

Declassified E.O. 12356 Section 3.3/NND No. 785015

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10000/100/504

27 pp

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CAMP STANDING ORDERS
JUNE, NOV. 1943

27pp

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Receipt.

Ch. Wel. 51

RECEIVED from

Camp Commandant, Military Gov School & Holding Centre
the sum of One Thousand and Ninety-one francs Thirty Centimes (1,091 fr. 30 c)
being the profits from Canteen at Cerea.

Received with Thanks 1,091 fr 30 cents.

Algiers
3 Nov 43.

J. H. Welley. 3543
Senior Chaplain to the Forces.
Algiers Sub-district.

To M.O.

SC/Inst.1

THE FOLLOWING DIRECTIVE IS ISSUED WITH REGARD TO THE
MEDICAL ARRANGEMENTS IN THE CAMP:

1. The M.O. is responsible for the hygiene of the camp and will inspect it once weekly, and state his requirements and remarks in the Sanitary Diary, which will be kept in the Camp Commandants Office
2. He will be in attendance in the M.I. Room at the hospital for officers, daily between:
0800 - 0830
1330 - 1400
3. He will be responsible for O.R.s and E.M.s sick parades as laid down in Camp Orders, and any other medical inspections required.
4. He will arrange for a nursing orderly to be present at the M.I. Room at all times in case of emergency, and to be in a position to summon the M.O. if necessary.
5. He will be responsible for making necessary arrangements for an ambulance to be available at immediate call for casualties to the nearest hospital.
6. He will evacuate or arrange special accommodations for the ORs and EMs under treatment for venereal diseases.

3 June 1943
SC/Inst.1

J. B. Aitken
Lt. Col. D.B. Aitken
School Commandant

Copies To:
~~Medical Officer~~
Camp Commandant ✓
• School Commandant

File

3542

INSTRUCTIONS TO ALL DRIVERS

Declassified E.O. 12356 Section 3.3/NND No. 785015

I. General

1. Vehicles will be parked only in the area allotted.
2. No vehicles will leave the Parking Area.
 - (a) without permission of the Transport Officer
 - (b) without a trip ticket
 - (c) except on official business
3. All trip tickets will be turned in at the Transport Office on the completion of each trip.
4. None but transport personnel and authorized personnel will drive any vehicle.
5. Officers and O/Es (EM) will not be picked up in the camp area.

II. Maintenance

1. Each driver will inspect his vehicle each morning as prescribed by 1st Echelon (Daily Task) regulations.
2. Daily maintenance will include inspection for nails, cuts, bruises or other damage to tires.

III. Petrol

1. Petrol (gasoline) will be issued from 0900 to 1000 hours and 1700 to 1800 hours. All tanks will be left full at night.
2. Emergency issues of gasoline will be made, but in no case will gas be taken from the dump except in the presence of a member of the Transport Office.
3. All gas and oil will be signed for on Army Form G. 825.
4. Gas will be drawn whenever possible at regular gas stations and amounts entered on trip tickets.
5. Consume gasoline whenever possible.

IV. Caution

1. The camp speed limit is eight (8) miles per hour. Obey it. The Theatre of Operations speed limits are as follows: (see attached App. "A")

II. Maintenance

1. Each driver will inspect his vehicle each morning as prescribed by 1st Echelon (Daily Task) regulations.
2. Daily maintenance will include inspection for nails, cuts, bruises or other damage to tires.

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3. All gas and oil will be signed for on Army Form G. 825.
4. Gas will be drawn whenever possible at regular gas stations and amounts entered on trip tickets.
5. Consume gasoline whenever possible.

IV. Caution

1. The camp speed limit is eight (8) miles per hour. Obey it. The Theatre of Operations speed limits are as follows:-(see attached App. "A")
2. Sound your horn at all sharp curves.
3. No one will ride double on M/C's without permission of the Transport Officer.
4. Extreme caution will be exercised in descending and ascending Blida-Chrea Road.
5. Caution will be taken to preserve vehicles. Avoid rough spots, stones and ruts in the roads.

V. Accidents

All accidents will be reported to the Transport Officer immediately.

ANY INFRACTION OF THESE REGULATIONS
WILL RESULT IN DISCIPLINARY ACTION.

3541

APPENDIX A

In built up areas, 25 M.P.H. or less in accordance with the limit imposed locally.

In open country:

<u>BRITISH</u>		<u>U.S.</u>	<u>MAX. SPEED</u>
1. Staff Cars		Car, light, medium sedan Car medium sedan	55 MPH
2. Utility Cars		Truck $\frac{1}{4}$ ton	40 MPH
3. Motorcycles		Motorcycles, solo	40 MPH
4. Trucks, all types		Truck $\frac{1}{4}$ ton, all models Truck $\frac{1}{2}$ ton, all models	35 MPH
5. Load Carriers, (wheeled) not exceeding 3 ton load capacity		Truck $1\frac{1}{2}$ ton, all models Truck $2\frac{1}{2}$ ton, all models	30 MPH
6. Load Carriers, (wheeled) exceeding 3 ton load capacity		Truck 4 ton, all models Truck 6 ton, all models	20 MPH

3.	Motorcycles	Motorcycles, solo	40 MPH
4.	Trucks, all types	Truck $\frac{1}{4}$ ton, all models Truck $\frac{1}{2}$ ton, all models	35 MPH
5.	Load Carriers, (wheeled) not exceeding 3 ton load capacity	Truck $1\frac{1}{2}$ ton, all models Truck $2\frac{1}{2}$ ton, all models	30 MPH
6.	Load Carriers, (wheeled) exceeding 3 ton load capacity	Truck 4 ton, all models Truck 6 ton, all models	20 MPH

3547

ORDERS FOR BATMEN:

1. Batmen will not be taken for any other duties except for an emergency fatigue.

2. The hours of duty will be as follows:

First Period	0630 - 0730
Second "	0900 - 1300
Third "	1700 - 1900

During these hours, batmen will not be absent from the quarters they are looking after, unless detailed in routine orders or on an exceptional errand when the officer, authorizing it will give the batman a written order, stating the nature of the duty.

3. Allocation of Batmen:

Batmen are allotted on the following scale:

2 per hut or dormitory.
1 per two villas.

The allocation to quarters will appear in Camp Detail. The individual names of batmen will also be posted prominently on the doors of the respective villas, huts, and dormitories.

4. Duties:

First Period

Get hot water for shaving, if available
Wake officers.
Clean Bootwear.

Second Period

they are looking after, unless detailed in routine orders or on an exceptional errand when the officer, authorizing it will give the batman a written order, stating the nature of the duty.

3. Allocation of Batmen:

Batmen are allotted on the following scale:

- 2 per hut or dormitory.
- 1 per two villas.

The allocation to quarters will appear in Camp Detail. The individual names of batmen will also be posted prominently on the doors of the respective villas, huts, and dormitories.

4. Duties:

First Period

Get hot water for shaving, if available
Wake officers.
Clean Bootwear.

Second Period

Make beds.
Sweep out quarters.
Dust premises.
Carry out instructions left by officers.
Windows will be cleaned periodically as required.

Third Period

Remain at officers' disposal.
Clean any bootwear required for the following day.

5. General Instructions for Duties:

- (a) No washing other than handkerchiefs or socks may be undertaken by batmen looking after villas and only then if facilities exist in the villas. No washing may be done by batmen in dormitories or huts.

- (b) Washing of clothing is prohibited on ab-lution benches other than the cemented ones for that purpose.
- (c) No smoking is permitted during duty hours if officers are present.
- (d) Batmen are responsible for seeing that the area in the immediate vicinity of villas and huts etc. is clean and free from litter.
- (e) Litter and rubbish will be deposited only in the litter bins provided for that purpose. These are situated at:-
 - Near Beacon
 - Near Camp Office
 - Area of Main Camp
 - Area back of Officers' mess
- (f) Batmen are responsible for seeing that an empty petrol tin marked "Litter" is available at each dormitory or hut.

