headquarters at 1330hrs. and be given tasks by BOS, RSM.

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

- (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 times laid down. 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. .../2

- (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) No 4 with Boots AB.
 - (b) Rifle and Bayonet.
 - (c) Basic Equipment - two filled water bottles and golok.
 - (d) Haversack containing - Mess gear, change of clothing, housewife, one pair of sox, rifle and boot cleaning gear, toilet gear complete, one 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 CANBERRA Lines except on duty or with their Company Commander's approval.
- b. They are not to enter:-
 - (1) The Wet Canteen.
 - (2) The local camp cinema.
 - (3) Any place of entertainment.
- c. They are to report to the Battalion Orderly Sergeant. At the Duty as follows:
 - (1) Monday to Friday 1830, 1900, 2000, 2100 and 2200hrs.
 - (2) Stand down days. Five minutes before the hour from Reveille to 2300hrs daily.
- d. The Battalion Orderly Sergeant is to keep a written record of personnel 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 as 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. Drunkeness 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 personnel are not to carry in or out or endeavour to carry any articles in to prisoners.

d. Personal Cleanliness

- (1) Prisoners are required to keep themselves clean and decent when under arrest. They are to be allowed sufficient supply of clean linen and towels.
- (2) Except when in use, razors are to be withdrawn from the prisoner.
- (3) Prisoners hair is not to be cut shorter than may be necessary for purposes of health and cleanliness.
- (4) Prisoners clothing and personal effects are to be purified as often as directed by the Regimental Medical Officer.

e. Prisoner's Personal Clothing and Property This is to be withdrawn on reception 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 attested 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 may appear to him 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 other than those supplied to the guard room are to be permitted to prisoners.

j. Keys No keys are to be taken out of the Guard Room.

k. State of Cells Cells are to be examined by the Guard Commander and Regimental Police Sergeant to see that no defects have occurred.

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.

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 Sufficient bed clothes are 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 to only be allowed 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) Prisoners are to be visited in the presence of a member of the Guard or Regimental Police.
- (3) The period of visit allowed to any prisoner will not exceed twenty minutes, except where the Commanding Officer authorises a longer period.

- (4) Officers of the police may visit soldiers for the purpose of identification. An officer representing the soldier 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 be required to work on Christmas Day, Good Friday and Sundays.
- (3) Prisoners are to be required to work on such duties as are necessary for the services of the Guard Room.
- (4) Except as provided, otherwise no prisoner is to be employed for less than six nor more than nine hours per day, exclusive of the time allowed.

s. Timetable:

SERIAL	ACTION	TIME (HRS)	
		WEEK	DAYS
1.	Reveille, rise, make beds, arrange kit, clean cells.	0615	0630
2.	Unlock, shave, return razors. Cell inspected.	0635	0700
3.	Muster roll call - Drill on parade ground.	0640	-
4.	Muster roll call.	-	0715
5.	Breakfast parade.	0715	0715
6.	Muster roll call - Drill on parade ground.	-	0740
7.	Muster roll call and parade for duties.	0815	-
8.	Muster roll call, cleaning, dhobi, etc.	-	0845
9.	Muster roll call.	-	1145
10.	Muster roll call, ablutions.	1200	-
11.	Lunch parade.	1220	1200
12.	Muster roll call.	1315	1245
13.	Letter writing if allowed.	-	1500
14.	Muster roll call - Drill on Parade Ground.	1610	1610
15.	Dinner Parade.	1700	1700
16.	Lock up, check roll.	1730	1730
17.	Lights out.	2100	2100

- t. Receipt for Prisoners The Guard Commander of the guard from whom a prisoner is removed is to obtain and retain a receipt for the prisoners on handing him over to the non-commissioned officer when removing the soldier.

u. Escape of Prisoners

- (1) Immediately a prisoner escapes or upon the detection of that escape from the guard house, 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.

- v. Promulgation A copy of these orders is to be placed in the guard room near a telephone where it is readily accessible to any member of the guard.

4. Detention at Military Corrective Establishment

- a. General Subject to the availability of accommodation, soldiers sentenced to periods of detention of fourteen days or more are to normally serve their sentence at a Military Corrective Establishment.
- b. Documentation
 - (1) Soldiers proceeding to the Military Corrective Establishment are to be accompanied by the following documents - a committal warrant, AAB 83, AAF A63, F WF 5, individual training report, dental and medical documents (F Med 4 and 5).
 - (2) The soldier is to be Q cleared before leaving the companies.
 - (3) Soft bedding is to be provided in the event of a soldier having to stage overnight at the unit guard room.
 - (4) Soldiers are not to take weapons to the military corrective establishment.
- c. Barrack Damages
 - (1) Prior to effecting Q clearance, companies are to assess all damages or losses to barracks and accommodation stores on charge to the member. The amount of any damages or losses is to be obtained from the soldier, or if immediate payment cannot be made, the Quartermaster is to be notified, and the cost recovered from the soldier on return to the company.
 - (2) In the event of a soldier not returning to the parent company the Quartermaster is to arrange for collection of costs, which are to be transferred to the parent company.
- d. Equipment Soldiers, under sentence, marching out to Military Corrective Establishments are to be in the possession of the following:
 - (1) All personal issues to scale, less mosquito nets and goloks (and sheaths) which are to be withdrawn by companies.
 - (2) Toilet Gear, to include a twenty eight day supply of razor blades to last all of the sentence if up to twenty eight days or alternatively the first twenty eight days of the sentence.
 - (3) Cleaning Materials.

Carole Day

4 RAR
Terendak Garrison
MALACCA

File No:
27-1-4

1 | Jan 67

BEATING THE RETREAT
WED 25 JAN 67

General

1. 4 RAR Band is to Beat the Retreat in CANBERRA LINES at 1700hrs on Wed 25 Jan 67. It is the occasion of 4 RAR's farewell to the Comd 28 COMWEL Inf Bde, Brig T D H McMEKIN, OBE, on his departure from the Brigade.
2. At the conclusion of the Beating of the Retreat there will be separate functions in the Officers and Sergeants Messes as arranged by the respective messes.

Dress

3. Dress will be:
 - a. Officers, Lounge Suits.
 - b. Other Ranks, Planters Order.

PA System

4. OC Sig Pl is to position the PA system on the parade ground NOT later than 1500hrs 25 Jan 67.

Reception of Visitors

5. All official guests arriving at the ceremony will be met at the tennis courts adjacent to Bn HQ by ushers. Visitors will then be ushered to their seats.
6. Where guests are arriving by car, a car park will be provided in the hard standing in front of B, C and A Coys. The RP Sec is responsible for sign posting and parking facilities. See Annex 'A'.
7. Each coy is to provide one cpl to act as an usher. Ushers will report to the RSM at 1200hrs Tue 24 Jan for briefing.
8. Separate arrangements will be made for the reception of VIPs.

Preparation of Spectator Area

9. WOII Barrack Stores is responsible for the provision of all furniture required for the official spectator area. Soft lounge chairs are to be made available from the Offrs, Sgts Messes and the JRC. In addition, all 11 x 11 CP tents are to be made available to the WOII Barrack Stores by 1600hrs 24 Jan. Tents are to be in a clean condition.
10. A separate spectator area for soldiers and their families is to be set up. 400 chairs GPMN are to be procured by WOII Barrack Stores.
11. The Int Sec is responsible for marking seats in the official spectator area for VIPs attending the ceremony.
12. A work party of 1 NCO and 15 ORs will be provided by C Coy to report to WO Barrack Stores at 1330hrs on 25 Jan for the preparation of the spectator areas. In the event of inclement weather 11 x 11 tents will be erected in the official spectator area. A diagram of the layout is at Annex 'A'.

13. On completion of the Beating of the Retreat all stores will be returned to the respective Messes and sub-account holders. Stores will NOT be left out overnight.

Programme of Ceremony

14. Programmes of ceremony will be issued to all ranks on arrival by ushers.

M. H. H. H.

Capt for Lt Col
CO 4 RAR

DISTRIBUTION

A Coy (2)
B Coy (2)
C Coy (2)
D Coy (2)
Sp Coy (2)
Admin Coy(2)
CO
2IC
Adjt
IO
RSO
Asst Adjt
RSM
WO Barrack Stores
RP Sec
Offrs Mess (2)
Sgts Mess (2)
HQ 28 COMWEL Inf Bde
HQ AAF FARELF
Comds Diary (3)
File

BEATING THE RETREAT - LAYOUT OF AREA

Annex 'A' to 4 RAR
27-1-4 of Jan-67

OR
Spectator
Area

OR
Spectator
Area

P A R A D E

G R O U N D

OR Spectator Area

Official Spectator Area

Flag
Pole

Official Spectator Area

VIP CAR PARK

X

Point of reception by ushers.

