

Chas. E. Mann

C. W. Store

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Pte Dawson Admitted Hospital  
15<sup>th</sup> Feb.

Kit taken up to Hospital  
16<sup>th</sup> at 8 P.M.

<sup>Bass</sup>  
Pte ~~Test~~ Missed Kit on Night  
of 16<sup>th</sup> Feb.

Sergt. Matheson took him  
up to hospital on morning  
of the 17<sup>th</sup>. and received  
a complete kit.

Pte Dawson came out of Hospital  
on the 22<sup>nd</sup> Feb.

Bass's Gear ) Only Blankets  
Received again ) Boots & Shining Gear  
on Sunday ) Taken up.  
17<sup>th</sup> Feb.

Pewson Discharged from  
hospital on 22 in Routine  
Orders on 21<sup>st</sup> Feb.

I removed Dawson's Gear on  
Saturday night at 8 P.M.  
received word at  
~~2<sup>nd</sup>~~ ~~th~~ about 5 P.M. on  
Saturday

Orderly Corporal did not  
report to me when the  
man was admitted  
to hospital.

Dawson reported loss of  
Blankets to me on or about  
2<sup>nd</sup> Feb.

Went up to hospital  
with Bass on 2<sup>8<sup>th</sup></sup> <sup>morning</sup> to  
inquire about Blankets. No  
trace at hospital.

Waited until yesterday afternoon  
~~on~~ 28 to see if Blankets in  
H. Coy's Dormitory were claimed  
Koy. Dormitory Sgt. Searched in  
Dormitory for spare Blankets <sup>on morning of 1<sup>st</sup></sup>  
<sub>no trace</sub>

## Emergency Ration

4 sticks of chocolate  
protected treated with  
Plasmon wrapped in  
vegetable tissue ~~and~~ <sup>in</sup> sealed  
tin tubes weighing  $6\frac{1}{2}$  ozs.  
will last a man 36 hours  
and not to be opened  
without permission of  
officer if present if not  
present until absolutely  
necessary.

## Iron Ration

Weight  $2\frac{1}{2}$  lbs.

1 lb Preserved meat. 12 ozs biscuits  
 $\frac{5}{8}$  oz. Tea. 2 ozs sugar.  $\frac{1}{2}$  oz salt  
3 ozs cheese. 2 cubes meat extract.  
weighing 1 oz.

Missing

7139

3095 ✓

8983 ✓

3228 ✓

~~6498~~

1167

In Charge

3304 6498

324

6793

1109

109

6204

5-36

6903

1394

849

163

999

1040

1128

2480

7141

4063

137

6995

75-45

7138

7167

145

3198

Sheet

5214

8571

## Field Latrines.

To find the width of ground required, in yards, multiply the number of hundreds of men by 6.

To find the length or depth in yards, of the ground required, take two thirds of the number of days the men will be in the Camp.

The closest point of the latrines must be at least 100 yards from the nearest point. Latrines must be on the side of camp.

Latrines must not drain towards the camp.

Start the trenches on the farthest point of the ground marked out for the latrines

## Field Latrines (Continued)

Start first trench 1 ft. from the depth line, against back line.

Trench to be 1 ft. wide, 1 ft deep and 3 ft long.

Remove sod in as few pieces as possible and lay in rear of trench. Pulverize the earth removed and place between trench and the sod. A scoup of some kind is placed on the fine earth, which the men must use to cover the excreta.

A space of 2 ft. 6 ins. is left between each trench.

The men must not on any account be allowed to put the earth in to cover excreta ~~the~~ with their boots.



## Field Latrines (Continued)

These trenches will last 24 hours. Then to be filled in and sod replaced neatly.

Burn some inflammable material over ground used to purify it.

Second days trenches will be dug between first days leaving 9 inch foot gaps on either side.

Third days trenches will be dug in rear of first days and the fourth days will be in rear of second days, and so on, keeping the odd numbers in rear of odd numbers.