6. Leave Passes:

- (a) Batmen in charge of villas will arrange with their officers on the previous day when they desire a leave pass to see that this is convenient to all.
- (b) Batmen in dormitories and huts will be given passes on Saturdays or Sundays. Both batmen in a hut or dormitory may not be away on the same day.

7. Dress:

As laid down in S.O. Canvas shoes may be worn.

8. Discipline:

•
Near Beacon
Near Camp Office
Area of Main Camp
Area back of Officers' Mess

- (f) Batmen are responsible for seeing that an empty petrol tin marked "Litter" is available at each dormitory or hut.

6. Leave Passes:

- (a) Batmen in charge of villas will arrange with their officers on the previous day when they desire a leave pass to see that this is convenient to all.

- (b) Batmen in dormitories and huts will be given passes on Saturdays or Sundays. Both batmen in a hut or dormitory may not be away on the same day.

7. Dress:

As laid down in S.O. Canvas shoes may be worn.

8. Discipline:

- (a) All batmen will ensure that their own beds are left ready for inspection before reporting for duty at the "Second Period."

- (b) Batmen are responsible for immediately reporting to the Camp Commandant any breakages, damage etc. in villas or quarters. Also whenever an officer vacates the villa or quarter he is responsible for notifying the Camp Commandant by giving the names in writing.

- (c) All batmen will keep a written list of the names of all officers they are looking after which can be produced for the PMC or any inspecting officer.

9. Inspection:

The P.M.C. will inspect all quarters in rotation during the 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th 14th 15th 16th 17th 18th 19th 20th 21st 22nd 23rd 24th 25th 26th 27th 28th 29th 30th 31st 32nd 33rd 34th 35th 36th 37th 38th 39th 40th 41st 42nd 43rd 44th 45th 46th 47th 48th 49th 50th 51st 52nd 53rd 54th 55th 56th 57th 58th 59th 60th 61st 62nd 63rd 64th 65th 66th 67th 68th 69th 70th 71st 72nd 73rd 74th 75th 76th 77th 78th 79th 80th 81st 82nd 83rd 84th 85th 86th 87th 88th 89th 90th 91st 92nd 93rd 94th 95th 96th 97th 98th 99th 100th 101st 102nd 103rd 104th 105th 106th 107th 108th 109th 110th 111th 112th 113th 114th 115th 116th 117th 118th 119th 120th 121st 122nd 123rd 124th 125th 126th 127th 128th 129th 130th 131st 132nd 133rd 134th 135th 136th 137th 138th 139th 140th 141st 142nd 143rd 144th 145th 146th 147th 148th 149th 150th 151st 152nd 153rd 154th 155th 156th 157th 158th 159th 160th 161st 162nd 163rd 164th 165th 166th 167th 168th 169th 170th 171st 172nd 173rd 174th 175th 176th 177th 178th 179th 180th 181st 182nd 183rd 184th 185th 186th 187th 188th 189th 190th 191st 192nd 193rd 194th 195th 196th 197th 198th 199th 200th 201st 202nd 203rd 204th 205th 206th 207th 208th 209th 210th 211th 212th 213th 214th 215th 216th 217th 218th 219th 220th 221st 222nd 223rd 224th 225th 226th 227th 228th 229th 230th 231st 232nd 233rd 234th 235th 236th 237th 238th 239th 240th 241st 242nd 243rd 244th 245th 246th 247th 248th 249th 250th 251st 252nd 253rd 254th 255th 256th 257th 258th 259th 260th 261st 262nd 263rd 264th 265th 266th 267th 268th 269th 270th 271st 272nd 273rd 274th 275th 276th 277th 278th 279th 280th 281st 282nd 283rd 284th 285th 286th 287th 288th 289th 290th 291st 292nd 293rd 294th 295th 296th 297th 298th 299th 300th 301st 302nd 303rd 304th 305th 306th 307th 308th 309th 310th 311st 312nd 313th 314th 315th 316th 317th 318th 319th 320th 321st 322nd 323rd 324th 325th 326th 327th 328th 329th 330th 331st 332nd 333rd 334th 335th 336th 337th 338th 339th 340th 341st 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2006th 2007th 2008th 2009th 2010th 2011st 2012nd 2013th 2014th 2015th 2016th 2017th 2018th 2019th 2020th 2021st 2022nd 2023rd 2024th 2025th 2026th 2027th 2028th 2029th 2030th 2031st 2032nd 2033rd 2034th 2035th 2036th 2037th 2038th 2039th 2040th 2041st 2042nd 2043rd 2044th 2045th 2046th 2047th 2048th 2049th 2050th 2051st 2052nd 2053rd 2054th 2055th 2056th 2057th 2058th 2059th 2060th 2061st 2062nd 2063rd 2064th 2065th 2066th 2067th 2068th 2069th 2070th 2071st 2072nd 2073rd 2074th 2075th 2076th 2077th 2078th 2079th 2080th 2081st 2082nd 2083rd 2084th 2085th 2086th 2087th 2088th 2089th 2090th 2091st 2092nd 2093rd 2094th 2095th 2096th 2097th 2098th 2099th 2100th 2101st 2102nd 2103rd 2104th 2105th 2106th 2107th 2108th 2109th 2110th 2111st 2112nd 2113th 2114th 2115th 2116th 211

NO. 35

DAILY ROUTINE ORDERS

BY

Captain R.W. Harriman, R.A.
Camp Commandant, School of Instruction.

In the Field
Black-out time..... 18th June, 1943.
..... 2209 hours,

190. DUTIES

Officer of the Day 19th June..... Capt. W.V.D. Jequier.
" " 20th " 2/Lt. V. Kovanich.
Orderly Sergeant of the Day 19th June..... Cpl. J. Rennison.
" " 20th " Cpl. W.W. Goddard.

191. ROUTINE.

Reveille..... 0600 hrs.
Breakfast..... 0700 to 0800 hrs.
Dinner..... 1300 to 1400 hrs.
Tea..... 1630 hrs.
Supper..... 1830 to 1930 hrs.

192. TRANSPORT

1. All requests for transport will reach the Transport Officer by 1800 hrs. the previous day. Any emergency requests after that hour will be put through the Camp Commandant.
2. The Transport Officer will co-ordinate as far as possible all requests for all available vehicles, and will ensure that no vehicle is given too many details which might result in the time programme being affected.
3. If the Transport Officer considers he has too many commitments for any one day to be efficiently carried out, he will inform the Camp Commandant who will issue the priority. The Camp Commandant will inform those concerned of any requests unable to be met.
4. The Transport Officer will forward to the Camp Commandant a copy of the detail for the following day as soon as he has made it up, showing a schedule of the details by vehicles. The names of passengers should be stated when it is a passenger detail.
5. In making out his detail for each vehicle, time programme for the various calls will be shown. The driver is not permitted to deviate from this by passengers requests to be taken here or there.
6. One Jeep will always remain in the Camp Area.

193. CHURCH SERVICES.

(A) A Commanding Officer's Church Parade will be held on Sunday, 20 June. 1943.

Time & Place of Service - C.of.E. & Other	
" " " - R.C.'s.	... 1100 hrs at Ski Club.
" " " - R.C.'s.	... 1200 hrs at Village Church.

All students will attend independently and proceed independently.
All men will parade in one of two parties:-

- (1) C.of.E. and Other Denominations.
- (2) R.C.'s.

Time & Place of Parade.

