

PART 1

No. 39
1st Nov. 1942.

1. COMMAND

During the absence of Lt. Col. S.D. Cantlie, Officer Commanding, 1 REC. on leave, from 31st Oct 1942 to 8th Nov. 1942, Major E.C. Rawlings will assume command of the Battalion.

2. CONFINEMENT TO BARRACKS

1. Men undergoing C.B., F.P., or Detention will NOT be allowed to attend entertainments provided by the K of C or other Auxiliary Services. They will not be permitted to use any Canteen, except between 1230hrs and 1330hrs.

3. Powers of Detachment Commanders

1. Coy Commanders with power of Det. Comds up to 14 days Detention may also award a Severe Reprimand to Cpls. and L/Cpls.

4. BOARD OF OFFICERS

1. A Board of Officers, composed as hereunder, will assemble at the call of the President, for the purpose of condemning clothing now considered unserviceable.

PRESIDENT: Capt. A.P. Rowell
MEMBERS: Lieut. I. Louson
Lieut. S.D. Birks

Proceedings will be rendered to the Commanding Officer as soon as possible.

5. BLACKOUTS

1. Several complaints have been received from the police regarding unscreened lights in military billets.
2. Steps must be taken especially in this particular area and at this time of year, that all lights are at all times properly screened.
3. All lights must be off in billets by "lights out" and this will include hall lights. The only places where lights may be left on is in rooms where an officer or other rank is on duty.
4. Offrs. and Sgts. Messes may keep lights on until 2300hrs and only on the authorization of the Bn Comd or the RSM may these lights be left on to a later hour.

6. OUT OF BOUNDS

1. CROOKA'S CAFE, EASTBURN, is out of bounds to all Canadian troops from the date of this Order and until further notice.

7. LEAVE

P.R.O. 434

1. Owing to recent outbreak of SMALL POX in the county of FIFE, SCOTLAND leave will not be granted to this county until further notice with the following exceptions.
(a) Where wife, child or parent is dangerously ill.
(b) Where home has been rendered uninhabitable owing to enemy action.

JLC/T

D. Carnegie
Capt. Adj't
for A/Officer Commanding, 1st Bn The
Black Watch (RHR) of Canada, O/S

WD

BATTALION ORDERS
BY
MAJOR E.C. RAWLINGS
A/OFFICER COMMANDING, 1ST BN THE BLACK WATCH (RHR) OF CANADA, O/S

PART 1

No. 40
6th Nov. 1942.

1. BOARD OF AUDIT

A Board of Officers, composed as hereunder, will assemble at the call of the President to audit all Regimental accounts as at 31st Oct. 42.

PRESIDENT: Capt. J.P. Taylor
MEMBERS: Lieut. L.P. Candler
Lieut. G.D. Birks
Lieut. W.A. Magill

Proceedings to be completed and submitted to Commanding Officer by 10th Nov. 42.

2. RATION ALLOWANCE-PRIV. LEAVE

1. In accordance with AC1 2086 of 30 Sep 42 the rates for ration allowance "with meal service element" are as follows:

OFFICERS: Calendar months OCT, NOV. DEC 2/9
OTHER RANKS messing period 26 Sep-25 Dec 42 3/1.

3. BLACKOUT REGULATIONS

1. Owing to the new spacing allowed per man in winter accommodation, i.e. 30 square feet in place of 45, the number of men now placed in rooms will no doubt foul the air considerably than formerly.

2. In consequence, it has been decided that the windows of each room remain open from the time of "lights out" until Reveille in the morning, thereby safeguarding the health of the tps.

3. In order to see that this is done, the NCO i/c of each room or block, or some other responsible soldier will make sure that blackouts are taken down after the lights have been put out at "lights out" and that such blackouts are raised again prior to the lights being put on in the morning.

4. This instruction will necessitate an order being issued that all ranks coming in after "lights out" will be compelled to disrobe in the dark.

5. In addition to all windows being open during the period of "lights out" to Reveille all huts and rooms must be well and fully aired during the day.

4. CARRYING OF GAS CAPES

CCO 472

1. The methods of carrying the gas cape are fully described in "Gas Trg" 1942 and are the only methods officially recognized.

2. It is to be particularly noted that the "Rolled quick release" position is no longer recognized and in future will NOT be adopted.

3. When not in use the cape will be unrolled and hung up by the two outer loops, provided. If this is not done regularly the oiled fabric will become unserviceable.

4. CRO 192 d/6 Apr 42 is hereby cancelled.

5. DISCIPLINE - PUNISHMENT

C.C.O. 463

1. The attention of all ranks is drawn to the following:

"On 12 Sep 42 a private soldier was tried for neglect to the prejudice of good order and military discipline in that he did so negligently handle a rifle as to cause it to be discharged, resulting in the death of a comrade. He pleaded and was found guilty and was sentenced to undergo detention for a period of 2 yrs. The findings and sentence of the court have been confirmed.

/OVER

6. ABSENTEES AND DESERTERS
CCO 464

1. The attention of all formations and units is drawn to the provisions of O/S RO 2111 which sets out clearly and fully the procedure for reporting and dealing with Absentees and deserters.
2. Reports have been received that a number of units have failed to follow out the proper procedure with the result that considerable difficulty has been experienced in tracing the absentee. In particular the failure to notify the DAPM promptly has caused needless effort and wastage of time.
3. In future coys will take particular care to ensure that all cases are reported promptly to BHQ.

7. CARRYING AND CARE OF ARMS
BRO 415

1. All officers in possession of revolvers and all parties of tps and individual soldiers will carry arms and amm when on duty away from the vicinity of their quarters. Exceptions shall be made when instruction to personnel attending course specify that arms and/or amm are not to be taken.
2. It is emphasized that each individual is responsible at all times for the safeguarding and care of weapons and amm on charge to him.
3. Arms and amm held by unit and NOT on charge to individual will be kept under guard.
4. O/S RO 234 is hereby cancelled.

