

Series: AWM95
Australian Army commanders' diaries

Artillery units

Item number: 3/4/16

Item: 103 Field Battery

Narrative

Annexes

[1-31 Oct 1963]

103 PM 1971 OCT 83

THIS ITEM IS DECLASSIFIED BY
AUTHORITY, THE
DEPARTMENT OF DEFENCE, CANBERRA

ORIG

MAJ. A. TEBB
MEMBER
ARMY HISTORICAL RECORDS
REVIEW TEAM

This record has been reviewed and
declassified by the authority of the
Department of Defence (Army Office)
Date 16/7/93

Aug 95

[3/4/0463]

S.  O.

Code No. 23-106



SECRET

SECRET

ARMY FORM C 2119

ORIGINAL +
~~DUPLICATE~~
~~TRIPPLICATE~~

SECRET

Instructions for compiling this Commander's Diary are printed inside this cover. They will be strictly observed by all responsible for compiling these diaries.

COMMANDERS DIARY
OF
103 Field Battery RAA

.....
(Unit or Formation)
487 Maj W J SLOCOMBE
Name of Commanding Officer.....
From 1 Oct 63 to 31 Oct 63
Signature of OC unit or Senior staff officer

..... MAJ
BTY COMB 103 FD BTY RAA

INDEX

Narrative (AF G2118)	
Annexes	Enclosure Numbers
*A Duty Officers Logto.....
*B Messages connected with logto.....
C Operation orders and instructions issuedto.....
D Operation orders and instructions receivedto.....
*E Sitreps issuedto.....
F Orders of battle and location reports issuedto.....
G Intelligence reports and issued appreciations madeto.....
H Administrative orders and instructions issued	1 5to.....
J Administrative orders and instructions receivedto.....
*K Administrative reports and bulletins; ammunition returns; field strength returnsto.....
L Standing Orders issuedto.....
M Commanders policy and demi-Official lettersto.....
N Action report's (if required)to.....
O Other papers eg, maps and diagrams air photos, reports from sub-unitsto.....
P Periodical summaries of operationsto.....
Z Top Secret Supplementary Report	(NIL RETAINED DESPATCHED to on.....(Date)

* Only to be included during operations

ARMY FORM G2118

COMMANDERS DIARY

This form will be enclosed with the annexes in AF C2119. If this is NOT available the cover will be prepared in manuscript.

Unit/Formation..103. Fd Bty. RAA.....

Commanding Officer Maj W J SLOCOMBE RAA

Month and Year.....October 1963.....

Place and Grid Reference	Day of month	Hour	Event or information	Annex letter and enclosure number
TERENDAK	1		Battery Routine Orders Part 1 Nos 295 - 302	H1
TERENDAK	2		GUILDFORD TROPHY. Soccer Gun Tp defeated Comd Tp 2 - 1 Trial on No 9 dial Sight and adaptions at ASAHAN	
TERENDAK	3		Battery Routine Orders Part 1 Nos 303-305	H 2
		1010	Maj W J SLOCOMBE RAA departed for AUSTRALIA for a Tac 5 course at J T C CANUNGRA. Capt P J BADCOE RAA assumed command.	
TERENDAK	5		GUILDFORD Trophy. Cross Country Race. Won by Comd Tp.	
	7		Map reading trial- ASAHAN	
	8		Battery Routine Orders Part 1 No 306	H3

COMMANDERS DIARY

This form will be enclosed with the annexes in AF C2119. If this is NOT available the cover will be prepared in manuscript.

Unit/Formation.....

Commanding Officer

Month and Year.....

Place and Grid Reference	Day of month	Hour	Event or information	Annex letter and enclosure number
TERENDAK	10		GUILDFORD Trophy. Rugby Comd Tp defeated Gun Tp 18-6	
			Comd Tp won the GUILDFORD Trophy for 1963 by 4 sports to 3.	
	11		102 Rd Bty BAA advance party arrived	H 6
	12- 21		Adventure Trg. VA party led by Capt N H MARSHALL, boated down the Sungai KELANTAN	
	16		Visit by the VCIGS Lt Gen C H BAKER C B CBE DSO	
	18		Ladies Dining In night - Officers' Mess	
	19		Battery Routine Orders Part 1 Nos 307 - 309	H 4
	21		Stocktake and G I V B commenced	H