If the area marked out is insufficient to accommodate the required number of men, the trenches will be dug 2ft deep and will last 48 hours. Avoid doing this if possible. Shallow Trench

## Field Latrines (Continued)

System should be used.

The deeper the excreta is placed the longer it takes to disappear.

The same trenches can be used after a month, according to the weather, should the necessity arise.

A scrim fence is erected round the latrines, the gate of which over laps to screen latrines from view. A bag is placed on either side of the gate, for paper. Bags to be renewed now and then, old ones burnt.

When striking camp trenches are to be treated as at the end of each day. Letter L is made over ground used, of stones or any procurable material. L is as a warning to companies following that the ground has been used for latrines.

## Field Urinal

Urine Pit will be 4ft square  
Continue depth until shingle or  
absorbant soil is reached.

Trench 10ft long with 1 inch in 12 inches  
fall runs into corner. Starting trench  
6 inches in depth. Fill trench with  
stones. Each trench lasts 4 days on an  
average.

Fill pit with anything that will not  
pack tight. Cover this with about  
a foot of earth to filter any gasses  
generating in the pit.

One or two trenches may be dug  
according to the number of men  
the trenches must accommodate.

If two trenches are dug they must both  
lead into the same corner of the pit.  
This allows 4 sets of trenches.

## Field Urinal (Continued)

A sanitary police man sprinkles ashes or saw-dust on sides and sweeps off again to remove any germs that may collect there.

Erect a scrim fence round the pit to prevent men urinating directly into the pit. This would foul the pit. Also erect a scrim fence round the trenches to screen them from view. Each set of trenches will last 4 days.

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1 Pit and 2 trenches will accommodate 500 to 1000 men

# RIFLE RANGES.

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FROM LEFT.

Collins Range  
Summerville Range  
Seddon Range  
Allen Range.

## Field Kitchen

Construction 4 ft square  
3 ft. high with ginch flue.

Leading into that two trenches  
each 10 ft long ginch wide and  
3 inches in depth at chimney  
tapering out to 1 foot at outer end.

Make a fan shaped depression  
in the ground at outer end to  
allow draft to fan flames.  
Trenches always dug to face prevailing  
winds.

In the event of wind changing close  
up old trenches by placing a sod at  
the chimney, and construct new  
trenches.

Place dices across the trench and  
close the vacancies between the dices  
with sods.

## Field Kitchen (Continued.)

The fire is placed about 3 feet up the chimney, and the dries are changed about to equalise the cooking.

### Site Picking.

A doctor and staff officer will pick the site for the camp and the latrines.

G.M. usually picks the site for a field kitchen.

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## Field Incinerator

Is a saucer shaped depression 10 ft in diameter tapering from nothing at outer edge to 2 ft in depth at centre. A 2 ft wall is erected at outer edge round circumference with earth excavated from centre.

This wall is graded up from nothing to the required height.

Excavation paved with stones - cone erected in centre 2 ft above height of wall. Ventilators placed in wall to allow draft ~~to~~ fan flames. When ready for use start fire to heat stones to facilitate burning of rubbish.

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## Grease Trap or Soak Pit.

To remove waste water from Kitchens construct grease traps trenches and pits.

To start handy to kitchen ~~with~~ make grease traps consisting of 1 tin or box placed one inside the other. The outer tin has a V cut out of side and the bottom of the inside box is perforated four stones are placed in the outside box on which the inside box rests between the bottom of each to be packed with straw, sufficiently tight to give good cleaning. From grease traps construct trench 12ft long 1ft wide starting at 6ins deep with a fall of 1 in 12.

## Grease trap. (continued)

at end of this trench there is a clear drop of 1 ft in second grease trap constructed same as first.

From second trap another trench of 12 ft in length is dug leading into soakage pit with a fall of 1 in in 12. From first trap trench is filled with fascines weighed down with stones and covered over with earth, dig pit 12 ft square till you strike good absorbant soil or gravel and then continue another 4 ft to make sure of good wall soakage as well as botton soakage

Pit to be filled with stones to from 12 to 18 inches from top. The remainder to be filled with earth to prevent foul gases escaping.