All personnel will

2. The Transport Officer will co-ordinate as far as possible all requests for all available vehicles, and will ensure that no vehicle is given too many details which might result in the time programme being affected.
3. If the Transport Officer considers he has too many commitments for any one day to be efficiently carried out, he will inform the Camp Commandant who will issue the priority. The Camp Commandant will inform those concerned of any requests unable to be met.
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CHURCH SERVICES.

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Time & Place of Service -	C.of.E. & Other	
"	"	Denominations. ... 1100 hrs at Ski Club.
"	"	- R.C.'s. ... 1100 hrs at Village Church.

All students will attend independently and proceed independently.

All men will parade in one of two parties:-

- (1) C.of.E. and Other Denominations.
- (2) R.C.'s.

Time & Place of Parade.

All personnel will parade as above at 1030 hrs. on the Parade Ground in front of the Ski Club.

- (1) OFFICERS - Normal, ties will be worn.
- (2) OTHER RANKS - Shirts & Shorts K.D., Boots, Anklets Web and Forage Caps.
- (3) E.M.'s - Cotton O.D. Uniform with tie.

The following personnel will be exempt:-

Cooks.
K.P.'s.
Sanitation Squad.
Q.M. Storeman.
Ration Storeman.

Transport Personnel on detail.

Officers' Mess Staff	...	50%	} C.S.M. will detail.
Entmen	...	50%	
Camp Staff	...	50%	

A Collection will be made, proceeds of which will be in aid of Service Charities.

Continued on Sheet 2.

3537

—Sheet 2—

193. CHURCH SERVICES(Continued)

In addition to the above, the following will be held for C.of.E. and Other Denominations at the Ski Club at the following hours:-

0630 hours. HOLY COMMUNION.

1200 hours. HOLY COMMUNION.

(i.e. following
C.O's Parade)

1730 hours. SHORT EVENING SERVICE.

194. OFFICERS-ADVANCES OF PAY.

Officers requiring advances of pay, will hand their Advance of Pay Book to the Camp Commandant by 0900 hrs. Saturday, 19th June, 1943.

195. A.B. 433(Officers' Record of Service)

A supply of these are now available at the Camp Commandant's Office. British Officers not in possession of these will apply to the Camp Commandant.

196. PRECAUTIONS AGAINST FIRE.

It has been brought to notice that certain individuals are still discarding indiscriminately lighted cigarette ends. This practice is highly dangerous and will cease immediately.

Disciplinary Action will be taken against any further offender.

(Sgd) R.W. Harriman, Captain.
School of Instruction, AMGOT 141 Foroc.

STANDING ORDERS FOR CHINA POLICE PATROL.

2-50/1

1. The patrol will be in the vicinity of Terminus Square, as laid down by the H.C.O. in charge.
2. The patrol will consist of two men who will remain together.
3. They will carry out their duties as Military Police at all times.
4. They will conduct themselves in such a manner as to be a good example to all military personnel.
5. During their tour of duty:-
 - (i) They will not smoke.
 - (ii) They will not converse with other soldiers or civilians except in the performance of their duties.
 - (iii) They will only patrol the area as laid down by the H.C.O. in charge.
 - (iv) They will wear arm bands at all times when on duty, but never off duty.
 - (v) They will ensure orderliness and good conduct of all C.R.'s. and I.M.
 - (vi) They will carry a whistle and the signal for summoning the Corporal will be a series of long blasts.
 - (vii) They will not enter any private buildings unless instructed by the owner or an officer to arrest or remove any soldiers misbehaving there.
 - (viii) They will periodically enter cafes only for the purpose of ensuring good order. They will not loiter or converse with anyone inside except in the course of duty, nor will they consume any drink or food on the premises during their tour of duty.
6. They will check the passes of persons out after 2400 hours reporting anyone out without a correct pass for the night in question.
7. Any occurrence of such a nature as to arouse unusual suspicion will be reported immediately to the Camp Commandant.
8. They will not stop or interfere or converse with any civilians during their tour of duty, except in cases of suspicious behaviour.
9. The individual times of duty will be as laid down by the Camp Commandant.

Field.

24 June 42.

R. Hamilton
Captain.

Camp Commandant.

School of Instruction, A.M.C.F. 1st Force.

order. They will not loiter or converse with anyone inside except in the course of duty, nor will they consume any drink or food on the premises during their tour of duty.

6. They will check the passes of persons out after 2400 hours reporting anyone out without a correct pass for the night in question.
7. Any occurrence of such a nature as to arouse unusual suspicion will be reported immediately to the Camp Commandant.
8. They will not stop or interfere or converse with any civilians during their tour of duty, except in cases of suspicious behavior.
9. The individual times of duty will be as laid down by the Camp Commandant.

Field.

24 June 43.

R. H. Harrison
Captain.

Camp Commandant.

School of Instruction, AEGUT, 141 Force.

3535

STANDING ORDERS FOR MILITARY POLICE ON TRAFFIC CONTROL.

1. The Traffic Control Post is situated in the Tendinus Square.
2. The traffic post will be manned daily from 0700 hrs. to 2200 hrs. by one policeman only.
3. His beat will be within 10 yards from his sentry-box.
4. He will carry out his duties as a Military Policeman at all times.
5. He will conduct himself in such a manner as to be a good example to all military personnel.
6. During his tour of duty:-
 - (i) He will not smoke.
 - (ii) He will not converse with other soldiers or civilians except in the performance of his duties.
 - (iii) He will not leave his post for any reason unless properly relieved by the Corporal, or unless summoned to deal with some emergency which requires his immediate presence and attention.
 - (iv) He will wear an Arm Band at all times when on duty, but never off duty.
 - (v) He will ensure orderliness and good conduct of all O.P.'s. and R.M.
 - (vi) He will ensure that drivers of military vehicles are in possession of their warrant or trip tickets, and will report to the M.C.O. on duty any case of non-compliance.
 - (vii) He will report the names of any soldiers not properly dressed or without head-dress, either travelling in vehicles or seen in the vicinity of his post.
7. The individual times of duty will be detailed by the Camp Commandant.

Field.

24 June 43.

Captain.

Camp Commandant.

School of Instruction, ARCT. 1st Force.

STANDING ORDERS FOR NIGHT PATROL.

1. The patrol will consist of 2 Policemen.
2. The patrol extends in the tented camp area as laid down by the M.C.O. in charge.
3. They will conduct themselves in such a manner as to be a good example to all Military Personnel.
4. During their tour of duty:-
 - (i) They will not smoke.
 - (ii) They will not converse with other soldiers or civilians except in the performance of their duties.
 - (iii) They will patrol the tented camp area as laid down by the M.C.O. in charge.
 - (iv) They will wear arm bands at all times when on duty, but never off duty.
5. Any occurrence of such a nature as to arouse unusual suspicion will be reported immediately to the Camp Commandant.
6. They will ensure that no unauthorised person is within the tented areas, and will interrogate anyone not known to them to satisfy themselves that they are not in the tented areas.

- (v) He will ensure orderliness and good conduct of all O.N's. and E.M.
- (vi) He will ensure that drivers of military vehicles are in possession of their work or trip tickets, and will report to the H.C.O. on duty any case of non-compliance.
- (vii) He will report the names of any soldiers not properly dressed or without head-dress, either travelling in vehicles or seen in the vicinity of his post.
7. The individual times of duty will be detailed by the Camp Commandant.

Field.

24 June 43.

[Signature]
Captain.

Camp Commandant.

School of Instruction, AIGOF. 141 Force.

STANDING ORDERS FOR NIGHT PATROL.