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

by

Ma.j W J SLOCOMBE RAA

Officer Commanding 103 Fd Bty RAA

Camp TERENDAK

1 Oct 63

Numbers 295 -302

295. DUTIES

1. NCO I/C Marching Relief

Thu 3 Oct 63 Lbdr KELLY (70 Bty)
Fri 4 Oct 63 Bdr VANDYKE
Sat 5 Oct 63 Bdr PARKER
Sun 6 Oct 63 Bdr McSHERRY (HQ Bty)
Mon 7 Oct 63 Bdr SWANN (70 Bty)
Tue 8 Oct 63 Lbdr DEWITT (70 Bty)
Wed 9 Oct 63 Bdr DUNN
Thu 10 Oct 63 Lbdr ROTHERO
Fri 11 Oct 63 Bdr HALL
Sat 12 Oct 63 -
Sun 13 Oct 63 -

Battery Duty NCO & Fire Picquet NCO

Bdr DUNN
Bdr BLANCHONETTE
Lbdr ROBERTSON
Bdr MUSGROVE
Lbdr STARKIE
Lbdr LAWSON
Lbdr GLOVER
Bdr WHALLEY
Bdr MATHESON
Bdr VANDYKE
Bdr PEARSON

2. Guard

3 Oct 63

Gnr DELL
" HONEYMAN (70 Bty)
" COVILL
" CORBETT
" CLARKE
" BOSTOCK W (Kitchen)
" DENBY (70 Bty)
" BOARDMAN (70 Bty)
" BONAVITA (Kitchen)
" BOSTOCK N L (Kitchen)

4 Oct 63

Gnr XUEREB G
" XUEREB C
" WEST
" TORY
" SUMMERSFORD (Kitchen)
" STOTT (Kitchen)
" SMITH L A (Kitchen)
" SIRETT
" SALES
" ROTHERO D

5 Oct 63

Gnr McCORMACK
" WILLIAMS
" MILLS
" MULHERON
" MUSGRAVE (Kitchen)
" NIELSON (Kitchen)
" PEEL (Kitchen)
" ROBSON
" RODDAM
" ROSE

6 Oct 63

Gnr HOBBS
" HOWARD
" JOBSON
" JOHNSON G
" JOHNSTON V J (Kitchen)
" LINDROOS (Kitchen)
" LUNNEY (Kitchen)
" MACLEOD
" MATTHEWS
" MEREDITH

7 Oct 63

Gnr GREGORY
" GREEN
" GOODWIN
" GODFREY
" GLIDDEN (Kitchen)
" GARBELLINI (Kitchen)
" GAFFNEY (Kitchen)
" FLATTERS
" ELLIS
" BILLEN (HQ Bty)

8 Oct 63

Gnr DELL
" CEIKA
" COVILL
" CORBETT
" CLARKE
" BOSTOCK W
" BOSTOCK N L (Kitchen)
" BONAVITA (Kitchen)
" BEST (Kitchen)
" CORNFORD (HQ Bty)

296. RESULTS - 103 Fd Bty RAA DETACHMENT CUP

1. These are the results, by places, for the Detachment Cup for 1963.

Det	Stripping & Assembling	Trailer Loading	Gun Drill	Man Handling	Overall Result
A	5	=3	6	6	6
B	4	5	5	5	5
C	3	6	3	3	3
D	1	1	1	2	1
E	6	2	4	4	4
F	2	=3	2	1	2

297. CHANGE DAY REGT Q STCEE

Delete Fri 11 Oct 63
Insert Mon 7 Oct 63

298. WIRELESS LICENCES

1. It is emphasised that all civilian wireless sets must have a licence. If an individual has a set in his home and also in his car then two licences are required.
2. Users are warned that civil court action will be taken against anyone who is found to be using a set without a licence and that checks on wireless users will in future be carried out.

299. DISCIPLINE BOUNDS

1. The u/m establishment is placed out of bounds wef the date of this order.
"The Ranch" 12 $\frac{1}{2}$ milestone. Sungei Udang

300. FIRE PRECAUTIONS - WATER HEATERS

1. The hot water cylinder with an internal heater is built into airing cupboards in some quarters. As this cylinder has no lagging it gives off heat by connection for the airing of clothes.

2. In all married quarters and in all other buildings where the hot water cylinder is enclosed in a cupboard no papers OR any other combustible materials, including mosquito nets, will be stored in the cupboard. In particular care must be taken to ensure that combustible materials are not in contact either with the heater OR with the hot water pipes.