8. CIVILIAN PATTERN FOOTWEAR AND CLOTHING-COUPONS FOR
O/S RO 2624

1. Attention is directed to O/S RO 2067 and to O/S RO 123 as amended by O/S RO 2097 authorizing the wearing on certain occasions of civilian pattern footwear and plain clothes by all ranks. Negotiations which have been in progress with the Board of Trade, with a view to obtaining supplementary issue of coupons for the purchase of civilian pattern footwear and clothing for all ranks have now been concluded.
2. The final ruling of the Board of Trade is that no additional issue of coupons may be made to allow purchase of civilian clothing sports gear, boots or shoes other than as laid down in Sec(b) para 10 of part 1 of the Appendix (published in Pam form) to O/S RO 2623
3. This decision was made necessary in order that all available shipping labor and productive capacity may be directed to war purposes.

9. BATTLE DRESS/ UNAUTHORIZED ALTERATIONS TO
O/S RO 2625

1. The sewing of fixed seams in battle dress trousers, with a view to obtaining a permanent crease causes the trousers to become prematurely unserviceable.
2. This practice will therefore cease forthwith, and fixed seams will be removed from all battle dress at present in wear.

10. Reference O/S RO 2625 re unauthorized alteration to battle dress. 1 Cdn Army have ruled that existing seams will NOT be removed. Amendment to above RO will be published shortly by CMHQ.

11. PRIORITY TELEPHONE CALLS
O/S RO 2675

1. Cases have recently occurred of the improper use of priority telephone calls on the post office system. Attention of all ranks is again drawn to Bn Order Part 1, No. 13 dated 18th Mar 42.

12. SEASONAL GREETING CARDS TO PRISONERS OF WAR AND INTERNEES
O/S RO 2691

1. Christmas and New Year greeting cards may be sent to P.O.W. and to Internees in enemy and enemy occupied countries (other than Japan or Japanese occupied territory) and in neutral countries.
2. Up to date the Japanese authorities have signified their willingness to admit only letters and postcards by the Prisoner of War post.
3. Cards from members of the Cdn armed forces shall bear no writing other than the name and address of the addressee and the regimental No. (if applicable) rank, name and unit of the sender.
4. Cards must not be enclosed with letters, but must be sent in separate unsealed envelopes, which should be addressed in the usual way for P.O.W. and internees, clearly marked "Greeting cards only". The rank name and unit (but not the location of the sender will be written on the back of the envelopes. No postage is payable unless cards are sent by air mail.
5. Cards bearing div. or other formation signs may not be sent. Cards bearing regimental crests are allowed.
6. Greeting cards sent post free should be posted as early as possible in order to permit the best chance of delivery by Christmas.

13. DISCIPLINE - BIGAMY - FGCM
O/S RO 2694

1. On 1 June 42 B26195 Pte. Coffey, J.H. 1 Cdn Gen Rienf. Unit was tried by FGCM on a charge of committing a civil offence, namely bigamy.
2. He was convicted and was sentenced to imprisonment with hard labor for 3 yrs.
3. The finding and sentence of the court were confirmed on 7 Jul 42 duly promulgated on 12 Jul 42 and the soldier committed to His Majesty's Prison, Wormwood Scrubs.
4. Commanding officers will ensure that the information contained herein is made known to all ranks.

14. ECONOMY AND PREVENTION OF WASTE
O/S RO 2649

1. In the interest of National War effort it is of vital importance to exercise strict economy and to prevent waste. Any article or material means a waste of man power, industrial capacity, transportation (either inland, or shipping if the finished article or raw materials have to be imported) and the possible loss of life of naval, air and mercantile marine personnel in obtaining replacements from abroad.
2. It is essential therefore, that all ranks in the Cdn Army in the U.K. become "Economy minded" and realize their individual responsibilities in the matter of ensuring economy and preventing waste.
3. The Appx. to this order indicates a number of ways in which economy prevention of waste can be achieved but this is not intended to restrict in any way the initiative or ingenuity of any soldier in devising other practicable means of economizing and preventing waste.
4. Coy commanders will ensure that the urgent need for economy and prevention of waste, and the responsibility of each individual soldier and the part he can play in achieving the result required, are explained fully to all ranks under their command and that adequate steps are taken forthwith to economize and prevent waste in every way practicable.

/OVER

15. AIR LETTER SERVICE - WESTBOUND TRANS/ATLANTIC
O/S RO 2634

1. Under O/S RO 2568 units are allowed on their monthly P & S indent four air letter forms for each individual on the unit strength.
2. Available air tpt will only permit mailings at the rate of one form per week. If the number of air letter forms exceeds this rate, a portion of the week's despatch is sent to Canada by surface mail.
3. Coy Commanders will therefore be responsible that weekly forwardings of air letter forms from their respective units are mailed at a rate not exceeding one letter per individual per week.

16. SPEED LIMITS- CDN ARMoured VEHICLES
O/S RO 2635.

1. In consequence of the vital importance of ensuring that wear is reduced on all Armoured fighting vehicles of Cdn formations, the following speed limits are laid down:

	Road	Cross country
Carriers	20 mph	15 mph

2. The speed limits as laid down by this order are subject to such further restrictions as may be imposed by law. Attention is drawn to the Pam; "MT drivers Regulations" authorized by O/S RO 2060 particularly pages 23 and 24 relating to Traffic discipline.

17. LAMPS BRAZING / USE OF
O/S RO 2640

1. A fatal accident recently occurred as the direct result of petrol being used in a brazing lamp.
2. Lamps brazing, (VAOS, Section F) & lamps blow, brazing (VAOS sect. LV 6- MT 2 and VMS for MT sect 2) are designed to use paraffin (or kerosene) and petrol must not be used in them.

18. DRESS- CANADA BADGE

1. There is only one type of authorized Canada badge. This is the badge issued by the Q.M. and is the straight type with dull lettering.
2. All other types will not be worn and will be removed forthwith.