BN HQ

Tennis Court

Hard Standing / Car Park

C O Y L I N E S

Cont Diary 34

Annex 'A' to Chapter 6 Section 32 to 4 RAR
Standing Orders for
Operations

WARDENS FOR UNIT MOBILIZATION

1. The below listed personnel are responsible for waking unit members in their area of responsibility shown as Sector "ALPHA", "BRAVO" etc.

NAME OF WARDEN	ADDRESS	SECTOR
1. Cpl McLEAN cr Sgt SMITH	24 Invercargill Rd 22 Hawkes Bay Rd	ALPHA
2. WO2 NETTLEFOLD or WO2 RICHARDSON	93 Templar Ave	BRAVO
3. Sgt GRILLS or Cpl CAMPBELL	13 Boyd Ave 19 Boyd Ave	CHARLIE
4. WO2 BURKE or Sgt DODDS	7 Dorset Close 9 Dorset Close	DELTA
5. Sgt HANNAH or Sgt WILD	2 OMAGH Close 35 Christchurch Ave	ECHO
6. Lcpl CRAWLEY or Cpl RIDEOUT	4387 Klebang Kechil 5869 Klebang Kechil	FOXTROT
7. Sgt SCOWCROFT or Sgt ROLFE	C1 Sentossa Gardens C19 Sentossa Gardens	GOLF
8. Cpl LANGFORD or Lcpl FINCHAM	5071 Bukit Bahru 5727 Bukit Bahru	HOTEL
9. Lcpl CUNLIFFE	5168 Bukit Rambai	INDIA
10. Capt BRETT or Lt QUARTERMAINE	5938 Jalan Tay Boon Seng 5661 Jalan Tay Boon Seng	JULIET
11. Cpl FIELD or Lcpl RADCLIFF	4912 Somerset Green 4909 Somerset Green	KILO
12. Cpl MALONEY or Lcpl LEWIS	4670 Suffolk Garden 4646 Suffolk Garden	LIMA
13. Cpl VANHEIM or Cpl VANHEIM	4814 Surrey Park	MICHAEL
14. Cpl NEY or Cpl SUTTON	4854 Surrey Park 4859 Surrey Park	NOVEMBER

Conrad Dixon

4 RAR
Terendak Garrison
MALACCA

File No:
31-1.2

Jan 67

4 RAR SOP

Reference: SOP dated 29 Dec 65

1. The re-write of Chapter 6 of the Nov 65 edition will be completed by Feb 28, 1967.
2. SOP for MOB (Chap 6) will be written in five sections. The officers listed will forward to the Bn 2IC by 10 Feb 67 their draft notes for inclusion in the final draft to the CO.
 - a. Concentration, recall and general mob - Adj. Lt.
 - b. Mov to staging camps (NEE SOON) - Bn 2IC.
 - c. Staging at NEE SOON incl mov to emplanement air fd (SELETAR)-Asst QM.
 - d. Emplanement/flyout - 2IC C Coy.
 - e. Deplanement/reversion to Bn con - 2IC D Coy.
3. A consolidation conference/Ex FAST MOVE II 'wash up' will take place at HQ 224 Gp SELETAR on 14 Feb 67. This conference will be attended by Bn 2IC, 2IC C Coy, 2IC D Coy.
4. Reference in preparing drafts referred to in para 2 will require reference to Bde SOP which are avail from Adj. Lt. 4 RAR.

K J McQUEEN
Maj
K J McQUEEN

DISTRIBUTION
List C

Comd Diary

File No:
212-1-12

1 RAR
Terendak Garrison
MALACCA

7 Jan 67

VEHICLES - AIR PORTABLE SCALE

1. As a result of Ex FAST MOVE II an obvious need exists for rewriting load lists for air scale vehicles.
2. Allowed wts for types of vehicles are as follows:
Trucks $\frac{1}{4}$ ton GS Mk 8 FFR - nil - All up wt (AUW) 4368 lbs
Trucks $\frac{1}{4}$ ton GS Mk 8 - 650 lbs AUW 4368 lbs
Trailers $\frac{1}{2}$ ton cargo GS - 1150 lbs AUW 1950 lbs
Trucks $\frac{3}{4}$ ton GS - 5300 lbs 15514lbs
Trucks $\frac{3}{4}$ ton GS Mk 9 FFR - nil AUW 5320lbs
Trucks $\frac{3}{4}$ ton GS Mk 9 - nil AUW 5320 lbs.
3. The actual physical contents, by quantities, for vehicles allowed to carry freight, will be as directed by the Ops Offrs after consultation with the CO.
4. Vehicles (with trailers as per SOP sect 8) by categories, with the laid down contents for air portable movement, will be check weighed on portable scales in the transport yard as per Annex A.
5. Sub unit representatives (aware of the priorities for stores to be carried so that excess in weight can be removed if required) will be present at the test weighing. Vehicles dvrs will also be present.
6. Load lists for vehicles by categories will be issued with SOP for MOB by 28 Feb 67.

DISTRIBUTION

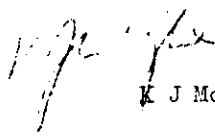
List C plus:

MTO

V Bty 6 Lt Regt

2 Tp 11 Fd Sqn

3 Tp 16 COMTEL Fd Amb


Maj
K J McGHEE

Annex 'A' to 4 RAR
 212-1-12 of Jan 67

<u>DATE</u>	<u>TIME</u>	<u>VEH TAG NO</u>	<u>REMARKS/REP REQUIRED</u>
6 Feb	1000	H1	RP Sgt
	1100	H2	Cpl LEFT/ICH
	1330	B1	Coy 2IC, /CQMS, A, B, C, D, Coys
	1430	ST1	Sig Tp Sgt
	1530	SM1	Mor Pl Sgt
7 Feb	0900	AQ3	RQMS/WO Caterer
	1000	ST2	Sig Tp Sgt
	1100	SM2	Mor Pl Sgt
	1330	SS1	Sig Pl Sgt
8 Feb	0900	SM3	Mor Pl Sgt
	1000	SS2	Sig Pl Sgt
	1100	AQ1	CQMS Admin Coy
	1330	SM4	Mor Pl Sgt
	1430	SP1	Asst Pnr Pl Sgt
9 Feb	0900	AQ4	RSM/RQMS

RESTRICTED

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

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL C.H.A. EAST MBE

COMMANDING OFFICER

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 3

25 JAN 67

NUMBERS 38 - 46

- =====
38. BATTALION ORDERLY DUTIES
 39. GARLISON GYMNASIUM - DAMAGE TO
 40. MARRIED QUARTERS - FREE ISSUES
 41. CONFIDENTIAL TREATMENT OF MEMBERS' RECORDS AND DISCLOSURE OF INFO
 42. SALUTING - FLAG CARS
 43. REDESIGNATION - OFFICE OF DAD CLAIMS, MALAYA
 44. POLYGAMOUS MARRIAGE
 45. MAKING OF WILL BY MEMBERS ON FULL TIME DUTY
 46. POWER OF ATTORNEY OF WIVES.
- =====

NOTICES

1. RUGBY
2. SINGAPORE ISLAND RACE.

RESTRICTED.

RESTRICTED

2.

38. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>	<u>COMWEL BEACH CLUB</u>
Sat 28 Jan 67	. 2Lt T.G. REIDY	Sgt D. HEINAN	Sgt N. SMITH
Sun 29 Jan 67	. Lt A.J. BEER	Sgt J. WILD	Ssgt N. DODDS
Mon 30 Jan 67	. 2Lt N.R. WHEATLEY	Sgt W. O'BRIEN	Ssgt L. LITTLE
Tue 31 Jan 67	. 2Lt D.M. CHAMBERS	Sgt P. WEBBER	Ssgt J. FORAN
Wed 1 Feb 67	. 2Lt R.J. EARL	Sgt K. RYAN	Sgt R. WOODBURY
Thu 2 Feb 67	. 2Lt T.R. ELLIS	Sgt A. GREAVES	Sgt C. CONSTABLE
Fri 3 Feb 67	. 2Lt B. THRIFF	Sgt E. JONES	Sgt R. HANNAH.