301. TOETs

1. The following pers have qualified in TOETs and FWTs for 1964/65:-

	BREN	SLR	OMC
WO2 RICKERBY I V O	P	P	P
Sgt STEELE R M	P	P	P
Sgt WILTSHIRE N E	P	P	P
Sgt ANNETTE D G	P	P	P
Bdr DRUMMOND I E	P	P	P

302. CHANGE OF COMMAND

1. 41400 Capt P J BADCOE assumes command of 103 Fd Bty RAA wef 4 Oct 63.

PJB
Maj
BC 103 Fd Bty RAA

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

by

Maj W J SLOCOMBE RAA

Officer Commanding 103 Fd Bty RAA

Camp TERENDAK

3 Oct 63

Numbers 303 - 305

303. DUTIES

1. Battery Orderly Officer

Tue 1 Oct 63	WO2 O'BRIEN	Thu 17 Oct 63	Lt WALKER
Wed 2 Oct 63	Sgt HAUER	Fri 18 Oct 63	Capt CRAWFORD
Thu 3 Oct 63	Lt BERTRAM	Sat 19 Oct 63	Sgt WILLS
Fri 4 Oct 63	Sgt BEGG	Sun 20 Oct 63	Sgt WILTSHIRE
Sat 5 Oct 63	Sgt JOHNSON	Mon 21 Oct 63	Lt BERTRAM
Sun 6 Oct 63	Sgt ANNETTE	Tue 22 Oct 63	Lt TOWNLEY
Mon 7 Oct 63	Sgt CAMPBELL	Wed 23 Oct 63	Lt CAMPTON
Tue 8 Oct 63	Sgt JAMES	Thu 24 Oct 63	Lt WALKER
Wed 9 Oct 63	Sgt SHIELDS	Fri 25 Oct 63	WO2 RICKERBY
Thu 10 Oct 63	Capt MARSHALL	Sat 26 Oct 63	Sgt JAMES
Fri 11 Oct 63	Lt TOWNLEY	Sun 27 Oct 63	Sgt JOHNSON
Sat 12 Oct 63	Sgt ANNETTE	Mon 28 Oct 63	Lt CAMPTON
Sun 13 Oct 63	WO2 DEWHURST	Tue 29 Oct 63	Lt WALKER
Mon 14 Oct 63	Sgt SHIELDS	Wed 30 Oct 63	Lt TOWNLEY
Tue 15 Oct 63	Sgt CAMPBELL	Thu 31 Oct 63	Lt BERTRAM
Wed 16 Oct 63	Lt CAMPTON	Fri 1 Nov 63	WO2 YENCH
		Sat 2 Nov 63	Sgt BEGG (Sgt ARNOLD if RTU)
		Sun 3 Nov 63	Sgt GALLAGHER

304. POLIO

1. There have been 9 confirmed cases of POLIO reported in SINGAPORE.
2. There is no current threat in MALACCA, but families are advised to ensure that all members of their families have completed their 3 anti-polio injections in AUST or 4 in MALAYA.
3. Injections are available from MRS.

305. AMENDMENTS TO DUTIES

<u>Guard</u>	Thu 3 Oct 63	Delete	BONAVITA	
		Insert	Gnr ROSE	
	Sat 5 Oct 63	Delete	Gnr ROSE	
		Insert	" BONAVITA	
	Sun 6 Oct 63	Delete	Gnr MEREDITH	Delete Gnr LUNNEY
		Insert	" HAACK	Insert " CAMPBELL N W
	Mon 7 Oct 63	Delete	Gnr BILLEN	
		Insert	" HOLLAND	
	Tue 8 Oct 63	Delete	Gnr CORFORD	
		Insert	" PATTERSON	

NCO I/C Marching Relief

	Mon 7 Oct 63	Delete	Bdr SWANN
		Insert	" HARRISON

Maj
BC 103 Fd Bty RAA

The information given in this document is NOT to be communicated either directly, or indirectly, to the Press or to any Person NOT authorised to receive it

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART 1

by

Capt P J BADCOE RAA

Adm Comd 103 Fd Bty RAA

Camp TERENDAK

8 Oct 63

Numbers 306 -

303. DUTIES

Guard Wed 9 Oct 63

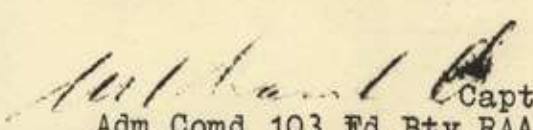
Gnr XUEREB G
" XUEREB C
" WILLIAMS
" TORY
" WEST
" TAYLOR L
" SUMMERSFORD
" STOTT
" SIRETT
" ROTHERO D