19. PRIV. LEAVE. - REPORTING TO MO

1. All personnel starting on leave will report on Sick parade at R.A.P. on morning before and again one week after return from all leaves, whatever the duration.

20. RECEIPT OF PARCELS AND REGISTERED MAIL

1. Starting forthwith the following system will be in operation for the marginally noted.
 - (a) CQMSs will sign for all parcels and registered mail received from Bn post office in duplicate.
 - (b) CQMSs will be responsible for all parcels and registered mail.
 - (c) He will retain original until it is completed. This will then be returned to Post office.
 - (d) Postal NCO will sign for all parcels or registered mail returned.
 - (e) On return of original completed, duplicate copy will be returned to CQMS for his records.
 - (f) Promptness must be exercised in return of original to post office. No mail document should be kept longer than 10 days, this provides for men on leave.
 - (g) Any infraction of the above order will be reported to the R.S.M. immediately by Postal NCO.

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21. PEDESTRIAN SAFETY
DRO 1973

1. In recent months a considerable number of Cdn soldiers have been injured seriously and in some cases fatally, through their own neglect in not observing common sense safety precautions while walking on public highways.
2. Soldier's uniforms, due to design and coloring, are very difficult to see at night or when visibility is reduced by fog.
3. With the limited head light range of vision now in effect drivers operating vehicles in the blackout are placed under a severe strain. Pedestrians can help to cut down these accidents by always being on the alert and ready to protect themselves from being run down by approaching and passing vehicles.
4. Where possible roads and streets should be crossed at proper crossing places. Pedestrians should at all times walk towards and facing the oncoming traffic on roads where there are no footpaths.

22. SECURITY OF INFORMATION
DRO 1952

1. Instructions for the staff of a corps, Div, Brig. Bn or equivalent unit, relating to the safeguarding of Official secrets and information.
2. All members of a H.Q. including all signal operators, signal office personnel and drivers of H.Q.s cars are reminded that they are employed in a position of trust and are therefore under an obligation of secrecy.
3. No military information which may come to a person's knowledge as a result of employment at a H.Q. will be communicated to any person NOT employed at such H.Q.s, except when necessary in the performance of duty. Information which may seem quite trivial may possibly give a clue to important military matters, with disastrous results to our Forces. Everyone, therefore, will make a definite rule NOT to mention any phase of this work to any person or to discuss any phase of their work with another member of the staff, when there is a possibility of being overheard. Particular discretion will be observed when talking on the telephone with regard to military matters. Signal operators and signal office personnel, likewise all drivers of H.Q. cars, are warned that any conversations regarding military matters they may overhear during the performance of their duties must be treated as secret and confidential.
4. Members of a H.Q. will NOT communicate confidential or secret information to other members of the staff unless it is necessary for the proper performance of their duties.
5. The following are relevant extracts from Official Secrets Act 1911 (MML p 895) as amended by the Official Secrets Act, 1920 (MML p 900) which acts of the U.K. apply to personnel of the Cdn Armu.
 1. A person is guilty of felony and liable to penal servitude for a term of 14 yrs who for any purpose prejudicial to the safety of interests of the State.
 - (a) Makes any sketch, photograph, plan, model or note which is calculated to be or might be or is intended to be directly or indirectly useful to the enemy.
 - (b) Obtains records, publishes or communicates to any other person any secret official code word or pass word, or any sketch, photograph, plan, model, article or note or other document or information which is calculated to be or might be or is intended to be directly or indirectly useful to any enemy;
 - II). A person is guilty of a misdemeanor and liable to imprisonment for a term of 2 yrs who,
 - (a) having in his possession any code word, pass work, sketch, photograph, plan, model, document, or information, communication, or communicates such code word, pass word, sketch, photograph, plan, model, document or information to any person other than a person to whom he is authorized to communicate it, or a person to whom it

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SECURITY OF OFFICIAL INFORMATION (CONTINUED)

- is in the interest of the State his duty to communicate it;
- (b) Uses the information in his possession for the benefit of any foreign power or in any manner prejudicial to the safety or interests of the State.
- (c) retains any sketch, photograph, plan, model, article, note or document in his possession or control when he has no right to retain it or when it is contrary to his duty to retain it, or fails to comply with all directions issued by lawful authority with regard to the return or disposal thereof.
- (d) fails to take reasonable care of, or so conducts himself as to endanger the safety of any sketch, photograph, plan, model, article, note, document or information.

23. CABLES TO CANADA FROM MEMBERS OF THE CDN ARMY O/S
O/S RO 2633

1. All cables to addresses in Canada may be handed in at any cable, postal, or telegraph office or at any Cdn Army fd. post office.

2. Cables may be sent by GLT, PLT or EFM services.

(a) GLT service (Greetings Letter Telegram)

Rate. MANITOBA and the WEST 5s. first 12 words or less; 5d. every additional word.

ONTARIO and EAST: 3s. first 12 words; 3d. each additional word.

The indicator GLT precedes the address.

Each word in the address is charged, but no charges are made for indicator GLT. Messages are transmitted from the U.K. by cable and telegraph to destination.

(b) PLT service (Post letter telegram)

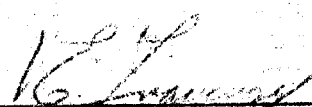
Rate. To all parts of Canada; 2/6 for the first 20 words, 1½ for each additional word. The indicator PLT to precede the address. Each word in the address to be charged including indicator PLT which counts as one word. Messages are transmitted from the U.K. by cable to cablehead in Canada and thence to destination by mail.

(c) EFM service (Expeditionary Force message)

Rate; to all parts of Canada, certain selected phrases, three of which may be sent for 2/6. The indicator EFM precedes the address.

No charge is made for either the address or the indicator.

Messages are transmitted to any point in Canada by cable.


Lieut. A/Adjt
for A/Officer Commanding, 1st Bn
The Black Watch (RHR) of Canada,
Overseas.