39. GARRISON GYMNASIUM - DAMAGE TO

1. It is reported that wilful damage is being caused by children to the Garrison Gymnasium floor and fittings.

2. The Garrison Gymnasium is OUT OF BOUNDS to children unless accompanied by parents who are responsible for their behaviour.

3. In the event of any further damage to the Gymnasium building and/or fittings by children, in addition to any disciplinary action which may be taken against the head of the family, debit vouchers (to cover the cost of repairs arising from such damage) will be raised against the head of family concerned.

(BRO 5/67)

40. MARRIED QUARTERS - FREE ISSUES

1. Families are reminded that the balance of any of their free issues not drawn, lapses at the end of a quarter. This is when Barrack Services balance their accounts for such items.

2. The 3 monthly quarters are:-

1 Jan - 31 Mar - 1st quarter

1 Apr - 30 Jun - 2nd quarter

1 Jul - 30 Sep - 3rd quarter.

1 Oct - 31 Dec - 4th quarter.

3. Items issued free are:

a. Water Sterilizing Powder

b. Aerosol Dispensers

c. Cloths Sponge

d. Cloths Cook.

41. CONFIDENTIAL TREATMENT OF MEMBERS' RECORDS AND DISCLOSURE OF INFORMATION

1. The personal and service records of members and ex-members are confidential documents and are to be classified and handled in accordance with current security instructions.

2. The general policy to be observed when answering requests for information in respect of the personal and service records of members and ex-members of the AMF is to be in accordance with AMR&O 1270(R.770) as amplified by this instruction.

3. The Adjutant-General has appointed the Officer-in-Charge of Central Army Records Office to be an "authorising officer" for the purpose of AMR 770.

4. Annex A to MBI 235-3 dated 19 Oct 65, details the action to be taken by authorizing officers. Information concerning medical history is to be given only in accordance with this instruction and, if a request is granted, the details are to be compiled by Army medical authorities and passed through medical channels to the authorizing officer.

5. Where doubt exists regarding the action to be taken on any request, the authorizing officer is to refer the matter to AHQ for decision.

RESTRICTED.

(MBI 235-3)

.3.

42. SALUTING - FLAG CARS

1. A car conveying the British/Aust High Commissioner flies a Union Flag over the bonnet.
2. Cars carrying General Officers and Brigadiers exhibit the star plates appropriate to the rank of the passenger. In addition, cars carrying officers holding certain appointments fly flags as detailed in QR's para 993.
3. All such cars are to be saluted when the flags or star plates they bear are exposed.
4. When travelling in Army transport
 - a. The driver of the vehicle is not to salute when the vehicle is in motion. When the vehicle is stationary, he is to salute by giving an eyes right or left but must not remove his hands from the steering wheel.
 - b. Passengers seated in Army vehicles are to salute as follows:
 - (1) Officers are to pay compliments by saluting. If this is not possible they must sit to attention and give an eyes right or left as applicable.
 - (2) ORs are to salute with the hand when seated in the passengers seat in the front of the vehicle. When travelling in the rear of the vehicle they are to sit to attention.
5. With the large number of visitors to this Garrison who are entitled to display star plates and flags it is essential that due respects are paid to them.
6. The Brigade Commander has directed that the attention of all ranks is directed to these orders for strict compliance.

43. REDESIGNATION - OFFICE OF DAD CLAIMS, MALAYA

With effect from 7 Dec 66 the office of the DAD Claims, Malaya, was redesignated:

Claims Office, Seremban,
c/- GPO SEREMBAN.

(17 Div RO 3/67)

44. POLYGAMOUS MARRIAGES

1. Extract from Adjutant Generals Branch RO 47/65
 - a. Members are advised that a polygamous marriage, or a potentially polygamous marriage contracted by a serviceman serving abroad are not recognised by the Commonwealth of Australia. Consequently such a marriage if contracted would not be valid for the purposes of marriage allowance etc., and the wife would have difficulty in obtaining an entry permit into Australia.
 - b. Any member who has contracted such a marriage is advised to have the marriage solemnized under the Commonwealth Marriage Act 1961.
 - c. Marriage according to the Moslem Law is regarded as potentially polygamous.

45. MAKING OF WILL BY MEMBERS ON FULL TIME DUTY

Reference: MBI 212-3

1. Every member on full time duty who is eligible to do so is advised either to take a valid WILL or satisfy himself that he has already made a valid WILL.
2. A Valid WILL can be made by any member who has reached the age of 21 years. A member under that age is NOT eligible to make a WILL except:
 - a. Under TASMANIAN Law which permits a married male minor 19 years of age and a married female minor 18 years of age to do so;
 - b. In time of war, when, in certain circumstances differing in the various States and Territories, a minor may execute a valid WILL;
 - c. In time of peace, after having been warned for embarkation for, or whilst serving in:
 - (1) an active service area; or
 - (2) a distributed area, or isolated post where he may be involved in military operations.

46. POWER OF ATTORNEY OF WIVES

1. In the event of Australian Troops serving in MALAYSIA being required to leave the FEDERATION at short notice on operations, some members may not be able to re-arrange their personal affairs within the time available prior to departure.
2. A wife has only very limited power to act as agent for her husband unless specifically authorised by him. Thus, even a married member could find difficulty where a hire purchase agreement must be adjusted or there is a motor vehicle or other property to be returned to AUSTRALIA.
3. In these cases where individuals consider that they may have trouble settling personal matters before embarkation, they may desire to execute a Power of Attorney.
4. To assist those members, a form of Power of Attorney has been prepared. Copies are available from Bn HQ Orderly Room. The choice of an ATTORNEY and execution of a Power in his favour are purely personal matters for the individual concerned.
5. It is most undesirable that any member of the Australian Military Forces should be appointed to act as holder of Power of Attorney. Should there be such an appointment, it could ultimately prove embarrassing to the Army if the Attorney failed to carry out his functions in away that pleased the donor. It could also become a major administrative commitment. Wives can be appointed holder of a Power of Attorney for their husband.
6. Accordingly it must be emphasised to all ranks that the form of Power of Attorney is made available for any member to use or refrain from using as he sees fit, and this is the beginning and the end of Army responsibility in the matter.

Distribution

1d1st A.

RESTRICTED

[Handwritten Signature]
Capt
Adjt

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5.

NOTICES

1. RUGBY

The following 4 RAR Rugby team to play against 6 Lt Regt RA on 24 Jan 67 at 1700 hrs on Bde Padang.

Lt EL QUARTERMAINE
2Lt CB PEPPER
2Lt TG REIDY
2Lt NR WHEATLEY
Sgt KJ RYAN
Sgt RJ PEARSON
Sgt JW WOODLET
Cpl G JOSEPHS
Cpl A McCLOSKEY
Cpl TE LAVERTY
Cpl WJ MOULDER
Pte JD LYONS
Pte RK DUGGAN
Pte RL CHADBURN
Pte DC SEATON
Pte A ILLIN
Pte JP HOBSON
Pte JE BURGESS
Pte RH TEMPLEMAN.

2. SINGAPORE ISLAND RACE

The following were selected from 4 RAR on 22 Jan 67.

WO2 IG O'KEEFE
Sgt AG DAVSON
Lcpl RG SOJAN
Pte AR MURRAY
Pte HR MUSICKA
Pte GR HODSON
Pte DG TYSON
Pte KH LOFGREN.

===

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Cond Diary

File No:
229-1-4

27 Jan 67

TGT GRID PROCEDURE
8 - 9 MAR 67

1. Gen. On 8/9 Mar, the offrs and NCOs of 4 RAR are to visit ASAHAN t range and practise tgt grid procedure with the sp and assistance of V Bty 6 Lt Regt RA.
2. Aim. To practise the max no of fire controllers with the min disruption to other trg activities.
3. Method.
 - a. Gen outline. On each day approx half the offrs and NCOs are to move to and from ASAHAN.
 - b. Coy allocations to dates are at Annex 'A'.
 - c. Co ord
 - (1) Timings ; Parade Bn HQ 0700hrs
Depart Bn HQ 0715hrs
Depart Asahan 1530hrs.
 - (2) Route. As directed by MTO.
 - (3) Allocation of fire controllers to OPs and guns to be decided on arrival at Asahan.
4. Admin.
 - a. Dress: Bush gear less haversacks.
 - b. Rat:
 - (1) 70 cut lunches to be ready for pick up from ORs Mess at 0700hrs on 8 and 9 Mar.
 - (2) CQMS A Coy responsible for pick up and issue 8 Mar.
 - (3) CQMS C Coy responsible for pick up and issue 9 Mar.
 - c. Tpt. On both dates at 0700hrs fol to report to Bn HQ car park:
One landrover with tlr.
3 trucks 3 ton.
All tpt to remain for the duration.
 - d. Eqpt. A Coy is responsible for provision of 6 prs binoculars on 8 Mar; C Coy on 9 Mar.
5. Comd.
 - a. OC A Coy is appointed Gp and Convoy Comd 8 Mar.
 - b. OC D Coy is appointed Gp and Convoy Comd 9 Mar.