Guard Thu 10 Oct 63

Gnr ROSE
" RODDAM
" ROBSON
" PEEL
" NIELSEN
" MILLS
" McDOWELL
" McCORMACK
" MATTHEWS
" LINDROOS

Arms Kote 10 Oct 63

Gnr SMITH L A

 Capt
Adm Comd 103 Fd Bty RAA

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

by

Capt P J BADCOE RAA

Adm Comd 103 Fd Bty RAA

Camp TERENDAK

19 Oct 63

Numbers 307 - 309

306. ADVANCE PAYMENT OF £300 - SECTION 42A OF THE DEFENCE FORCES RETIREMENT BENEFITS ACT 1948 - 1962

1. The following instruction is based on AHQ 52/R12/4(PS1) of 13 Aug 63.
2. The conditions of eligibility for the advance payment of gratuity of £300 under Section 42A of the DFRB Act 1948 - 1962 have been revised.
3. The revised position is that any member who, after 14 December, 1959, completes 6 years service for pension under an initial engagement, irrespective of the period of engagement, and who subsequently re-engages or agrees to re-engage for further service, making a total in all of at least 12 years, may be regarded as eligible for payment of the amount of £300.
4. The time when a member should normally become entitled to the payment is as under:-
 - a. ARA enlistee for 6 years. Upon completion of the initial engagement of 6 years provided he then re-engages for 6 years.
 - b. Army Apprentice enlistee
 - (1) Tradesman. Upon completion of the initial engagement of 9 years provided he re-engages for 3 or 6 years; or, at the 6 year point of the initial engagement provided he has then re-engaged in advance for a further 3 or 6 years.
 - (2) Musician or clerk. Upon completion of the initial engagement of 8 or 7½ years as appropriate provided he re-engages for 6 years; or, at the 6 year point of the initial engagement provided he has then re-engaged in advance for a further 6 years.
5. As soon as a member becomes eligible for the payment of £300 he must complete either an application for the payment (DFRB Form 9B) or an election not to receive the payment (DFRB Form 112). Stocks of DFRB Form 9B are held by this Headquarters and will be made available on request. It is important to note that applications should be made on official DFRB Form 9B and not on a roneoed proforma. DFRB Form 112 is shown at Annex A to MBI 90 - 6.

6. The conditions have retrospective effect. Therefore, any member who was ineligible but now meets the requirements of the revised conditions should submit through normal channels either an application for the payment (DFRB Form 9B) or an election not to receive the payment (DFRB Form 112). Members who were eligible previously but elected not to receive the payment have no new rights.
7. Some examples of the operation of eligibility are listed below.
8. A re-write of MBI 90 - 6 may be anticipated.

Examples of Eligibility

ARA enlistees for 6 years

- No. 1 Enlisted for 6 years on 1 Aug 59.
Re-engages for 6 years on 1 Aug 65.
Eligible for the advance on 1 Aug 65 and immediately should complete DFRB Form 9B or 112.
- No. 2 Enlisted for 6 years on 1 Aug 59.
Re-engages for 3 years on 1 Aug 65.
Re-engages for 3 years or 6 years on 1 Aug 68.
Eligible for the advance on 1 Aug 68 and immediately should complete DFRB Form 9B or 112.
- No. 3 Enlisted for 6 years on 1 Aug 59.
Re-engages in advance for 6 years at any time prior to 1 Aug 65.
Eligible for the advance on 1 Aug 65 and immediately should complete DFRB Form 9B or 112.
- No. 4 Enlisted for 6 years on 1 Aug 59.
Re-engages in advance for 3 years at any time prior to 1 Aug 65.
Later re-engages in advance prior to 1 Aug 68 or re-engages on 1 Aug 68 for a further 3 or 6 years.
Becomes eligible for the advance in the first instance on the date of the last re-engagement in advance but not earlier than 1 Aug 65 or in the second instance on 1 Aug 68. DFRB Form 9B or 112 should be completed immediately after date of becoming eligible.

Army Apprentice Enlistees

- No. 5 Enlisted for 9 years on 1 Aug 59.
Re-engages for 3 or 6 years on 1 Aug 68.
Eligible for the advance on 1 Aug 68 and immediately should complete DFRB Form 9B or 112.
- No. 6 Enlisted for 9 years on 1 Aug 59.
Re-engages in advance for 3 or 6 years at any time prior to 1 Aug 68.
Becomes eligible for the advance on date re-engages in advance but not earlier than 1 Aug 65.
DFRB Form 9B or 112 should be completed immediately after date of becoming eligible.
- No. 7 Enlisted for 8 years on 1 Aug 59.
Re-engages for 6 years on 1 Aug 67.
Eligible for advance on 1 Aug 67 and immediately should complete DFRB Form 9B or 112.