APPENDIX TO 1 R.H.C. Part 1 ORDER No. 40 d/6 Nov 42.

ECONOMY

O/S RO 2649.

TRANSPORT

- (a) All activities, whether trg. or admin. necessitating the use of M.T. will be so planned, organized and controlled that the required results are obtained with the minimum of petrol and rubber.
- (b) Military Vehicles will NOT be used for journeys that can be performed by public transportation services without prejudice to military interests.
- (c) Duplicate trips will be avoided by careful co-ordination and organization.
- (d) Tactical schemes, will be carried out within marching distance of quarters wherever practicable.
- (e) Trips will be arranged on the "milk round" basis for collection and delivery of salvage, ordnance stores, etc., wherever practicable.
- (f) Vehicles will NOT be taken on trg exercises unless definitely necessary for the particular lessons being studied.
- (g) Driving instruction (in the case of advanced learners) will be carried out on routine journeys when practicable.
- (h) Conferences should be held in central locations allowing for minimum mileage.
- (i) Tpt will NOT be used on exercises for officers messes or baggage.
- (j) Mechanically unserviceable vehicles will NOT be used until repaired.
- (k) All unserviceable parts will be returned to Ordnance

PETROL

- (a) Funnels will be used to fill vehicle tanks
- (b) Petrol will NOT be used to clean vehicles.
- (c) Drivers will NOT choke motore excessively.
- (d) Motors will be switched off at halts.
- (e) Vehicle log books should be checked closely to prevent excessive or illegal use of petrol.
- (f) Petrol cookers will NOT be used in quarters.

RUBBER

- (a) As speed increases tire wear, vehicles will be driven within the speed limits laid down in orders but not necessarily at such speeds, particularly on corners.
- (b) Sudden starts and stops should be avoided. They indicate poor driving.
- (c) Correct tire pressures must be maintained in order to obtain maximum tire life.
- (d) tires must be replaced in sufficient time to prevent permanent damage.
- (e) rubber boots will not be worn unnecessarily.
- (f) P.T. shoes should be used only for P.T. and indoor work. Their use on roads is wasteful.
- (g) rubber and fabric articles, i.e. rubber boots, ground sheets, etc., should be carefully dried after use.
- (h) rubber bands will be used sparingly.

FOOD

- (a) Food will be kept from spoiling by adequate sanitary precautions.
- (b) Vegetables will NOT be allowed to go to seed in unit gardens. Notify Area Agricultural Officer of any surplus.
- (c) new potatoes will be scrubbed, NOT peeled.
- (d) bread will be served in small pieces to prevent waste.
- (e) wherever feasible rations should be underdrawn.
- (f) bones and drippings will be collected and arrangements made with dealers for their disposal.

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FUEL AND ELECTRICITY

- (a) When not needed all lights will be switched off.
- (b) Bulbs in passages, bathrooms, storerooms, etc will not be stronger than 15 watts. Unnecessary bulbs should be removed.
- (c) blackout screens will be placed in position and removed at the official times.
- (d) coke will be used instead of coal where possible.
- (e) coal dust and slack will be made into briquettes or mixed with coke
- (f) ashes will be carefully sifted, and unburned fuel used again.
- (g) there will be no duplication in methods of heating and cooking. Coke or coal will be used in preference to gas.
- (h) coal dumps should be located on hard foundations to prevent the loss of coal by being churned into the ground.

PAPER

- (a) Sufficient receptacles should be provided to take care of all waste paper.
- (b) every effort should be made to save labels from food tins; magazines, wrappers, and boxes from parcels.
- (c) paper will not be destroyed or thrown away. To do so is a civil offence.
- (d) the smallest practicable size of stationary and envelopes will be used.

METAL, WOODEN, GLASS AND CARBOARD CONTAINERS

- (a) Containers must be kept in good condition so that they may be used again.
- (b) Units will make containers from 4 gal non-returnable petrol tins, and NOT use NAAFI containers as these are needed for re-issue.

CLOTHING

- (a) clothes must be mended early. A "stitch in time" may save a whole garment.
- (b) denim will be worn whenever practicable in order to save wool battle dresses.
- (c) worn out woolens will be salvaged and NOT used for cleaning cloths
- (d) cleaning cloths will NOT be burned or otherwise destroyed. They will be turned into salvage.
- (e) surplus clothing will be returned to Ordnance.

SALVAGE

- (a) Unserviceable articles and material of every nature will be systematically collected and salvaged.
- (b) salvage must be sorted by types. Care will be taken to ensure that waste paper does NOT contain razor blades or broken glass.

CARE OF QUARTERS

Barracks, Huts and requisitioned property must NOT be abused or allowed to deteriorate. Where deterioration is evident every effort will be made to effect repairs immediately.

BATTALION ORDERS
BY
LT. COL. S.D.CANTLIE
OFFICER COMMANDING, 1ST BN THE BLACK WATCH(RHR) OF CANADA, OVERSEAS

PART 1

No 41
20th Nov 1942

1. CASUALTIES - NOTIFICATION TO NEXT-OF-KIN
DRO 1992

1. Immediately Offr i/c Records receives authentic information that a casualty has occurred, he will inform the next-of-kin by cable via Records, Canada, or by telegram in the U.K. of such casualty and of any subsequent changes in status.

2. After the recent operations, considerable unnecessary hardship was caused to next of kin by serving personnel sending unauthentic information regarding friends direct to next of kin describing for example, how an individual was killed who subsequently has been reporty a Prisoner of War, etc. All personnel must realize that it is kinder to send no information than to send incorrect information and that everything possible will be done by Offr i/c Records as soon as reliable information is provided through the proper channels.

3. All ranks must appreciate the above and will, under no circumstances, pass on any information regarding casualties, Letters and cables of condolence may be sent but only after sufficient lapse of time to permit the next of kin to receive the official notification.