Ther. Effam

help to save life by fire control

Vickers Maxim <sup>Less</sup> Defense Gun

Lewis Gun <sup>Offensive</sup> Gun

A man can carry Lewis Gun  
with 500 Round ammunition

Strong Points should be  
Defended with Lewis Guns

Lewis Guns advance  
Vickers Guns Reinforce  
Less Mobile Guns termed

No. 1 or 2 or 3 or 4.

4 Sections in Platoon

Rifles 1 Bayonet <sup>Lewis</sup> Guns Bombers

Y reaches or woods held with  
strong points with gaps between

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Attack on Wood and Villages  
Two kinds of Villages  
Thickly Populated

Thinly Populated.

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Every man in the Platoon should know the line on which Bat. H.Q. will move

To much emphasis cannot be placed on the importance of communication

Information.


3 Sources.

Secret Service

Branch of Secret Service

Direct observation <sup>(Secret Police)</sup>

from Airplanes

Map References  36 Squares called by a letter. A. B. C. and so on Squares of each next numbered (French Raides.) observation through Periscopes.

## Ammunition

Each man carries 120 rounds  
an extra 50 or 100 rounds kept in fire  
trench not on man. Two bombs per man  
kept in each fire bag. Each man  
usually carries one bomb.

$120 \times 50$  Rounds ~~Rounds~~ Per man  
 $\times 50$  Rounds Per man  $120 \times 50$  rounds

Rounds.  $120$  Rounds  
 $\times 100$  Per man Bat. H. Q. is usually in  
reserve Trench

Officers and N.C.O.s responsible  
for ammunition. Bat. H. Q.  
responsible for supply of ammunition  
Officers or N.C.O.s supply fire trench  
with ammunition

## Supply of food.

Food cooked by Platoons or boys.

O. M. S. receives his orders from  
the Second in command of Coy.

Troops are never removed to rear to help but always forward.

1/ what have I to do?

2/ what men have I to do it with?

3/ what men do I want?

4/ what material and tools do I want?

5/ and how long is it going to take me?

## Visual Training

Barrack Square

Open Country

Examination of Ground

Recognition of Targets

Aiming Instruction: 100 yards  
allow for wind.

Width of Targets

Musket exercises.

for Discipline

Miniature range 20 yards to learn errors  
of hand self as well as rifle

Explanation of Discipline  
careful training to enable  
men to act in unison

### Bombing.

H Grenade weighs  $1\frac{1}{2}$  lbs. made  
of cast-iron

High Explosive Ammunition

Detonator No 6. commercial

2 Cans

Lever held in Position

Core consists of 2 Cylinders

connecting detonator <sup>to percussion cap.</sup> to Safety

Fuse  $1\frac{7}{8}$ " 50

Detonator made of tube composition  
of Brass

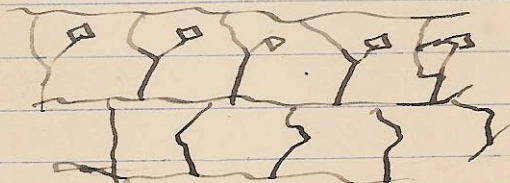
## Raids.

To gain information  
to kill as many as possible  
Break Moral of enemy  
Blow up Machine Gun  
inplacements

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## Bomb. Defence

Bombing posts no to 25 yds  
from front line trench



H. Grenades or bombs are of no use  
in the open but only for trench  
warfare, otherwise you run into  
your own shrapnel.



Bombers are principally  
occupied in protecting tanks

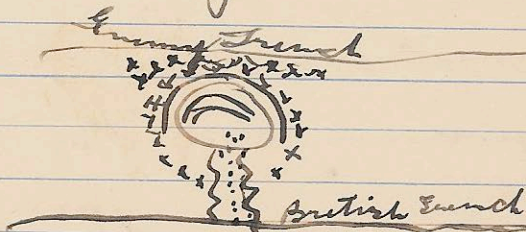
### Bombing Party.