1. The patrol will consist of 2 Policemen.
2. The patrol extends in the tented camp area as laid down by the H.C.O. in charge.
3. They will conduct themselves in such a manner as to be a good example to all Military Personnel.
4. During their tour of duty:-
 - (i) They will not smoke.
 - (ii) They will not converse with other soldiers or civilians except in the performance of their duties.
 - (iii) They will patrol the tented camp area as laid down by the H.C.O. in charge.
 - (iv) They will wear arm bands at all times when on duty, but never off duty.
5. Any occurrence of such a nature as to arouse unusual suspicion will be reported immediately to the Camp Commandant.
6. They will ensure that no unauthorised person is within the tented areas, and will interrogate anyone not there, to satisfy themselves that he or they are bona fide.
7. They will report any infringement of black-out regulations in the camp areas.
8. They will report any soldier found walking about unless proceeding to the latrines.
9. The individual times of duty will be detailed as laid down by the Camp Commandant.

Field.

24 June 43.

[Signature]
Captain.

Camp Commandant.

School of Instruction, AIGOF. 141 Force.

1. Present Detail for Guard Duty.

Sgt. Palmer
 3 Acting Corporals, American
 18 E.M.
 5 O.R. British

TOTAL: 1 Sgt. 3 Corporals 23 OR/EM

2. Proposed New Guard which will do Guard only, not M.P.

No. 1 Gd. 1 Sgt. British
 1 Cpl. American 9 EM

No. 2 Gd. 1 Sgt. British
 1 Cpl. American 9 EM

TOTAL: 2 Sgt. 2 Corporals 18 EM

3. Only one guard will be within perimeter at a time the other one being off duty in their own tents.

4. Guard will mount daily at 1600 hours, and dismount at 1600 hrs.

5. To do this, one British Sgt. is required, and at present deficient. 5 British O.R. and 1 American Cpl. are surplus, and will be withdrawn.

6. The Provost will be run independently of the Guard and will come under the Camp Commandant direct.

7. Required for Provost duty -- 2 Cpls, 8 OR/EM, which will be divided as follows:

1 Cpl 4 EM American
 1 Cpl 4 OR British + 1 Spare
 who will work together.

8. Provost duties to be based roughly as follows:

No. 2 Gd. 1 Sgt. British 9 EM
1 Cpl. American

TOTAL: 2 Sgt. 2 Corporals 18 EM

3. Only one guard will be within perimeter at a time the other one being off duty in their own tents.
4. Guard will mount daily at 1600 hours, and dismount at 1600 hrs.
5. To do this, one British Sgt. is required, and at present deficient. 5 British O.R. and 1 American Cpl. are surplus, and will be withdrawn.
6. The Provost will be run independently of the Guard and will come under the Camp Commandant direct.
7. Required for Provost duty -- 2 Cpls, 8 OR/EM. which will be divided as follows:
 1 Cpl 4 EM American + 1 Spare
 1 Cpl 4 OR British
 who will work together.
8. Provost duties to be based roughly as follows:
 { (1) 1 at main "Terminus Square" } Total required - 2 men
 { (2) 2 cafe area patrol } Total required - 2 men
 Patrol Hrs. for (1) 0730 - 2330
 Patrol Hrs. for (2) 1830 - 2330
 Duty - Discipline of men in cafes.
 (3) 2 Night patrol between officer tents & Mens Conkhause) Total required - 2 men
 Patrol Hrs. for (3) 2300 - 0600
 Duty - Guarding against theft and unauthorized persons.
 (2) & (3) divided into 2 patrols of 1 American and 1 British, as A and B patrols:

Patrol A 1830 - 2100 for (2)
 Patrol B 2100 - 2330 for (2)
 Patrol A 2230 - 0100 for (3)
 Patrol B 0100 - 0330 for (3)
 Patrol A 0300 - 0600 for (3)

(over)

3523

- 2 -

9. Present availability, 1 Corporal American 5 British OR (surplus
from Guard)
Required, 1 Corporal British 4 Americans to
complete establishment.

MEMORANDUM FOR STUDENTS CHINA TRAINING CENTRE(1) Joining

On arrival, all officers will:-

- (a) Report to the Camp Commandant to complete the Joining Instructions.
- (b) Report at a time to be specified to the School Commandant's Office for interview, issue of Passes and completion of History Sheets. They will also hand in A.F.B. 199A, if still in their possession.

(2) Accommodation:-

Officers will be accommodated as follows:

- (a) Colonels and Lt. Colonels in:
 - {1} Villas
 - {2} Private rooms in hospital building
 - {3} In Terminus Hotel
- (b) Majors, Captains, and Lieutenants in:
 - {1} Dormitories
 - {2} 160 lb. tents

(3) Batmen:-

Orders for batmen are posted in all bungalows and dormitories. Any misdeemeanour or absence of batmen should be reported immediately to the PMC.

- (a) Allotment - The scale of batmen will be as follows:
 - {1} One per two bungalows (Approx. 4 officers each)
 - {2} One per ten officers in dormitories or tents.

- (b) Availability- Batmen will be available to officers only between the following hours:

06:30 - 07:30 hours
17:00 - 19:00 "

Also 09:00 - 13:00 hours, when they will be primarily responsible for making up beds, tidying officer's kits, and cleaning of sleeping quarters. Batmen will not be available for officers at any other time. Officers should give batmen instructions as to what they want to be done during the periods that the batmen are available.

(4) Mess:-

All officers, not passing in for "A" mess, will be members of the School Mess,

- (2) Private rooms in hospital building
(3) In Terminus Hotel

- (b) Majors, Captains, and Lieutenants in:
(1) Dormitories
(2) 160 lb. tents

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Also 09:00 - 13:00 hours, when they will be primarily
responsible for making up beds, tidying officer's kits,
and cleaning of sleeping quarters. Batmen will not be
available for officers at any other time. Officers
should give batmen instructions as to what they want to
be done during the periods that the batmen are avail-
able.

(4) Mess:-

All officers, not messing in the "A" mess, will be members of the School Mess,
situated next to the Dormitories.

(5) Dress:-

After 19:30 hrs., either battle dress or slacks and jackets must be worn. Col-
lars and ties will be worn for dinners.

(6) Daily Routine:- The following will be the routine for weekdays:

06:45	Reveille	
07:30 - 08:15	Breakfast	
08:30 - 10:00	Language Study	} in Lecture Hall
10:15 - 11:15	Lecture	
11:30 - 12:30	Lecture	
13:00 - 13:45	Luncheon	

3532

MON. WED. FRI.

- 2 -

TUES. THURS. SAT.

14:00 - 17:00 Committee Work
 17:00 - 17:30 Tea
 17:30 - 19:30 Individual Study

14:00 - 19:00 Military training
 combined with walks
 and hikes.

19:30 Dinner

20:30 Occasional lectures or informal talks.

The following will be the routine for Sundays:

07:15 Reveille
 08:00 - 08:45 Breakfast
 09:00 - 10:30 Language Study (Lecture Hall)
 11:00 Church Parade
 13:00 - 13:45 Luncheon
 14:30 - 16:30 Committee Work
 19:30 Dinner

Committee work will be by Syndicates and will be carried out either in the Lecture Hall, Syndicate Room, in the Students Mess or in the open, as detailed from day to day.

- (7) Notices:- All officers are responsible for making themselves fully acquainted with all notices and orders which appear in the Notice Boards in the anteroom of the Student's Mess.

(a) Mess and administrative information:

The mess notice board is for all subjects pertaining to the Mess and general administration.

(b) Academic and "study" information:

All information about lectures, syndicates and committee work will be posted on the "Students Notice Board".

(c) Urgent notices:

For notices of all kinds requiring immediate action, all officers should look on this board frequently each day.

- (8) Camp Routine Orders:- Officers will make themselves acquainted daily with Part I orders posted on the mess notice board.