DISTRIBUTION
List C (minus serials 24 and 25)
6 Lt Regt RA

Munier
Cpl/w. Lt Col
CO 4 RAR

Annex 'A' to
4 RAR 229-1-4
of 77 Jan 67

ALLOCATION VACANCIES 8 - 9 MAR

		BN HQ	A COY	B COY	C COY	D COY	SP COY HQ	MOR PL	SIG PL	A TK PL	ASLT PNR PL	ADMIN COY	TOTAL
OFFRS	8 MAR	2	3	3	2	2			1	1		1	15
	9 MAR	2	2	2	3	3		1			1	1	15
WOs	8 MAR	1			1	1						1	4
	9 MAR		1	1			1						3
Ssgts	8 MAR		1	1									2
	9 MAR				1	1							2
Sgts	8 MAR	1	1	1	2	2		2	1		1	1	12
	9 MAR	1	2	2	1	1		2	2	1		1	13
Cpls	8 MAR	1	5	5	5	5		2	4	1	1	2	31
	9 MAR	1	5	5	5	5		3	4	1	2	2	33
TOTAL		9	20	20	20	20	1	10	12	4	5	9	130

8 MAR = 64

9 MAR = 66

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

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL C.H.A. EAST MBE

COMMANDING OFFICER

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 4

30 JAN 67

NUMBERS: 47 - 59

- =====
- 47. BATTALION ORDERLY DUTIES
 - 48. RATIONS
 - 49. PE TESTS
 - 50. CHANGE OF TELE EXTENSION
 - 51. GRATUITIES TO CHINESE DOMESTIC SERVANTS - CHINESE NEW YEAR
 - 52. POL ISSUES TO CASUAL USERS AND DURING NON DUTY HOURS IN TERENDAK GARRISON
 - 53. CHANGE OF AIR STATION - CAMERON HIGHLANDS
 - 54. GARDENERS EMPLOYED IN MARRIED QUARTERS IN TERENDAK GARRISON
 - 55. OLYMIC SPORTS ARENA
 - 56. HIGHER DUTIES ALLOWANCE
 - 57. RATIONING - MARRIED UNACCOMPANIED PERSONNEL
 - 58. VISITING HOURS - MILITARY HOSPITAL TERENDAK
 - 59. CHANGE OF APPOINTMENT - SGTS MESS - AMERDMENT
- =====

NOTICE

- 1. THANK YOU - FROM PTE AND MRS BYRNES & FAMILY.

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2.

47. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>	<u>COM/EL BEACH CLUB</u>
Sat 4	Feb 67 2Lt J.C. RULE	Sgt G DATE	Sgt K GALVIN
Sun 5	Feb 67 2Lt D.M. STEWART	Sgt B MORRIS	Sgt V JORDAN
Mon 6	Feb 67 2Lt D.J. LYONS	Sgt P LEFFWICH	Sgt B COOKE
Tue 7	Feb 67 2Lt T.G. REIDY	Sgt H WILSON	Sgt W FIELD
Wed 8	Feb 67 2Lt C.B. PEPPER	Sgt G HUIISH	Sgt L SCOCROFT
Thu 9	Feb 67 2Lt P.B. SHEEDY	Sgt I ROSE	Sgt P LEFFWICH
Fri 10	Feb 67 2Lt M.J. MURPHY.	Sgt R PEARSON	Sgt J WOODLEY.

48. RATIONS

1. All officers are warned in for meals on 1 Feb 67 and 24 Feb 67.
2. A Coy is warned in for meals from 2 to 7 Feb 67 (incl).
3. B Coy is warned in for rations on Thu 2 Feb 67.

49. PE TESTS

The following personnel have qualified on PE Tests - Range Practices - TOET's for grouping:

5713926 Pte C H POSTMA
6708324 Pte M THORNBURY.

50. CHANGE OF TELE EXTENSION

1. Int Offr can now be contacted on Ext 425.
2. Gd Room remains on Ext 418 and shares the extension with Barrack Stores.

51. GRATUITIES TO CHINESE DOMESTIC SERVANTS - CHINESE NEW YEAR

1. A number of employers have asked for guidance on the amount of "ANG POW" which should be given to domestic servants for Chinese New Year.
2. The actual amount given is entirely at the discretion of the employer and will depend on the service rendered by the employee, the wage paid, number of children, size of the house, etc.
3. The following rates are given as a guide for those who are uncertain how much the "ANG POW" should be:
 - a. During the 1st year of employment - \$10 - 25.
 - b. During the 2nd year of employment - \$25 - 40
 - c. During the 3rd year of employment or more - \$40 - 60.

52. POL ISSUES TO CASUAL USERS AND DURING NON DUTY HOURS IN TERENDAK GARRISON

For the period 1 to 28 Feb 67 - 4 RAR
1 to 31 Mar 67 - 6 Lt Regt RA
1 to 30 Apr 67 - 1 RNZIR
1 to 31 May 67 - 3 Sqn RCT.

(BRO 10/67)

RESTRICTED.

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53. CHANGE OF AIR STATION - CAMERON HIGHLANDS

1. The accommodation for single soldiers and soldiers with their families at the Federal Hotel, Cameron Highlands is not being used to full capacity.
2. The Cameron Highlands offer a very welcome and often much needed holiday in a temperate and cool climate. Almost all forms of sport are available and equipment is supplied by the Change of Air Station.
3. The new rates of charges introduced in July 1966 are still very reasonable for the standards of accommodation, messing and entertainment offered. Some examples are shown below:

Messing

Adults	₹9.50 a day each
Children 12 years and above	9.50 a day each
Children 4 years - 11 yrs	5.50 a day each
Children 1 year - 3 yrs	3.00 a day each
Infants - Parents make their own arrangements for feeding children under one year of age at their own expense.	

Lodging

₹4.00 per head up to a maximum of ₹8.00 per room per day.

4. While at the Cameron Highlands the soldier is entitled to \$4.54 ration allowance and can also use his entitlement to privilege leave free travel under GRO 112/64.

5. All ranks are encouraged to make use of the Change of Air Station when going on leave. Full information will be found in PESOs Section 60 (Revised June 1966).

(17 Div RO 12/67).

54. GARDENERS EMPLOYED IN MARRIED QUARTERS IN TERENDAK GARRISON

1. Previous requests to occupants of married quarters for them to instruct their gardeners not to foul drains throughout the Garrison by sweeping rubbish into them have been ineffective.
2. To protect the health of all personnel in the Garrison disciplinary action will in future be taken direct against any offending gardeners found guilty of sweeping rubbish into drains. They will have their pass to enter Terendak Garrison withdrawn and thus be deprived of the right to work in the Garrison.
3. Sub units are given until 15 Feb 67 to promulgate this information to occupants of married quarters in the Garrison and their gardeners. After this date ~~any gardeners found guilty of sweeping rubbish into drains will be liable to disciplinary action.~~ [17 Div RO 12/67]

55. OLYMPIC SPORTS ARENA

1. The Olympic Sports Arena is controlled by HQ Terendak Garrison. Sports officers are to note that should they require the use of the arena for any activity they are to submit an application for such to this HQ, so that written permission for its use can be obtained from HQ Terendak Garrison.

56. HIGHER DUTIES ALLOWANCE

- References: A - MFR 28 and 29
B - FI PMF 58 to 65 inclusive
C - HQ FARLEF Admin Instr No 20 Annex F

General

1. The above references govern the payment of Higher Duties Allowance (HDA) in the AMF. Because of recurring irregularities in the administration and payment of HDA, AHQ has made a number of policy changes regarding the allowance. These changes become effective 1 Feb 67.