No. 8 Enlisted for 8 years on 1 Aug 59.
 Re-engages in advance for 6 years at any time prior to 1 Aug 67.
 Becomes eligible for the advance on date re-engages in advance but not earlier than 1 Aug 65. DFRB Form 9B or 112 should be completed immediately after date of becoming eligible.

No. 9 Enlisted for 7½ years on 1 Aug 59.
 Re-engages for 6 years on 1 Feb 67.
 Eligible for the advance on 1 Feb 67 and immediately should complete DFRB Form 9B or 112.

No. 10 Enlisted for 7½ years on 1 Aug 59.
 Re-engages in advance for 6 years at any time prior to 1 Feb 67.
 Becomes eligible for the advance on date re-engages in advance but not earlier than 1 Aug 65. DFRB Form 9B or 112 should be completed immediately after date of becoming eligible.

No. 11 In the case of a member enlisted as an Army apprentice but that engagement is subsequently terminated during the apprentice training period and he continues without break in continuity of service on a new engagement of at least 6 years, for the purposes of the advance payment, service for pension will be deemed to have commenced from the date of the new engagement.

307. STATUTORY DECLARATION

1. Members are reminded that before leaving MALAYA on RTA, they will be required to complete a Statutory Declaration to the effect that they have NO civil debts remaining unpaid in this theatre.
2. If this Statutory Declaration is filled in untruthfully, then the member lays himself open to severe penalties.
3. Therefore with two paydays to go after this one, all members should make very strong efforts to settle any debts outstanding.

308. OP COMPETITION

1. The Commanding Officer congratulates 103 Fd Bty on their winning the Regimental OP Competition on 7 Oct 63.
2. The final results of this competition was as follows:-

OP	Marks
32 (103 Bty)	152
31 (103 Bty)	144
12 (70 Bty)	117
22 (176 Bty)	109
11 (70 Bty)	109
21 (176 Bty)	102

[Signature]
 Capt
 Adm Comd 103 Fd Bty RAA

N O T I C E

ROCK CLIMBING

People interested in a Rock Climbing Expedition to KL on 25, 26 and 27 Oct are requested to hand names in to Bdr HALL ASP.

103 Fd Bty RAA
45 Regt RA
Camp TERENDAK
MALACCA

H-65

Oct 63

Distribution

As per distribution below

HANDOVER TO 102 FD BTY RAA

Reference: SOE Pam 4 Sec 17.....A

General

1. 103 Fd Bty RAA will handover to 102 Fd Bty RAA during the period 21 Oct - 4 Nov 63. This handover will include the following :-
 - a. Ordnance stores and transport stores.
 - b. Barrack stores.
 - c. Engineer buildings and fittings.
 - d. Battery property.
 - e. Battery and public monies.
 - f. Orderly room files and documents.
 - g. Secret files and correspondence.

Ordnance Stores and Transport Stores

2. A 100% stocktake of stores on charge to the battery will be held with cut off date as at 0730 hrs 19 Oct 63. The result of this stocktake will form the basis of the transfer of all stores from 103 Bty to 102 Bty.
3. A Stocktaking Officer will be appointed by each Battery Commander. The stocktake will be carried out in accordance with the provisions of reference A.
4. The stocktake will be by location and each sub-account and inventory will be a separate stocktake, which after completion will be consolidated by the Stocktaking Officer.
5. The count for all sub-accounts will commence at 0800 hrs 21 Oct 63.
6. All documentation will be completed and handed to the Stocktaking Officer by 1230 hrs 25 Oct 63.
7. A representative from each battery will be required for each sub-account. This will enable the representative from 102 Bty to assume responsibility for stores as soon as the stocktake of this location is completed.
8. The following personnel are appointed as stocktaking representatives at the locations shown:-

<u>Sub account</u>	<u>103 Bty Representative</u>	<u>102 Bty Representative</u>
Comd Post	Sgt ARNOLD	Stocktaking Officer 102
Signals Store	Sgt ANNETTE	Bty " "
Right Section	Lt WALKER	" " "
Left Section	Lt CAMPTON	" " "
Transport	Sgt JAMES	" " "
Armoury	} WO2 RICKERBY	" " "
BQ Store &		" " "
Marquee		" " "

9. It is the sub-account holders responsibility to provide at the stocktake ALL stores in their possession. It is NOT the Stocktaking Officers task to find them. The question of NOT on ledger charge does NOT arise as stores surplus in one sub-account are probably deficient elsewhere.