1 2 3 4 5 6 7 8 9  
B. B. T. C. L. T. C <sup>W</sup> spare man

### Mined Crater

Tunnel from your own line  
to mine flows up.

Have covering party out when  
work is being done.



Words

14 | 3:00

75	MAJOR	KIRWOOD
	CAPTAIN	KIR OOP

LONDON DEAD

KESI LFSS MBM NHCO  
 OIDL FESX ENCRALO  
 SINE DRASOONS URIN  
 #

Words

45

75	SIE	BOWERMAN	ODON
	DN		

EFV QPW SBR SKHCS  
 IW DJ VLR LJQM  
 NNLY OXCOP A ESNMPT#

# Sanitary Duties.

Tents & lines. Camp Pitched  
at Reveille. Beds out on Oils  
Remove <sup>night</sup> two sites disinfected

Breakfast under way.

Dry rations ready for issue  
attend Cook House see  
breakfast issued.

see that lines are  
cleaned, if not.

Put on light duty men  
empty Rubbish in  
incinerator note  
complaints of doctor  
and remedy them  
see that men get lunch  
same at tea time

Food stores. Kept covered  
ventilated  
store stall clean  
and healthy.

Kitchen same  
latrines looked after  
by S.M.P.

Fix ups.

Construction Notes.

Patrimines

to find width of ground  
in yards multiply  
the number of <sup>men</sup> hundred  
by 6.

To find depth  
two thirds of the <sup>no</sup>  
of days the men will be  
in the camp.

Closest portion of Patrimines  
must be at least  
100 yds from camp

Start benches on farthest  
Point of Ground marked out  
first bench 1 ft from  
depth line right again  
base line

1 ft. wide 1 ft deep  
3 ft long remove  
sod in one piece if  
possible. lay behind of  
trench. fine earth  
between sod and trench

Pulverise as much  
as possible.  
to cover excreta with

space 2 ft. 6 in  
and another trench  
and soon  
a scoop of some kind  
must be at trench on  
pulverised earth.

men must not  
push earth in with boot  
these trenches will  
last 24 hours.

then to be filled in  
~~stamped~~ stamped down level  
and neatly.

burnsome inflammable  
material over trench  
to purify ~~the~~ ground

Second days trenches  
to be between first days  
trenches

leaving gaps on either  
side (foot gaps)  
and carry on same as  
first days

third days to be in rear  
~~front~~ of first days

fourth days to be in rear  
of second days.

Odd number behind each other.


~~unless~~ if the area is  
insufficient the trenches  
must be 2 ft deep.

and last 48 hours this  
is very sorely done. shallow  
trench system is best.

The deeper the excreta  
is placed the longer  
it takes to disappear  
trenches can be used after  
a month if the need

Depen ding <sup>arose</sup> on the weather



Scrim fence 

round latines

gate must over laps

a bag on either side of gate  
for paper,

bags to be renewed now  
and then. burn old ones

when striking camp  
trench to be treated as  
at end of each day  
letter L to be made over  
ground to warn other  
companies from camping  
on ground. L to be made  
of stones or wood or anything  
obtainable

Urine Pit. (Urinal)  
4 ft x 4 ft. (Square)

trench running into  
corner 10 ft long <sup>1 in in 12 in fall</sup>  
starting at 6 inches  
filled with stones. each set of  
branches lasts 4 days on an average

dig pit until absorbent soil  
or shingle is reached  
fill pit with stones or tins  
or anything

cover with earth to filter  
gases generated in pit  
with a small part of man  
1 trench is sufficient  
if necessary 2 trenches

1 Pit 2 trenches

Accommodate

800 to 1000 men

both leading into the  
same corner of pit  
allowing four sets of trenches  
to be dug in the one pit

a sanitary police man  
sprinkles hoses on sides  
and sweeps of to remove  
any chany left on the  
counter

erect a scrim wall round  
pit and also round  
the benches.

scrim round pit to  
prevent men wading  
directly into pit

# Field Kitchen

4 ft square

3 ft high qm flue

leading into that 2 trenches

10 ft long 9 ins wide

start 3 ins in depth at chimney

taper out to 1 ft at outer end

which is fan shaped

to allow draft to fan flames

trenches always dug to face  
prevailing winds.

in event of wind changing

close up of trench

by placing sod at entrance to  
chimney

Construct new trenches  
place dikes across trenches  
etc

fire <sup>about</sup> 3 ft up trench  
change dikes around  
to equalise the cooking.