- (9) Camp Standing Orders:- All information regarding the following subjects will

13:00 - 15:45 Luncheon
14:30 - 16:30 Committee Work
19:30 Dinner

Committee work will be by Syndicates and will be carried out either in the Lecture Hall, Syndicate Room, in the Students Mess or in the open, as detailed from day to day.

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The mess notice board is for all subjects pertaining to the Mess and general administration.

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All information about lectures, syndicates and committee work will be posted on the "Students Notice Board".

(c) Urgent notices:

For notices of all kinds requiring immediate action, all officers should look on this board frequently each day.

- (8) Camp Routine Orders:- Officers will make themselves acquainted daily with Part I orders posted on the mess notice board.

- (9) Camp Standing Orders:- All information regarding the following subjects will be found in Camp Standing orders. All officers should carefully read these orders.

1. Postal arrangements
2. Baths
3. Haircutting
4. Field cashiers
5. Laundry
6. Fire orders
7. P.A.D.

- (10) Officers of the Day:- The names of the Officers of the Day and next on duty will appear in Daily Routine Orders. The duties will be obtained from the Camp Commandant on the previous day to duty.

- over -

- 3 -

(11) P.A.D. Scheme:-

The P.A.D. Scheme will be an appendix to Camp Standing Orders.

(12) Medical Arrangements:-

A small emergency hospital is situated above the officers' quarters in the hospital block. The medical officers will be personally in attendance there daily between 08:00 - 08:30 and also 13:00 - 14:00, but there will always be a medical attendant on duty there for emergency.

(13) Leave:-

No student, whilst at the Chrea Training Centre will be permitted to leave Chrea area, unless he has been authorized to do so on duty.

A book will be kept by the School Commandant in which any officers detailed to proceed on duty, outside the Chrea area, will write their names. They will inform the Commandant of the nature of the duty necessitating absence and will not leave until the book has been countersigned by the Commandant personally. Officers required to proceed to Algiers and Blida on medical grounds, must bring a medical certificate.

(14) Telephone:-

Owing to pressure on lines and shortage of instruments, telephonic communication by officer students is only permitted for exceptional reasons, and when authorized by one of the Administrative Staff, who possess telephones. These are situated at:

Commandant Office
Camp Commandant Office
Q. M. Office

(15) Personal Inquiries:-

The Commandant will always be available to officers for any personal inquiries, but officers should make an appointment through the Commandant's Clerk.

(16) Official Address of School:-

The official address for all private correspondence for,
(a) British Personnel (b) American Personnel

AMCOT
141 FORCE

AMCOT
141 FORCE

141 FORCE

(14) Telephone:-

Owing to pressure on lines and shortage of instruments, telephonic communication by officer students is only permitted for exceptional reasons, and when authorized by one of the Administrative Staff, who possess telephones. These are situated at:

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AMCOT
141 FORCE
B.N.A.F.

AMCOT
141 FORCE
A.F.O. 777 C/O PISTR.

(17) General Location of Main Centres:-

Study:

Language Classes	Large Room of Students Mess and Ski Club
Lectures	Silence Room of Students Mess
Committees or Syndicates	Room and Silence Room of Students Mess and Ski Club
C.C.A.O. Office	Hotel Allemande
Students Mess	Ground floor of Students Officers Mess
"A" Mess	Hotel Allemande
Hospital	Above the Hospital Block Quarters
Shower Baths	The hut N. of and below Hut No. 1
Laundry	The hut N. of and below Hut No. 1 (adjacent to shower bath hut)

- 4 -

Commandants Office	S. of main road from Terminus Square to Ski Club
Camp Commandants Office	Immediately opposite Commandant's Office, N. of main road
Supply Officer - U.S. Office	Next to Students' Anteroom
C.M. - British Office	Next to Students' Anteroom
P.M.C.	Room opposite to Supply and Q.M. office in Officers' Mess Block
Transport Office	In 160 lb. tent, north side of parade ground
Main Parade Ground	Below Ski Club

+ The Ski Club will be used as the Mess Recreation Room after 17:30 hours daily, unless required for special work or lecture.

CHRETA TRAINING CENTRE
22 JUNE 1943

AC 12/12/43

L. B. Aitken
Lt/Colonel
School Commandant

SCHOC OF INSTRUCTION AMOT 141 CRCE.

ORDERLY SERGEANT'S ORDERS.

1. His tour of duty will commence at 1400 hrs. on Saturday, terminating at 1400 hrs. the following Saturday.
2. He will be responsible that all O.Rs. & E.M. are out of bed at Reveille.
3. He will parade and call the roll of all O.Rs. & E.M. 15 minutes after Reveille.
4. He will render an Absentee Report to the C.S.M. at his tent, by 0645 hrs. daily.
5. He will meet and report to the Orderly Officer at the Flag Staff outside the Students' Mess at 0700 hrs. and 0945 hrs. and at any other time as ordered by the Orderly Officer.
6. He will be responsible that all men reporting sick have their names placed on A.F.B.256(Sick Report) and are at the Hospital by 0915 hrs.
7. He will contact the Orderly Officer, at the Ski Club Verandah at 1300 hrs. and 1830 hrs. and accompany him on all meal parades.
8. He will parade all available N.C.O's and Men at 0815 hrs. and detail them for General Duties.
9. He will be responsible that all tent walls are rolled up, all kits laid out according to the Kit Plate and all tents and their surroundings are thoroughly clean, reporting to the C.S.M. by 0900 hrs. that this has been carried out.
10. He will accompany the C.S.M. on his daily inspection of the Camp Area.
11. He will parade all General Duty N.C.O's. and Men at 1400 hrs. detailing them to their duties.
- 11a. He will see that no naked lights are burning in any tents.
12. He will call the roll at 2130 hrs. and see that all lights are out in buildings and silence maintained after 2215 hrs.
13. He will report to the Orderly Officer, at the Students' Mess at 2230 hrs. - that all lights are out and silence observed.
14. He will not leave the Camp Area unless properly relieved by the C.S.M.
15. He will make use of his Orders.

785015

names placed on A.F.B. 256 (Sick Report) and are at the Hospital by 0910 hrs.

7. He will contact the Orderly Officer, at the Ski Club Verandah at 1300 hrs. and 1830 hrs. and accompany him on all meal parades.
8. He will parade all available N.C.O.'s and Men at 0815 hrs. and detail them for General Duties.
9. He will be responsible that all tent walls are rolled up, all kits laid out according to the Kit Plate and all tents and their surroundings are thoroughly clean, reporting to the C.S.M. by 0900 hrs. that this has been carried out.
10. He will accompany the C.S.M. on his daily inspection of the Camp Area.
11. He will parade all General Duty N.C.O.'s. and Men at 1400 hrs. detailing them to their duties.
- 11a. He will see that no naked lights are burning in any tents.
12. He will call the roll at 2130 hrs. and see that all lights are out in buildings and silence maintained after 2215 hrs.
13. He will report to the Orderly Officer, at the Students' Mess at 2230 hrs. - that all lights are out and silence observed.
14. He will not leave the Camp Area unless properly relieved by the C.S.M.
15. He will make use of his Orderly Corporal for any duties required.
16. He will ensure that the Sanitary Squad report to him at the transport lines at 1730 hrs. daily for the purpose of seeing that the collection of swill and tins is started punctually. He will satisfy himself that the sanitation squad have carried out their duties correctly.
17. When not carrying out any duty he will report to the Camp Commandant's Office.
18. On completion of his tour of duty he will fill in a report and forward it to the C.S.M. by 1200 hrs. on Sunday.

Field.

19 June 43.

Camp Commandant, School of Instruction ANGOT 141 Force.