2. POWERS OF DETACHMENT COMMANDER

1. Bn Part 1 Order No. 37, para 5 dated 8th Oct '42 re the marginally noted is cancelled.

2. The senior officer in SELSEY will be the only Det.Comd in the Unit and is authorized to award punishments up to and including 14 days detention and a reprimand up to and including the rank of Cpl.

3. WORK TICKETS

1. All ranks are again reminded that M.T. work tickets must be signed by an officer.

2. Any O.R. signing a work ticket will be punished.

3. It is the officer's responsibility to see that work tickets are completed in every detail.

4. PISTOL LANYARDS

1. All ranks equipped with pistols, will wear a lanyard on same, that is hung from the right shoulder.

2. The practice of tying lanyards to the belt, holster, etc. will cease forthwith.

5. OUT OF BOUNDS
DRO 1964

The principal road through the estate known as FAIRWAY(M.R 336174) which has been used by military traffic as a short cut in proceeding from BOGNOR TO PAGHAM is place OUT OF BOUNDS with effect 27 Oct 42.

6. ABBREVIATIONS OF DATES
CCO 2705

1. Attention is drawn to the F.S.P.B., Pam No.2 1939, Appx 11, Sec 11 in which it is stated that dates will be written in the form 3 Sep 36 and NOT in the form 3/9/36.

/OVER

20th Nov 1942.

ABBREVIATIONS OF DATES (CONTINUED)

2. In the United States Forces the month is written first, followed by the day of the month, followed by the year; this 3/9/36 in the U.S. Forces would mean "the ninth of March, 1936". It is therefore essential that the correct method of abbreviation as given in the F.S.P.B. should invariably be used by Cdn Units.

7. DISCIPLINE - COMPLAINTS AND SUGGESTIONS

C.C.O. 2010

1. Any officer who wishes to put forward any complaint or suggestion will do so in writing to his commanding Officer through the Adjt. If he wishes, he may request that a complaint be referred by his commanding officer to appropriate higher authority. (K.R. Can Para 417, A.A. Sec 42).

2. Any soldier who wishes to put forward any complaint or suggestion will do so to his company (or equivalent) commander. If, after the matter has been investigated by his company commander (or equivalent), he is not satisfied, he may represent it through his company commander (or equivalent) to his commanding officer. If he is still not satisfied, he may represent it through his commanding officer to the G.O.C. in C, First Cdn Army, or the senior Officer, CMHQ as may be appropriate. (K.R. Can para 417, A.A. Sec 43.)

3. In addition, an officer or soldier who wishes to bring any grievance to the notice of an inspecting officer may do so through his adjutant in the case of an officer, or through his company (or equivalent) commander in the case of a soldier. All grievances will be investigated and settled, if possible by the commanding Officer. Any grievance which the commanding officer is unable to settle will be included in a tabulated form prepared for the information and use of the inspecting officer. (K.R. Can paras 73 and 418).

4. The above procedure is that laid down in the A.A. and K.R. (Can) Its object is to ensure that any representations officers and other ranks wish to make are effectively dealt with in the most expeditious way possible, and that proper discipline in the Army is maintained. Any other method of putting forward complaints or suggestions such as anonymous representations, or combined petitions, is expressly forbidden by K.R. (Can) vide paras 417(c) and 419.

5. Coy Commanders will ensure that the substance of this Order is brought to the attention of all ranks under their command.

8. SAFETY PRECAUTIONS - BLANK AMMO

C.C.O. 503

1. Serious accidents (one fatal) have recently occurred due to careless and improper use of blank ammo.

2. Blank ammo, if discharged in close proximity to a soldier, may cause for example, such injuries as blindness, burst ear-drums, serious flesh wounds or burst abdomen.

3. Coy Commanders are to ensure that all ranks understand these dangers and take action which will prevent such unnecessary casualties to, or loss of, trained soldiers.

9. PEDESTRIAN SAFETY

B.R.O. 451

1. In recent months a considerable number of Cdn soldiers have been injured seriously and in some cases fatally, through their own neglect in not observing common sense safety regulations while walking on public highways.

2. Soldier's uniforms due to design and coloring, are very difficult to see at night or when visibility is reduced by fog.

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PEDESTRIAN SAFETY (CONTINUED)

3.. With the limited headlight range of vision now in effect drivers operating vchs in the blackout are placed under a severe strain. Pedestrians can help to cut down these accidents by always being on the alert and ready to protect themselves from being run down by approaching and passing cars.

4. Where possible roads and streets should be crossed at proper crossing places. Pedestrians should at all times walk towards and facing the oncoming traffic on rds where there are no footpaths.

10; DISCIPLINE
DRO 1991

1. Eight soldiers members of various units of 2nd Cdn Div were recently before the Littlehampton Court of Petty sessions on charges of urinating in public places thereby creating a nuisance.

2. They were all found guilty and were fined £2-0-0 each and were warned that any repetition of the offence would be more severely dealt with.

11. DISCIPLINE - PUNISHMENTS FOR BREACH OF SECURITY
CCO 498.

1. On 1 Sep 42 a NCO of the Cdn Army(O/S) was tried by FGCM on one charge under A.A. Sec 15(1) for absence without leave for a period of 1 day, 30 minutes and four charges under A.A. Sec 11 with neglecting to obey an order relating to security.

He was found guilty of all charges, and sentenced to 18 mons. detention. The finding and sentence were confirmed by the G.O.C. 2nd Cdn Div and the sentence was remitted to be 12 mons. detention.

2. On 1 Sep 42 an NCO of the Cdn Army(O/S) was tried by FGCM upon two charges under A.A. Sec 11 for neglecting to obey a standing order respecting security.

He was found guilty of the first charge and not guilty of the 2nd charge.

The court sentenced him to be reduced to the ranks and to undergo 2 years imprisonment.

The finding and sentence of the Court were confirmed and the sentence was commuted to 12 months detention by the GOC 2nd Cdn Div.

3. On 2 Sep 42 an NCO of the Cdn Army(O/S) was tried by FGCM upon two charges under A.A. Sec 11 with neglect to obey unit orders respecting security.