10. Action by Sub-account Holders Prior to 29 Oct 63

- a. Ensure that a 100% check between sub-account ledgers and Bty master ledger is conducted.
- b. Ensure all log books and discrepancy cards are up to date and have been checked.
- c. Prepare three copies of stock sheets showing the nomenclature of stores held by the sub-account Stock Sheets will be provided by BOMS.
- d. Prepare list in triplicate showing stores bearing registered numbers.
- e. Procure copies of CES from BOMS for any set stores held.

11. Movement of Stores.

NO movemnt of stores between sub-accounts or Q Store will take place between 21 Oct - 4 Nov 63 inclusive.

12. Action by Sub-Account Holders at Stocktake.

- a. 103 Bty sub-account representative will produce stores to 102 Bty representative. It will be necessary for all cupboards, drawers etc to be open for inspection, and sub-account holders will ensure that all keys are availabale.
- b. In the case of transport the following action will be taken:-
 - (1) All vehicles will be grounded for the period of the count.
 - (2) All CES items will be laid out in front of the vehicle and drivers will be present.
- c. The 102 Bty representative will:-
 - (1) Count all stores and record the result on his copy of the working stock sheet.
 - (2) Check and record registered numbers of stores.
 - (3) At the conclusion of the count reconcile working stock sheets for stores:-
 - "In Store"
 - "On Issue"
 - "Total in Store and On Issue"Transcribe all totals to the number three copy of the stock sheets and sign certificate at the foot of each of the three sets of stock sheets.
 - (4) Recount and reach agreement in the case of discrepancies between the three sets of stock sheets.

(5) Leaving three vacant lines rule off sub-account ledgers in red ink. Enter the stock figure in the ledger below the ruled off line. This stock figure in the "Total in store and on issue" taken from the stock sheets, and is not necessarily the old ledger figure. Also under this cut off place the words "STOCKTAKE" and the date and initials of the stocktaking officer.

(6) Check 100%

(a) Entry of stock figure on ledger.

(b) Entry of ledger balance on stock sheets.

(c) Castings of excesses and deficiencies on stock sheets.

d. The 103 Bty representative will verify the count in para 12 c (1) and record the figure on his copy of the working stock sheet.

e. The 103 Bty representative will check all detail of 102 Bty representatives action vide paragraphs 12 c (2) to (6).

13. Action by Sub-Account Holder After Count of Stock

a. Prepare AAF F46 in accordance with reference A to para 600 if required.

b. Check 100% AAF F46 with stock sheets.

c. Return sub-account ledger to BQMS for check.

d. Hand following to 103 Bty stocktaking officer.

Completed stock sheets (3 copies) including lists of registered numbers and supporting documents.

14. The 102 Bty representative is responsible that the count is accurate and at this stage assumes responsibility for the safe custody of stores counted by him and the 103 Bty representative.

15. Action by BQMS Prior to 19 Oct 63

a. Prepare four copies of stock sheets showing ALL stores on charge including loan stores and Barrack Stores.

b. Prepare summaries of unit equipment on issue to personnel on loan, or at LAD or Workshops which can NOT be counted physically by the stock taking officer.

c. Take action to ensure the Bty Ledger balances are checked 100% against the master ledger for all stores and that there are NO outstanding transactions.

d. Prepare lists in Quadriple duplicate showing stores bearing registered numbers.

e. Prepare copies of CES for set stores for inclusion in the working stock sheets.

f. Prepare all store rooms and marquee to enable ease of identification and count of stores.

g. Ensure that all temporary issues such as day book issues are returned to store.

16. Action By Stocktaking Officers During the Stock Count

- a. Stocktaking officers from 103 Bty and 102 Bty will count ALL stores held by BQMS in storerooms and count ALL stores held by BQMS in storerooms and store compounds. On the completion of the physical check the summarised figure of stores on issue will be entered on the stock sheets from the following records:-
 - (1) Results of stocktake by sub-accounts.
 - (2) AAF F12 Issues to personnel.
 - (3) Stores on loan to other units.
 - (4) Stores at LAD or Workshops.
- b. ALL entries in "In Store" "On Issue" "Total in Store and On Issue" "Ledger Balance" "Excesses and Deficiencies" will be recorded in ink.
- c. Check in detail with CES all stores held by the BQMS which are covered complete Equipment schedules and list any deficiencies.