R. J. [Signature]
Captain

3539

OFFICER OF THE DAYDUTIES

1. The Officer of the Day will report to the Camp Commandant's Office the day previous to his tour of duty and make himself acquainted with his duties and collect the report form.
2. His tour of duty will commence at 0600 hrs. and end the following day at 0600 hrs.
3. He will meet the Orderly Sergeant at 0700 hrs. at the Ski Club Verandah.
4. He will carry out his duties as laid down in conjunction with the report form, inspecting breakfasts, dinners and suppers accompanied by the Orderly Sergeant.
5. He will make his inspection of the Camp at 0945 hrs. punctually. The Orderly Sergeant will meet him at the Flag Staff outside the Students' Mess, and accompany him on his round.
6. During his tour of inspection, he will visit dormitories, tents, cookhouses, stores, showers, latrines and make a tour of the Camp generally.
7. He will not leave the Camp Area during his tour of duty.
8. He will be required to carry out any duties that may be assigned to him in:-
- (A) Camp Standing Orders.
 - (B) Camp Routine Orders.
 - (C) Fire Orders.
 - (D) P.A.D. Orders.
9. He will make a tour of the Camp at 2200 hrs. accompanied by the Orderly Sergeant to ensure that "lights out" are properly enforced.
10. He will hand in his report at 1000 hrs. on the morning of the day in which his duty ends.

Field.

19 June.43.

Camp Commandant, School of Instruction, AMGOT. 141 Force.

A. J. Hamman
Captain

SCHEDULE
COMMANDANT
44

Students' Mess, and accompany him on his round.

6. During his tour of inspection, he will visit dormitories, tents, cockhouses, stores, showers, latrines and make a tour of the Camp generally.

7. He will not leave the Camp Area during his tour of duty.

8. He will be required to carry out any duties that may be assigned to him in:-

- (A) Camp Standing Orders.
- (B) Camp Routine Orders.
- (C) Fire Orders.
- (D) P.A.D. Orders.

9. He will make a tour of the Camp at 2200 hrs. accompanied by the Orderly Sergeant to ensure that "lights out" are properly enforced.

10. He will hand in his report at 1000 hrs. on the morning of the day in which his duty ends.

Field.

19 June.43.

A. S. Zeman
Captain
Camp Commandant, School of Instruction, AMGOT. 141 Force.

352

D-U-T-I-E-S:

SERGEANT OF THE GUARD

1. Receives and obeys the orders of the officer of the Guard.
2. Sees that all members of the Guard are properly instructed in their orders and duties.
3. Sees that sentinels and patrols properly perform their duties, making such inspections as directed by the commanding officer.
4. Posts all special orders at posts where applicable.
5. Inspects all men for proper condition, arms, and equipment.
6. On leaving Guardhouse for any reason, informs next in command of his destination and time of probable return.
7. Divides the night with next in command.
8. Informs the commanding officer of any serious cases.

3528

2. Sees that all members of the Guard are properly instructed in their orders and duties.
3. Sees that sentinels and patrols properly perform their duties, making such inspections as directed by the commanding officer.
4. Posts all special orders at posts where applicable.
5. Inspects all men for proper condition, arms, and equipment.
6. On leaving guardhouse for any reason, informs next in command of his destination and time of probable return.
7. Divides the night with next in command.
8. Informs the commanding officer of any serious cases.
9. Keeps such Guard Report Book as directed by the commanding officer.
10. Is responsible for all property of the Guard.

3524

sc/sc/1 2/1

SENTRIES ORDERS BY DAY:

(Allemande Guard)

NO: 1 POST

1. All sentries will be armed.
2. His post will be at the barbed wire knife rest.
3. He will allow no one to enter unless in possession of the "official pass" which has a red cross on it.
4. All persons not in possession of the official pass will not be allowed to enter, but will be detained until the security officer has seen them personally. To obtain the security officer, the sentry will call a runner, who will proceed with the name and requirements of the visitor to the security officer.
5. The sentry will check all passes of personnel entering or leaving.
6. He will allow no vehicles to enter except the "General's car" and Planning Duty car";

3527

SENTRIES ORDERS BY DAY

(Allemande Guard)

SC/50/1

NO: 2 POST.

1. His post is at the entrance door of the Allemande Hotel.
2. He will allow no one to enter unless in possession of the official pass which has a red cross on it.
3. He will check the holder's signature on the pass with the signature in the Security Book, unless the officer is personally known by the sentry. If he is in doubt, he can ask the officer to write his signature.

3526

Declassified E.O. 12356 Section 3.3/NND No. 785015

SENTRIES ORDERS DAY 1

SC/10/1

NO. 4 POST

1. His station will be in the Square of Chrea particularly near the sentry box.
2. He will stop all vehicles and check all passes and trip tickets of all military personnel both leaving and entering the village, and camp.
3. He will report to the sergeant all violations of "Off Limits" regulations.

3525

SENTRIES ORDERS BY NIGHT

(All Sentries at night will be armed)

NO: 1. POST

- 1. His post is at the outer knife rest.**
- 2. He will check all persons entering enclosure have an official pass with red cross.**

sc/sop

(21)

3521

SENTRIES ORDERS BY NIGHT

(All sentries at night will be armed)

NO: 2 POST

1. His post is at the entrance door. He will occasionally patrol to the northwest corner of building.

2. He will have the key of main door in his possession and will make sure the door is kept locked. He will only admit and allow to leave the building, persons with official identity passes, with the red cross.

3523

Declassified E.O. 12356 Section 3.3/NND No. 785015

SENTRIES ORDERS BY NIGHT

(Allemande Guard)

(All sentries will be armed at night)

NO. 3 POST.

1. His post is at northeast corner of building, and he will observe the barbed wire on the north and rear sides of the building.
2. He will allow no one to cross the wire at any time.

SC/No/1

(2F)

3522

SENTRIES ORDERS BY NIGHT
(All sentries at night will be armed)

SC/10/1

NO. 4 POST

1. His station will be in the Square of Chrea particularly near the sentry box.
2. He will stop all vehicles and check all passes and trip tickets of all military personnel both leaving and entering the village and camp.
3. He will report to the sergeant all violations of "Blackout" and "Off Limits" regulations.

3521

SC/52/11

NIGHT PATROL ORDERS
(Sentries will be armed)

1. They will patrol in pairs.
2. Their beat extends along lower east road between officers' block and transport lines and around all military personnel quarters.
3. They will allow no unauthorized person to interfere or trespass on Government property.
4. They will patrol at irregular intervals so as to not determine their position.

3020

AMCOT 14-1 FORCE.CAMP STANDING ORDERS AND STANDARD OPERATING PROCEDURE.1. POSTAL.

The Postal Address of this Station is as follows:-

(1) BRITISH PERSONNEL.

No Rank Name,
AMCOT
14-1, Force,
B.N.A.F.

(11) AMERICAN PERSONNEL.

Name, Rank, A.S.N.
AMCOT
14-1, Force,
A.P.O. 777
c/o Postmaster, New York, New York.

(111) OFFICERS.

- (a) Officers! will censor their own mail.
(b) All Officer's Mail, will be placed in receptacles situated in the School Mess, Ante-Room.

(1v) O.Rs & E.M.

All Mail other than Airgraphs, will be placed in the Letter Box which is situated outside the Commandant's Office. Airgraphs will be handed in to the Camp Office for censoring and despatch.

(v) HOURS OF COLLECTION.

Morning.....1000 hours.
Afternoon.....1600 "

2. LAUNDRY.

The following scheme is in force whereby officers and men may have their laundry done locally:-

(a) OFFICERS.

Officers desiring to send laundry, will send it in bundles to the laundry N.C.O. at the Supply Stores, each Monday morning between 0800 & 0900 hours.

