

ANNUAL CAMP 1966 : 7 FD REGT RAA

"Q" ADM. INSTR. 1/66

1. GENERAL.

The following instructions are issued for the "Q" Adm. of the unit for Annual Camp, and are to be read in conjunction with CAMP STANDING ORDERS 1966. These instructions will not be varied without reference to the G.M.

2. SLEEPING ACCOMODATION.

Accomodation for all ranks in base camp will be in tents. Combat sleeping equipment will be issued to all ranks.

3. STORES.

1. Because of restricted transport only essential Home Training Stores will be taken to camp, such stores are to be listed on AAF F1A in duplicate (where applicable registered numbers are to be shown). On return from camp copies are to be distributed as follows:-  
Copy No. 1 to QM by 2100 hrs 5 Apr 66 together with a certificate that all stores have been checked and that discrepancies are as shown on AAF F1A. Discrepancies are to be fully investigated by Sub Units and reported in writing. Discrepancies which cannot be accounted for are the responsibility of the Sub Unit Comds.  
Copy No. 2 to be retained by Sub Unit.

2. Packaging and Loading.

Cases and packages are to be clearly marked with Sub Unit identification.

Stores are to be loaded on vehicles by 15 MAR 66. Sub Unit Comds are to satisfy themselves that all stores essentially required are loaded by that date.

3. Accomodation Stores.

(a) All camp accomodation stores required will be drawn from 2 BOD and CESD MOOREBANK by RHQ.

(b) Stores will then be issued to Sub Units on AAF F1A in bulk.

(c) Sub Units are to pre-prepare AAF F12B in alphabetical order for all personnel attending camp. The following basic scale of issues will apply:-

Canteen water alumn.	1	Shelter individual	1
Cup canteen	1	Mattress section	3
Field pack combat	1	Blanket bed inner	1
Suspender field pack	1	Blanket bed outer	1
Belts pistol	1	Cover mattress	1
Cover water canteen-	1	Towel hand	1
case first aid	1	Hats drill khaki	1
Carrier sleeping bag	1	Jackets working dress	1
Sheet ground US	1	Trousers working dress	1
Pouches Amm SA.	2	Nets mosquito l/weight	1.

A copy of this list is to be handed to all personnel at the time of issue. Supplies of these copies are obtainable from the QM.

(d) BQMS's are to ensure that AAF12Bs are correctly used i.e

Issues in black ink on the upper line and signed for on that line.

Withdrawals in red ink on the lower line and signed by the Storeholder on that line.

Where there are deficiencies ensure that the member concerned signs in column 9 opposite the withdrawals.

(e) A pro-forma "Q" Clearance Certificate at Annex A is to be completed by the BQMS for each member. Deficiencies and their cost are to be shown. Where there are no deficiencies the certificate will be endorsed NIL DEFICIENCIES. Personnel are to be instructed to hand this certificate to the Paying Officer on Pay Parade

(4.) Day Book Issues.

(a) Stores issued on day book are to be returned to respective Q Stores on completion of tasks or by "RETREAT" each day. Bty Cpts are to ensure that the Day Book is checked daily for outstanding issues.

(5.) Loss and Damage.

(a) Sub-Unit Comds are reminded of their responsibility for the safe custody and maintenance of ALL stores on charge to them and the Unit generally.

(b) Loss or damage to stores must be reported to RHQ (by means of Loss & Damage Report Annex B) immediately the loss or damage becomes known

(c) Training stores are to be checked before and after each exercise or training parade, and against individual load lists. Losses are to be reported as above.

(d) Damaged stores MUST NOT BE DISCARDED. They are to be returned to RHQ for Board of Survey action. This particularly applies to crockery, kitchen ware, tent pegs, tea towels, etc. Damage due to unfair wear and/or negligence may be charged against the member(s) concerned.

(6.) Return of Stores.

The requirements for the return of camp accommodation stores to 2 BOD and CESD are contained in Annex F.

(7.) Fire Appliances.

Sprayers knapsack, fire buckets, beaters etc will be issued to sub units for use in tent lines, stores etc. Every care is to be taken in their use and their misuse is forbidden.

4. VEHICLE ADMINISTRATION.

1. (a) Sgt J IRWIN is to exercise general supervision over vehicles both HT and CT. He will be responsible to the QM for co-ordination, documentation and administration of unit transport.