17. Action by Stocktaking Officers After Count of Stock

- a. After completion of extensions on stock sheets, rule off unit ledgers in red ink leaving three lines after the last entry in ledger folios. Under the line endorse the word "STOCKTAKE" and date.
- b. Enter stock figure in ledger and initial the entry.
- c. Check 100% the following.
 - (1) Entry of stock figure on ledger (Para 17b)
 - (2) Entry of ledger balances on stock sheets (Para 17a)
- d. Prepare AAF F46s in accordance with reference A para 600.
- e. Prepare stocktake adjusting vouchers as directed by HQ AUST Army Force.
- f. Take action for adjustment of discrepancies vide reference A Para 616.

18. Action by Bty Headquarters on Completion of Stocktake

- a. In accordance with the provisions of Reference A Para 616.

19. Action by BQMS on Completion of Stocktake.

- a. Transfer store account to 102 Fd Bty RAA.
- b. Complete transactions necessary to issue stores to new sub-accounts of 102 Bty, the sub-accounts stock sheets will be used for this purpose.

Barrack Stores

20. Capt P J BADCOE will hand over Barrack Stores to Capt G FITZGERALD beginning 0830 hrs 23 Oct 63.

21. Procedure will be as follows:-

- a. BQMS will prepare new original and duplicate copies of inventories from existing 103 Bty inventories.

b. At each location at the time set out below the stocktaking representatives will physically check all stores on location noting on each copy of the inventories any excesses or deficiencies.

c. The following representatives will be present:-

<u>Time</u>	<u>Inventory</u>	<u>103 Bty representative</u>
0830	BC Office	Capt FITZGERALD
0830	Trg Capt Office	Capt CRAWFORD
0830	BSM Office	WO2 O'BRIEN
0830	BK Office	Capt BADCOE
0835	Bty Orderly Room	Bdr ROBINSON
0840	Q Store	WO2 RICKERBY
1000	Armoury	Bdr RUSSELL
1030	Comd Post	Sgt ARNOLD
1030	Sig Centre	Sgt ANNETTE
1035	Right Section Barracks	Sgt CAMPBELL
1050	Left Section Barracks	Sgt BEGG
1100	RHQ Section Barracks	Sgt SHIELDS
1110	Sig Section Barracks	Sgt ANNETTE
1120	CP Section Barracks	Sgt ARNOLD
1140	Tpt Office	Sgt JAMES
1145	Sec Stores	Lt WALKER & Lt CAMPTON

d. On completion of the check the two copies of the inventory will be compared and if necessary agreement will be reached by a recount.

e. The 102 Bty representative will then sign both copies of the inventories. He will then assume responsibility of the safe-custody of the stores.

f. The duplicate copy of each inventory will be hung in a prominent position in the location checked. The original will be held by the stocktaking officer.

g. The stocktaking officers will transcribe the result of the inventory check to the barracks stores stock sheet.

h. Stocktaking officers will complete a statement of discrepancies.

22. Procedure as set down in Barrack Inventory Accounting 1953 will be followed to complete the handover of Barrack Stores.

Engineer Buildings and Fittings

23. Capt P J BADCOE will handover engineer buildings and fittings to Capt G FITZGERALD beginning 0830 hrs 24 Oct 63.

24. 45 Regt RA will be requested to provide a representative at this handover.

Officers Mess

25. All Mess silver and property belonging to 103 Bty and listed in the mess property book will return to AUSTRALIA under custody of Lt J H TOWNLEY.

Sergeants Mess

26. All mess property belonging to 103 and listed in the mess property book will return to AUSTRALIA under the custody of WO2 N J O'BRIEN.

Accounts

27. The 103 Bty Funds account will be closed on 4 Nov 63 and audited by 45 Regt Audit Board on 6 Nov 63. All cash balances will be transferred to 1 Fd Regt RAA. It will be necessary for 102 Fd Bty to obtain permission from Pay Master AUST Army Force to open their account.

28. Petty Cash. Account will be closed on 4 Nov 63 and forwarded to AUST Army Force for audit. UPR will prepare proforma for 102 Bty to apply to operate their account from 4 Nov 63.

Orderly Room Files and Documents

29. All personal files and documents including part II Orders and PORs of personnel NOT transferring to 102 Bty will return to AUSTRALIA with 103 Bty under custody of Lt J H TOWNLEY.