He was found guilty of both charges, and sentenced to undergo 2 years imprisonment.

The finding and sentence was confirmed by the GOC 2nd Cdn div. and the sentence was commuted to one years detention.

12. PROTECTED PAPERS- CLASSIFICATION AND HANDLING OF
C.C.O.. 504

1. The number of secret papers have for some time been excessive. Misuse of the "SECRET" classification leads to neglect of the safeguards which should be afforded to papers of a really secret nature, and causes unnecessary labor and delay. The correct grading and degrading of papers where necessary must be a matter for constant personal attention on the part of all originators, and the following instructions re the classification and handling of protected papers will be strictly observed.

2. Papers (including correspondence) will in future be classified as follows:

- (a) MOST SECRET
- (b) SECRET
- (c) SECURITY
- (d) CONFIDENTIAL (incl. PRIVATE & CONFIDENTIAL)
- (e) NOT TO BE PUBLISHED.

CLASSIFICATION & HANDLING OF PROTECTED PAPERS (CONTINUED)3. MOST SECRET

The "MOST SECRET" category will normally be restricted to the following subjects:-

- (a) War plans and future operations when in the planning stage.
- (b) N/A
- (c) Secret intelligence.
- (d) Technical secrets connected with new weapons of warfare.
- (e) Other matters such as code words, ciphers, etc., which originators may consider should be included within this category
- (f) Shipping details in re to movements overseas.
- (g) N/A

4. Officers authorized to grade papers in the "MOST SECRET" category will be those that hold the following appointments:

Formation H.Q. - The senior staff officer of "G" "A" and "Q" Branches.

Bde. H.Q. - The Brigade Major

The above mentioned officers will always bear in mind the need for degrading papers from this category (see para 14 below)

5. The officers referred to in para 4 above will be responsible that the number of persons who have access to papers in the "MOST SECRET" category is reduced to the minimum compatible with efficient handling; rank will not be regarded as a criterion of safety. Individual officers, officials or branches need usually only be given particulars of that part of the paper which directly affects their work.

6. In order that papers in the "MOST SECRET" category may be easily recognized, they will, where possible, be printed or written on colored paper and will in any case, bear the classification "MOST SECRET" in bold and unmistakable marking.

7. All papers, including correspondence in the "MOST SECRET" category will be ack. by receipt forms.

8. SECRET

The "SECRET" category will normally be restricted to the following subjects.

- (a) Operations in their executive stages.
- (b) Ciphers, etc., and technical secrets which do not warrant the "MOST SECRET" category.
- (c) Troop movements for operational purposes or in connection with despatch overseas, location lists and orders of battle.

9. Officers and officials will be responsible that the number of persons who have access to "SECRET" papers is also reduced to the minimum compatible with efficient handling. Rank will not be regarded as a criterion of safety.

10. SECURITY

The "SECURITY" category will normally be restricted to the following subjects.

- (a) N/A
- (b) Moves within England, except for operational purposes.
- (c) Documents and correspondence which for the purpose of general study and military trg. must be circulated to officers generally and which at the same time it is desirable to safeguard in the interests of military security.

/OVER

CLASSIFICATION OF PAPERS (CONTINUED)

- (d) Administrative instructions etc. which requires a relatively wide circulation among officers and clerks and which do not disclose such vital information as would warrant their inclusion in the "SECRET" category.

11. CONFIDENTIAL

The "CONFIDENTIAL" category will be used for documents, the circulation of which it is desirable to restrict for adm. reasons. The term "CONFIDENTIAL" may also be used for subjects of a personal and disciplinary nature. A special category "PRIVATE and CONFIDENTIAL" will be used for confidential papers, access to which is to be restricted to a named individual.

12 NOT TO BE PUBLISHED

The "NOT TO BE PUBLISHED" category will be used for documents containing information of general interest within the Service need not be subject to the same degree of protection as documents belonging to the other four categories.

13. The originator of documents and correspondence falling into the categories mentioned in paras 8, 10, 11 and 12 should be demanded. The guiding principle will be that receipts should only be asked for when it is important to know that the addressees have, in fact, received the papers or letters without delay.

14. BREAKING OF SECRECY AND DEGRADING

Subject to special instructions which may from time to time be issued separately by the originating authority; officers not below the ranks mentioned above in para 4 are authorized:

- (a) To degrade to a lower category "MOST SECRET" and other papers when they are satisfied that the contents no longer warrant the original classification. In case of doubt, reference should be made to the originating authority.
- (b) To issue in a lower category extracts, from or instructions that emanate from a paper in a higher category provided that in their opinion the extracts or instructions do not justify inclusion in the same category as the original paper. For example- orders relating to the move of a unit overseas would be given in the "SECRET" category but consequential transfers of personnel to or from that unit need not be dealt with in "SECRET" papers, provided no reference is made to the move of the unit in question.

15. TRANSMISSION AND HANDLING

To facilitate the handling of secret papers, the following modifications to existing instructions are authorized.

- (a) Transmission of papers outside Military offices
- (i) "MOST SECRET" and "SECRET" papers will be sent in two envelopes, the inner envelope only being sealed. The outer envelope will contain only the address and will not be marked with the category of the paper. The inner envelope will be marked "MOST SECRET" or "SECRET" It will be marked "to be opened personally bythe holder of the appointment or the individual named.

/OVER

CLASSIFICATION OF PAPERS (CONTINUED)

- (ii) "SECURITY" and "CONFIDENTIAL" papers will be sent in two envelopes the inner envelope marked with the category of the paper but not wax sealed.
- (iv) Transmission of papers and documents in the "SECRET" category within Canada, including Newfoundland, and to the U.K. and the U.S.A. will be by registered mail.
- (b) OPENING MOST SECRET etc. papers

- (i) Most SECRET papers will be opened only by an officer or equivalent official.
- (ii) "SECRET" papers may be opened by a superintendent or chief clerk.
- (iii) "SECURITY" and "CONFIDENTIAL" papers may be opened by the chief clerk or a branch.
- (iv) In all cases, if the inner envelope is marked "to be opened personally by....." it will be opened only by the officer or official named. Normally the holder of an appointment will be mentioned and not an individual officer or official.