These bundles will contain a list in duplicate stating the name of the officer and all articles sent.

All bundles of laundry will then be checked with the Officer's list and entered in the Laundry Book.

The clean laundry will be collected on the following Thursday morning by the soldier employed as batman of the officer concerned. The batman initialling the book after checking. A standard rate of 15 francs per

Standing Orders File.

for Cont.

SC/10/1 (14)

(iii) OFFICERS.

- (a) Officers, will censor their own mail.
 (b) All Officer's Mail, will be placed in receptacles situated in the School Mess, Ante-Room.

(iv) O.Rs & E.M.

All Mail other than Airgraphs, will be placed in the Letter Box which is situated outside the Commandant's Office. Airgraphs will be handed in to the Camp Office for censoring and despatch.

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These bundles will contain a list in duplicate stating the name of the officer and all articles sent.

All bundles of laundry will then be checked with the Officer's list and entered in the Laundry Book.

The clean laundry will be collected on the following Thursday morning by the soldier employed as batman of the officer concerned. The batman initialling the book after checking. A standard rate of 15 francs per week will be levied against officers making use of these facilities.

This money will be paid to the laundry N.C.O. when the clean laundry is drawn. It is imperative that each article should be clearly marked with the owner's name or initials. If this is not done the officer must accept responsibility for any loss.

The laundry N.C.O. will stamp all un-marked articles.

(b) O.Rs & E.M. - All soiled bundles of laundry will be taken to the Supply Stores, between the hours of 0800 and 0900 hours on Thursday. Each bundle will contain a slip showing No. Rk & Name, Unit & list of articles being sent for wash in duplicate.

Each person will be given a serial No. with which his laundry will be marked by the laundry N.C.O. This number will be retained permanently. Clean laundry will be collected on the following Monday morning and a receipt for same being made in the Laundry Book.

A charge of 10 francs will be made weekly for each bundle sent.

This sum being paid on receipt of clean laundry.

351

3. DRESS.

BRITISH PERSONNEL.

- (a) By Day - K.D.Shorts, Bush Shirt, Anklets Web & Head-dress.
 (b) O.Rs. - When on fatigues, will wear Denim or fatigue dress.
 Any person not in possession of this will wear as laid down in (a).

Continued on Sheet.2.

- 2 -

3. DRESS (CONTINUED)

(c) By Night - After 1900 hours - O.Rs will wear Slacks K.D. or B.D. Shirt Sleeves rolled down. Shirt outside trousers with Web Belt.
Full B.D. is optional.

(d) O.Rs proceeding on pass or walking out, will always wear Web Belts.

4. CAFES.

1. Cafes are out of bounds to all O.Rs & E.M. during parade times.
2. O.Rs & E.M. will be clear of Cafes by 2100 hours (except in possession of a pass).
W.Os Cl 1 & 11, M/Sgts, 1st Sergeants & Sergeants, are permitted the use of Cafes until 2300 hours.

5. MEALS.

Officers - times as shown in Commandant's Brochure.

O.Rs & E.M. -
Breakfst.....0700 to 0800 hours.
Dinner.....1300 to 1400 "
Tea.....1600 hrs.
Supper.....1830 to 1930 "
No meals will be served to anyone outside these hours.

6. SHOWERS.

Showers are available for all ranks. These are situated near Central Building. Times are allotted as under:-

- (i) Officers - 0700 to 0800 hours Daily.
- (ii) O.Rs & E.M. - 1400 to 1700 " On Monday, Wednesday & Saturday.

7. FIRE.

- (i) See instructions annexed as Appendix "A".
- (ii) The trees and undergrowth in the vicinity are highly inflammable. Every precaution will be taken to prevent fires. No lighted cigarette ends or matches will be thrown on the ground. Smoking or naked lights are not permitted within tents, bivouacs or Marquees.

8. P.A.D. - See instructions annexed as Appendix "B".

9. DAMAGE TO CIVIL PROPERTY & REQUISITIONED BUILDINGS.

No person will remove any article of furniture or make any alteration in the accommodation provided for the Camp Area, without the express consent of the Camp Commandant.

10. DAMAGE TO TREES. - Under no circumstances will young trees or branches from growing trees be damaged or cut down.

Any infringement of this rule will be dealt with.

sc/ro/11B

Officers - times as shown in ~~Commandant's~~ Regulation.

O.R.s & E.M. - Breakfast.....0700 to 0800 hours.
Dinner.....1300 to 1400 "
Tea.....1600 hrs.
Supper.....1830 to 1930 "
No meals will be served to anyone outside these hours.

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9. DAMAGE TO CIVIL PROPERTY & REQUISITIONED BUILDINGS.

No person will remove any article of furniture or make any alteration in the accommodation provided for the Camp Area, without the express consent of the Camp Commandant.

10. DAMAGE TO TREES. - Under no circumstances will young trees or branches from growing trees be damaged or cut down.
Any infringement of this rule will incur severe disciplinary action.

11. WEARING OF RESPIRATORS. - Respirators, will be maintained in good condition and worn by all personnel at the following times:-
Officers - 1230 to 1300 hours - Mondays.
O.R.s & E.M. - 1000 to 1030 " - "
All personnel are responsible for their Anti-Gas Equipment - that it is complete and in a serviceable condition.

12. DISCIPLINE. - All O.R.s & E.M. will always carry themselves in a smart and soldierly manner, when walking about the Camp Area. All O.R.s and E.M. will be properly dressed at all times vide Standing Order No.3. All officers will be saluted at all times - ALL OFFICERS, will return salutes.

13. SECURITY. - All ranks are warned against disclosing any information which might be of use to the enemy. Special care must be taken in Cafes - Restaurants.

- 3 -

14. ARMS. - All Rifles and officers Weapons (carbines, revolvers etc) will be labelled with the Rank & Name of the owner & registered number of the weapon clearly written on the label. They will be handed into the Arms Tent, in charge of the guard commander at the Allemand Hotel. The owner will ensure that the guard commander enters in the Arms Book the particulars contained on the label, and signs the book for the receipt of the weapon. When Arms are re-issued the owner himself will give a receipt to this effect.

15. PASSES :- THE FOLLOWING ROUTINE WILL BE STRICTLY ADHERED TO FOR BOTH BRITISH & E.M. PERSONNEL.

- (1) Any man desirous of obtaining a short leave pass, will collect pro-forma from the Camp Sergeant Major's Office (tent - situated behind the Camp Office), completing the particulars stated thereon.
- (2) If a man is employed directly under a departmental head, such as "Q.M.", "Supply Officer", and "P.M.C." etc the officer concerned will initial the pass permitting the man to be free from duty.
- (3) All completed passes will be handed into the Camp Office, before 0900 hours on the day on which they are required. All passes will be signed by the Camp Commandant. Any passes incorrectly made out will not be signed. The Camp Orderly Sergeant, will issue all signed passes at 1300 hours, during the dinner meal.
- (4) Passes will be granted normally from 1300 to 2230 hours. For whole day passes, which will only be granted under exceptional circumstances - these will also be initialled as in sub-para 3 and handed in to the Camp Office by 1800 hours the previous day for signature. They will be collected from the Camp Office by the individuals concerned.

16. N.A.A.F.I. & PX SUPPLIES.

Supplies will be issued to officers in the School Mess Ante-Room, as ordered by the P.M.C. and are dependant on their availability. Supplies for O.Rs & E.M. will be issued daily between 1700 to 1800 hrs at the Supply Stores.

17. DAILY ROUTINE ORDERS.

All ranks will make themselves acquainted with Routine Orders, which are published daily.

