

NEW ZEALAND

Field Note and Sketch Book

For the use of Officers in the Field

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FOURTH EDITION.

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OPERATIONS ORDERS.

1. Operation Orders deal with all strategical and tactical operations, such as marches, protection, occupation of quarters, reconnaissance, and battle. An Operation Order should contain just what the recipient is required to know, and nothing more.
2. Operation Orders should usually be framed on the following system: The heading of the Order will contain the name of the force to which it refers, the consecutive number of the Order, the date, and, if necessary, the map to which references are made. For example:—

WELLINGTON BATTALION ORDER, No. 23.

10/3/11.

Reference: $\frac{1}{2}$ in. Ordnance Map, No. 34.

- (a) The general situation should be given; this will include such information about the enemy and other bodies of one's own troops as may affect the recipient of the Order. If it is not desirable to mention the source of the information, the Order should state the degree of credibility with which the issuer of the Order regards it.
 - (b) A brief summary of the intention of the officer issuing the Order, as far as it is advisable to make it known.
 - (c) After this should follow the necessary instructions for those to whom the Order is issued. The actual arrangement of these paragraphs must vary with circumstances, but it should be clear, logical, and in order of importance, so that the chief essentials are brought to mind first.
 - (d) Immediately above the signature should be stated the place to which reports are to be sent, and, when necessary, the position of the commander who issues the Order.
3. At the foot of the Order, below the signature, should be noted the hour and mode of issue and the individuals to whom issued. In addition, the number of the copy issued to each individual should be noted on the copy retained for filing.

Copy No. 1 issued at 5.25 p.m. by Adj. to C.O.

"	"	2	"	"	5.10 p.m. by dictation to A Coy.
"	"	3	"	"	" " " " B "
"	"	4	"	"	" " " " C "
"	"	5	"	"	5.15 p.m. by cyclist orderly to D Coy.
"	"	6	"	"	5.10 " dictation to M.G. Sec.
"	"	7	"	"	5.15 " orderly to Q.M.
"	"	8	"	"	" " " " Tpt. Off.

In the case of detached forces, not under the immediate control of the commander who details them, general instructions for guidance are usually more appropriate than actual orders. Confidential statements of information and intentions, under such circumstances, should be full.

MESSAGES.

1. Messages will be addressed by the title of the unit or formation in an abbreviated form. The writer is responsible that any abbreviations he may use are such as will be understood by the recipient. The address will be followed, if necessary, by the name of the place to which the message is to be sent.

2. After the address, the number of the sender's message will be given, followed by the day of the month. If the message is in reply to, or has reference to, a message from the addressee, the number of that message will then be quoted.

3. The text of the message will come next. Numbers should be written in words. Messages should be as short as possible consistent with clearness. The letters AAA will be used for a full stop.

4. The message will end with the abbreviated title of the sender's unit or appointment, followed by the place and time of despatch.

5. When the message is complete it will be signed by the sender in the right hand bottom corner. If the message is despatched by signal this signature is not transmitted, but is the authority for despatch.

REPORTS.

1. In reporting on an enemy, accuracy as regards times, places, the position, approximate strength, branch of the service, formations, and direction of march, etc., of the troops reported on, is of the first importance.

2. It is more important that the information contained in a report should be relevant and accurate, and should arrive in time to be of use, than that the report should be long or elaborate.

3. The rough scale of all sketches should invariably be stated. The North point should never be omitted.

4. The sides of the squares on the pages of this book are $\frac{1}{4}$ in.

NOTES.

1. Names of places, or persons, important words, addresses, etc., should be written in block capitals.

2. Copies of all messages should be retained by the sender.

1st March, 1916.

No 1 Troop

Regt. Officers

Corp. Rec'd:

(1)

- Dr. G. Southland ✓ ✓ (2) ✓
- J. Dowler ✓ ✓ ✓
- S. M. Lehmann ✓ ✓ (3) ✓
- E. R. Seich ✓ ✓ ✓
- J. A. Arcoae ✓ ✓ ✓
- A. J. ... ✓ ✓ ✓
- W. Middle ✓ ✓ (4) ✓
- G. H. Rudd ✓ ✓ ✓
- J. Lane ✓ ✓ ✓
- E. Pike ✓ ✓ ✓
- R. H. Ham. ✓ ✓ ✓
- A. J. O'Brien ✓ ✓ ✓
- W. R. Mapp ✓ ✓ ✓
- R. ... Barry ✓ ✓ ✓
- R. H. ... ~~Barrington~~ ✓ ✓ ✓
- J. Barrington ✓ ✓ ✓
- J. Arcoae ✓ ✓ ✓

Ch. 1. Drops in Deltas

Corp. Reid.

H. Lane

E. A. Blich

E. Oche

E. Douillard (Best Leader)

J. Dowen

J. O'Brien

W. Mapp

B. McTellan

C. H. Rudd

M. Riddle

R. H. Ham

A. A. Aercal

J. Aercal

Washed into the water from Boats.