Aim

2. The aims of this order are:-
- a. to clarify the existing conditions for payment of HDA, and
 - b. to promulgate the policy to apply with effect from 1 Feb 67.

Legal Authority

3. The authority for payment of HDA contained in reference A does not confer automatic entitlement to the allowance. The more important restrictions are subtended:-

- a. MFR 28 (7) restricts approval to those cases where the approving officer is satisfied that:
 - (1) The duties cannot be distributed among other members.
 - (2) The acting member is performing competently the full duties.
 - (3) Real and definite responsibility is involved.
- b. MFR 29 (5) requires that, where the rank for the position is more than one rank higher than that held by the acting member, he shall be paid:
 - (1) The rate applicable to the acting member's next rank on promotion, ie one step in rank, or
 - (2) In exceptional circumstances, at a rate and rank as determined by AHQ.
 - (3) At a rate no more than that payable to the position at the on appointment or on promotion rate.
- c. The effect of MFR 29 (5) is that a member acting in a ~~Lieutenant posting cannot be paid an allowance which gives him more pay than a 2nd Lieutenant.~~ In the case of a Warrant Officer acting in a Lieutenant posting, no HDA is payable if the rate of pay of the Warrant Officer exceeds that of a 2nd Lieutenant. This regulation also precludes payment of HDA to a 2nd Lieutenant posted against a Lieutenant vacancy, because postings for Lieutenant may be filled by either a 2nd Lieutenant or a Lieutenant. Paragraph 58 (d) of Reference B also precludes payment to a 2nd Lieutenant or Lieutenant employed against an establishment shown as Lieutenant/Captain.
- d. The reference to rank in MFR requires that the ranks of Staff Sergeant and 2nd Lieutenant be considered, when relevant, in assessing the number of steps and rates of HDA.

Current Policy

4. The instructions contained in the following paragraphs of reference B are to apply:

- a. Paragraph 58 - Higher Duties Allowance
- b. Paragraph 59 - Consequential Vacancies
- c. Paragraph 60 - Effect of Leave
- d. Paragraph 61 - Application for HDA to the Group System
- e. Paragraph 62 - Rates of HDA
- f. Paragraph 65 - Method of Obtaining Approval.

5. These paragraphs have been extracted, and are contained in Annex A to this order for easy reference.

Policy to be implemented from 1 Feb 67

6. The following additional instructions are to be implemented with effect from 1 Feb 67.

- a. Submission of Applications. Applications are to be submitted in advance, whenever possible, and may be approved on that basis "subject to the prescribed conditions." The application form shown as Table F to FIPMF is to be replaced by the form attached as Annex B to this order.
- b. Full Duties. Performance of the full duties of the position includes the continuing ability to perform the full duties of the position, if the need arises. A member cannot meet this condition if he is unqualified, or is not authorised to perform a particular duty.
- c. Competence. Competence to perform duties implies competence to the same degree as any member eligible to be posted to the vacancy. It is accepted that Warrant Officers may be capable of performing for short periods the duties of some officers as an interim measure. It is doubtful, due to different training and experience, whether they could continuously perform these duties, with the competence demanded of officers. Exceptional cases which may arise are to be considered by AHQ.
- d. Steps in Rank
 - (1) HDA is not to exceed two steps in rank other than in exceptional cases, which are to be considered by AHQ.
 - (2) All cases of other ranks filling officer vacancies are to be considered by AHQ.
 - (3) Where a senior NCO performs the duties of a Captain or higher, a claim that some additional administrative responsibilities are involved may be accepted by AHQ. However, the following are the maximum steps which will be approved by AHQ -
 - (a) Sergeant - HDA as a 2nd Lieutenant.
 - (b) Warrant Officer Class 2 - HDA as a Lieutenant.
 - (c) Warrant Officer Class I - HDA as a Captain.
- e. Approving Authorities
 - (1) Other ranks in officer appointments - AHQ
 - (2) Other cases

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- (a) One step in rank
 - (i) Offrs and civilian appointments - GOC/Cond Cond, PMF Fm Cond
 - (ii) Other ranks - CO for the purposes of discipline not below the rank of Maj.
- (b) Two steps in rank - GOC/Cond Cond, PMF Fm Cond
- (c) More than two steps in rank - AHQ

Australian Personnel Temporarily Filling UK Appointments

7. Payment of HDA for Australian Officers and soldiers filling UK appointments shall be in accordance with reference C above.

Amendments to Existing Instructions

8. Amendments to references B and C above, to incorporate the changes outlined in paragraph 6 above, may be anticipated.

(Austarm RO 9/67).

57. RATIONING - MARRIED UNACCOMPANIED PERSONNEL

- 1. The provisions of MBI 224-2 paragraphs 24 and 25 are not applied to married unaccompanied personnel serving in this theatre.
- 2. Except where the exigencies of the service will not permit, all married unaccompanied personnel will "live-in" and be rationed for accordingly.

(Austarm RO 7/67).

58. VISITING HOURS - MILITARY HOSPITAL TERENDAK

- 1. It is notified for all concerned that visiting hours at the Military Hospital Terendak are as follows:
 - a. Maternity - 1500 - 1700 hrs daily.
 - b. Husbands only for first 3 days after birth. Maximum of two visitors at any one time.
 - c. Families }
 - Medical } - 1400 - 1600 hrs daily
 - Surgical } - 1900 - 2000 hrs daily
 - d. Children - 1400 - 1600 hrs daily.
- 2. Parents only are allowed to visit children.
- 3. Children under 12 years of age are not allowed to visit patients on the wards.

(BRO 13/67)

59. CHANGE OF APPOINTMENT - SGTS MESS - AMENDMENT

Wef 2 Feb 67 Sgts Mess Secretary will be Sgt R.S. HANNAH instead of Sgt K GALVIN.

Distribution
List A

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[Signature]
Supt
Adjt

HIGHER DUTIES ALLOWANCE

(Extracts from Financial Instructions for the
Permanent Military Forces)

- 58.
- (a) The entitlement to higher duties allowance and the conditions under which it is payable are governed by the provisions of MFR 28 and 29, and payment is subject to the further conditions contained in the following sub-paragraphs.
 - (b) The approval of the appropriate authority vide paragraphs 63 and 64 of these instructions is necessary before the allowance may be paid.
 - (c) The duties of a member absent from duty will, wherever practicable, be undertaken by another member of equal rank or qualification or be distributed amongst other members.
 - (d) A second lieutenant carrying out the duties of an appointment on an establishment for "lieutenant/captain" will not be eligible to receive payment of higher duties allowance at the rate of pay of a lieutenant or captain. Similarly, a lieutenant carrying out the duties of an appointment on an establishment for "lieutenant/captain" will not be eligible to receive payment of higher duties allowance at the rate of pay of a captain.
 - (e) Provision is made on a unit establishment for certain appointments to be filled by soldiers carrying specified rank and, in addition, provision is made for certain lance-corporal appointments within the establishment strengths for private soldiers. In the event of a private soldier being required to carry out higher duties, the following will apply:-
 - (1) Higher duties will not be paid to a private who performs the duties of an appointment which is normally filled by a lance-corporal.
 - (2) Where a private soldier performs the full duties of a corporal or above, the term "one step higher in rank" will be taken to mean the rank of corporal and not the appointment of lance-corporal.
 - (f) A soldier should not be required to carry out the duties of an officer's appointment except where an officer qualified to carry out the duties is not available. Every possible measure will be taken to avoid a soldier apparently filling an officer's appointment. Where the temporary allocation of a soldier to an officer's appointment is unavoidable and necessary the GOC/Comd Comd, or PMP formation commander must be satisfied that he has in fact carried out all the duties required by the higher appointment ~~those duties.~~

Consequential Vacancies

- 60.
- (a) Where the full duties of a higher appointment are performed during the absence of the regular holder by a member having a lower rank or status in the same formation HQs, unit, or a branch at AHQ, another temporary vacancy will normally be caused in consequence.

- (b) The duties of the "consequential" vacancy will, when possible, be distributed amongst other members and higher duties allowance in respect of it will be paid only in exceptional circumstances at the discretion of the GOC/Comd Cond, PMP formation commander or, at AHQ the head or deputy head of a branch.

Effect of leave

60. The effect of leave or higher duties allowance is contained in MFR 24. In any case where rest days and/or public holidays occur immediately before and after a period of annual recreation leave, higher duties allowance will only cease for the period of annual recreation leave.