Staff Officer and doctor  
Pick ~~site~~ for camp  
and latrines.

B.M. picks site for  
field kitchen

Latrines to be on the  
side of camp  
Latrines must not drain  
towards camp.

# Instructor

Saucer shaped depression  
10ft in diameter <sup>opening</sup> ~~to~~ <sup>at</sup> ~~the~~ <sup>the</sup> ~~edge~~  
at outer edge to two feet one  
centre. 2 ft wall  
erected round outer edge  
earth excavated from centre  
placed on out side graded  
up.

Covered with stones  
Cone erected in centre  
two ft above height of wall  
Ventilators placed in  
out side wall to cause  
~~draft~~ <sup>fan fire</sup>  
When ready for use start  
fire to facilitate burning  
of Rubbish

## Grease Traps.

place one tin or box  
in side of another  
the bottom of the inner  
one to be perforated  
rests on four stones  
placed in the corners  
of the outer box straw  
will be placed in the  
outer box to partially  
take the water of the  
inner box. as I cut in  
the side of the outer  
box. on the side the  
trench will be constructed  
dig trench 6 ins in depth  
12 ft. in length.

Absence of same  
Good trap. Water discol<sup>oured</sup>  
but clear

Faulty trap to be  
reconstructed

If soakage becomes clogged  
after a time construct  
other pits



1 foot in in width  
fall of 1 in in  $2\frac{1}{2}$  in

Now construct a second  
grease trap same as first  
from end of trench to  
second grease trap  
allow 1 ft drop. This is  
to solidify any fat  
in water & grease trap  
will collect it.

from second grease  
trap construct another  
trench same as first.  
in the first trench  
facies are placed  
weighted down with  
stones

to make a finer  
and better stainer  
facings burnt  
daily (removed)

Trenches filled with  
stones and covered  
with earth.

Pig pit 12 ft square  
and down until gravel  
or absorbant soil  
is reached and  
carry on another 4 ft.

to give wall soakage  
as bottom soakage.

This pit is filled  
with stones to 1 ft  
from top and covered  
with earth or gravel.

In event of lot of  
water being used  
construct trenches  
leading off to 2<sup>nd</sup> fence  
trap.

Put block (wood or  
something) in entrance  
to trench. Use pits  
on alternative days  
to prevent pits over  
flowing.

When pit is sufficient  
dept dig dry pit  
leading to first pit.

## Ablution places.

are treated the same  
except no facines  
are used. only 1 trench  
filled with stones

How to distinguish  
food trap.  
extracts feces from  
water.

If after water enters  
trench presence of  
fat is observed.  
faulty traps

# 3 Flags

White furthest up  
Drinking & Looking  
Blue next down animals drink  
Red lowest down Bathing  
& clothes washing

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man discharged  
Hospital

absent 24 hours

Courtmarshalled Prisoner

Discharging  
when man  
notice is sent to Headquarters  
sent to B.C. Coy.

A. Mrs. Botifred

Gipall Defence gear  
Packed

up

and goes to Discharge  
store.

Draw Clothing Card

Kit checked at <sup>D.</sup> Store

Deficiencies and Damaged  
stuff noted

man taken to pay Office  
Paid up.

less the amount  
to make good  
Deficiencies and  
damaged good.

Call at records Office  
find out where man  
inlisted go to head  
quarters obtain

rail or steamer warrant

discharge certif.

properly signed

all Post paid.

man wearing gear

money retained

money posted or

receipts of goods.

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Admitted there to Hospital

when in admittance

takes cleaning gear  
and new tentant.

the kit is checked

by Dr. M. in presence  
of an N.C.O.