Major Bond (1)
Defence Church

Lieut Parsons (1)

Diploma

Varasour (1)

~~Letter to [unclear]~~
~~Masonell~~
~~Banker~~

Green - coat.

Canvas Bag. 3ft Long.
15" High.
18" Wide.

With flaps.

Alfreds letter to MacLaurie
from Boots.

~~J. Watson~~ ~~Sgt Baker~~
~~Woolley~~ ~~Boat Jollyman~~
~~Sanant~~ ~~S. Boat Chalford~~
~~Blommer~~ ~~S. Boyer~~

~~W.R. Mathis~~

~~Boyer~~
Mottner

~~Amos~~

Jarvis

~~Guest~~

~~Debbard~~

~~Belchist~~

~~J. Reeves~~

~~D. Doyle~~

Matthews

~~Sgt~~

~~Sgtby Neal~~

~~Sgt. Peck~~

~~Sgt. Phillips~~

~~Rudd~~

~~Chaim~~

~~Lane~~

~~Diddle~~

~~Ot. Sgt. Laphow~~

~~Berry~~

~~Sgt. Dabbland~~

~~Blitch~~

~~Sgt. Maclean~~

~~Datchett~~

~~J. Dowler~~

~~Peter~~

~~J. Kibitt~~

~~A. J. Martin~~

~~C. Drexler~~

~~C. Danhall~~

~~Ed. Mitchell~~

~~A. M. C.~~

~~Sgt. Fisher~~

~~R. B. Green~~

~~W. Scott~~

~~Draper~~

~~Lt. J. H. Hames~~

~~Idem~~

~~J. H. Hames~~

~~J. A. Hames~~

~~L. Hames~~

~~R. Hames~~

~~Sgt. Hames~~

~~Sgt. Brooks~~

~~Brooks~~

~~Sgt. G. G. G. G.~~

~~J. Hames~~

~~R. Hames~~

~~Sgt. Hames~~

~~Hames~~

~~Sgt. Dealey~~

~~Sgt. Schroder~~

~~Sgt. J. J. J. J.~~

~~" Ballangley~~

~~" Dealey~~

~~" Frank~~

~~S. P. Moran~~

~~J. Hames~~

~~Castello~~

W. G. Marshall	W. G. Marshall
E. J. Smith	E. J. Smith
E. Kerner	E. Kerner
H. M. Ave. Dae.	H. M. Ave. Dae.
J. W. De launay	J. W. De launay
J. W. Donald	J. W. Donald
W. H. Menifield	W. H. Menifield
D. H. Shant	D. H. Shant
W. H. Procks	W. H. Procks
W. H. Dae.	W. H. Dae.
W. H. Bruce	W. H. Bruce
W. H. Jermyn	W. H. Jermyn
W. H. Western	W. H. Western
W. H. Mackles	W. H. Mackles
W. H. Outhorland	W. H. Outhorland
W. H. De launay	W. H. De launay
W. H. Dae.	W. H. Dae.
W. H. Marshall	W. H. Marshall
W. H. Wilson	W. H. Wilson
W. H. Stratford	W. H. Stratford
W. H. Dae.	W. H. Dae.
W. H. Powell	W. H. Powell

Heckes J ✓	Dick 7B ✓
Dy a S ✓	McKatt R ✓
Verese 7a ✓	Mapp S ✓
Geryman ✓	✓ for Merrifield
Cpt Taylor ✓	2 M S Rankin ✓
Dy 2 H ✓	- Sgt Mjr Deal
Munro P C ✓	
Taylor S ✓	
Molly S ✓	
Deal R ✓	Mathews ✓
Fairhall C ✓	Boys RS ✓
Black R J ✓	Fuller ✓
Sgt McDonald ✓	Lane ✓
Pike S ✓	Murphy ✓
Obannon J P ✓	Drain ✓
Casey ✓	Piddle ✓
Davis R ✓	Rudd ✓
Davis a W ✓	Rabbits ✓
Fairhall N ✓	brp Obannon
Wilkins W ✓	Bryant
Boj Stratford ✓	Bryant 7
Western ✓	Evans
Reeves A ✓	✓ Ainsworth ✓

Hubbard

Horn ✓

McKellan

Orsman

Pope R

Sneider C

Stuber L

O'Brien R J

O'Brien R

McMahon

Maher

Verese A J

(cook)

Verese S

(do)

Mapp W

Neal R E

Amador C W

Healy J

Mapp D S

Mapp W

Dayton S

Sgt W. [unclear]

Suit Case

Col. Matthews.

Dr. Mann G.

Mithard N. G.

Woolly H. G.

Rees D. S.

Mc. Nabb R. V.

Dyree L. A.

Mortimer H. J.

Cope R. R.

Reeves J.

Luke S.

Watson J.

Neal R. E.

Amreider C. W.

Healy J.

Mapp D. S.

Mapp W.

Daylor S.

Capt. Derryman

0000.500.0297.