Application of Higher Duties Allowance to the group system

61. (a) Where a soldier is in receipt of group pay, either as a tradesman or non-tradesman, (as a member of either a combatant or non-combatant corps) higher duties will be performed in the member's own group and higher duties allowance will apply to rank only.
- (b) Where a soldier in receipt of trade pay in the appropriate trade is not available, a soldier who is qualified in that trade, or an affiliated trade, may be employed and paid higher duties allowance in respect of rank and/or trade group for which qualified, provided that the group pay appropriate to the posting is not exceeded.
- (c) Where the principles of sub-paragraphs (a) and (b) above cannot be applied, a soldier may be employed in an appointment of higher rank of any group and be paid higher duties allowance so that he will receive the equivalent of the active pay of the higher rank and of his own group or group of the posting, whichever is the lesser.

Rates of Higher Duties Allowance

62. (a) The rates of higher duties allowance payable are prescribed in MFR 25.
- (b) A member entitled to one or two good conduct increments will continue to be entitled to such increment or increments when acting in higher duties up to and including the rank of corporal or bombardier.
- (c) Irrespective of the payment of higher duties allowance a member will only be entitled to other allowances in accordance with the rates applicable to his temporary or substantive rank, unless AHQ otherwise approved.

Method of obtaining approval

65. (a) When approval is sought for a member to carry out the full duties of a higher appointment, an application will be submitted in ~~the form and in the manner prescribed in the following paragraph~~ for higher duties allowance will be in the form and in the manner following this paragraph.
- (b) When approval has been given for a member to perform higher duties and he has performed the full duties continuously for six or more working days the particulars will be forwarded to CARO in a Unit Personal Occurrence Return, together with a notation in respect of the authority for the approval, in accordance with the example shown in Table 'C' following this paragraph. The Personal Occurrence Return will be accompanied by a signed copy of the appropriate authority. Details will be published in Routine Orders Part 2.
- (c) As soon as a member ceases to perform the full duties of a higher appointment, the relevant particulars, including the reason, will be

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submitted immediately in a unit Personal Occurrence Return. The "Remarks" column will include a reference to the date on which the higher duties commenced and the number and date of the Routine Order Part 2 published in accordance with subparagraph (b). Notification of the cessation of higher duties will be published in Routine Orders Part 2.

NOTICE

1. THANK YOU - FROM PTE & MRS BYRNES AND FAMILY

Commanding Officer and all ranks of 4 RAR.

My husband and I wish to thank you all for your kind thoughts and floral tributes in our recent sad loss.

MESSAGE FORM

PRECEDENCE - ACTION
ROUTINE

DATE - TIME - GROUP
30 / 0000 GH (JAN 67)

SECURITY CLASSIFICATION
UNCLAS

ORIGINATOR'S NUMBER
N 115 (74-1-1)

From 4 R.R

To LIST C Plus Serials 45 and 46
DPRI

REGT AUDIT 4 RAR (.) COMMENCEMENT DEFERRED UNTIL 1200 HRS 8 FEB 67

COMD DIARY

[Signature]
Maj

MESSAGE FORM

PRECEDENCE - ACTION
ROUTINE

DATE - TIME - GROUP
30 / 0000 GH (JAN 67)

SECURITY CLASSIFICATION
UNCLAS

ORIGINATOR'S NUMBER
R 118 (27-2-8)

From 4 RAR

To LIST C LESS SERIAL 24, 25 PLUS Ser 45

BIRTHDAY CELEBRATIONS 1 FEB 67 (.) OFFRS MESS LUNCHEON (.) ALL BATMEN REQUIRED TO
REPORT TO OFFRS MESS SGT 011130 HRS (.) DRESS NO 2 FOR ASSISTANCE DURING LUNCHEON

COMD DIARY

[Signature]
Maj

AUSTRALIAN MILITARY FORCES

4 RAR
Terendak Garrison
MALACCA

Quote in Reply

217-1-29

Jan 67

4 RAR EX "JUNGLE JANUS"
REPORT

Introduction

1. Ex "JUNGLE JANUS" was a unit counter revolutionary warfare exercise carried out by 4 RAR in the BATU ARANG trg area over the period 10 - 18 Jan 67.
2. The ex was planned to immediately follow the mobilisation procedures and air move Ex "FAST MOVE II" which was controlled by HQ 28 COMWEL Inf Bde Gp. The air move phase was incorporated in the ex setting.
3. The aim of the ex was: To practise 4 RAR Bn Gp in operations in depth against a limited Viet Cong type target.
4. BATU ARANG trg area is approx 20 miles NW of KUALA LUMPUR and has :
 - a. A good cross section of vegetation including rubber at various growth stages, tin mines, secondary jungle, lallang and open country. There is no primary jungle.
 - b. Quite a good rd system.
 - c. An airstrip suitable for STOL ac (despite its poor laterite surface).
5. There was a controlled en consisting of a rifle coy 4 RAR reinforced by a 1 RNZIR rifle pl. They were to simulate a Viet Cong type en, which they did effectively.
6. 224 Gp RAF provided the nec tac air sp ranging from 2 Whirlwinds to a max of 4 Whirlwinds and one Belvedere. This sp was supplemented by helo in the aerial CP and utility roles from various AAC units in Malaysia.
7. In outline, the ex concept was:
 - a. Air mov from a secure area (SINGAPORE) to a Div Controlled Area (KUALA LUMPUR).
 - b. Air mov from the Controlled area to the tgt area (BATU ARANG) and the estb of a Fwd Op Base.
 - c. Simultaneous base security, deception and recce ops.
 - d. A search and destroy op against a concealed, dug in, Regional HQ, preceded by a ni approach march.
 - e. A heliborne asslt.
 - f. Wdr to the Controlled area by helo.
8. Due to the non avail of KUALA LUMPUR Mil Airfd because of flood relief ops, it was nec to land at MALACCA Civil Airfd and move by rd to BATU ARANG which then became the Div Base.

.../2

Aim

9. To highlight noteworthy pts arising from the ex.

Pts Arising From The Ex

10. The pts fall into two gps; tactics and techniques.

Tactics

11. Once again, the necessity for:

- a. Early recon and prep, incl cutting; if nec, of escape routes, and
- b. the selection of altn RVs was proved. The en did this and was therefore hard to pin and destroy even though contact had been made.

12. Maint of momentum. Re-org and exploration must be rapid and pre planned.

- a. There is still a tendency to stop on objs, bunch and relax.
- b. Planning must incl a no of altns, taking the en reaction into account. Which of these is adopted will depend on the en. Valuable time, and, with it contact, is lost by having to commence follow up and exploitation planning after the obj is taken.

- c. A force should be earmarked for detailed searching of the obj to include both sides of all tracks and of trees. Aslt tps should also clear and search as they exploit.

- d. Once contact is lost, a systematic search of the area looking for hides and sign must be automatic.

13. Route selection. Whenever a ni move is planned the route selected must keep clear of habitation. Not only do people see and talk but more important dogs bark, and this is always an indication of mov in the area.

14. Security of gun positions. While it is rarely possible to deploy inf as close protection for guns, gun positions must be within the def framework. They should be close enough to inf to enable the use of a reaction force to aid the arty in beating of an attack. This was not the case in the initial deployment and two guns were subsequently destroyed by en action.

15. Max use of aval air sp. Air sp on the Vietnam scale is unlikely unless ops sp by the US are in progress. Max use must therefore be made of what is aval. It is possible for a small air lift to move and maintain a large force. Using two scouts and three Sioux heli on 11 and 12 Jan, 363 pax and 53,000 lbs stores incl six 405ma pack how were flown into the Fvd Op Base. Admittedly the build up was slow, but the level must delegate and assume responsibility as well as think ahead. The heli is merely the means of capitalising on flexibility of thought. It must be used intelligently or once again a pattern of ops emerges.