(c) Recording

- (i) At the H.Q. of formations down to, and incl Brigades.

- (i) The recording of all "MOST SECRET" and "SECRET" letters may be carried out by chief clerks, always provided that the necessary abstracts for recording papers in the "MOST SECRET" category are given to the chief clerks by the Offrs or officials concerned.
- (ii) In units and establishments:

- (1) The recording of all "MOST SECRET" and "SECRET" papers will be carried out by the Adjt or another selected offr.

- (ii) The recording of "SECURITY" and "CONFIDENTIAL" papers incl. correspondence may be carried out by chief clerks or selected confidential clerks.

504. Protected papers, classification and Handling

(d) Safes

When possible inst. contained in Para 1470(b) of K.R. Can will be observed. If sufficient safes are not available steels cupboards or steel boxes may be used for "MOST SECRET" and SECRET papers. These cupboards or boxes, will not be left unprotected, and their keys will be kept by an offr or equivalent official. "SECURITY" and "CONFIDENTIAL" papers may be kept by the superintending clerk or chief clerk of a branch, provided that they are in a container which can be locked.

16. Insofar as they are inconsistent with this R.O. Order K.R. & O 1466-1478 will remain in abeyance for the duration of the war.

PROTECTED MESSAGES- CLASSIFICATION AND HANDLING OF

1. All messages intended for transmission by telegraph, teletype, or wireless are to be sent in cipher when they deal with subjects graded as MOST SECRET, SECRET and SECURITY as classified in R.O. 1816 "Protected papers, classification and handling of."
2. In constructing a MOST SECRET, SECRET or SECURITY message the originating officer will ensure that the words MOST SECRET, SECRET, or SECURITY are included in the text of the message.
3. In conveying messages by hand to or from the cipher office the following safeguards will be taken:
 - (a) MOST SECRET/ SECRET or SECURITY messages will be enclosed in two sealed envelopes and the inner one being marked with the category of the message contained therein.
 - (b) All messages intended for ciphering will be sent under cover and addressed to the cipher officer.

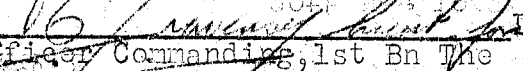
13. ROAD ACCIDENTS AND CASUALTIES
2D/5-4 d/12 Nov 42.

1. Farther to this H.Q. letter 2/D/5-4, dated 10 Nov 42 the time has come when some positive action must be taken to curb traffic violations and negligence resulting in what promises to be an appalling increase in veh and personnel casualties, as the result of rodd accidents.
2. During the past 4 days, 9 seriojs road accidents have been reported to this H.Q., resulting in the death of 2 soldiers, serious injuries to others, and other injuries to several more. This loss in man power is serious, as is the loss in vehs and in time spent to repair the damage occassioned by these accidents.
3. I am of the opinion that, except in very rare instances, all of these accidents are dud to total disregard of instructions which have been laid down for the prevention of accidents, and to the sheer negligence of the drivers of the various vehs. This is particularly true in the case of personnel employing MCs, where reports strongly suggest a total disregard for all rules of the road, and safety precautions.
4. I direct that in all cases of traffic violations, that the accused will be tried by an officer not below the rank of Lt.Col and I further direct that such cases be most severely dealt with where the accused person is found guilty on the evidence adduced.
5. I further direct that all officers will take a personal interest in enforcing traffic regulations, and that in any case of traffic violation that they take particulars and see to it that a charge is laid against the offender regardless of what unit is involved.

Signed J.H.ROBERTS
Comd 2 Cdn Div.

14. AMENDMENTS

Reference Part 1 Order No. 38 para 2. Amend to read as follows:
2.(a) to read Galleon Club, East Wittering, to other ranks except Officers, W.Os and Sgts."


Lt. Col
Officer Commanding, 1st Bn The
Black Watch (RHR) of Canada,
Overseas.

N O T I C E S

Road accidents

1. The increasing number of road accidents involving vehs of 2nd Cdn Div is causing considerable concern, and it would appear that a marked increase in laxity in the use and handling of ppt has been allowed to creep into tpt adm.
2. The value of claims arising from these accidents is now beyond the point which might be considered the result of normal traffic hazards.
3. The number of MC casualties reported during the month of Oct 42 would indicate that personnel employing this method of transportation have no conception of the inherent dangers of careless driving, and further the number of other veh casualties would indicate that drs are not using the vehs in the way in which they would use their own.

/OVER

ROAD ACCIDENTS (CONTINUED)

4. Os.C. will ensure that the attention of all drs and persons responsible for the maintenance and use of tpt are made familiar with the need for vigilanh care, and any infractions of M.T. regulations will be dealt with most severely, in order that needless traffic accidents and claims arising therfrom may be cut to a minimum.

2 Cdn DIV HOSPITALITY AND INFORMATION BUREAU(AUX SERVICES)

A K of C hospitality bureau for 2 Cdn Div personnel has been opened at 7 High St. BOGNOR REGIS(second floor, over K of C Canteen) with Mrs.Goulding in charge. Tele. No. BOGNOR REGIS 40. All ranks 2 Cdn Div are invited to see, write or telephon Mrs. Goulding at the Bureau for information and advice regarding places to go on leave(long or short leave) free hospitality in private homes, reserving Hotel and Club accommodation, reserving Dance and Theater tickets, conducted tours, cables, cabling flowers, etc.

The Black Watch Assoc., Edinbrugh, has kindly extended to all ranks of this Bn an invitation to make use of the facilities provided by their Club Rooms. Sleeping accommodation may be obtained for the sum of 3/6 bed and breakfast.