30. AMR&O MML MBI AAO's and Bty ROs will be returned to AUSTRALIA under custody of WO2 N J O'BRIEN.

31. All other publications, stationary and files will be transferred to 102 Bty.

M. J.

Ads

1. Stocktaking officer will complete a statement of stocktaking...
2. The stocktaking officer will be held responsible for the accuracy of the...
3. The stocktaking officer will be held responsible for the accuracy of the...
4. The stocktaking officer will be held responsible for the accuracy of the...

5. The stocktaking officer will be held responsible for the accuracy of the...
6. The stocktaking officer will be held responsible for the accuracy of the...
7. The stocktaking officer will be held responsible for the accuracy of the...
8. The stocktaking officer will be held responsible for the accuracy of the...

9. The stocktaking officer will be held responsible for the accuracy of the...
10. The stocktaking officer will be held responsible for the accuracy of the...
11. The stocktaking officer will be held responsible for the accuracy of the...
12. The stocktaking officer will be held responsible for the accuracy of the...

13. The stocktaking officer will be held responsible for the accuracy of the...
14. The stocktaking officer will be held responsible for the accuracy of the...
15. The stocktaking officer will be held responsible for the accuracy of the...
16. The stocktaking officer will be held responsible for the accuracy of the...

11 Nov 63

AUST Army Force
HQ FARLF

Copy to: DRA (3)

TRAINING REPORT - NOVEMBER 1963

General

1. This is the final Training Report for 103 Pz Bty RAA during its service in MALAYA.
2. As usual the month's activities are dealt with under three headings:
 - a. Training General
 - b. Administration
 - c. Sport and Social Events.

Training General

3. 45 Regt RA Practice Camp. Practice Camp was held from 1 - 10 Oct. 103 Bty provided safety parties and the enemy.
4. Fixation Trial.
 - a. By order of DRA (War Office) a fixation trial was held on 7 Oct to determine how accurately GPOs and OPOs can fix their own positions and targets. A similar trial was carried out in BROR.
 - b. The GPOs from each battery fixed their battery centres and all OP parties in the Regt each fixed 9 OPs and a total of 27 targets.
 - c. In conjunction with the trial, 45 Regt conducted their annual OP competition. 103 Bty were placed first and second thus winning the shield. The bty -also won the GPOs competition. Full details of this trial are available if required.
5. Trial on Carrier for the No 9 Dial Eight.

(Para II of September Training Report refers)

A trial was carried out on this carrier and it was found that although the idea was good, the carrier itself was too weak to stand the stresses imposed on it. Further modifications are being tried before a further trial.
6. Adventure Training.
 - a. On 12 Oct a party from 103 Bty set out from BERTAM to row down Sungei NENGIRRI, Sungei GELAS and Sungei KELANTAN a distance of 120 miles. After 7 days boating the party arrived at KOTA BAHRU to be greeted by 200 Malaysians.
 - b. Capt N H MARSHALL RAA was expedition leader. The remainder of the party consisted of:
Capt I G DARLINGTON
WOII D G YENOH
Sgt W J GALLAGHER
Gnr P J TILSON
Gnr B J McDOWELL
Gnr A BONAVITA

7 Visits

- a. Maj W J SLOCOMBE RAA attended a Tac 5 Course at J T G CANUNGRA from 9 - 30 Oct 63
- b. The VCIGS, Lt Gen C H BAKER CB,CBE,DSO, visited the regt on 16 Oct 63.


Administration

8. Handover Inspection. A Unit Equipment Inspection of guns, vehicles, telecoms, optical instruments and small arms was made by REBE teams from 28 Oct to 1 Nov November. The results were satisfactory and the equipment has been cleared for handover, to 102 Pd Bty RAA.
9. Stocktake. A 100% handover stocktake is being conducted at the moment. The results are being finalised, and the discrepancies, subject to Ordnance pricing appear to be well within the Bty Comd's delegation.
10. Bty Vehicle State. The Bty vehicle state is attached as Annex "A".

Sport

11. GUILDFORD Trophy.

- a. The last three sports were completed for the GUILDFORD Trophy during October. The results were:
 - (i) Soccer. On 2nd Oct Gun Tp defeated Comd Tp 2 goals to 1.
 - (ii) Cross Country Run. The Cross Country Run/Swim (wrong prediction of tide) was won by Comd Tp.
 - (iii) Rugby. This was also won by Comd Tp 18-6.
- b. The final result of the GUILDFORD Trophy was Comd Tp first, having won four sports, and Gun Tp second with three sports.

 Maj
80 405 Pd Bty RAA

ANNEXES

Annex 'A'

Bty Vehicle State