Techniques

17. Ptls. Worthy of mention are:
- a. Alertness. This was gen good. Care must be ex so that on long ptls when contacts are rare, boredom does not conquer alertness. We must be able to cont patrolling against lt opposition without any decrease in alertness.
 - b. Timings. While 1000 yds in 1 hr is a good yardstick, allowance must be made on long ptls for long halts.
 - c. Fire Sp. Over insurance is as bad as none, as it increases reaction time out of all proportion. Ptl comds must select tgts only where they are likely to need fire, not every 1000 yds as a matter of routine.
 - d. Ptl bdrys. There is a requirement to subdivide the area adjacent to the def posn into coy areas of responsibility so that local ptls can op within bdrys without Bn clearance and without clashes.
18. Lights. Torches and CP lights are nec evils, but care must ex in their use.
- a. Baffle blinds must be fitted to CP entrances.
 - b. Torches must be shone on the ground only and masked, so that a beam of light down is all that is visible.
19. Illuminants/Smoke. These items must be scaled for ops so that:
- a. Close-in illumination can be obtained when required, as opposed to when tripped.
 - b. It is possible to focus attention by ni on a particular area.
 - c. LPs and the posn of own tps can be indicated to ac.
20. Hel handling teams. There is a requirement for a no of hel teams consisting of a marshal, a radio op, an NCO and a work party to be held under Bn con ready for deployment into LP/LS as they are used. This ensures:
- a. Quick loading, unloading and refuelling.
 - b. That pads are manned by competent crews when required, without draining rifle coys.
21. Comms. The RS A41 Mk 2 was used throughout the ex and good comms were maintained at all times. Gen pts are:
- a. Ops must speak softer, particularly at ni, at present there is too much noise.
 - b. The system of daily changing frequencies increases security and worked well.
 - c. There must be a plan for the replacement of cas to both sets and ops.
22. Vehs. There were no vehs moved into the Fwd Op Base. Even with the limited air sp aval, it was possible to move and maintain the force by air. The advantages of freedom of mov away from rds are obvious.

23. Ni mov. A ni approach march of six thousand yards by approx two hundred men was achieved without great difficulty. Some luminous aid capable of att to the man is required. Svc flannelette is not satisfactory. To make ni ops really feasible the RAF must be capable of ni flying and landing without the somewhat elaborate aids, such as SHMAP, required at present.

24. Concealment and camouflage. This was poor. Pts for attn are:

- a. Spill must be camouflaged.
- b. Hoochies and bushes must be lowered then camouflaged.
- c. Mess tins, mugs etc must not be hung in trees.
- d. Sentries must be better sited then conceal themselves.

25. Passage of info. This was gen good, particularly the downwards flow to the soldier. The reporting of info to superior HQs can be improved by all concerned.

26. Rat. The present BT 24 hr Lt Wt is almost unanimously considered to be unsuitable and unpalatable. It takes approx 8 pts of water to fully hydrate the contents which are than a slippy, basketless mess. Its only advantage is its wt, which is greatly enhanced by the fact that most soldiers throw most of the pack away and live on tea and coffee rather than eat the rat provided.

27. Water. The art of collecting surface water must be regained. Throughout the ex all water required was flown in, despite rain storms and the proximity of creeks. The nec air effort to resup water is unlikely to be aval as a routine when surface water is so close at hand.

28. Con and comd. During the ex an aerial CP mounted in a Scout hel was used. This proved successful but the fol pts should be noted.

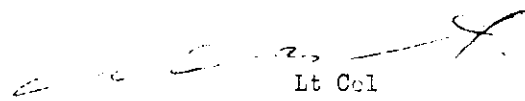
- a. The hel must provide the fol comm facilities.
 - (1) A link to the Comd Net.
 - (2) A link to the Arty Net.
 - (3) A link to other sp ac such as hel and FGA ac.
- b. Besides the comd there is a requirement for seats for the Arty adviser, a SO and the air adviser/FAC/MAOT offr.
- c. The aerial CP is an extension of the Comds Rover concept, not a means of relieving the CP of the responsibility for co-ord and con.
- d. There comes a time when the comd must land and take con. This requires a secure, suitably located LP.
- e. It is quite often nec to fly "map of the earth", to obtain comms with ground forces using battle aeriols. It is also often nec to go to 2 - 3000 ft to obtain comms with distant stars.
- f. The tendency to regard an aerial CP as a substitute for comd instead of a means to comd must be overcome.

Conclusion

29. The ex proved that:

- a. A bn gp can op in a fwd op base without vehs.

- b. A large body of tps can mov by air in certain areas of SE ASIA on foot as an approach march.
- c. The value of a small ad hoc heli force in lifting and maint a bn gp.
- d. Joint ops, jointly planned and executed in the answer for CRW in SE ASIA.



Lt Col
CO 4 RAR

DISTRIBUTION

A COY (2)
B COY (2)
C COY (2)
D COY (2)
SP COY (3)
ADMIN COY(2)
HQ 224 GP RAF SILESTAR (2)
HQ 28 COMMEL INF BDE (5)
HQ AAF FARELF (6)
CO
2IC
ADJT
IO
QM
RSM
COMDS DIARY (3) ✓
FILE
SPARE (4)

SCOUT HELICOPTERS

DATE	'PAX'	TOTAL HRS FLOYN	NO OF SORTIES	TOTAL WEIGHT	
11 Jan 67	230	8.30 hrs	46	20,700 lbs	The weight stated is the poundage carried by each man, passengers weight excluded.
	NIL		9	5,600 lbs	Two guns airlifted, each gun weighing approx 2,800 lbs.
12 Jan 67	52	8.45 hrs	11	4,600 lbs	This weight is as stated for the 11 Jan 67.
	5		18	11,200 lbs	Four guns were airlifted plus five passengers.
	10		2	900 lbs	
	NIL		4	2,800 lbs	Four loads of water, each load weighin 700 lbs.

SIOUX HELICOPTERS

DATE	A/C No	PILOT	PAX	TOTAL HRS FLOYN	NO OF SORTIES	TOTAL WEIGHT
9 Jan 67	410	Lt ELLIS	1	1.15 hrs	1	240 lbs
10 Jan 67	410	" "	3	2.35 hrs	2	40 lbs
11 Jan 67	410	" "	24	4.40 hrs	12	2300 lbs
12 Jan 67	410	" "	18	2.15 hrs	9	150 lbs
13 Jan 67	410	" "	36	5.25 hrs	18	2550 lbs
14 Jan 67	410	" "	10	1.20 hrs	5	340 lbs
15 Jan 67	410	" "	3	1.15 hrs	4	50 lbs
			95	19.45 hrs	51	5670 lbs

SIOUX HELICOPTER

9 Jan 67	406	Capt McKENZIE	1	2.20 hrs	1	-----
10 Jan 67	406	" "		.10 hrs	1	-----
11 Jan 67	406	" "		.15 hrs	1	-----
12 Jan 67	406	" "		2.20 hrs	2	-----
13 Jan 67	406	" "	43	5.05 hrs	22	340 lbs
14 Jan 67	406	" "	12	3.25 hrs	12	250 lbs
15 Jan 67	406	" "	2	1.10 hrs	4	NIL WEIGHT 2 Recce sorties were flown
			12	6.35 hrs	10	300
			75	21.10 hrs	53	890

SIOUX HELICOPTER

DATE	AC/No	PILOT	PAX	TOTAL HRS FLOWN	NO OF SORTIES	TOTAL WEIGHT
10 Jan 67		Maj COUNSEL	NIL	2.40 hrs		NIL Recce sorties flown this date.
11 Jan 67		" "	13	4.05 hrs	7	1900 lbs
12 Jan 67		" "	6	4.35 hrs	10	2850 lbs
13 Jan 67		" "	6	4.55 hrs	18	5250 lbs
14 Jan 67		" "	2	3.20 hrs	1	NIL weight Recce flight this date
15 Jan 67		" "	10	4.00 hrs	5	400 lbs
			37	23.35	41	10,400

AUSTRALIAN MILITARY FORCES

Quote in Reply
217-3-35

4 RAR
Terendak Garrison
MALACCA

11 Jan 67

EX - FAST MOVE II

Introduction

1. 4 RAR Bn Gp carried out a mob and airportable ex, codename FAST MOVE II over the period 9 - 11 Jan between MALACCA-SINGAPORE. The ex was controlled by HQ 28 COMWEL Bde and the Bn Gp comprised the fol:-
4 RAR (less one coy)
B Coy 2/7 GR
V Bty 6 Lt Regt RA
one sec 16 COMWEL Fd Amb.

2. The original concept called for a rd and rail mov from TERENDAK to NEE SOON Transit Camp fol by a flyout by RAF ac to KUALA LUMPUR Mil Airfd. Due to flood relief activities of the RAF and adverse weather conditions, the deplacement area was changed to MALACCA Civil Airfd. Weather prohibited the flyin of the planned RAF lift and as a result B Coy 2/7 GR and some elem of 4 RAR returned to MALACCA by rail and rd.