(b) Bty Cpts. are to acquaint themselves with details of HT vehicle administration and, assisted by sub unit Vehicle NCO's will be responsible for:-

- (i) Administration of vehicles on charge to sub units.
- (ii) Issue and Receipt of AAF G2s to and from drivers
- (iii) Production of AAF G 13s & 17s when applicable.
- (iiii) Production of Vehicle States (to Sgt IRWIN) by 0700 hrs daily.

(c) AAF G2s must be correctly completed and handed in to the respective Bty MT Office when vehicles return to lines. It is an offence for a driver to drive a vehicle when he is not in possession of a properly prepared AAF G2 and a current AAF G11.

(d) SGT J COHEN is to be responsible to the QM for all P.O.L Receipts, Issues, and records.

(e) MT Gas will be issued to vehicles by 4½ gal Jerry Cans only. Vehicle fuel tanks will not be filled from bulk stocks.

2. VEHICLE HANDOVER

(a) At the conclusion of camp all CT vehicles are to be handed over to 23 FD REGT RAA at MARRICKVILLE. It is essential therefore, that daily servicing is carried out and that vehicles are as clean as possible under present water restrictions. A "Certificate of Servicing" Annex C is to be compiled prior to handover. Proforma available from QM.

(a) Vehicle tools will be issued to sub units in accordance witha Provisional CES. Issues to drivers are to be checked completely:-

(i) Whenever there is a change in drivers. Sub Unit Transport NCO's are to supervise these checks.

(ii) Daily by drivers during daily servicing.

(iii) When tool kits are returned to store.

(b) Drivers are to be warned that they are responsible for the safe custody of vehicle tools and "on vehicle" stores and may be debited with the cost of any loss attributed to them.

## 5. MESSING AND RATIONING.

### 1. Messing.

(a) Messing accomodation in base camp will be one Tent Marquee Universal Store each Officer's, Sergeant's, and Other Ranks, Messes.

(b) A central kitchen will be set up under RHQ control.

(c) Crockery, cutlery etc for Offrs, Sgts messes will be Home Training stocks, It is the responsibility of the Mess Secretaries to ensure that these stores are correctly packed, recorded and loaded vide para 3 (1) and (2).

(d) The WO Caterer is responsible for the overall supervision of the kitchen in the base camp. When the Regiment or Batteries are on exercise he will maintain close liason with the Bty kitchens.

### 2. Rationing.

(a) SGT C HOWLAND is responsible to the QM for the Receipts, Issues and documentation of rations during camp.

(b) Both fresh and combat rations will be provided as follows:-

Lunch Day 1	Cut Lunch. Members provide.
Evening, Day 1 to Breakfast Day 6	- Fresh Rations.
Lunch, Day 6 to Lunch Day 8	- Combat Rations
Evening Day 8 to Lunch Day 9	- Fresh Rations
Evening Day 9 to Lunch Day 12	- Combat Rations.
Evening Day 12 to Lunch Day 13	- Fresh Rations
Evening Day 13 to Breakfast Day 14	- Combat Rations
Lunch Day 14.	Cut Lunch. Unit to supply.

(c) When combat rations are issued for exercises Bty Cpts should ensure that correct quantities are issued for each meal.

### 3. Ration States.

Sub Units are to prepare a WF 3809 as a Ration State (NOT a parade state) showing meal requirements for the following day. The ration state is to reach RHQ Orderly Room by 0600 hrs daily.

## 6. REPAIRS.

1. Repair action is to be as follows:-

(a) Sub Units are to prepare AF G1045 in triplicate

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(b) Items for repair are to be called in by LAD who will acknowledge receipt on the No.3 copy of the AAF G 1045.

2. (a) Where repairs are found to be beyond the scope of the LAD:

(i) OC LAD will forward No.1 copy of AFG1045 (endorsed with the repairs required) to the QM.

(ii) QM will prepare AAF G 1045 for submission to Base workshops and arrange subsequent administration of items involved.

7. AMMUNITION

(a) Sub Units will draw their ammunition requirements from RHQ as required.

(b) GPO's are to ensure that ALL PRODUCE is salvaged, correctly packed and returned to RHQ after field firing exercises.

  
CAPT.  
QM 7 FD REGT RAA

DISTRIBUTION

LIST D.