26. ENQUIRIES BY U.S. PERSONNEL.

All matters affecting administration, Pay etc of U.S.A. personnel will be referred to Lieut J. Krupa.

Sc/ro/10

- (2) If a man is employed directly under a Departmental head, such as "Q.M.", "Supply Officer", and "P.M.C." etc the officer concerned will initial the pass permitting the man to be free from duty.
- (3) All completed passes will be handed into the Camp Office, before 0900 hours on the day on which they are required. All passes will be signed by the Camp Commandant. Any passes incorrectly made out will not be signed. The Camp Orderly Sergeant, will issue all signed passes at 1300 hours, during the dinner meal.
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17. DAILY ROUTINE ORDERS.
All ranks will make themselves acquainted with Routine Orders, which are published daily.
18. ENQUIRIES BY U.S. PERSONNEL.
All matters affecting administration, Pay etc of U.S.A. personnel will be referred to Lieut J. Krupa.
19. BLACKOUT. - The senior rank present in any building is held responsible that all rooms are properly ~~black~~ out during the hours of darkness.
20. GENERAL INFORMATION. -
(a) MEDICAL - M.I. Room, is situated above the officers dormitories. The M.O. will be in attendance daily for officers between:-
0800 to 0830 hours.
1330 to 1400 "
- SICK PARADE. -
(i) Sick Parade will be at 0915 hours daily, men reporting sick will parade by the Camp Notice Board at 0900 hours. The Orderly Sergeant will make out the "Morning Sick Report" in duplicate and march the party to the M.I. room - where he will hand the sick Reports to the M.O.
- (ii) All men being marked "Medicine & Duty" will report back to their work immediately on being dismissed from sick parade.

Continued on Sheet 4.

- 4 -

20. GENERAL INFORMATION (CONTINUED)

MEDICAL. - SICK PARADE.

(iii) The names of any men reporting sick without sufficient cause will be notified by the M.O. to the Camp Commandant. Such men will be dealt with under the charge of malingering.

(iv) No man will report sick direct to the Hospital except for accident. See para 6.

(v) SPECIAL SICK REPORT. - Any man who is too ill to wait for the normal sick parade will report to any N.C.O. whose duty it will be to place his name on a Special Sick Report and make arrangements for him to be sent to the Hospital. The N.C.O. is responsible for giving the Sick Report to the M.O. immediately. Any abuse of a Special Sick Report will be dealt very severely with.

(vi) ACCIDENTS. - Anyone involved in an accident and requiring immediate Medical attention need not have his name placed on a sick report.

(vii) DENTAL TREATMENT. - All ranks who require Dental Treatment, will report to the Medical Officer. (Lieut Price).

(B) HAIRCUTTING. - A hair-dresser will be in attendance every Monday. Times and places are as follows:-

Officers - 1300 hours - Ablution of Middle Dormitory.
O.Rs & E.M. - 0900 to 1200- " in Central Building.
hours

(C) PAY. - An officer of the Pay Corps, will visit this Station every other Sunday as indicated in Daily Routine Orders, for the purpose of paying officers and answering queries in respect of Pay and Allowances.

O.Rs. - Pay will be fortnightly.

All enquiries re Pay, will be made to the Pay Clerk in the Camp Office.

(D) BOOT REPAIRS.

Officers requiring repairs to boots or shoes, will sign A.F.W. 3225, these can be obtained from the Q.M. (Lt R.F. Sinclair).

O.Rs & E.M. - Boot repairs will be dealt with by the Q.M. & Supply Officer, respectively - time of handing in will be published in Daily Routine Orders.

sc/so/ (1D)

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O.Rs. - Pay will be fortnightly.
All enquiries re Pay, will be made to the Pay Clerk in the Camp Office.

(D) FOOT REPAIRS.

Officers requiring repairs to boots or shoes, will sign A.F.W. 3225, these can be obtained from the Q.M. (Lt R.F. Sinclair).

O.Rs & E.M. - Boot repairs will be dealt with by the Q.M. & Supply Officer, respectively - time of handing in will be published in Daily Routine Orders.

In the Field.
10 June 1943.

(Sgd) R.W. Harriman, Captain,
Camp Commandant, School of Instruction,
AFOT 141 Force.

APPENDIX "A"F-I-R-E

1. All ranks should be acquainted with the fire and water points of the Camp.
2. The fire fighting party will consist of the Provost Sgt. and 6 men. The details will appear in ~~Camp Orders~~ Daily Routine Orders.
3. In the event of an outbreak of fire, by day or night, the first person to discover it will:
 - (A) Try and put it out.
 - (B) Sound the alarm and shout "FIRE".
 - (C) Inform the guard.
 - (D) Obtain help as soon as possible from the nearest source.
 - (E) Inform the Camp Commandants Office.
 - (F) Inform the M.T. Officer, who will immediately dispatch a DR to report to the School Commandant.
4. In every case of fire fighting operations, the senior officer present will take charge until the duty officer of the day arrives, who will then be responsible.
5. Occupants of villas will be responsible for taking every precaution against fire.
6. Alarm posts are situated at the following places:
 - (A) Headquarters.
 - (B) Camp Commandants Office.
 - (C) M.T. Office.
 - (D) Officers Mess.
7. Fire points are situated at the following places:
 - (A) Camp Commandants Office.
 - (B) M.T. Office.
 - (C) Bivouac Area.
 - (D) Ski Club.
 - (E) Officers Mess.
 - (F) Headquarters.
 - (G) Camp Stores.
 - (H) All villas and buildings.
8. Fire points will consist of 2 buckets of sand and 2 of water.

SC/PO/K/E

(D) Obtain help as soon as possible from nearest sources.
 (E) Inform the Camp Commandants Office.
 (F) Inform the M.T. Officer, who will immediately dispatch a DR to report to the School Commandant.

4. In every case of fire fighting operations, the senior officer present will take charge until the duty officer of the day arrives, who will then be responsible.

5. Occupants of villas will be responsible for taking every precaution against fire.

6. Alarm posts are situated at the following places:

(A) Headquarters.
 (B) Camp Commandants Office.
 (C) M.T. Office.
 (D) Officers Mess.

7. Fire points are situated at the following places:

(A) Camp Commandants Office.
 (B) M.T. Office.
 (C) Bivouac Area.
 (D) Ski Club.
 (E) Officers Mess.
 (F) Headquarters.
 (G) Camp Stores.
 (H) All villas and buildings.

8. Fire points will consist of 2 buckets of sand and 2 of water.

10 June. 43

Captain.
 Camp Commandant.
 School of Instruction Angot. 141 Force.

SC/so/11 (1F)

APPENDIX "B"

P.A.D. SCHEME (PROVISIONAL)

1. In the event of an air raid, by day or night, all ranks will wear their steel helmets, disperse, and take cover.
2. The Command Post is situated at the Camp Commandants Office.
3. The fire fighting party, under the Provost Sgt. will fall in at the Command Post and be ready for operations.
4. The M.O. will be in attendance at the Hospital M.I. Room to deal with any casualties that may occur.
5. The C.S.M. will dispatch one N.C.O. and 6 Men to the hospital to stand by as a stretcher party.
6. In the event of gas, all ranks will wear respirators. In the event of spray, all ranks will be responsible for personal decontamination. Serious cases will be treated by the M.O.
7. Heads of departments will be responsible for their own secret documents

Captain.
Camp Commandant.
School of Instruction.
Angot. 141 Force.

10 June. 43

hospital to stand by as a stretcher party.

6. In the event of gas, all ranks will wear respirators. In the event of spray, all ranks will be responsible for personal decontamination. Serious cases will be treated by the M.O.

7. Heads of departments will be responsible for their own secret documents

Captain.
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Angot. 141 Force.

10 June. 43

361

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