~~Everything in kit~~

is a biological kit

taken to discharge  
there.

Receipt obtained

in view of earlier  
Bioscience. Hospital

orderlies take kit



to fumigator  
When taken to D. S.

in case of venereal  
disease man takes  
Kit himself,

When absent is o l  
treated same as

Discharged man

Court in reballed Pris.

Hand in Kit same  
Keep cleaning gear  
and bedding  
any length of time  
Change of gear

But when to him - at  
retreat and grabbed  
at revolve. <sup>Clearing gear</sup>  
me about <sup>to</sup> proper  
time.

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Chief causes of food  
Contamination  
steps taken for prevention  
of same  
several Causes  
Bad water (<sup>Not purified</sup> Bad Water)

Flies

Dust.

Dirty Cooks

Dirty Utensils

Stores & Kitchen

Scrapslessly

Clean.

Fly Proof

Food, under cover away  
From dust.

~~Disorder~~ Camp  
suddenly attacks  
man.

action taken

Isolate him  
get Soc. quickly  
as possible

Symptoms point  
to Cholera very serious  
all gear burnt  
eating utensils  
disinfected before  
brought back. <sup>all persons</sup>  
<sub>now isolated</sub>

# Supply of ammunition on field

taken as far as possible  
by Rail. to seat of operation  
with safety where an  
ammunition path may  
be made in safety  
from there by Mechanical  
transport.

each forrie 80000 rounds  
as far as possible with safety  
then Handed to G. S. W.

40.000 rounds

when taken as far  
as the car.

taken in ammunition  
carts. 16.000 rounds  
then Passed on to

men and mules  
and got to firing line  
as best they can  
a mule takes 2000  
rounds a man takes  
500 rounds

before goes to firing line  
zinc cover removed  
replace lid.

20 bandoliers 50 round  
each each man takes  
10 bandoliers

75 to 84 lbs weight  
Ammunition in box.

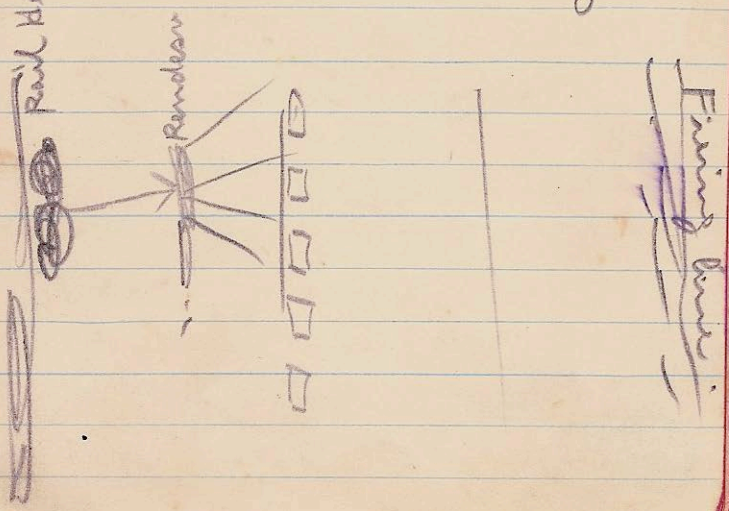
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From Rail Head  
 ammunition goes  
 to Rendezvous  
 to refilling point to  
 Artillery Brigade to A. Col.  
 From there to Infantry  
 Brigade reserve to  
 From there beat way to

Rail Head

Rendezvous

Firing line



# Sanitary Duties.

Tents & lines: Camp Pitched  
at Reveille. Beds out on Oils  
Remove <sup>night</sup> this sites disinfected  
Breakfast under way.

Dry rations ready for issue  
attend Cook House see  
breakfast issued.

see that lines are  
cleaned, if not.

Put on light duty men  
empty Rubbish in  
incinerator note  
complaints of doctor  
and remedy them  
see that men get wood  
same at tea time

Food stores. Kept covered  
ventilated  
store stall clean  
and healthy.

Kitchen same  
latrines looked after  
by S.M.P.

Fix ups.