APPENDIX "A"

TO BN. PART I ORDER No. 41 d/

UNIT STANDING FIRE ORDERS

PART 1

Fire precautions and fire fighting

1. All ranks must be aware that the fire risk is always present, whether in billets or in the field and that the necessary precautions are taken to ensure that requisitioned and War department property are protected. Each Coy or detachment will ensure that the following precautions are taken.

1. The duty Pl. or section will act as the fire picket and will be familiar with these orders and the location of fire fighting apparatus.

2. No vehicle will be camouflaged with dead leaves, branches, etc., and camouflage nets and vehicles will be kept clear of any dead growth. Vehicles must be prepared to move out of a fire danger area without delay. Fire extinguishers in vehicles will be kept filled and in good working order.

3. That no straw is left lying around in billets or out buildings.

4. That grass is kept short and cleared to 50 ft from buildings.

5. That grenades and bombs liable to cause fires are not used near hay, long grass, etc.

6. That lamps, oil stoves, oil and petrol containers, etc., are not filled indoors.

7. That all natural water sources near the Coy or detachment area are improved to ensure adequate supply.

8. That open fires and combustion stoves are in good order and provided with fenders or surbs. Each open fireplace will have a curb of bricks.

9. Ammunition

1. S.A.A. carried on the man, S.A.A. (other than grenades) which is carried on the man may be kept in living quarters. Where possible it will be kept in a cupboard under lock and key and must in any case be more than 6 feet from any stove, fire or hot water pipes.

2. Other first line ammo: First line ammo other than that described in para 1 above will be stored where possible under lock and key in a garage, stable, or other outhouse. Proximity to other valuable stores or equipment will be avoided. If this is not possible it may be stored in living quarters subject to the following conditions:

(a) If a separate room, compartment, or cupboard is available, ammo will be stored there under lock and key.

(b) If the conditions in sub para (a) above are not practicable ammo, will be securely traversed with filled sand bags. It will not be stored in a room where a fire is lighted or where there is any form of artificial heating other than hot water radiators. Where hot water radiators are in use ammo must not be within 3 feet of hot water pipes or the radiators themselves.

3. Incendiary grenades of all types must be kept outdoors and apart from all other types of equipment.

10. Petrol

(a) petrol stand in the open will be surrounded by a trench not less than 2 feet deep and 2 feet wide and 3 feet from the edge of the petrol stand with the evacuated earth thrown outside the trench to form a bund. All undergrowth, long grass etc. or combustible material will be cleared to at least 50 ft from any stand. 4 gals petrol tins filled with sand will be kept in large numbers near each petrol stand.

/OVER

Petrol(Continued)

(b) Buildings requisitioned for the storage of petrol and oil will be kept ventilated and will not be used for other stores.

11. That all ranks must be aware of the danger heath fires resulting from cigarette ends, matches, cooking fires or training materials.
12. That all coys or detachments will be prepared to assist in fighting heath fires or fires from incendiary bombs or other causes.
13. That each billet will be equipped with 4 buckets(3 water, 1 sand) and 1 stirrup pump, larger billets in proportion to size. There will be 1 bucket filled with sand for every vehicle in sheds, etc. Sufficient bags filled with sand will be placed at a billet for the purpose of extinguishing incendiary bombs.
14. That the service respirator is on no account worn at any fire.

PART 11

Alarms

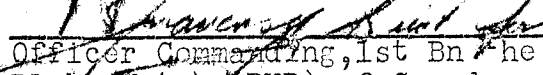
1. A person discovering a fire will shout "FIRE" and endeavour to put it out as soon as possible.
2. The alarm will be passed on by word of mouth and the Coy Duty Officer will immediately advise the Bn Duty Officer, the exact location of the fire. The Bn Duty officer will advise Unit Fire officer and if necessary the Chichester Fire Bde. Phone Chishester 2222 and the NF.S. Stations at Selsey 18 and W.Wittering 3286.
3. The Unit fire officer will immediately proceed to the scene of the fire and ascertain that all possible measures are taken to extinguish it.
4. The Guard commander will see that all unauthorized persons are kept away from the scene of the fire and will be responsible for the safeguarding of all articles taken from the buildings.
5. The Duty pl. will act as fire picquet and will proceed immediately to the scene of the fire under command of the Sr. NCO . Coy Duty Officer will take over command of the fire picquet pending the arrival of the Unit Fire Officer.
6. Each coy or detachment will ensure that all ranks are familiar with the location of fire fighting equipment, static water, bydrants, and water mains. Detailed plan showing the layout of these will be kept in each Coy or detachment office.
7. A list of local fire brigades and NFS stations and instructions for calling same or assistance from neighboring units will be kept in each coy or detachment office. All possible co-operation and assistance will be given to the NFS.
8. These orders will be posted in a prominent place in each coy or detachment office and will be read out on parade to all ranks on the morning of the last Saturday of each month.

PART 111

1. As stated above the person discovering the fire will extinguish it, but the alarm must be raised so that assistance will reach him immediately.
2. The Guard commander will immediately turn out the guard and all important points will be safeguarded. He will then proceed to the scene of the fire and ascertain the number of men necessary to throw a cordon around the fire.
3. The fire picquet will be immediately organized to combat the flames and a party will be detailed to remove documents, stores, vehicles etc. to a safe place concentrating first on inflammable stores which might spread the fire. The Coy duty officer will see that all windows and doors in the burning building are shut and that the gas is turned off from the main. Electricity is to be turned off and the main fuse removed as soon as possible.

)OVER

4. The balance of the coy will stand by to render assistance and ensure that the fire does not spread to other buildings.
5. All materials and stores of any value remaining after the fire will be salvaged.
6. A man will be left on watch in case the fire breaks out again.
7. Coys and detachments will notify B.H.Q. immediately of any fire so that the proper authorities may be advised.
8. Coy Commanders are responsible to see that fire fighting equipment is in good condition and that under no circumstances will it be removed from any building.


Lt. Col
Officer Commanding, 1st Bn The
Black Watch (RHR) of Canada,
Overseas.