3. Successfully air lifted on FAST MOVE II were the fol:

441 all ranks
1 Sioux aircraft
10 trucks $\frac{1}{4}$ ton GS Mk 8
7 trucks $\frac{1}{4}$ ton GS Mk 8 FFR
15 trailers $\frac{1}{2}$ ton GS cargo
2 trailers 100 gal water
6 105mm Pack Hows.

Exercise Aim

4. To test Battalion Group mobilisation procedures and air portability preparedness and techniques.

5. The exercise can be broken into several phases/stages:

- a. Concentration/Mobilisation including staging at and movement to NEE SOON.
- b. Flyout
 - (1) Emplacement -
 - (2) Deplacement
 - (a) Pax
 - (b) Vehicles.

Concentration/Mobilisation

6. Current systems worked well - obvious need exists for clearly defining all responsibilities and re-writing existing SOPs for final clarification. These new SOPs are planned to be concluded by 28 Feb 67 but final production will depend on receipt of the 28 Bde SOPs relating to mobilisation, which it is understood are currently under review.

7. Bn SOPs will in future obviate any dependance on civilian transport for concentrating the Battalion - this will overcome the delay experienced on FI-ST MOVE II through 108 Tpt Con Office and the Patt Hup Bus Company.

8. Rail bookings made on behalf of the Battalion group will always need to be for the maximum numbers likely to be moved - last minute variations due to illness etc will always be unavoidable and reinforcements from AUSTRALIA to bring the bn to full strength must be anticipated.

9. Reception, staging and accommodation at NEE SOON was excellent from the Senior NCO, OR point of view. The appropriate letter of thanks has been written to Major FERGUSON, OC NEE SOON Transit Camp. It is still a mystery why, in the Officers' Mess in a Transit Camp, meals, at times necessary for the proper movement of transient personnel cannot be provided despite the charges for full normal mess accommodation. There was no breakfast provided in the Officers' Mess on the morning of departure. Will this apply in a real situation?

10. There is little point in adding that other systems interwoven with the Battalion move functioned satisfactorily. Suffice to say that we were well supported by HQ 28 COMVEL Bde and HQ SINGAPORE District.

11. An outline of the groups involved for movement and concentration at NEE SOON may further emphasise the need for maximum early warning which could be expected in events of a real move and this is anticipated to appear in Bde SOPs. (Seven days is considered a likely time). These gps are subtended:

- Rece party to 224 Gp/NEE SOON - Bn 2IC, UEOs, Asst QM by air, there and back same day.
- Advance admin advance party - Asst QM - Rear Party tpt.
- Admin advance party - Battalion nominated officer SUEOs clerks, loading and lashing teams to work on emplanement airfd, admin personnel necessary to successfully stage through Bn gps - Rear party tpt.
- Tac advance/main body road - Bn gps air portable vehicles incl guns, engr plant and staff car from rear party vehs for use by CO in Singapore during anticipated wait for flyout-co-ord by senior coy comd 4RAR.
- Main body air - 2 x Sioux ac - passengers with pilots to be air frame fitters to prepare ac for loading -flt plan by OC 182 Recce Flt.
- SUEO Party - Bn 2IC, UEOs, Bde air booking dir to SELETAR to prepare air mov table.
- CO's Party - CO, Ops Offr, IO, BC - Bde air booking dir to NEE SOON, ETA prior to arrival main body and ready for Bde Comd's O Gp.
- Main Body rail - Comd by 4 RAR Offr-all remaining pers and to include the A Tk pl dogs.

Fly Out

12. Emplanement

- a. Pax - accepted wt Aust tps 260lbs, which includes full clo, as per SOP, incl ammo.
 - nominal rolls accuracy vitally nec. Under new SOPs these will be called for after distribution of Sp and Admin atts within 48 hrs of Bde notice of possible mov.

-Chalk comds must continue, as on FAST MOVE II, to accept full responsibility for nominated chalk.

- b. Vehicles - the clear responsibility for individual vehicle preparation will be covered during the test weighing of all categories of vehicles scheduled to commence 6 Feb 67.

- appointment of an MTO (a vacancy now exists) will ensure drivers are adequately trained in correct preparation to overcome the perennial faults on air portable move of protrusions outside the plan view of the vehicle, petrol tanks NOT three quarters full, battery caps unserviceable, jerricans too full and NOT sealed properly, etc.

13. Both UEOs were unit trained. NO outside assistance was received and the results they achieved were highly satisfactory. Trg Offr is to issue a programme for progressive trg of Bn UEOs on the scale of one per rifle coy. A similar programme is to be issued to provide for one loading and lashing team of one NCO and four per rifle company.

14. Loading and lashing teams for FAST MOVE II were only 50% trained due to march outs, illness, etc - they trained as they worked until one team unloading at MALACCA achieved six minutes for a Beverley load of vehicles, loose freight and pax. This is considered a high standard.

15. Despite all these factors NO delay at either air fd was attributed to any bn gp personnel during the exercise.

SUEO Points

16. A change in the role of an addl Beverley was suggested by the SUEO at 1100hrs on day 2. By being converted to a trooping role all remaining passengers could have flown out if the weather had improved. This was not agreed by R&F.

17. Despite advice that flying could take place between 0615 and 1900hrs and the early call of military personnel (0300hrs), it appeared that the first night was completely wasted in preparing a Bristol Freighter for movement as it failed to make the first flight out. Perhaps RAF problems are not fully understood, but an attempt is to be made on 14 Feb to establish a physical practical earliest flying time to ensure early/peculiar hour movement of mil pers is warranted.

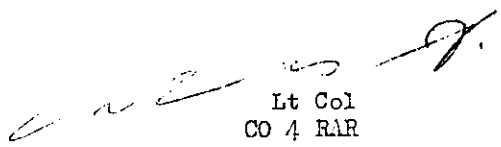
18. A copy of the ATLO Report is attached.

Conclusion

19. It is considered that FAST MOVE II was successfully executed by 4 R&R. It is appreciated that many rough edges remain and need to be examined. Follow up action is in hand to remedy this.

DISTRIBUTION

A COY (2)	CO
B COY (2)	2IC
C COY (2)	ADJT
D COY (2)	IO
SF COY (3)	QM
ADMIN COY (2)	RSM
HQ 224 Gp RAF SELETAR (2)	COMDS DIARY (3) ✓
HQ 28 COMVEL Inf Bde (5)	FILE
HQ AAF FARELF (6)	SPARE (1)


Lt Col
CO 4 RAR

ATLO REPORT

1. Essential Paper Work/Manifests. These were not available until late pm on the 9th January for the first five chalks. Once the importance of the manifests was made with the SUEO the remaining manifests arrived before or with the chalk commanders.
2. Preparation of Vehicles/Trailers - Petrol gauges on a number of vehicles were found to be unservicable.
 - The plastic screw caps on batteries were broken in six instances, this makes the sealing with the rubber cap difficult.
 - Protrusions on vehicles. Ten aerial brackets had to be removed from the sides of vehicles.
 - Jerricans/Liquid Containers. Petrol and water containers were found too full, thereby leaving no space for expansion. These cans/containers travel best in the upright position.
 - Dangerous Cargo. Only one case was there an error of stowing dangerous cargo improperly, irrespective of the size of any container that has held kerosine, paraffin or petrol or any other inflammable liquid, must be emptied and allowed to stand with the securing cap off for as long as possible prior to movement by air. The items that come under this category are: Hurricane/Tilly lamps - Petrol Cookers - Charging Plants - Fluid duplicators.
3. Loading and Lashing Teams. It is considered that the loading and lashing teams, although still require further training, were the best that to date have taken part in an air exercise, extra supervison/assistance from 15 Air Despatch Regt RCT was not required.
4. SUEO and UEO. Both officers should be congratulated on their untiring efforts to keep the exercise flowing in most adverse conditions.

Capt R CURTIS, 4 RAR, the UEO attached to the ATL Team was an extremely helpful, co-operative and capable UEO.
5. Vehicle Loads. There were slight differences between weights produced at Nea Soon and final check weights at Seletar, but in the case of trailers there were in some cases differences of up to 900 lbs. Alterations in red on the manifests will show these differences.
6. The cheerfulness and high morale of this bn in adverse conditions was very high.